

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS TRAINING MANUAL

**AE103-CMF: Capital Magnet Fund (CMF) Program
Application Submission
(for CMF Program Applicants)**

February 2016

V1

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1 Introduction



AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users) is a pre-requisite for the training manual you are currently viewing, AE103: Capital Magnet Fund (CMF) Program Application Submission (for CMF Program Applicants) V1.

An entity seeking to apply for financial assistance through the Capital Magnet Fund (CMF) Program will have the ability to submit a CMF Application, to the CDFI Fund, in the Awards Management Information System (AMIS). To submit an application online, that entity 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. For full application question text and guidance on CMF Application content, please select <https://www.cdfifund.gov/programs-training/Programs/cmf/Pages/apply-step.aspx>.

The objective of this training manual is to provide CMF Applicants with instructions on how to create, complete, and submit a CMF Application in AMIS.

2 Update the CMF Program Profile

Once applicants have successfully created an AMIS account, they must ensure that their Program Profile information is up to date before creating, completing, and submitting a CMF Application.

To update the CMF Program Profile:

1. Log in to AMIS.
2. From the AMIS Home page, click the **Organizations** tab to be forwarded to the Organizations Home page.

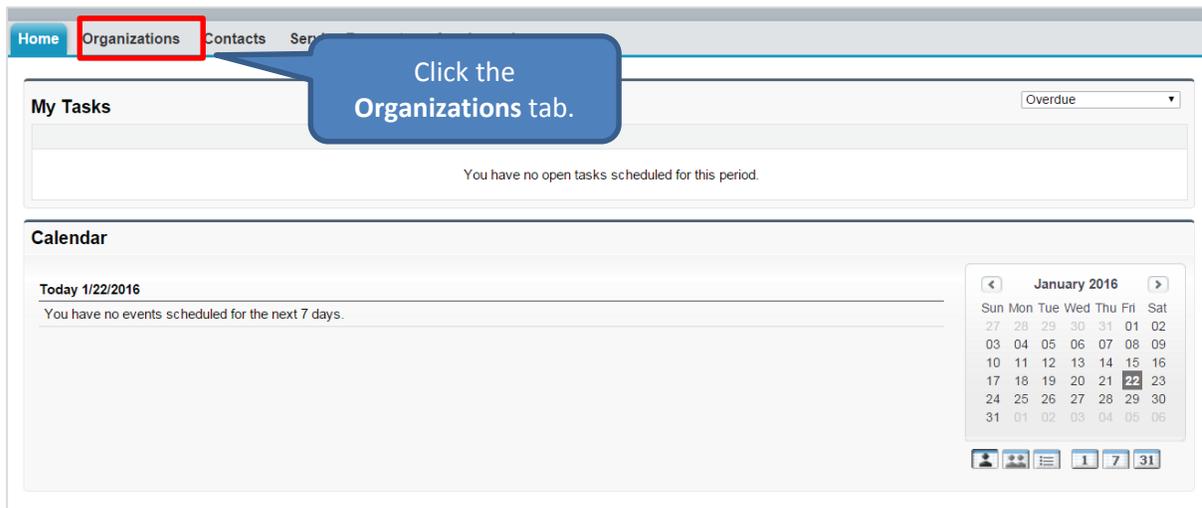


Figure 1. AMIS Home Page

3. On the Organizations Home page, your organization will be listed under the Recent Organizations section. (If your organization is not listed, click the **Go!** button next to the View drop-down menu to be forwarded to the Organizations list view.)

4. Click the **Organization Name** link to access your Organization Profile, e.g., Olive Branch.

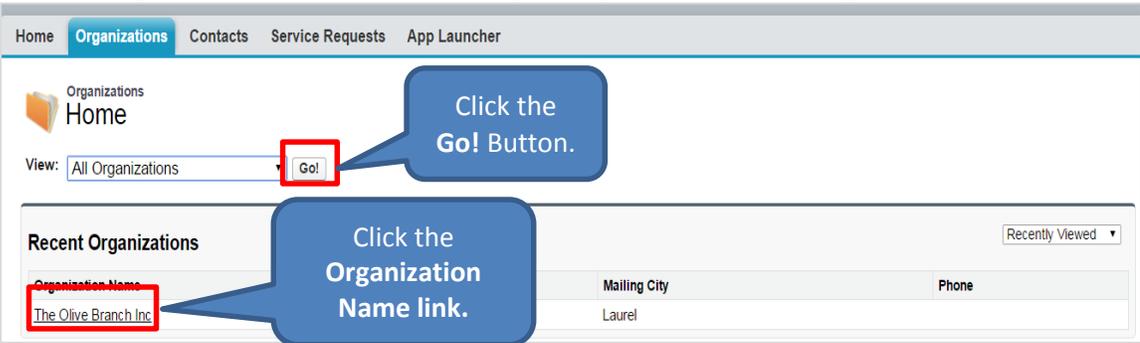


Figure 2. Organizations Home Page

5. You will be forwarded to the Organization Detail page. Click the **Program Profiles** link to navigate to the Program Profiles related list.



NOTE: When a user creates an organization, AMIS automatically creates a Program Profile, with partial data, for each CDFI Fund program. Applicants are required to complete the rest of the Program Profile information and specify information such as the Applicant Category prior to completing an application.

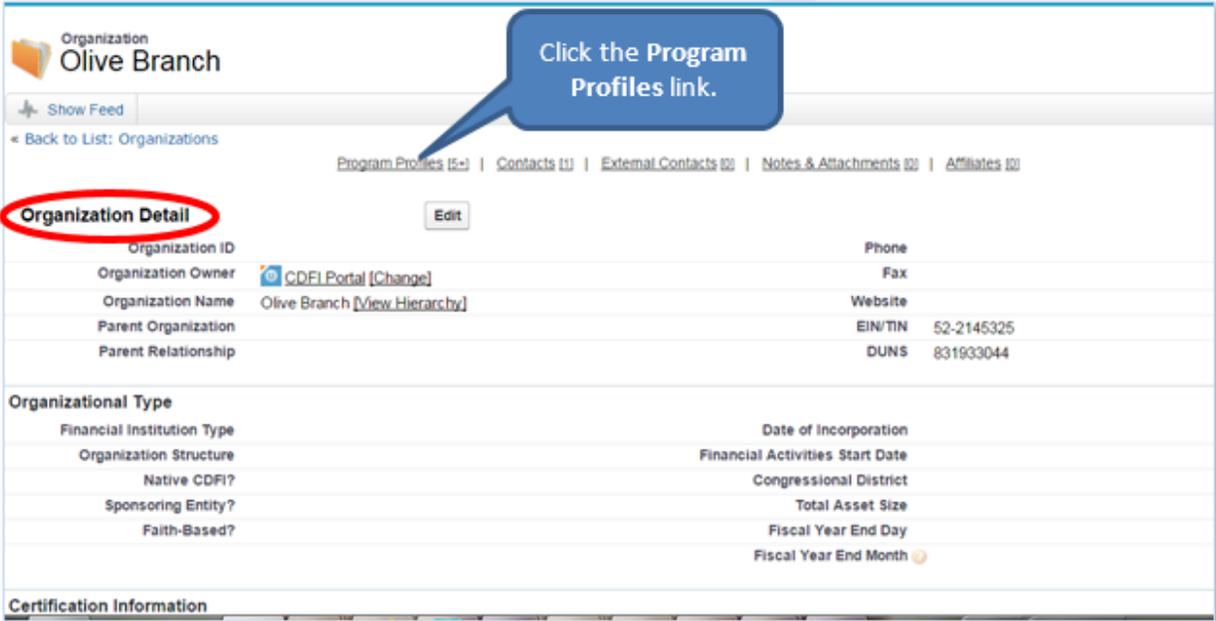


Figure 3. Organization Detail Page

6. From the Program Profiles related list, click the **Program Profile Name** link for the CMF record type to be forwarded to the Program Profile Detail page.



Program Profiles

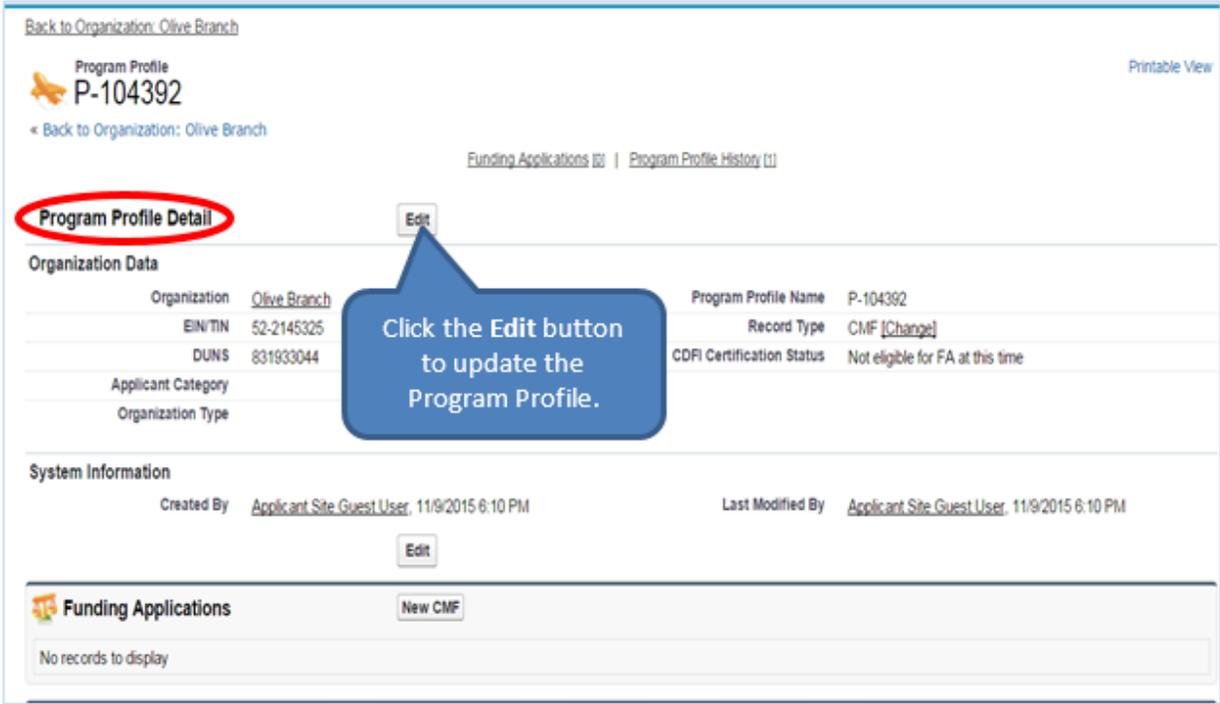
Action	Record Type	Program Profile Name
Edit	BEA	P-104389
Edit	NMTC	P-104390
Edit	BGP	P-104391
Edit	CMF	P-104392
Edit	CDFI-NACA	P-104393

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

Click the Program Profile Name link.

Figure 4. Program Profiles Related List

- 7. From the Program Profile Detail page, click the **Edit** button to update the CMF Program Profile information.



Back to Organization: [Olive Branch](#)

Program Profile **P-104392** Printable View

[Back to Organization: Olive Branch](#)

[Funding Applications \(0\)](#) | [Program Profile History \(1\)](#)

Program Profile Detail Edit

Organization Data

Organization	Olive Branch	Program Profile Name	P-104392
EIN/TIN	52-2145325	Record Type	CMF [Change]
DUNS	831933044	CDFI Certification Status	Not eligible for FA at this time
Applicant Category			
Organization Type			

System Information

Created By: [Applicant Site Guest User](#), 11/9/2015 6:10 PM | Last Modified By: [Applicant Site Guest User](#), 11/9/2015 6:10 PM

Edit

Funding Applications New CMF

No records to display

Click the Edit button to update the Program Profile.

Figure 5. Program Profile Detail Page

- 8. You will be forwarded to the Program Profile Edit page.
- 9. Select an **Organization Type(s)** by selecting an option from the Available picklist and clicking the right arrow to move the selected Organization Type to the Chosen picklist. If more than one Organization Type applies, choose all that apply from the picklist.
- 10. Click the **Save** button.

 **NOTE:** If the required information is not completed correctly, you will receive an error message when trying to save asking you to correct the invalid data before you can save.

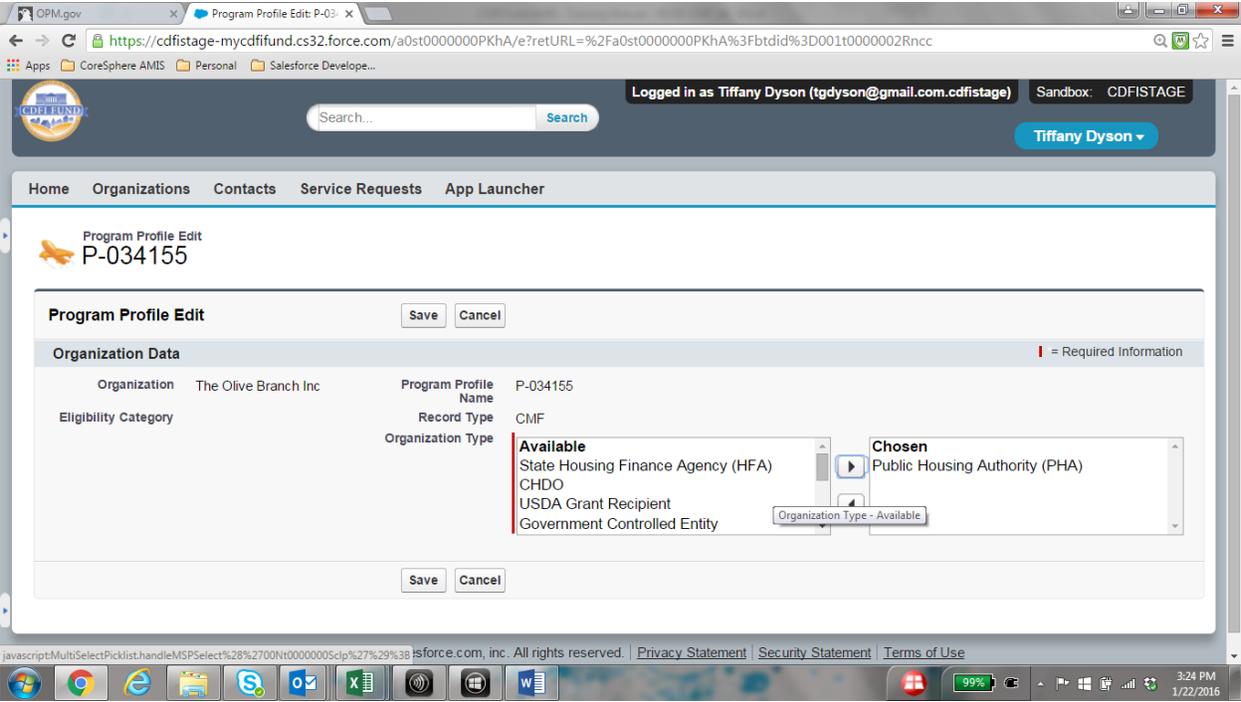


Figure 6. Program Profile Edit Page

- 11. You will be forwarded to the CMF Program Profile Detail page with a message stating that the Program Profile information has been updated.

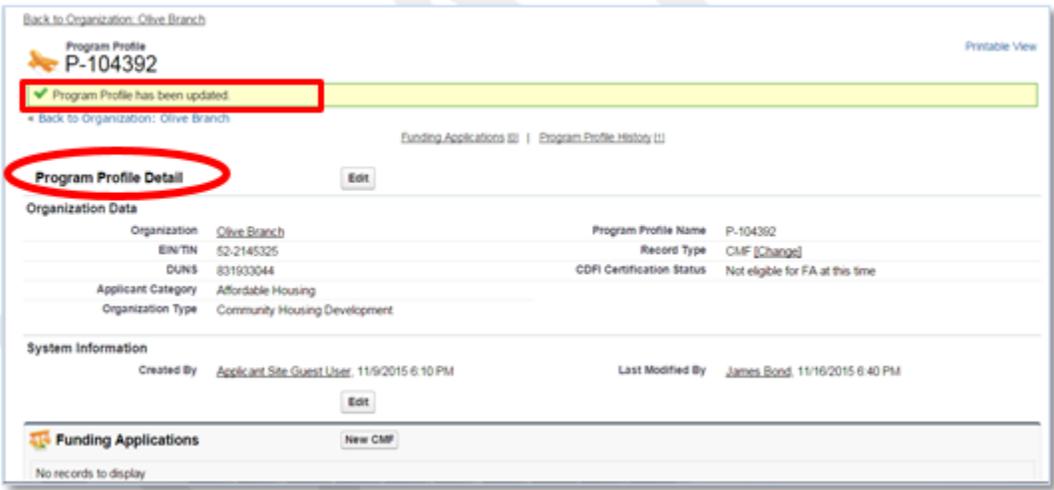


Figure 7. Program Profile Detail Page

3 Create, Complete, and Submit a CMF Application

Once the Program Profile has been updated, the CMF Application can be created, completed, and submitted.



NOTE: In order to qualify for a CMF award, applicants must be a Certified CDFI or a non-profit organization and have been in existence as a legally-formed entity for at least three years prior to the application deadline. Applicants should review the eligibility criteria in the NOFA to ensure they are qualified to apply for and receive an award before attempting to complete an application.

The CMF Application consists of seven sections:

- a. **Funding Applications** – High-level information on the applicant, service area(s), the requested award amount, an executive summary, environmental reviews, assurances and certifications, 501(c)(4) information, and a signature section.
- b. **Application Geographic Areas** – Information on the geographic area(s) to be served.
- c. **Strategy/Narratives** – Information on the applicant’s business strategy, leveraging strategy, community impact, and organizational capacity, requested in both data field and narrative formats.
- d. **Track Record and Projections** – Information on the applicant’s financing track record, projected performance, projected financing, and proposed commitment schedule.
- e. **Key Personnel** – Information on the applicant’s key staff.
- f. **Application Financial Data** – Information on the applicant’s finances for the past three years.
- g. **Related Attachments** – One set of attachments is requested from non-profit organizations and another set from all other types of applicants.

CMF Applicants are required to complete all sections of the CMF Application before submitting it to the CDFI Fund.

3.1 Complete the Funding Applications Section

To begin creating a CMF Application, applicants will first complete the Funding Applications section:

1. From the Program Profile Detail page, click the **Funding Applications** link to navigate to the Funding Applications related list, then click the **New CMF Application** button.

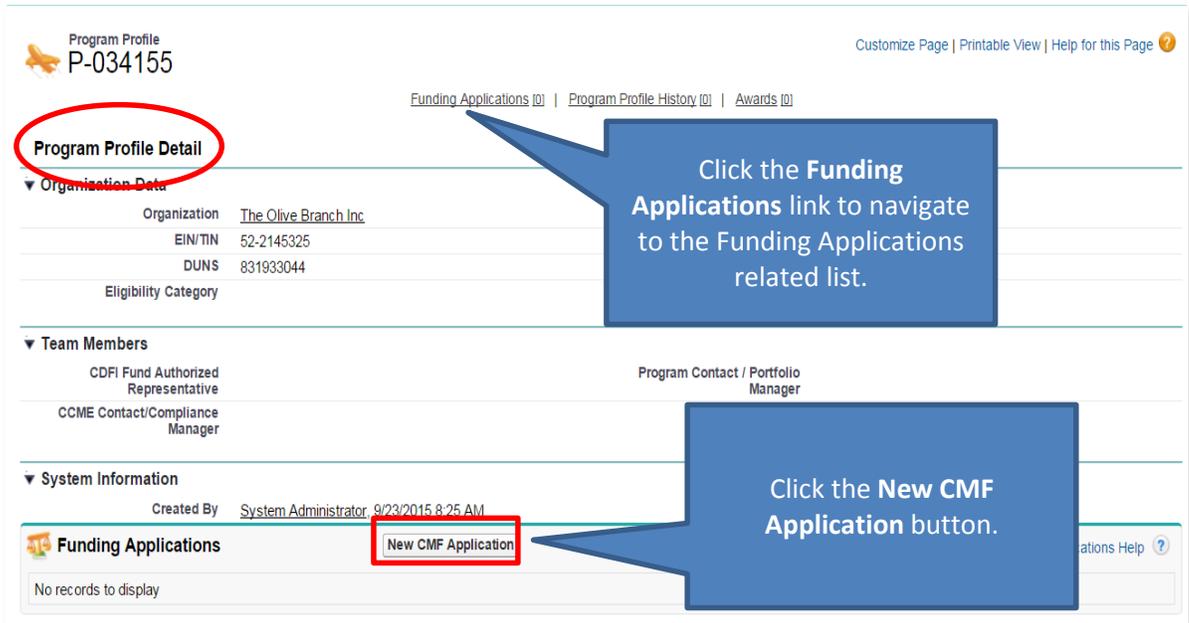


Figure 8. Program Profile Detail Page

2. You will be forwarded to the Funding Application Edit page. Complete the Application Contacts section.
 - a. Click the **Lookup** icon to search and select a name for the Authorized Representative.
 - b. Enter search criteria in the Lookup dialog box and click the **Go!** button to locate the appropriate contact from your organization contacts.

- c. Click the **Name** link to add a contact to your application.

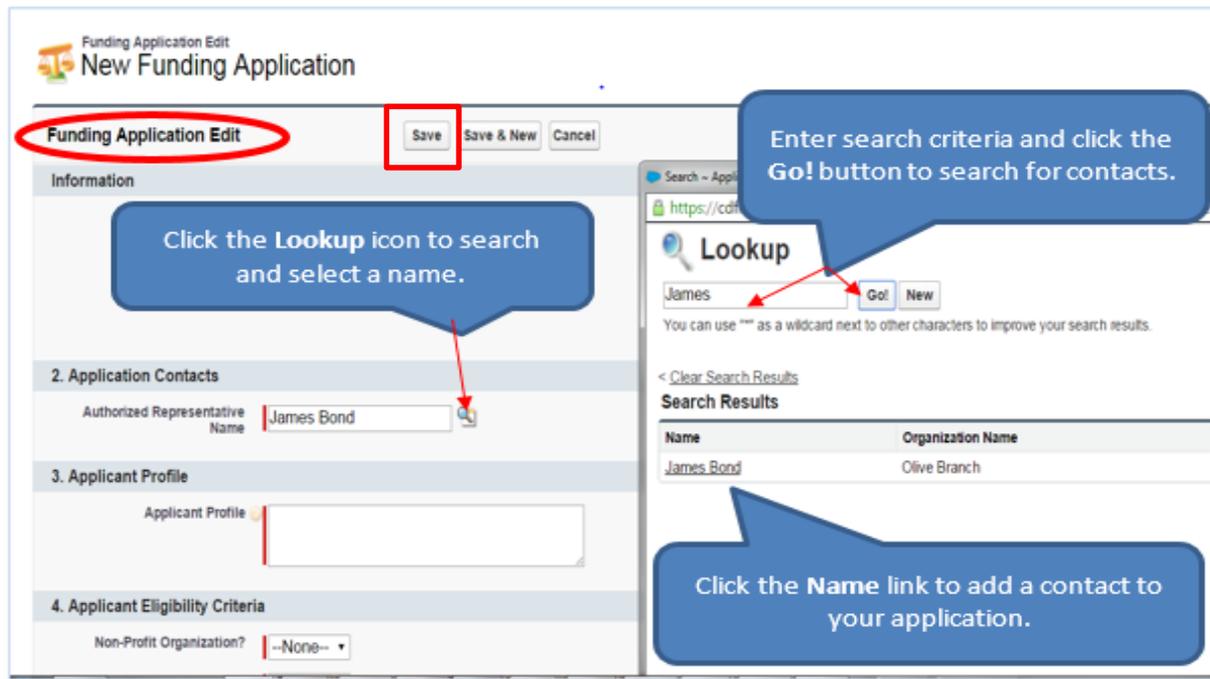


Figure 9. Funding Application Edit Page

 **NOTE:**

- Applicants must provide all required information, highlighted with a red bar, in order to save a page.
- Click the **Help (?)** icon, if displayed next to a field, to view instructions on how to complete a particular field.
- Regularly click the **Save** button to ensure that the latest information is saved.
- The **Save & New** button will save the record and open a blank new edit page to add additional records.

3. Complete all required information in the following areas on the Funding Application Edit page:
- a. Applicant Profile.
 - b. Applicant Eligibility Criteria.
 - c. Service Area.
 - i. Service area options are: National Service Area, Multi-State Service Area, State-Wide Service Area, and Local Service Area.
 - ii. For a National Service Area, applicants may select up to seven states (but no counties). For a Multi-State Service Area, applicants may select multiple states. For a State-Wide Service Area, applicants may select only one state and no counties. For a Local Service Area, applicants may select only counties and no states.
 - iii. For each service area selected, applicants are required to add at least one geographic area in the Application Geographic Areas section.
 - d. Requested Award.

- e. Total Estimated Hours to Complete the Application.
- f. Executive Summary.
- g. Environmental Review Form – Parts 1 and 2.

The screenshot displays the 'Funding Application Edit Page' with the following sections and fields:

- 3. Applicant Profile:** A text input field with a help icon and a tooltip: "Enter Applicant name, the year the organization was established, the proposed products & svcs offered & the target geographies served".
- 4. Applicant Eligibility Criteria:** Includes dropdowns for "Non-Profit Organization?" (No), "Affiliates Applying for FY16 CMF Award" (No), and "33% of Assets are for Affordable Housing" (No). A text field for "If 33% are affordable Housing, Enter %" is also present.
- 5. Service Area:** A dropdown menu for "Geographic Market Served" is highlighted with a red circle and set to "Multi-State Area".
- 6. Requested Award:** Includes a text field for "CMF Award Amount Requested" (100M), a dropdown for "Is There an Absolute Minimum Amount" (No), and a text field for "If yes, Enter Absolute Minimum Amount".
- 7. Total Estimated Hours to Complete the Application:** A text field for "# of Hrs to Complete Application" (10).
- 8. Executive Summary:** A text field containing "WE NEED 100M".
- Environmental Review Form Part 1:** Includes a dropdown for "Applicant certify that it will comply" (Yes), a dropdown for "Not 'Categorical Exclusion'?" (--None--), and a dropdown for "If Yes, Env. Impact Statement required?" (--None--).
- Env. Review Form Part 2 – Any activities proposed in the Application involving:** A grid of dropdown menus for various environmental factors, all set to "No":
 - Historical/Archaeological Sites?
 - Wilderness areas per Wilderness Act?
 - Wild or scenic rivers?
 - Natural landmarks?
 - Coastal barrier resource systems?
 - Coastal Zone Management Areas?
 - Sole Source Aquifer Areas?
 - Wetlands?
 - Flood plains?
 - Prime and unique farmland?
 - On EPA's Violating Facilities list?

Figure 10. Funding Application Edit Page (continued)

- 4. In addition, complete the Assurances and Certifications Form.
- 5. Complete the 501(c)(4) Questionnaire, if your organization is a 501(c)(4) entity.

6. The Applicant Signature section, at the bottom of the Funding Application Edit page, must be completed by the Authorized Representative before submitting the application.
 - a. The Authorized Representative must check the **Signature** box to electronically sign the application certifying that the information provided is accurate.
7. Once you have provided information in all required fields, click the **Save** button to save the information you entered and to proceed on to complete other sections.

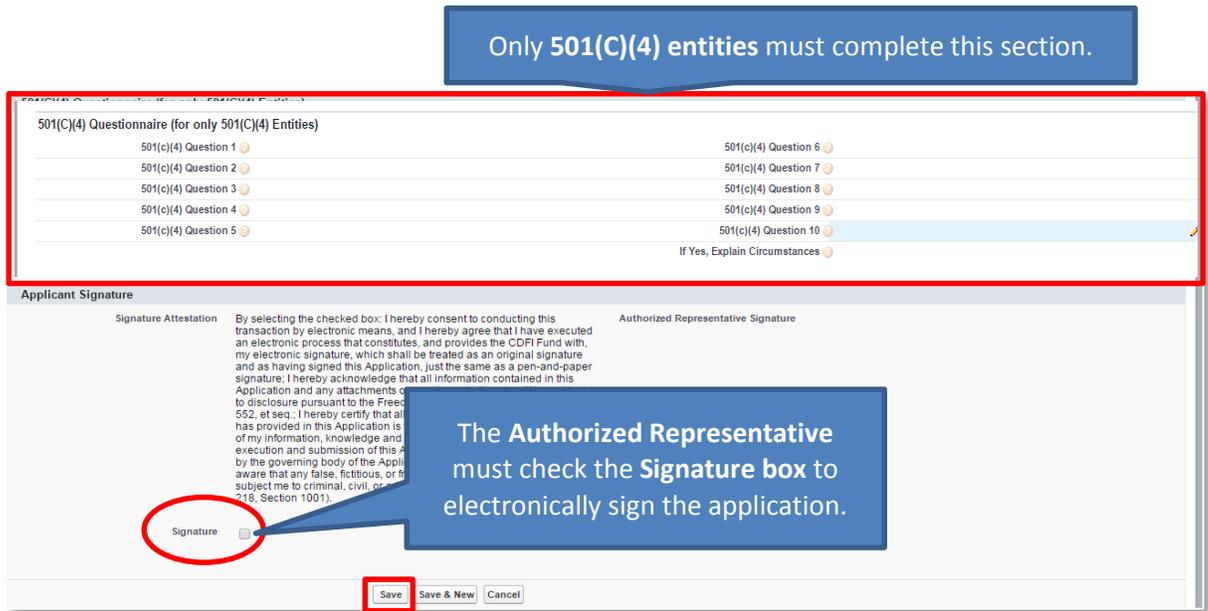


Figure 11. Funding Application Edit Page (continued)

8. If required information is missing from the application, you will receive the error message shown below. Correct the data and then click the **Save** button.

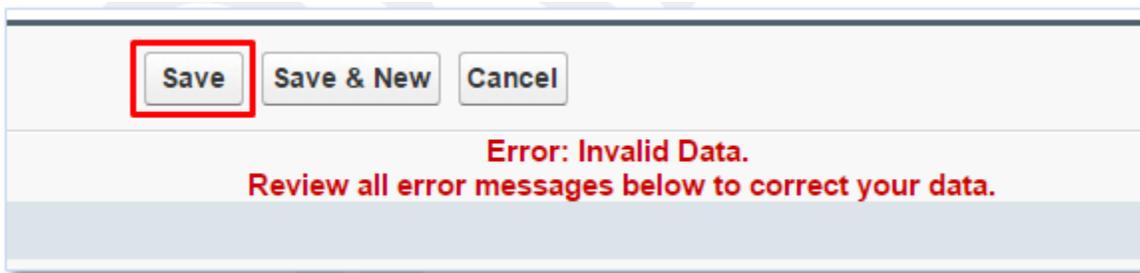


Figure 12. Funding Application Error Message

9. If you provided information for all required fields, you will be forwarded to the Funding Application Detail page where a confirmation message will be displayed, stating that the information was updated.

To complete the remaining six sections of the CMF Application (i.e., Application Geographic Areas, Strategy/Narratives, Track Record and Projections, Key Personnel, Application Financial Data, and Related Attachments), you will use the related lists at the top of the Funding Application Detail page.

Home Organizations Service Requests Awards

Back to Program Profile: P-104392

Funding Application A-005319 Printable View

✓ Funding Application has been updated.

< Back to Program Profile: P-104392

Application Geographic Areas (0) | Narratives (4) | Track Record and Projections (5-) | Key Personnel (0) | Environmental Review Forms (0) | Application Financial Data (0) | Related Attachments (0)

Funding Application Detail Edit Clear Submit

Funding Application	A-005319	CMF [Change]
Notice Template	EY2015	James Bond [Change]
Program Profile	P-104392	
Fiscal Year	2015	
Application Status	New	11/18/2015

1. Organization Information

Organization	Olive Branch
EIN	52-2145325
DUNS	831933044

Applicant's date of incorporation

Applicant's fiscal year end (day/month)

Select each related list and complete the information requested.

Figure 13. Funding Application Detail Page

3.2 Complete the Application Geographic Areas Section

To complete the Application Geographic Areas Section:

 **NOTE:** For each service area that was selected in the Funding Applications Section above, applicants will navigate to the Application Geographic Areas related list to add a geographic area, as shown in Steps 1-4 below. To add additional geographic areas, applicants will return to the Funding Application Detail page and repeat Steps 1-4.

1. From the Funding Application Detail page, click the **Application Geographic Areas** link to navigate to the Application Geographic Areas related list, then click the **New Application Geographic Area** button.

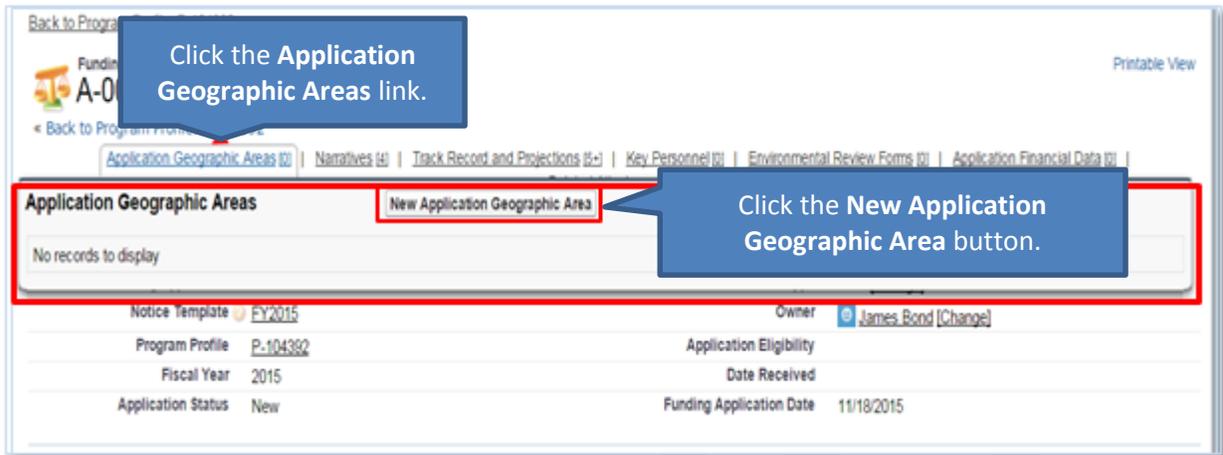


Figure 14. Funding Application Detail Page/Application Geographic Areas Related List

 **NOTE:** For each service area that was selected in the Funding Applications Section above, applicants are required to add at least one geographic area in this section.

- For a National Service Area, applicants may select up to seven states (but no counties).
- For a Multi-State Service Area, applicants may select multiple states.
- For a State-Wide Service Area, applicants may select only one state and no counties.
- For a Local Service Area, applicants may select only counties and no states.

2. You will be forwarded to the Application Geographic Edit page. To add a geographic area, applicants may select a service area county or a state as follows:
 - a. Select a **State** from the State drop-down menu if you have a National Service Area and then click the **Save** button. You may add up to seven states.
 - b. Select a **State** from the State drop-down menu if you have a Multi-State Service Area and then click the **Save** button. You may add as many states as needed.
 - c. Select a **State** from the State drop-down menu if you have a State-Wide Service Area and then click the **Save** button. Only one state is required.

- d. Select a **Service Area County** from the Service Area County drop-down menu if you have a Local Service Area.
 - i. To enter a Service Area County, click the **Lookup** icon next to the Service Area County field, search for the county, and select the county by clicking the **County Name** on the Lookup Search Results page.
3. Click the **Save** button to save your information.

Figure 15. Application Geographic Area Edit Page

4. You will be forwarded to the Application Geographic Area Detail page where a confirmation message will be displayed, stating that the information provided was saved successfully. Click the **Funding Application** link on the Application Geographic Area Detail page to be returned to the Funding Application Detail page.

Figure 16. Application Geographic Area Detail Page

- 5. On the Funding Application Detail page, you can see that the Application Geographic Area has been added to the CMF Application.

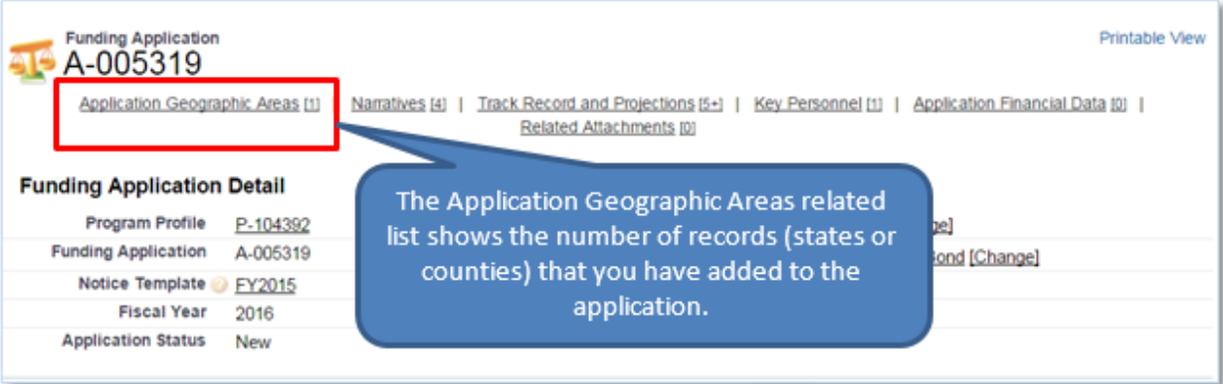


Figure 17. Funding Application Detail Page

- 6. If you need to add another state or county, click the **Application Geographic Areas** link to navigate to the Application Geographic Areas related list. Click the **New Application Geographic Area** button to repeat Steps 1-4, as appropriate.

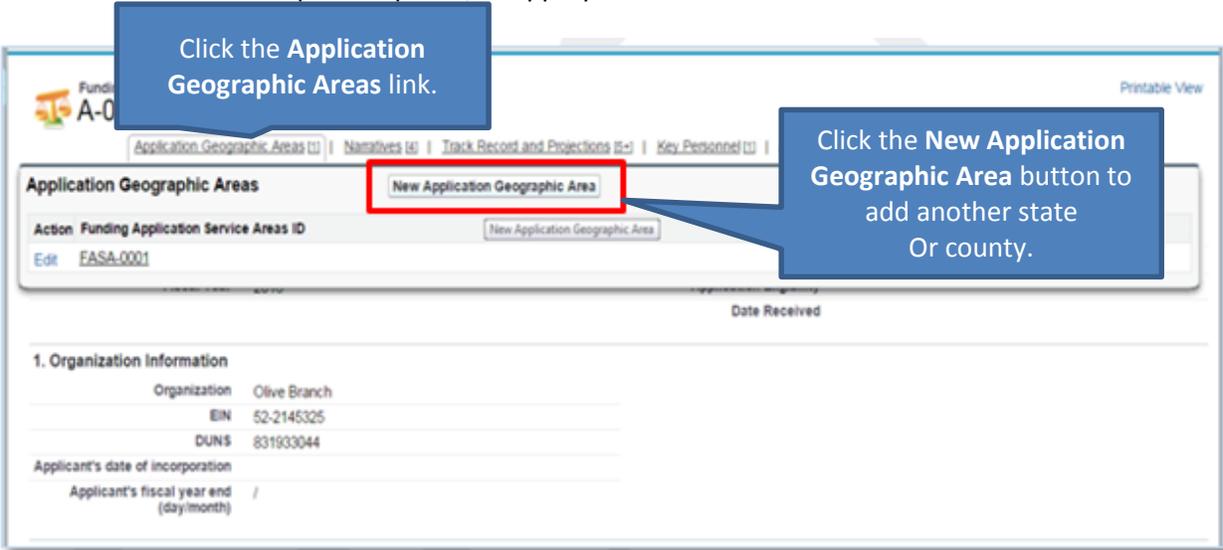


Figure 18. Funding Application Detail Page/Application Geographic Areas Related List

3.3 Complete the Strategy/Narrative Sections

This section consists of four subsections: Business Strategy Narratives, Leveraging Strategy, Community Impact, and Organizational Capacity. Applicants are required to complete each subsection, providing some information in data fields and other types of information in narrative format.

To complete each subsection, applicants will navigate from the Funding Application Detail page to a series of other pages, then enter and save the requested information on the associated Narrative Edit page (e.g., Narrative Edit page for Leveraging Strategy). Applicants will then navigate back to the Funding Application Detail page and progress through the same series of pages to complete the next subsection.

The Strategy/Narrative section is considered complete when all the records associated with the four subsections have a status of “Complete”.

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

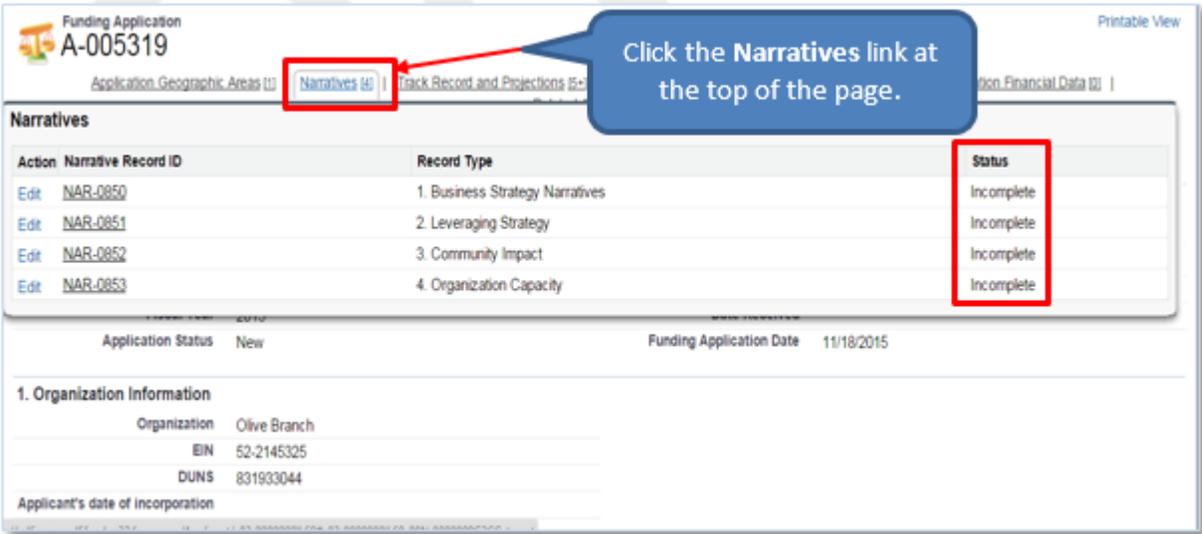


Figure 19. Funding Application Detail Page/Narratives Related List

- 2. You will be forwarded to the Narratives related list. Here the status column indicates if a Strategy/Narrative subsection is “Incomplete”, or “Complete” once all required information is provided.



Figure 20. Narratives Related List

3.3.1 Complete the Business Strategy Section

To complete the Business Strategy Section:

1. From the Narratives related list, click the first **Narrative Record ID** link for Business Strategy Narratives.

Action	Narrative Record ID	Record Type	Status
Edit	NAR-0850	1. Business Strategy Narratives	Incomplete
Edit	NAR-0850	2. Leveraging Strategy	Incomplete
Edit	NAR-0850		Incomplete
Edit	NAR-0850		Incomplete

Track Record and Projections

Figure 21. Narratives Related List

2. You will be forwarded to the Narrative Detail page (for Business Strategy).
3. Click the **Edit** button.

Narrative NAR-0850

Click the **Edit** button to update the information.

Validation Error Messages.

Edit **Delete** **Clone**

The total of Section 9a values should be 100 %
The total of Section 9b values should be 100 %
The total of Section 9c values should be 100 %

Narrative Detail

Funding Application: [A-005319](#)

Narrative Record ID: NAR-0850

Record Type: 1. Business Strategy Narratives [\[Change\]](#)

Status: Incomplete

9a. Eligible Activities

i. % Capitalize loan loss reserves

ii. % Capitalize a Revolving Loan Fund

iii. % Capitalize an Affordable Housing

v. % To make Risk-Sharing Loans

vi. % To provide Loan Guarantees

vii. % For Direct Administrative Expense

Figure 22. Narrative Detail Page – Business Strategy

4. You will be forwarded to the Narrative Edit page (for Business Strategy). Complete all questions within subsections 9a. Eligible Activities, 9b. Financing Types, and 9c. Activity Types. Click the **Help (?)** icon next to a field if you need additional instructions on how to complete a field.



NOTE: All questions under subsections 9a, 9b, and 9c must be answered as percentages. Each subsection (9a, 9b, and 9c) must add up to 100% to be accepted as valid values. AMIS will display an error message to correct the data, if any of the subsections has a total greater than or less than 100%.

Narrative Edit NAR-0850

Narrative Edit Save Cancel

Information ! = Required Information

Funding Application: A-005319
Narrative Record ID: NAR-0850
Record Type: 1. Business Strategy Narratives
Status: Incomplete

9a. Eligible Activities

I. % Capitalize loan loss reserves	10	v. % To make Risk-Sharing Loans	10
ii. % Capitalize a Revolving Loan Fund	20	vi. % To provide Loan Guarantees	10
iii. % Capitalize an Affordable Housing	20	vii. % For Direct Administrative Expense	10
iv. % Capitalize a fund for Econ. Dev.	20		

9b. Financing Types

I. % Predevelopment financing	20	v. % Permanent financing (1st Lien)	10
ii. % Acquisition & Site Dev. financing	20	vi. % Permanent financing (2nd Lien)	10
iii. % Construction financing	10	vii. % Refinancing	10
iv. % Bridge loans/short term financing	10	viii. % Loan Guarantee	10

9c. Activity Types

I. % Home Ownership (Development)	20	v. % Rental Housing (Development)	20
ii. % Home Ownership (Rehabilitation)	10	vi. % Rental Housing (Rehabilitation)	10
iii. % Home Ownership (Mortgage Finance)	10	vii. % Rental Housing (Preservation)	10
iv. % Home Ownership (Purchase Assist.)	10	viii. % Economic Development Activities	10

Figure 23. Narrative Edit Page – Business Strategy

- 5. Proceed with completing required information in the following sections: 10. Market Gaps and Proposed Activities, 11. Track Record, 12. Projected Performance and Pipeline, and 13. Potential Adjustments.

 **NOTE:** Applicants are required to complete at least five Applicant Pipeline Projects from the Narrative Detail page.

- 6. When you have provided all required information, click the **Save** button to save your information.

10. Market Gaps and Proposed Activities

Market Gaps

Proposed Financing Activities

Multifamily rental projects?

If Yes, what percentage

11. Track Record

Describe Applicant's Track Record

12. Projected Performance and Pipeline

Describe Projections

Pipeline: # of Projects Identified

Pipeline: \$\$ of Projects Identified

Pipeline: # Completed Underwriting

Pipeline: \$\$ Underwriting Underway

Identifying Add'l Projects

13. Potential Adjustments

Potential Adjustments:

Click the Save button when complete.

Figure 24. Narrative Edit Page – Business Strategy (continued)

- 7. You will be forwarded to the Narrative Detail page (for Business Strategy) where a confirmation message will be displayed, stating that the information provided was saved successfully.
- 8. You are also required to complete the section on Applicant Pipeline Projects. Click the **Applicant Pipeline Projects** link to navigate to the Applicant Pipeline Projects related list.
- 9. Click the **New Applicant Pipeline Project** button to be forwarded to the Applicant Pipeline Project Edit page.

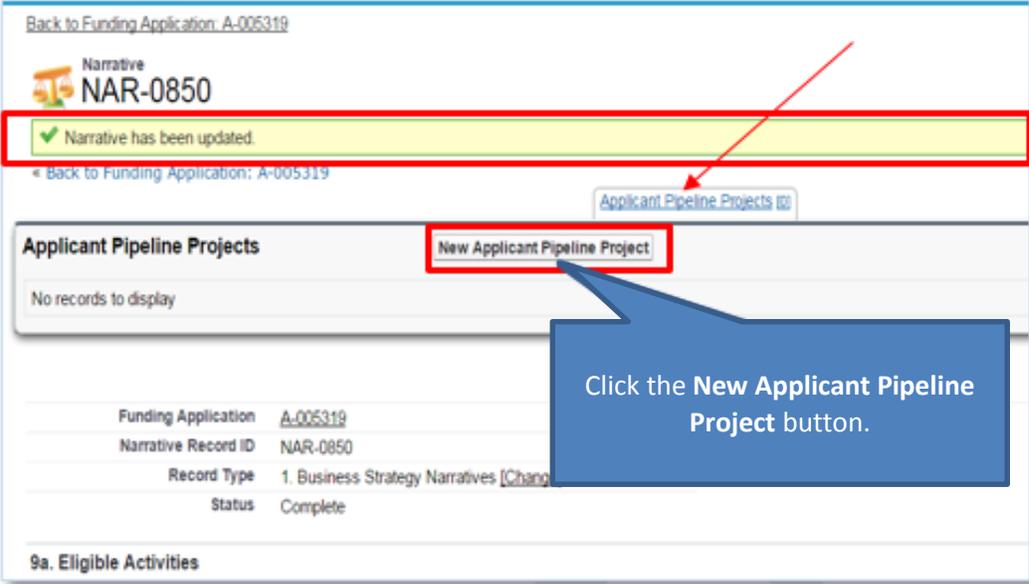


Figure 25. Narrative Detail Page – Business Strategy

- 10. Complete all required information on the Applicant Pipeline Project Edit page.
- 11. When you have provided all required information, click the **Save** button to save your information.

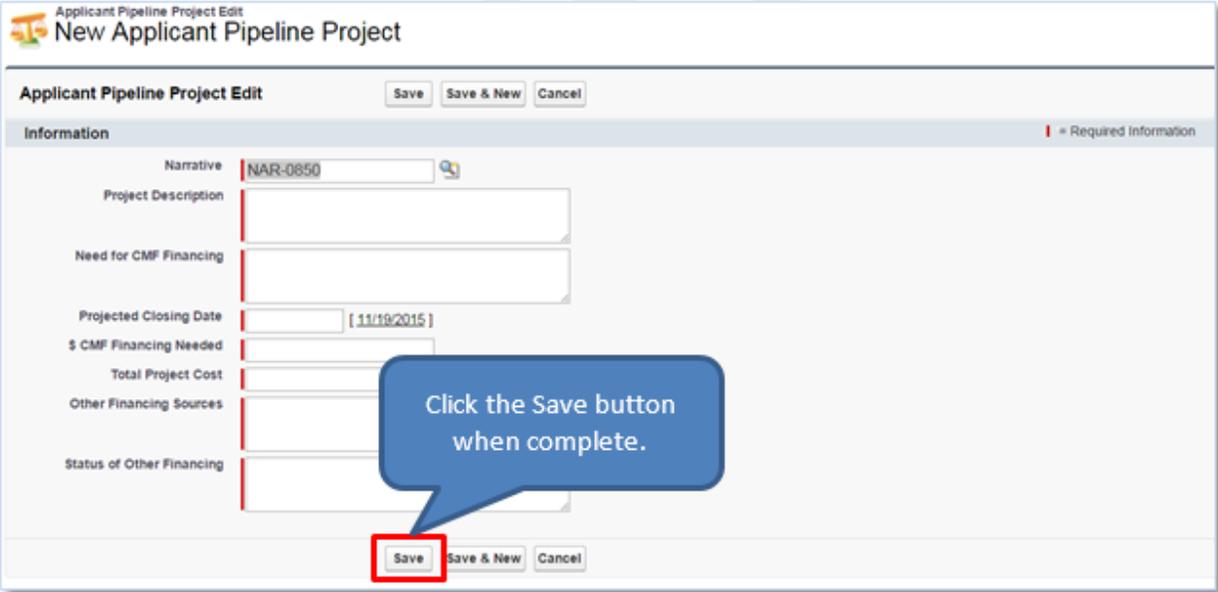


Figure 26. Applicant Pipeline Project Edit Page

- 12. You will be forwarded to the Applicant Pipeline Project Detail page where a confirmation message will be displayed, stating that the information provided was saved successfully.
- 13. Click the **Narrative** link to return to the Narrative Detail page (for Business Strategy). Be sure to add up to five projects by repeating Steps 9-12 above.

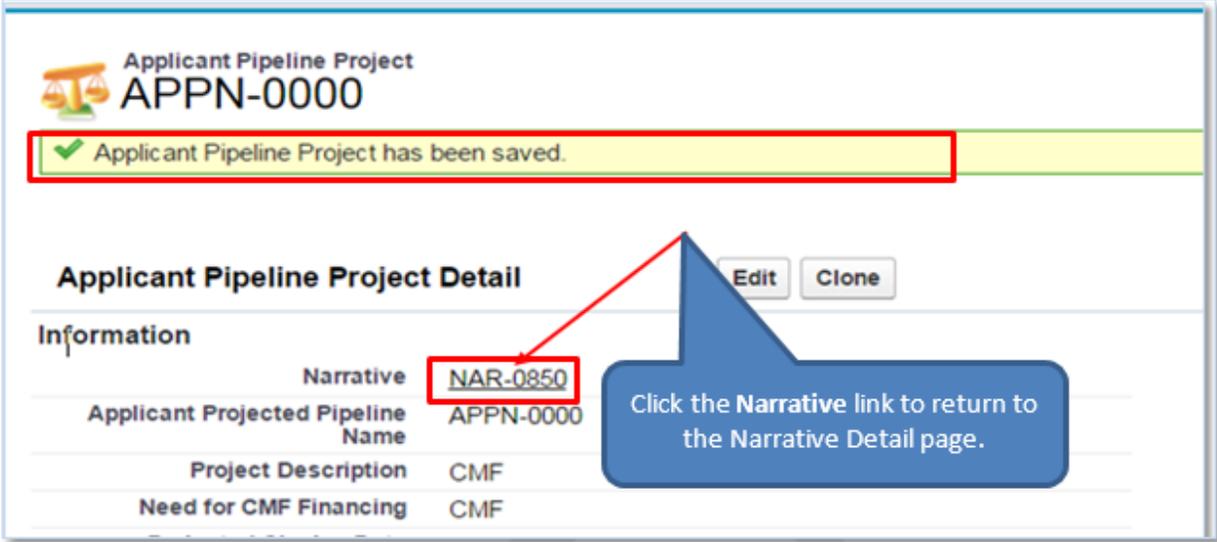


Figure 27. Applicant Pipeline Project Detail Page

- 14. From the Narrative Detail page (for Business Strategy), click the **Funding Application** link to return to the Funding Application Detail page.



Figure 28. Narrative Detail Page – Business Strategy

15. From the Funding Application Detail page, you can access the next required section.

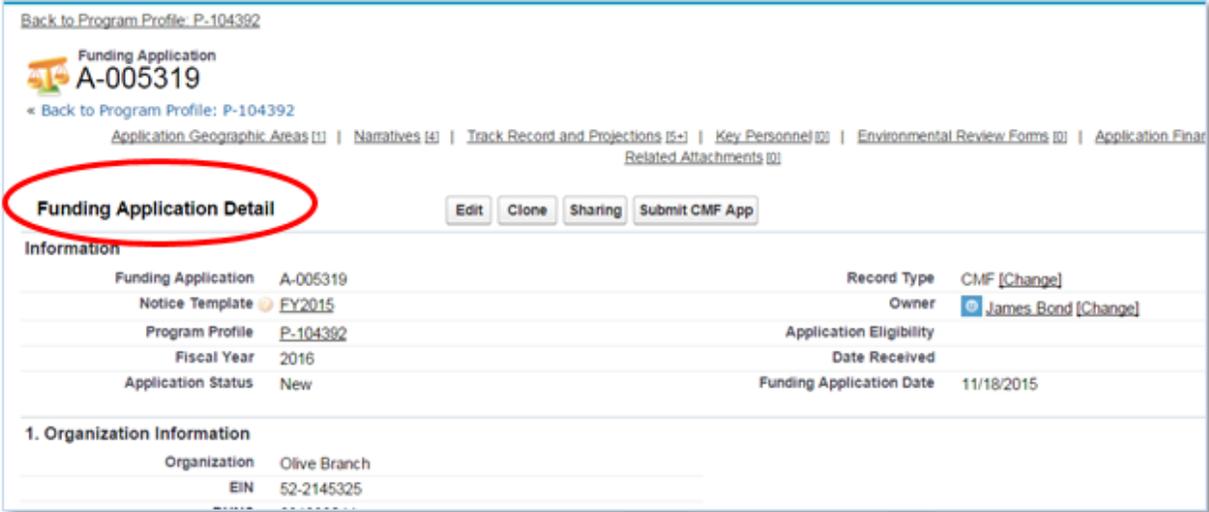


Figure 29. Funding Application Detail Page

3.3.2 Complete the Leveraging Strategy Section

To complete the Leveraging Strategy Section:

1. From the Funding Application Detail page, click the **Narratives** link to navigate to the Narratives related list.
 - a. Notice that the Business Strategy Narratives status automatically changed to “Complete”.
2. From the Narratives related list, click the second **Narrative Record ID** link for Leveraging Strategy.

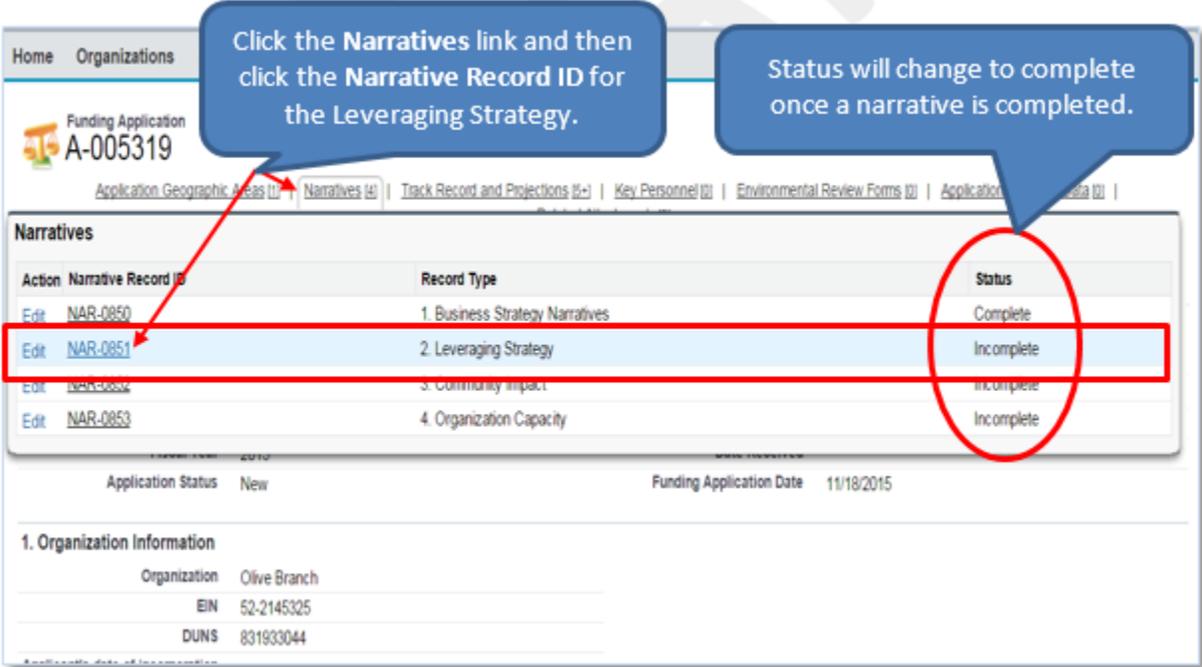


Figure 30. Funding Application Detail Page/Narratives Related List

- 3. You will be forwarded to the Narrative Detail page (for Leveraging Strategy).
- 4. Click the **Edit** button.

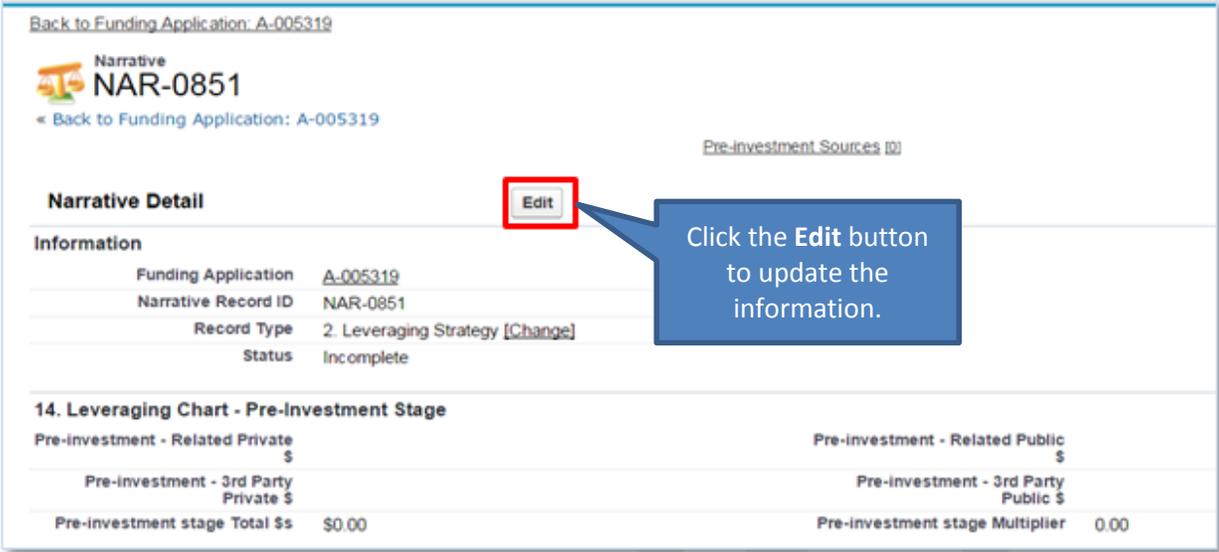


Figure 31. Narrative Detail Page – Leveraging Strategy

- 5. You will be forwarded to the Narrative Edit page (for Leveraging Strategy). Complete all required information in the following sections: 14. Leveraging Chart – Pre-Investment Stage, 14.
- 6. Leveraging Chart – Project Level, 15. Private Leverage Strategy, 16. Pre-Investment Leverage (if applicable), 17. Reinvestment Leverage (if applicable), and 18. Project Level Leverage (if applicable).
- 7. When you have provided all required information, click the **Save** button to save your information.

Narrative Edit NAR-0851

Save Cancel

Information ! = Required Information

Funding Application A-005319
Narrative Record ID NAR-0851
Record Type 2. Leveraging Strategy
Status

14. Leveraging Chart - Pre-Investment Stage

Pre-investment - Related Private \$ Pre-investment - Related Public \$

14. Leveraging Chart - Project Level

Project Level (Cost) Related Private \$ Project Level (Cost) Related Public \$
Project Level (Cost) 3rd Party Private \$ Project Level (Cost) 3rd Party Public \$

15. Private Leverage Strategy

Min. % of Leverage Private
Private Leverage Strategy Narrative

16. Pre-Investment Leverage (if applicable)

Pre-investment Strategy
Pre-investment Track Record

17. Reinvestment Leverage (if applicable):

2016 Projected Reinvestment \$ Amount
2017 Projected Reinvestment \$ Amount

18. Project Level Leverage (if applicable)

Min \$ Investment
Min % of Project cost
Max \$ Investment
Max % of Project Cost
Avg. \$ Investment
Avg. % of Project Cost
Project-level Strategy
Project-level Track Record

Save Cancel

Figure 32. Narrative Edit Page – Leveraging Strategy

- 8. You will be forwarded to the Narrative Detail page (for Leveraging Strategy) where a confirmation message will be displayed, stating that the information provided was saved successfully.

9. You are also required to complete the section on Pre-Investment Sources. Click the **Pre-Investment Sources** link to navigate to the Pre-Investment Sources related list, then click the **New Pre-Investment Sources** button to enter a pre-investment source.

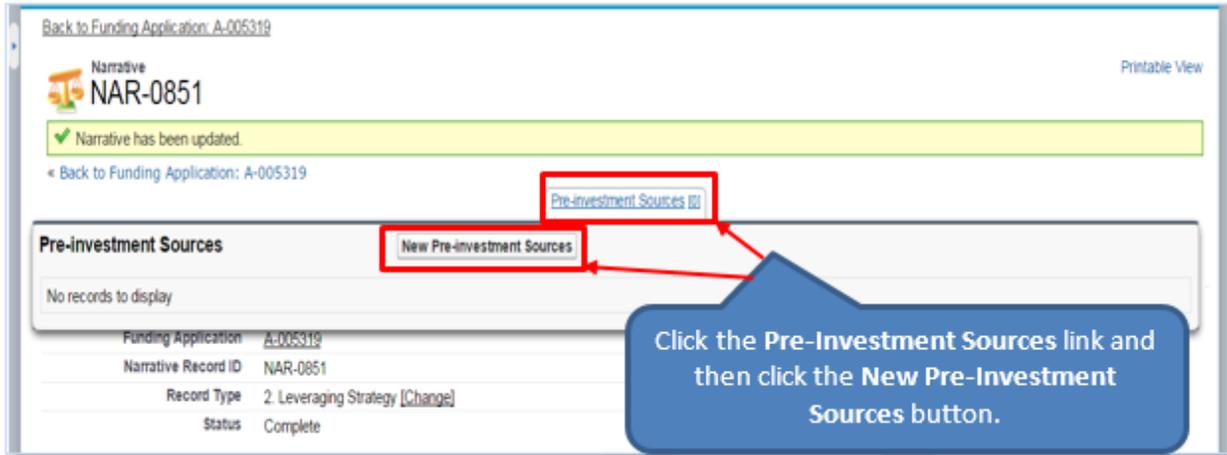


Figure 33. Narrative Detail Page – Leveraging Strategy

10. You will be forwarded to the Pre-Investment Sources Edit page. Complete all required information on the page then click the **Save** button.

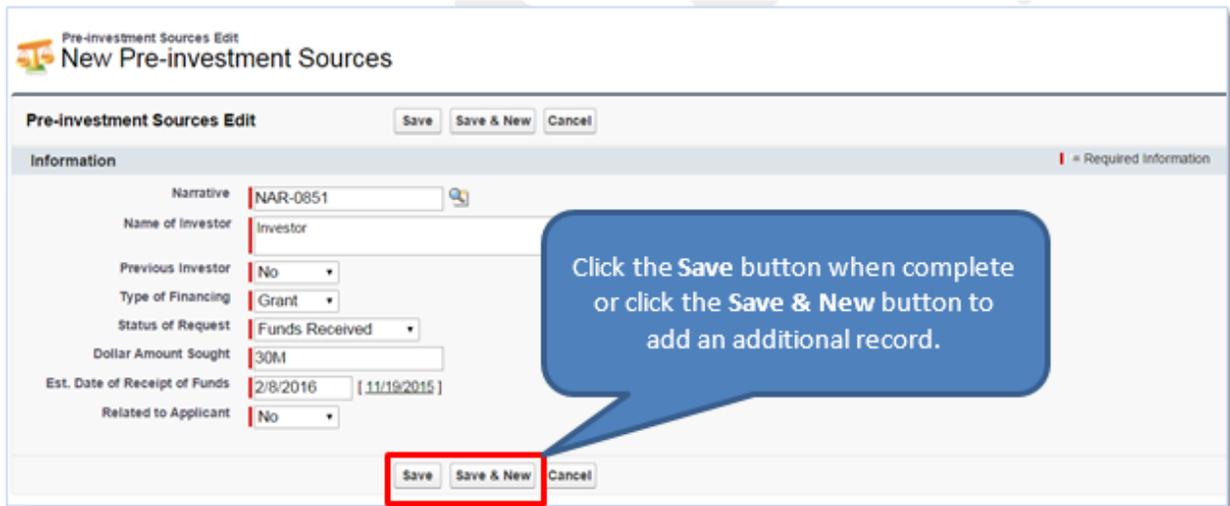


Figure 34. Pre-Investment Sources Edit Page

11. You will be forwarded to the Pre-Investment Sources Detail page where a confirmation message will be displayed, stating that the information provided was saved successfully. Click the **Narrative** link to return to the Narrative Detail page (for Leveraging Strategy).

Pre-investment Sources
PSID-00000000

✓ Pre-investment Sources has been saved.

Click the **Narrative ID** link to return to the Leveraging Strategy Narrative Detail page.

Pre-investment Sources Detail

Pre-investment Source ID	PSID-00000000
Narrative	NAR-0851
Name of Investor	Investor
Previous Investor	No
Type of Financing	Grant
Status of Request	Funds Received
Dollar Amount Sought	\$30,000,000.00
Est. Date of Receipt of Funds	2/8/2016
Related to Applicant	No
Created By	James Bond, 11/19/2015 3:15 AM

Edit Clone

Figure 35. Pre-Investment Sources Detail Page

12. From the Narrative Detail page (for Leveraging Strategy), click the **Funding Application** link to return to the Funding Application Detail page.

Narrative
NAR-0851

Narrative Detail

Information	
Funding Application	A-005319
Narrative Record ID	NAR-0851
Record Type	2. Leveraging Strategy [Change]
Status	Complete

14. Leveraging Chart - Pre-Investment Stage

Pre-investment - Related Private \$	\$15.00	Pre-investment - Related Public \$	\$15.00
Pre-investment - 3rd Party Private \$	\$15.00	Pre-investment - 3rd Party Public \$	\$15.00
Pre-investment stage Total \$\$	\$60.00	Pre-investment stage Multiplier	0.00

Figure 36. Narrative Detail Page – Leveraging Strategy

13. From the Funding Application Detail page, you can access the next required section.

Funding Application A-005319

Application Geographic Areas (1) | Narratives (0) | Track Record and Projections (5-) | Key Personnel (0) | Environmental Review Forms (0) | Application Financial Data (0) | Related Attachments (0)

Funding Application Detail Edit Clone Sharing Submit CMF App

Information

Funding Application	A-005319	Record Type	CMF [Change]
Notice Template	FY2015	Owner	James Bond [Change]
Program Profile	P-104392	Application Eligibility	
Fiscal Year	2016	Date Received	
Application Status	New	Funding Application Date	11/18/2015

1. Organization Information

Organization	Olive Branch
EIN	52-2145325
DUNS	831933044
Applicant's date of incorporation	
Applicant's fiscal year end	/

Figure 37. Funding Application Detail Page

3.3.3 Complete the Community Impact Section

To complete the Community Impact Section:

1. From the Funding Application Detail page, click the **Narratives** link to navigate to the Narratives related list.
 - a. Notice that the Leveraging Strategy status automatically changed to “Complete”.
2. From the Narratives related list, click the third **Narrative Record ID** link for Community Impact.
3. You will be forwarded to the Narrative Detail page (for Community Impact).

4. Click the **Edit** button.

Funding Application A-005319 Printable View

[Application Geographic Areas \(1\)](#) | [Narratives \(4\)](#) | [Track Record and Projections \(5+\)](#) | [Key Personnel \(1\)](#) | [Application Financial Data \(4\)](#) | [Related Attachments \(0\)](#)

Funding Application Detail Edit Clone Sharing Submit CMF App

Program Profile **P-104392** Record Type **CMF [Change]**
Notice Template **FY2015** Owner **James Bond [Change]**
Fiscal Year **2016** Application Eligibility
Date Received

Organization Information

Organization **Olive Branch**
EIN **52-2145325**
DUNS **831933044**
Applicant's date of incorporation
Applicant's fiscal year end (day/month) **/**

Application Contacts

Authorized **James Bond** Application Point of **James Bond**

Narratives

Action	Narrative Record ID	Record Type	Status
Edit	NAR-0850	1. Business Strategy Narratives	Complete
Edit	NAR-0851	2. Leveraging Strategy	Complete
Edit	NAR-0852	3. Community Impact	Incomplete
Edit	NAR-0853	4. Organization Capacity	Incomplete

Application Status **New** Funding Application Date **11/18/2015**

1. Organization Information

Organization **Olive Branch**

Figure 38. Narrative Detail Page – Community Impact

Back to Funding Application: [A-005319](#)

 Narrative
NAR-0852

[← Back to Funding Application: A-005319](#)

Narrative Detail

Narrative Record ID	NAR-0852
Funding Application	A-005319
Record Type	3. Community Impact [Change]
Status	Incomplete

20. Communities Served

Communities Served 

21. Housing Need

Min % Dollars for High Housing Need 

Min % Units in High Housing Need 

Edit

Click the **Edit** button to update the information.

Figure 39. Narrative Detail Page – Community Impact

- 5. You will be forwarded to the Narrative Edit page (for Community Impact). Complete all required information in the following sections: 20. Communities Served, 21. Housing Need, 25. Non-Metropolitan Areas, and 26. Rural Areas Track Record.
- 6. When you have provided all required information, click the **Save** button to save your information.

Narrative Edit NAR-0852

Narrative Edit Save Cancel

Information

Narrative Record ID: NAR-0852
Funding Application: A-005319
Record Type: 3. Community Impact
Status: Incomplete

20. Communities Served

Communities Served: Communities

21. Housing Need

Min % Dollars for High Housing Need: [input field]

25. Non-Metropolitan Areas

Min. Investment in Non-Metropolitan Area: 10
Max. Investment in Non-Metropolitan Area: 10
Track Record of Serving Non-Metropolitan: text

26. Rural Areas Track Record

Non-Metro 0-30% AMI Costs \$	12,000.00	Non-Metro 0-30% AMI Units	14
Non-Metro 31-50% AMI Costs \$	32,000.00	Non-Metro 31-50% AMI Units	34
Non-Metro 51-80% AMI Costs \$	52,000.00	Non-Metro 51-80% AMI Units	54
Non-Metro 81-120% AMI Costs \$	82,000.00	Non-Metro 120% AMI Units	92
Non-Metro High Housing Need Costs \$	10,000.00	Non-Metro High Housing Need Units	5

Click the Save button when complete.

Save Cancel

Figure 40. Narrative Edit Page – Community Impact

7. You will be forwarded to the Narrative Detail page (for Community Impact) where a confirmation message will be displayed, stating that the information provided was saved successfully.
8. From the Narrative Detail page (for Community Impact), click the **Funding Application** link to return to the Funding Application Detail page.

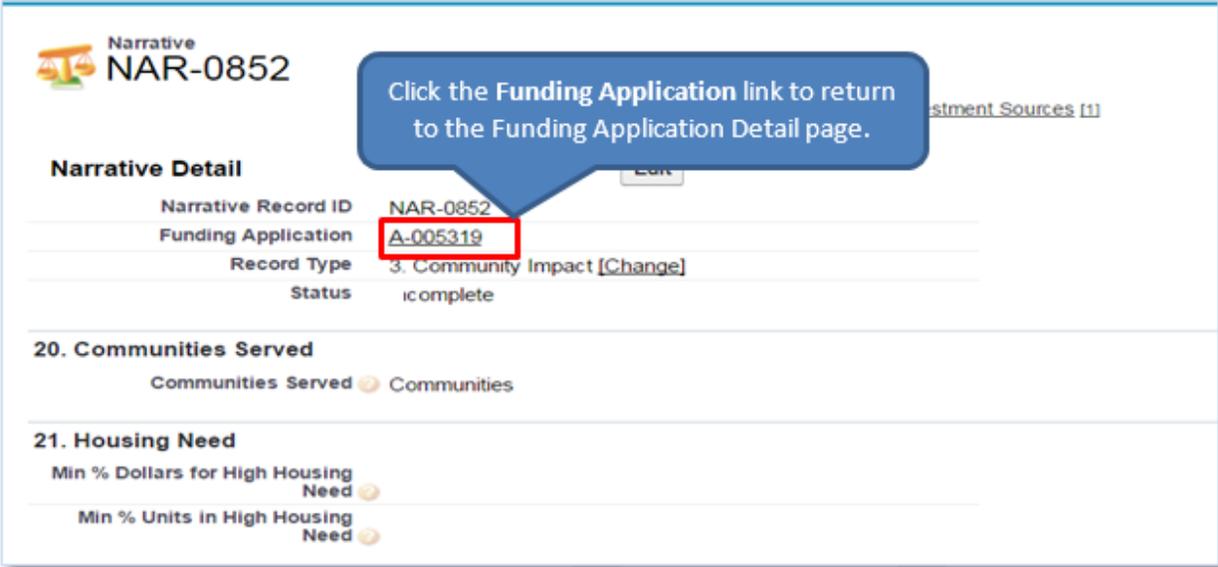


Figure 41. Narrative Detail Page – Community Impact

9. From the Funding Application Detail page, you can access the next required section.

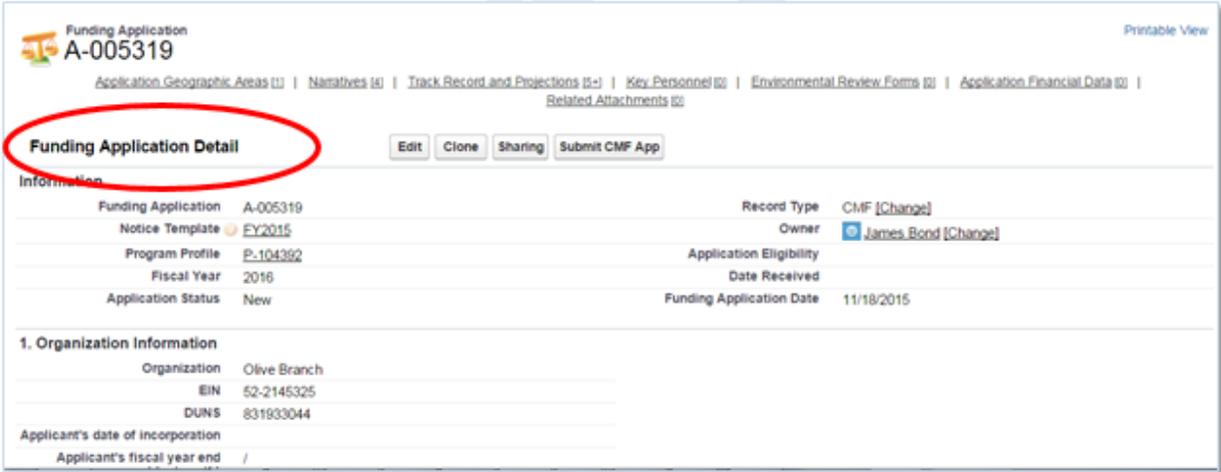


Figure 42. Funding Application Detail Page

3.3.4 Complete the Organizational Capacity Section

To complete the Organizational Capacity Section:

1. From the Funding Application Detail page, click the **Narratives** link to navigate to the Narratives related list.
 - a. Notice that the Community Impact status automatically changed to “Complete”.
2. From the Narratives related list, click the fourth **Narrative Record ID** link for Organizational Capacity.

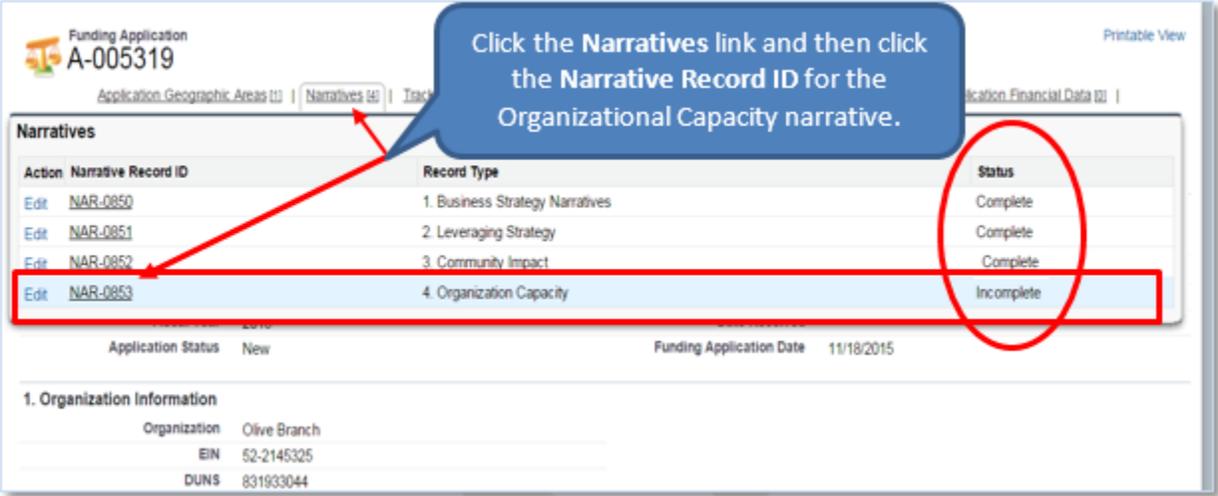


Figure 43. Funding Application Detail Page/Narratives Related List

3. You will be forwarded to the Narrative Detail page (for Organizational Capacity).
4. Click the **Edit** button.

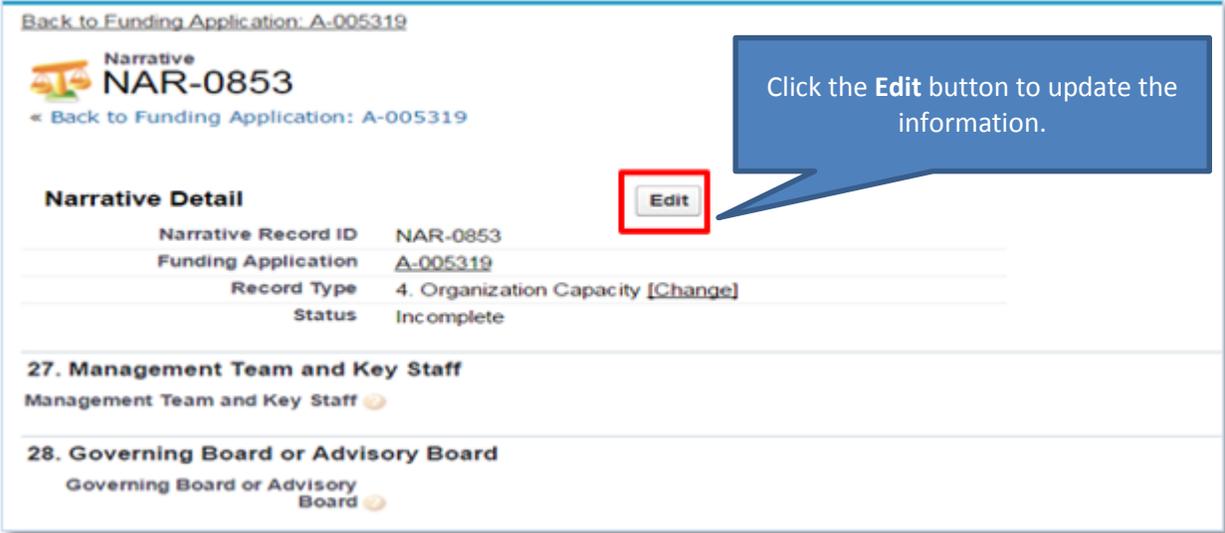


Figure 44. Narrative Detail Page – Organizational Capacity

5. You will be forwarded to the Narrative Edit page (for Organizational Capacity). Complete all required information in the following sections: 27. Management Team and Key Staff, 30. Previous Awards, 31. Lean Portfolio and Financial Health, and 32. Financial Health.

- 6. When you have provided all required information, click the **Save** button to save your information.

The screenshot shows a web interface for editing a narrative. At the top left is a logo with a scale of justice and the text 'Narrative Edit NAR-0853'. Below this is a header section with 'Narrative Edit' and 'Save' and 'Cancel' buttons. The main content area is divided into sections: 'Information' with fields for Narrative Record ID (NAR-0853), Funding Application (A-005319), Record Type (4. Organization Capacity), and Status (Incomplete); '27. Management Team and Key Staff' with a text input field; 'Low-Income Feedback Strategy' with a text input field; '30. Previous Awards' with a text input field; '31. Loan Portfolio and Financial Health' with a text input field; and '32. Financial Health' with several dropdown menus (all set to '--None--') and text input fields. A blue callout bubble with the text 'Click the Save button when complete.' points to the 'Save' button at the bottom, which is highlighted with a red box.

Figure 45. Narrative Edit Page – Organizational Capacity

- 7. You will be forwarded to the Narrative Detail page (for Organizational Capacity) where a confirmation message will be displayed, stating that the information provided was saved successfully.

- 8. You are also required to complete the section on Previous Awards. Click the **Previous Awards** link to navigate to the Previous Awards related list, then click the **New Previous Award** button.

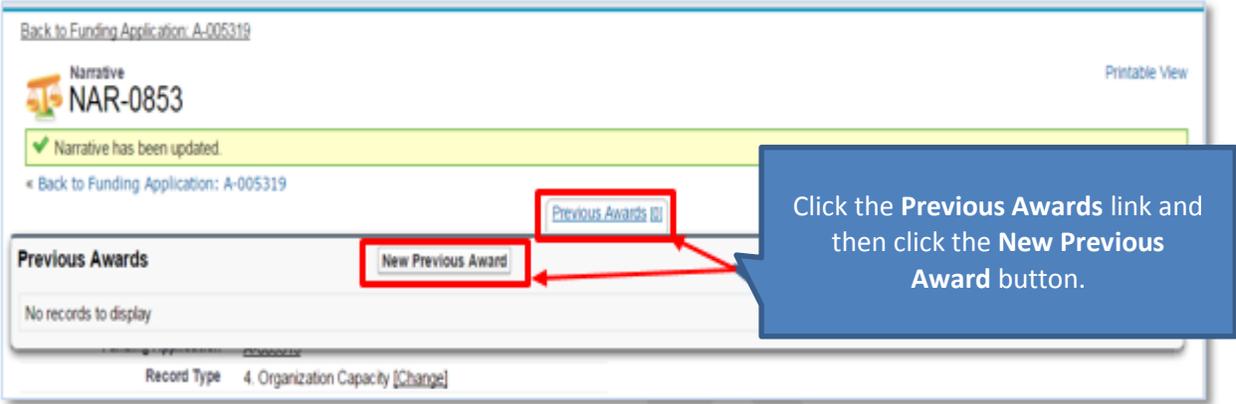


Figure 46. Previous Awards Related List

- 9. Complete all required information on the page.
- 10. Click the **Save** button to save your information.

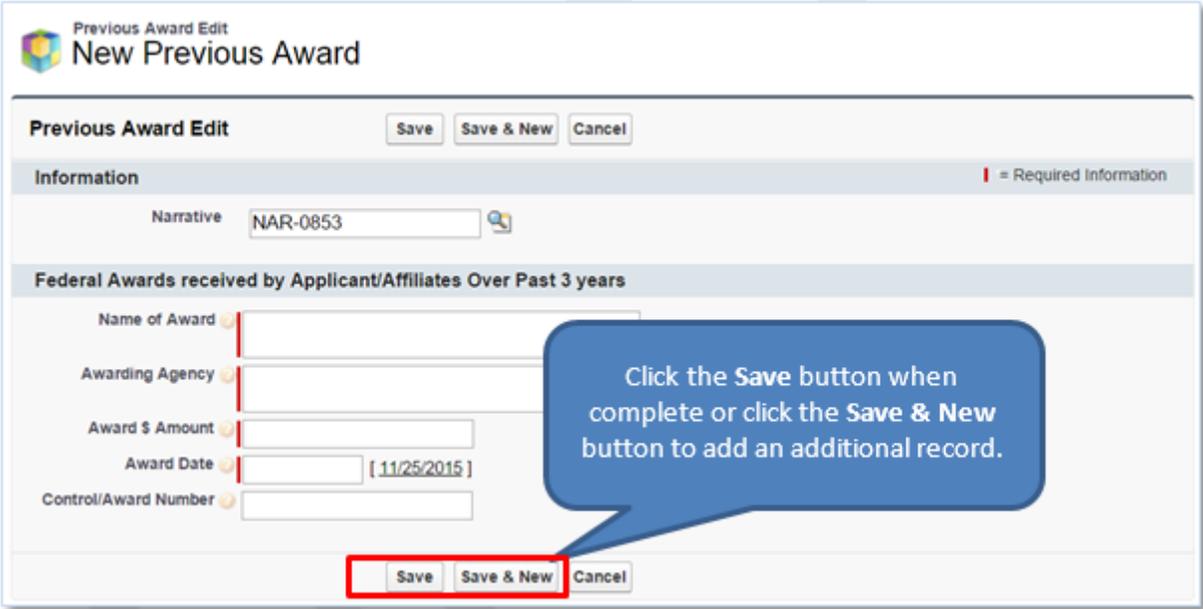


Figure 47. Previous Award Edit Page

- 11. You will be forwarded to the Previous Award Detail page where a confirmation message will be displayed, stating that the information provided was saved successfully.
- 12. Click the **Narrative** link to return to the Narrative Detail page (for Organizational Capacity).

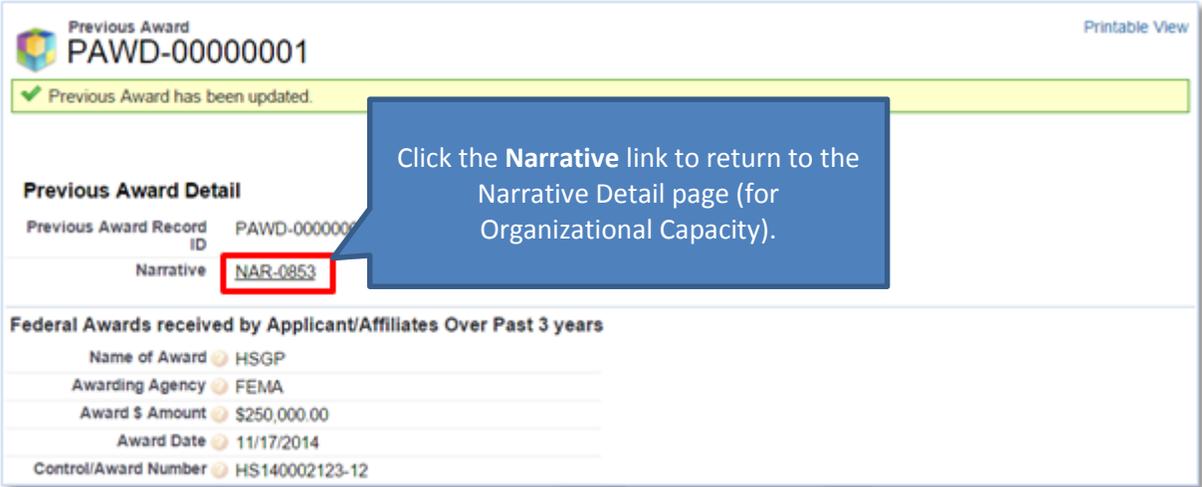


Figure 48. Previous Award Detail Page

13. From the Narrative Detail page (for Organizational Capacity), click the **Funding Application** link to return to the Funding Application Detail page.

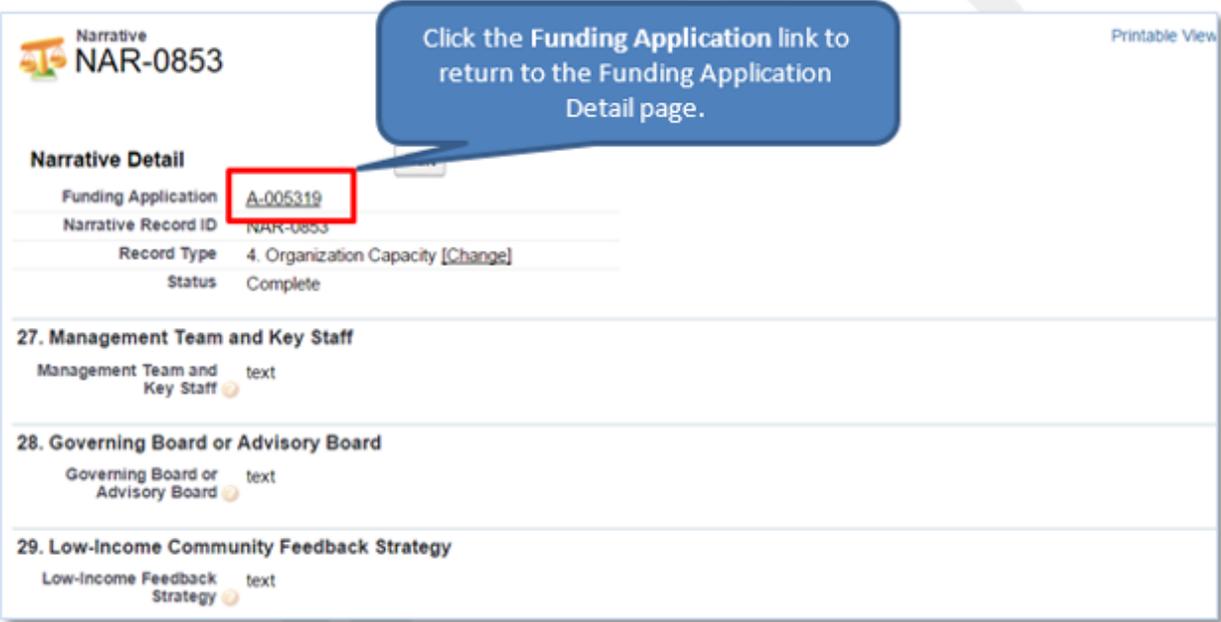


Figure 49. Narrative Detail Page – Organizational Capacity

14. From the Funding Application Detail page, you can access the next required section.

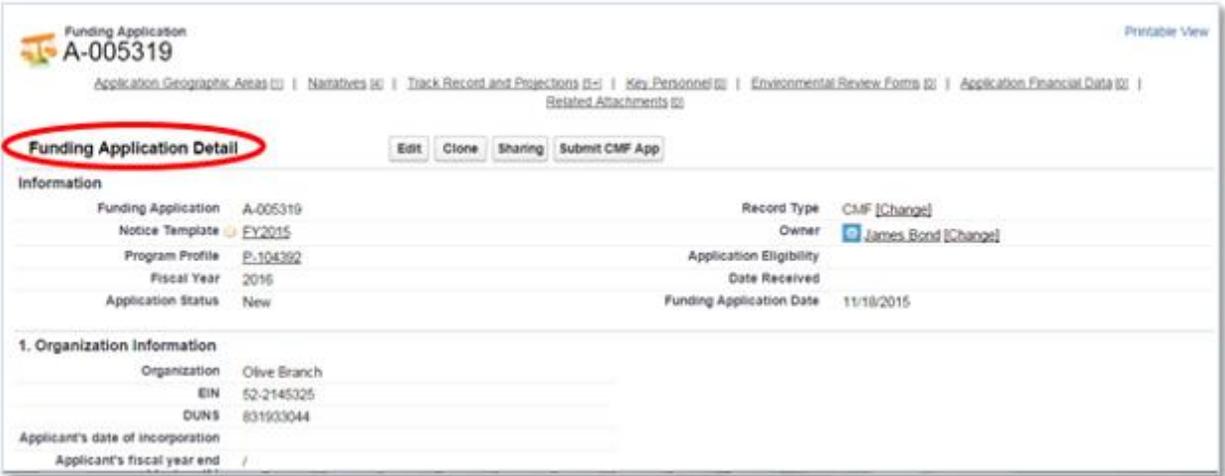


Figure 50. Funding Application Detail Page

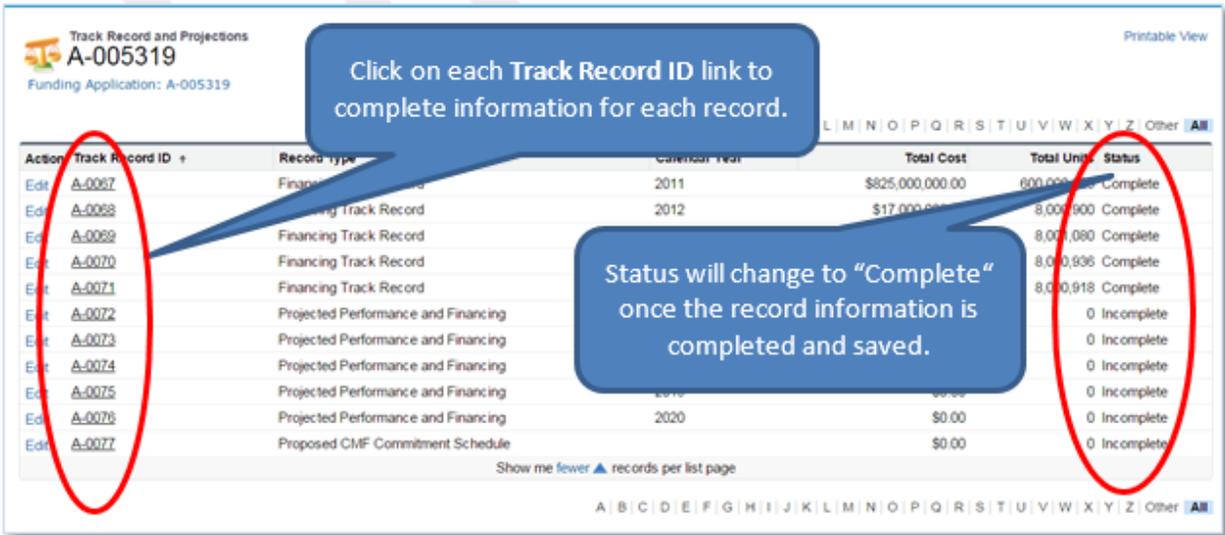
3.4 Complete the Track Record and Projections Section

This section consists of three subsections: Financing Track Record, Projected Performance and Financing, and Proposed CMF Commitment Schedule. Applicants are required to complete each subsection, providing information on their financing track record over the past five years, projected performance and financing for the next five years, and proposed CMF commitment schedule.

For the subsections requiring data for multiple years, data must be entered one year at a time. The Track Record and Projections section is considered complete when all the records associated with these three areas have a status of “Complete”.



NOTE: Overall, the Track Record and Projections section has a total of eleven (11) records: five (5) records for Financing Track Record; five (5) records for Projected Performance and Financing; and one (1) record for Proposed CMF Commitment Schedule. Applicants are required to complete all eleven records.



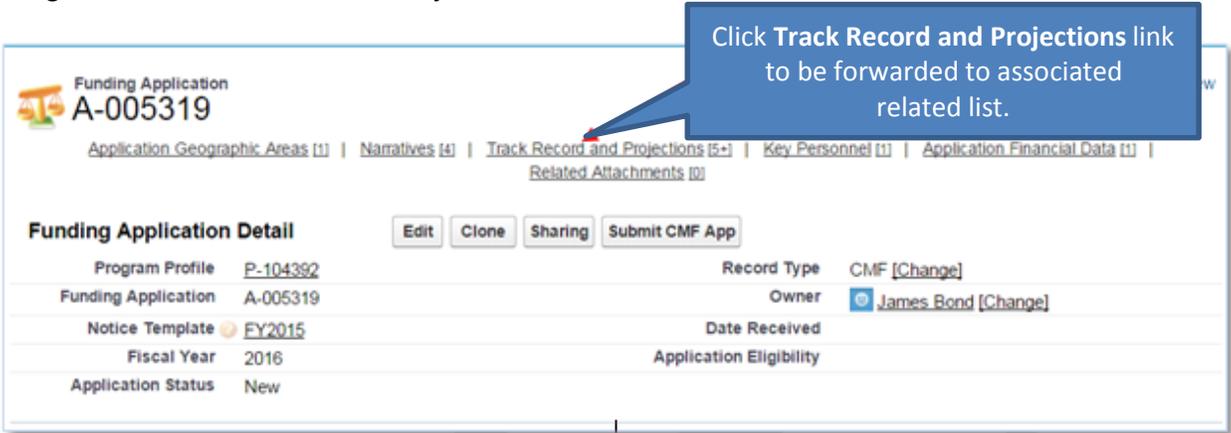
Click on each Track Record ID link to complete information for each record.

Status will change to “Complete” once the record information is completed and saved.

Action	Track Record ID	Record type	Calendar Year	Total Cost	Total Units	Status
Edit	A-0067	Financing Track Record	2011	\$825,000,000.00	600,000,000	Complete
Edit	A-0068	Financing Track Record	2012	\$17,000,000.00	8,000,000	Complete
Edit	A-0069	Financing Track Record			8,000,080	Complete
Edit	A-0070	Financing Track Record			8,000,936	Complete
Edit	A-0071	Financing Track Record			8,000,918	Complete
Edit	A-0072	Projected Performance and Financing			0	Incomplete
Edit	A-0073	Projected Performance and Financing			0	Incomplete
Edit	A-0074	Projected Performance and Financing			0	Incomplete
Edit	A-0075	Projected Performance and Financing			0	Incomplete
Edit	A-0076	Projected Performance and Financing	2020	\$0.00	0	Incomplete
Edit	A-0077	Proposed CMF Commitment Schedule		\$0.00	0	Incomplete

Figure 51. Track Record and Projections Related List

1. From the Funding Application Detail page, click the **Track Record and Projections** link to navigate to the Track Record and Projections related list.



Click Track Record and Projections link to be forwarded to associated related list.

Funding Application Detail

Program Profile: P-104392 | Record Type: CMF [Change]

Funding Application: A-005319 | Owner: James Bond [Change]

Notice Template: FY2015 | Date Received: [Blank]

Fiscal Year: 2016 | Application Eligibility: [Blank]

Application Status: New

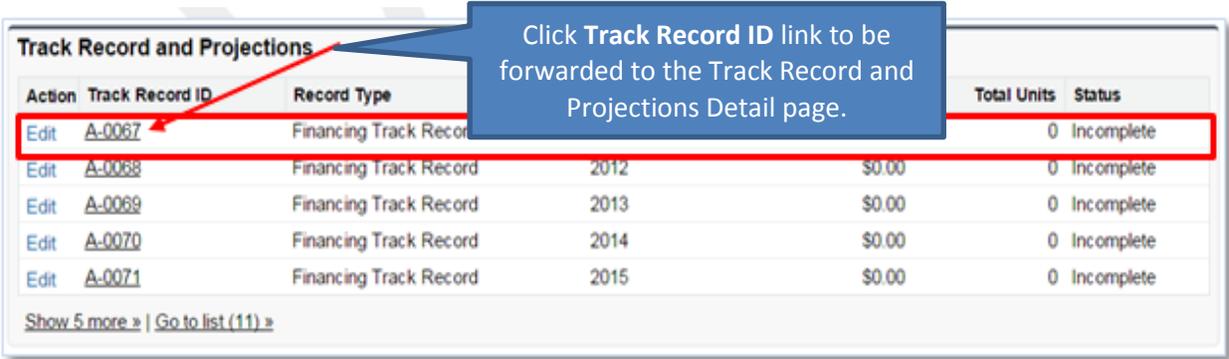
Figure 52. Funding Application Detail Page

3.4.1 Complete the Financing Track Record Section

To complete the Financing Track Record section:

- 1. From the Track Record and Projections related list, click the first **Track Record ID** link to be forwarded to the Track Record and Projections Detail page.

 **NOTE:** The Financing Track Record for each Calendar Year listed on the application must be completed. Complete a record by clicking the Track Record ID for each Calendar Year listed. Once the data is saved for each Calendar Year, the status field will automatically change to “Complete”.



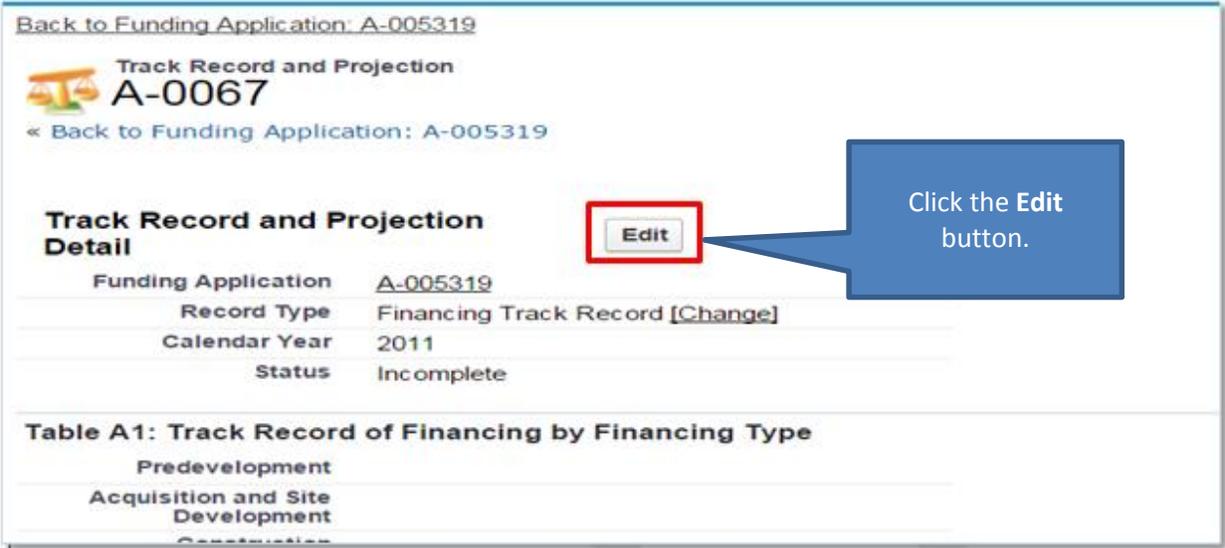
Click Track Record ID link to be forwarded to the Track Record and Projections Detail page.

Action	Track Record ID	Record Type	Total Units	Status		
Edit	A-0067	Financing Track Record	0	Incomplete		
Edit	A-0068	Financing Track Record	2012	\$0.00	0	Incomplete
Edit	A-0069	Financing Track Record	2013	\$0.00	0	Incomplete
Edit	A-0070	Financing Track Record	2014	\$0.00	0	Incomplete
Edit	A-0071	Financing Track Record	2015	\$0.00	0	Incomplete

[Show 5 more >](#) | [Go to list \(11\) >](#)

Figure 53. Track Record and Projections Related List

- 2. From the Track Record and Projections Detail page, click the **Edit** button.



Back to Funding Application: [A-005319](#)

Track Record and Projection
A-0067

[« Back to Funding Application: A-005319](#)

Track Record and Projection Detail

[Edit](#)

Click the **Edit** button.

Funding Application [A-005319](#)

Record Type Financing Track Record [[Change](#)]

Calendar Year 2011

Status Incomplete

Table A1: Track Record of Financing by Financing Type

Predevelopment

Acquisition and Site Development

Construction

Figure 54. Track Record and Projections Detail Page

- 3. You will be forwarded to the Track Record and Projections Edit page. Complete all required information on the page for Table A1.

Figure 55. Track Record and Projections Edit Page

- 4. Proceed with completing all required information on the page for Table A2 (three tables) and Table C1.
- 5. When you have provided all required information, click the **Save** button to save your information.

Figure 56. Track Record and Projections Edit Page (continued)

- 6. You will be forwarded to the Track Record and Projections Detail page where a confirmation message will be displayed, stating that the record has been saved. Click the **Funding Application** link to return to the Funding Application Detail page.

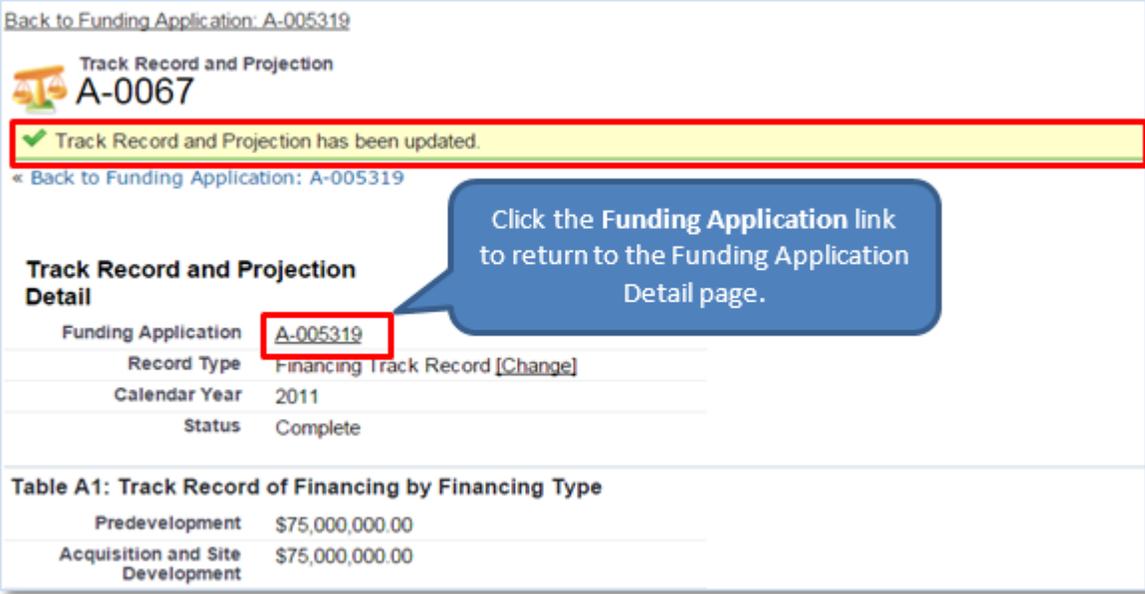


Figure 57. Track Record and Projections Detail Page

- 7. From the Funding Application Detail page, click the **Track Record and Projections** link to navigate to the Track Record and Projections related list.
 - a. Notice that the first Financing Track Record status was automatically changed to “Complete”.
- 8. From the Track Record and Projections related list, repeat Steps 1-7 to complete a Financing Track Record for each Calendar Year.

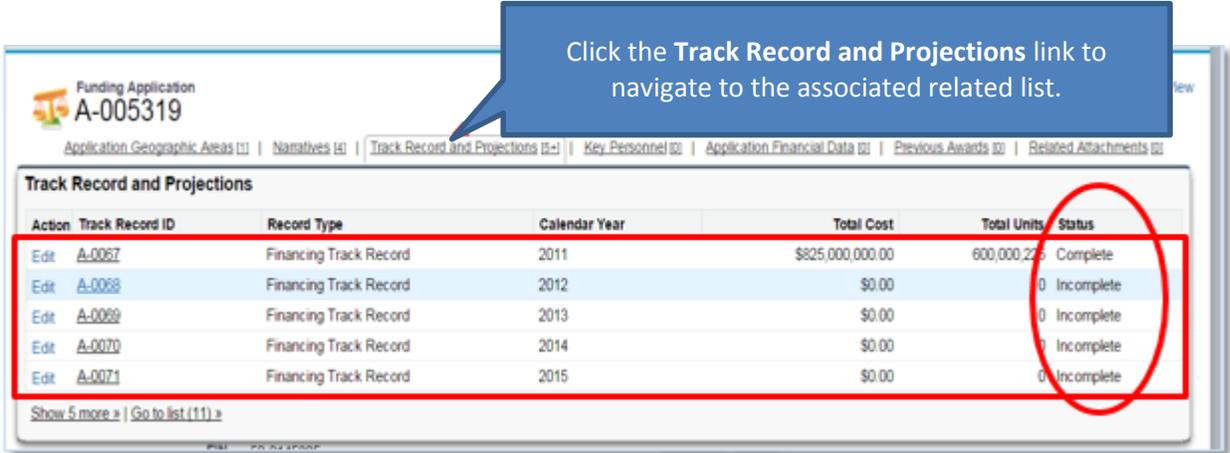


Figure 58. Funding Application Detail Page/Track Record and Projections Related List

- 9. The Track Record and Projections section has a total of eleven records. To view the entire list of records in the section, click the **Go to list (11)** link found at the bottom of the page.

Track Record and Projections						
Action	Track Record ID	Record Type	Calendar Year	Total Cost	Total Units	Status
Edit	A-0067	Financing Track Record	2011	\$825,000,000.00	600,000,225	Complete
Edit	A-0068	Financing Track Record		\$0.00	0	Incomplete
Edit	A-0069	Financing Track Record		\$0.00	0	Incomplete
Edit	A-0070	Financing Track Record		\$0.00	0	Incomplete
Edit	A-0071	Financing Track Record		\$0.00	0	Incomplete
Show 5 more >		Go to list (11) >				

Figure 59. Track Record and Projections Related List

10. You will be forwarded to the Track Record and Projections related list and this will expand to display all records.

Track Record and Projections							Printable View
A-005319							
Funding Application: A-005319							
Action	Track Record ID	Record Type	Calendar Year	Total Cost	Total Units	Status	
Edit	A-0067	Financing Track Record	2011	\$825,000,000.00	600,000,225	Complete	
Edit	A-0068	Financing Track Record	2012	\$17,000,000.00	8,000,900	Complete	
Edit	A-0069	Financing Track Record			8,000,080	Complete	
Edit	A-0070	Financing Track Record			8,000,936	Complete	
Edit	A-0071	Financing Track Record			8,000,918	Complete	
Edit	A-0072	Projected Performance and Financing			0	Incomplete	
Edit	A-0073	Projected Performance and Financing			0	Incomplete	
Edit	A-0074	Projected Performance and Financing			0	Incomplete	
Edit	A-0075	Projected Performance and Financing			0	Incomplete	
Edit	A-0076	Projected Performance and Financing	2020	\$0.00	0	Incomplete	
Edit	A-0077	Proposed CMF Commitment Schedule		\$0.00	0	Incomplete	

Figure 60. Track Record and Projections Related List

3.4.2 Complete the Projected Performance and Financing Section

To complete the Projected Performance and Financing section:

1. From the Track Record and Projections related list, click the **Edit** link corresponding to the first **Projected Performance and Financing** record for a specific Calendar Year (i.e., 2016).



NOTE: The Projected Performance and Financing record for each Calendar Year listed on the application must be completed. Complete a record by clicking the Track Record ID link (or Edit link) corresponding to a Projected Performance and Financing record for each Calendar Year listed. (By clicking the Edit link, you can navigate to the Edit page more quickly, bypassing the Detail page.) Once the data is saved for each Calendar Year, the status field will automatically change to “Complete”.

Track Record and Projections
A-005319
Funding Application: A-005319

Printable View

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

Action	Track Record ID	Record Type	Calendar Year	Status
Edit	A-0067		2011	Complete
Edit	A-0068		2012	Complete
Edit	A-0069		2013	Complete
Edit	A-0070		2014	Complete
Edit	A-0071	Financing Track Record	2015	Complete
Edit	A-0072	Projected Performance and Financing	2016	Complete
Edit	A-0073	Projected Performance and Financing	2017	Complete
Edit	A-0074	Projected Performance and Financing	2018	Complete
Edit	A-0075	Projected Performance and Financing	2019	Complete
Edit	A-0076	Projected Performance and Financing	2020	Complete
Edit	A-0077	Proposed CMF Commitment Schedule		Complete

Show me fewer ▲ records per list page

Figure 61. Track Record and Projections Related List

- 2. You will be forwarded to the Track Record and Projections Edit page. Complete all required information on the page for Tables B2, B3, and C2.
- 3. When you have provided all required information, click the **Save** button to save your information.

Track Record and Projection Edit Save Cancel

Information

Funding Application: A-005319
Record Type: Projected Performance and Financing
Calendar Year: 2016
Status: Incomplete

Table B2: Projected CMF Financing Activity

Predevelopment:
Acquisition and Site Development:
Construction:

Table B3: Projected Rental Housing Activity Type

Development Cost: Development Units:
Rehabilitation Cost: Rehabilitation Units:
Preservation Cost: Preservation Units:

Table B3: Projected Economic Development Activities

Community Service Facilities Cost: Community Service Facilities Units:
Other Econ. Dev. Activities Cost: Other Econ. Dev. Activities Units:

Table C2: Projected Financing and Production

0-30% AMI Units Cost: 0-30% AMI Units:
31-50% AMI Units Cost: 31-50% AMI Units:
51-80% AMI Units Cost: 51-80% AMI Units:
81-120% AMI Units Cost: 81-120% AMI Units:
Above 120% AMI Units Cost: Above 120% AMI Units:
Housing Activity in Areas of HHN Cost: Housing Activity in Areas of HHN Need:

Save Cancel

Figure 62. Track Record and Projections Edit Page

- 4. You will be forwarded to the Track Record and Projections Detail page where a confirmation message will be displayed, stating that the record has been saved. Click the **Funding Application** link to return to the Funding Application Detail page.

Back to Funding Application: A-005319

Track Record and Projection
A-0067

✓ Track Record and Projection has been updated.

← Back to Funding Application: A-005319

Track Record and Projection Detail

Funding Application	A-005319	Edit
Record Type	Financing Track Record [Change]	
Calendar Year	2011	
Status	Complete	

Table A1: Track Record of Financing by Financing Type

Predevelopment	\$75,000,000.00
Acquisition and Site Development	\$75,000,000.00

Figure 63. Track Record and Projections Detail Page

- 5. From the Funding and Application Detail page, click the **Track Record and Projections** link to navigate to the Track Record and Projections related list.

Funding Application A-005319 [Printable View](#)

Application Geographic Areas (1) | Narratives (4) | **Track Record and Projections (11)** | Key Personnel (0) | Application Financial Data (0) | Previous Awards (0) | Related Attachments (0)

Track Record and Projections

Action	Track Record ID	Record Type	Calendar Year	Status
Edit	A-0132	Financing Track Record	2011	Incomplete
Edit	A-0133	Projected Performance and Financing	2012	Incomplete
Edit	A-0134	Proposed CMF Commitment Schedule	2013	Incomplete
Edit	A-0135	Financing Track Record	2014	Incomplete
Edit	A-0136	Financing Track Record	2015	Incomplete

Show 5 more > | **Go to list (11) >**

Figure 64. Funding Application Detail Page/Track Record and Projections Related List

- 6. Click the **Go to list (11)** link found at the bottom of the page to view the entire list of records in the section.
- 7. A full list is displayed with all the records under the Track Record and Projections related list. From this list, repeat Steps 1-6 to complete a Projected Performance and Financing record for each Calendar Year.

Track Record and Projections
A-005319
Funding Application: A-005319

Printable View

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | **All**

Action	Track Record ID +	Record Type	Calendar Year	Total Cost	Total Units	Status
Edit	A-0067	Financing Track Record	2011	\$825,000,000.00	600,000,225	Complete
Edit	A-0068	Financing Track Record	2012	\$17,000,000.00	8,000,900	Complete
Edit	A-0069	Financing Track Record	2013	\$17,000,000.00	8,001,080	Complete
Edit	A-0070	Financing Track Record	2014	\$17,000,000.00	8,000,936	Complete
Edit	A-0071	Financing Track Record	2015	\$17,000,000.00	8,000,918	Complete
Edit	A-0072	Projected Performance and Financing	2016	\$0.00	0	Complete
Edit	A-0073	Projected Performance and Financing	2017	\$0.00	0	Complete
Edit	A-0074	Projected Performance and Financing	2018	\$0.00	0	Complete
Edit	A-0075	Projected Performance and Financing	2019	\$0.00	0	Complete
Edit	A-0076	Projected Performance and Financing	2020	\$0.00	0	Complete
Edit	A-0077	Proposed CMF Commitment Schedule		\$0.00	0	Incomplete

Show me fewer ▲ records per list page

Figure 65. Track Record and Projections Related List

3.4.3 Complete the Proposed CMF Commitment Schedule Section

To complete the Proposed CMF Commitment Schedule section:

1. From the Track Record and Projections related list, click the **Edit** link corresponding to the Proposed CMF Commitment Schedule record.

Track Record and Projections
A-005319
Funding Application: A-005319

Printable View

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | **All**

Action	Track Record ID +	Record Type	Calendar Year	Total Cost	Total Units	Status
Edit	A-0067	Financing Track Record	2011	\$825,000,000.00	600,000,225	Complete
Edit	A-0068	Financing Track Record			900	Complete
Edit	A-0069	Financing Track Record			080	Complete
Edit	A-0070	Financing Track Record			936	Complete
Edit	A-0071	Financing Track Record			918	Complete
Edit	A-0072	Projected Performance and Financing			0	Complete
Edit	A-0073	Projected Performance and Financing			0	Complete
Edit	A-0074	Projected Performance and Financing		\$0.00	0	Complete
Edit	A-0075	Projected Performance and Financing		\$0.00	0	Complete
Edit	A-0076	Projected Performance and Financing	2020	\$0.00	0	Complete
Edit	A-0077	Proposed CMF Commitment Schedule		\$0.00	0	Incomplete

Show me fewer ▲ records per list page

Figure 66. Track Record and Projections Related List

2. You will be forwarded to the Track Record and Projections Edit page. Complete all required information on the page for Table B1 (multiple tables).

- 3. When you have provided all required information, click the **Save** button to save your information.

Track Record and Projection Edit
A-0077

Track Record and Projection Edit [Save] [Cancel]

Information

Funding Application: A-005319
Record Type: Proposed CMF Commitment Schedule
Status: Complete

Table B1: Projected CMF Commitment Schedule – Home Ownership

Development \$ - year 1	1,000,000.00	Development \$ - year 2	1,000,000.00
Rehabilitation \$ - year 1	2,000,000.00	Rehabilitation \$ - year 2	1,000,000.00
Homebuyer Mortgage \$ - year 1	1,000,000.00	Homebuyer Mortgage \$ - year 2	1,000,000.00
Purchase Assistance \$ - for year 1	1,000,000.00	Purchase Assistance \$ - year 2	1,000,000.00

Table B1: Projected CMF Commitment Schedule – Multi-Family Rental

Development \$ - year 1	1,000,000.00	Development \$ - year 2	1,000,000.00
Rehabilitation \$ - year 1	1,000,000.00	Rehabilitation \$ - year 2	1,000,000.00
Preservation \$ - year 1	1,000,000.00	Preservation \$ - year 2	1,000,000.00

Table B1: Projected CMF Commitment Schedule – Economic Development Activities

Community Facilities \$ - year 1		Community Facilities \$ - year 2	1,000,000.00
Other Econ. Development \$ - year 1		Other Econ. Development \$ - year 2	1,000,000.00
Administrative \$ - year 1		Administrative \$ - year 2	1,000,000.00

Click the Save button when complete.

[Save] [Cancel]

Figure 67. Track Record and Projections Edit Page

- 4. You will be forwarded to the Track Record and Projections Detail page where a confirmation message will be displayed, stating that the record has been saved. Click the **Funding Application**

link to return to the Funding Application Detail page.

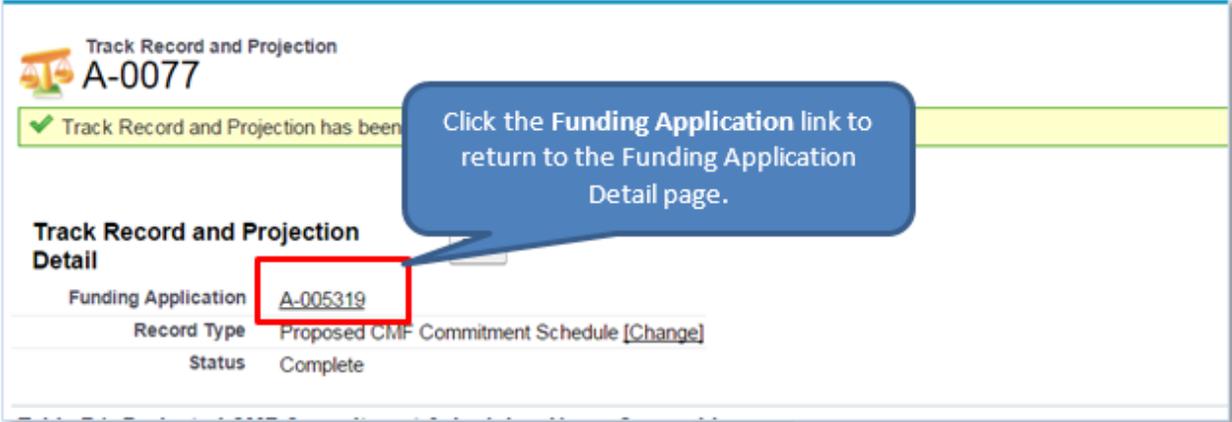


Figure 68. Track Record and Projections Detail Page

5. From the Funding and Application Detail page, click the **Track Record and Projections** link to navigate to the Track Record and Projections related list.
6. Click the **Go to list (11)** link found at the bottom of the page to view the entire list of records in the section.

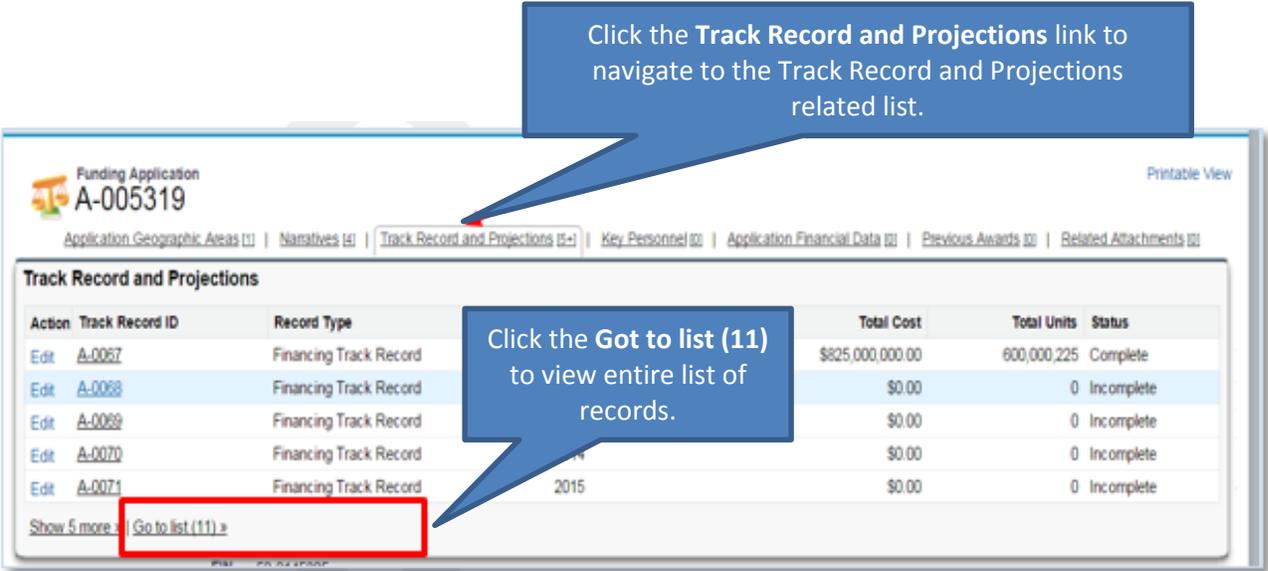


Figure 69. Funding Application Detail Page/Track Record and Projections Related List

7. A full list is displayed with all the records under the Track Record and Projections related list.



NOTE: The Track Record and Projections related list is complete when all eleven records have a status of “Complete”.

Track Record and Projections
A-005319
Funding Application: A-005319

Printable View

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

Action	Track Record ID	Record Type	Calendar Year	Units	Status
Edit	A-0067	Financing Track Record	2011	0	Complete
Edit	A-0068	Financing Track Record	2012	0	Complete
Edit	A-0069	Financing Track Record	2013	0	Complete
Edit	A-0070	Financing Track Record	2014	36	Complete
Edit	A-0071	Financing Track Record	2015	18	Complete
Edit	A-0072	Projected Performance and Financing	2016	0	Complete
Edit	A-0073	Projected Performance and Financing	2017	0	Complete
Edit	A-0074	Projected Performance and Financing	2018	0	Complete
Edit	A-0075	Projected Performance and Financing	2019	0	Complete
Edit	A-0076	Projected Performance and Financing	2020	0	Complete
Edit	A-0077	Proposed CMF Commitment Schedule		0	Complete

Show me fewer ▲ records per list page

All records must be completed in order for the Track Record and Projections section of the CMF Application to be considered complete.

Figure 70. Track Record and Projections Related List

3.5 Complete the Key Personnel Section

Applicants are required to add at least one key person in this section.

To add key personnel:

1. From the Funding Application Detail page, click the **Key Personnel** link to navigate to the Key Personnel related list

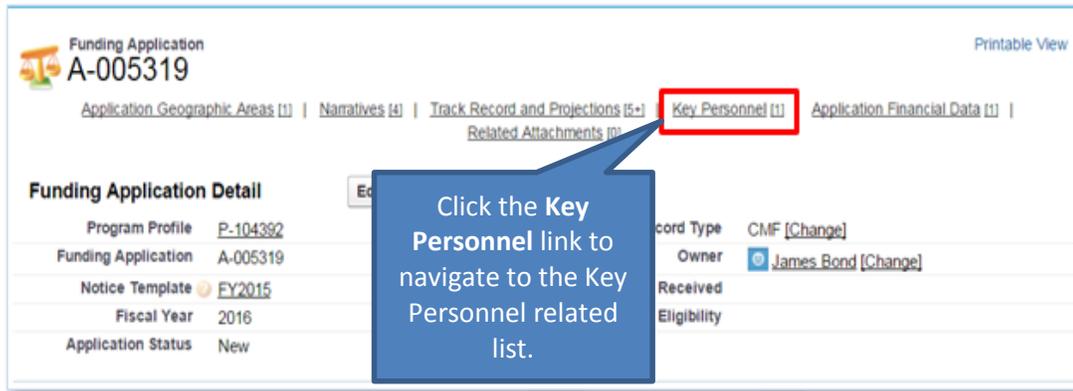


Figure 71. Funding Application Detail Page

2. Click the **New Key Personnel** button to be forwarded to the Key Personnel Edit page.



Figure 72. Key Personnel Related List

3. Complete all required information on the page:
 - a. Enter the person's first and last name in the Name field.
 - b. Enter the person's title in the Title field.
 - c. Enter the name of the applicant organization in the Firm field.
 - d. Enter the number of years the person has been employed or contracted by the applicant organization in the Years with Applicant field.
 - e. Identify all the positions the person has held with the applicant organization.
 - f. Identify all the duties the person will provide to the applicant organization.
 - g. Describe the person's qualifications in the Description of Key Staff Qualifications text box.

	<p>NOTE: Applicants should not edit the Funding Application field on the Key Personnel Edit page. This field cannot be locked in Salesforce; it ties all of the data entered in the application to a single application number.</p>
--	--

4. When you have provided all required information, click the **Save** button to save your information.

Key Personnel Edit Save Save & New Cancel

Information = Required Information

Funding Application A-005319 Type CMF Staff

Name Firm

Title Contact

Position held with Applicant (check all that apply)

<input type="checkbox"/> GB Member (Loan/invest)	<input type="checkbox"/> Compliance Officer
<input type="checkbox"/> GB Member (other)	<input type="checkbox"/> Contracted Consultant
<input type="checkbox"/> ED or Equivalent	<input type="checkbox"/> Other Key Management
<input type="checkbox"/> CFO or Equivalent	<input type="checkbox"/> Other Position held with Applicant
<input type="checkbox"/> Loan/Invest. Officer or Equivalent	If Other Position held, Specify <input type="text"/>

Duties to be Provided for Applicant (check all that apply)

<input type="checkbox"/> Capital-raising	<input type="checkbox"/> Loan Servicing
<input type="checkbox"/> Asset Management	<input type="checkbox"/> Community Outreach
<input type="checkbox"/> Program Compliance	<input type="checkbox"/> Legal Services
<input type="checkbox"/> Development Services	<input type="checkbox"/> Other Duty to be Provided
<input type="checkbox"/> Sourcing/Loan Underwriting	Other Duty to be Provided, Specify <input type="text"/>

Narrative

Description of Key Staff Qualifications

Save Save & New Cancel

Figure 73. Key Personnel Edit Page

- 5. You will be forwarded to the Key Personnel Detail page where a confirmation message will be displayed, stating that the information provided was saved successfully. Click the **Funding**

Application link to return to the Funding Application Detail page.

Key Personnel
Russell Simmons

✓ Key Personnel has been saved.

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

Key Personnel Detail

Funding Application **A-005319** Delete Clone

Funding Application	A-005319	Record Type	CMF Staff [Change]
Name	Russell Simmons	Firm	Lawson Firm
Title	CFO	Years with Applicant	8

Position held with Applicant (check all that apply)

GB Member (Loan/Invest)	<input type="checkbox"/>	Compliance Officer	<input type="checkbox"/>
GB Member (other)	<input type="checkbox"/>	Contracted Consultant	<input type="checkbox"/>
ED or Equivalent	<input type="checkbox"/>	Other Key Management	<input type="checkbox"/>
CFO or Equivalent	<input checked="" type="checkbox"/>	Other Position held with Applicant	<input type="checkbox"/>
Loan/Invest. Officer or Equivalent	<input type="checkbox"/>	If Other Position held, Specify	

Figure 74. Key Personnel Detail Page

- 6. You can add as many key personnel, as appropriate, by repeating Steps 0–5 above.

3.6 Complete the Application Financial Data Section

Applicants are required to add financial data for the past three years and the most recent quarter.

To complete the Application Financial Data section:

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

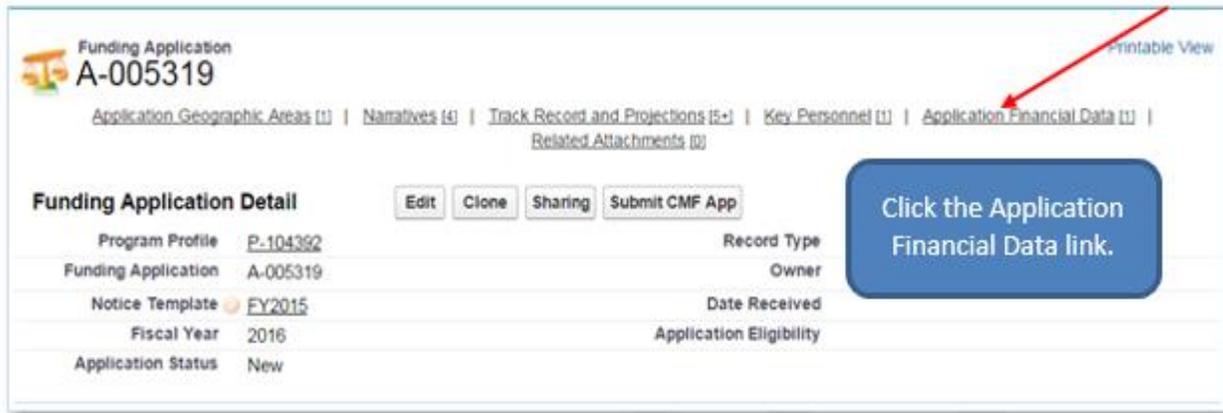


Figure 75. Funding Application Detail Page

2. Click the **New Application Financial Data** button to be forwarded to the Application Financial Data Edit page.

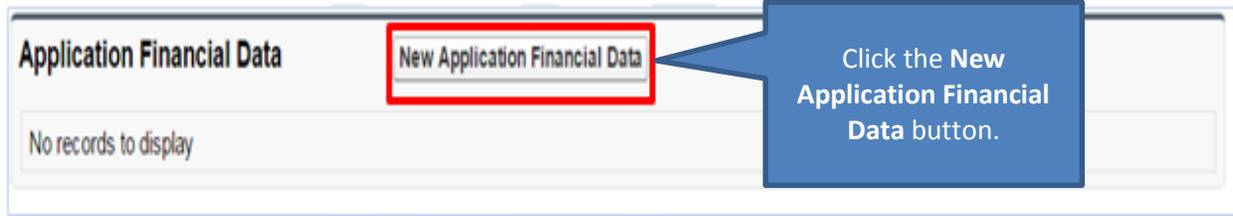


Figure 76. Application Financial Data Related List

3. From the Fiscal Year drop-down menu, select a **Fiscal Year** and then complete all required information on the page for Table E and Table F.
4. Add the appropriate **Application Financial Data Name**.
5. When you have provided all required information, click the **Save** button to save your information.

Application Financial Data Edit
Save Save & New Cancel

Information
= Required Information

Application Financial Data Name

Fiscal Year

Quarter

Fiscal Type

Off-Balance Sheet Loans Closed \$

Total Off-Balance Sheet Loans Managed \$

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

Application

Data and Portfolio Quality

Table E: Aggregate Loan Portfolio Quality

\$ Total On-Balance Sheet Port Outstanding <input type="text"/>	# Total On-Balance Sheet Port Outstanding <input type="text"/>
\$ Total Loans Charged-Off <input type="text"/>	# Total Loans Charged-Off <input type="text"/>
\$ Troubled Debt Restructuring (TDR) <input type="text"/>	# Restructured Loans <input type="text"/>
\$ Recoveries <input type="text"/>	# Recoveries <input type="text"/>
\$ Total Delinquent Loans (90+ Days) <input type="text"/>	Total Delinquent Loans 90+ Days # <input type="text"/>
\$ Total Loans Delinquent 1 to 30- days <input type="text"/>	# Total Loans Delinquent 1 to 30- days <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 Off-Balance Sheet Loans Managed <input type="text"/>	# Total Off-Balance Sheet Loans Managed <input type="text"/>
\$ Total OB Delinquent Loans (90+ Days) <input type="text"/>	# Total Loans Delinquent (90+ Days) <input type="text"/>

Table F: Assets

Cash and Cash Equivalents <input type="text"/>	Noncurrent Gross Loans Receivables <input type="text"/>
Unrestricted Cash and Cash Equivalents <input type="text"/>	Less: Loan Loss Reserve <input type="text"/>
Total Investments <input type="text"/>	Total Outstanding Equity Investment <input type="text"/>
Current Gross Loans Receivables <input type="text"/>	Less: Net Unrealized Loss <input type="text"/>
Total Commitments <input type="text"/>	Total Net Assets Available for Financing <input type="text"/>
Total Current Assets <input type="text"/>	Total Assets <input type="text"/>
	Total Off-Balance Sheet Assets for Fin <input type="text"/>

Table F: Liabilities

Total Current Liabilities <input type="text"/>	Non-Current Liabilities Due <input type="text"/>
Total Notes Payable <input type="text"/>	Senior Debt <input type="text"/>
Total Adjusted Notes Payable <input type="text"/>	Subordinated Debt/EQ2 <input type="text"/>
	Total Liabilities <input type="text"/>
	Total Off-Balance Sheet Liabilities <input type="text"/>

Table F: Net Assets (Net Worth)

Unrestricted Net Assets <input type="text"/>	Net Worth (Credit Union Applicants Only) <input type="text"/>
Total Net Assets <input type="text"/>	

Table F: Income & Expenses

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

Save Save & New Cancel

Choose the appropriate Fiscal Year, Quarter and Fiscal Type.

Click the Save button when complete or the Save & New button to create an additional Application Financial Data record.

Figure 77. Application Financial Data Edit Page

- 6. You will be forwarded to the Application Financial Data Detail page where a confirmation message will be displayed, stating that the information provided was saved successfully. Click the **Application** link to return to the Funding Application Detail page.

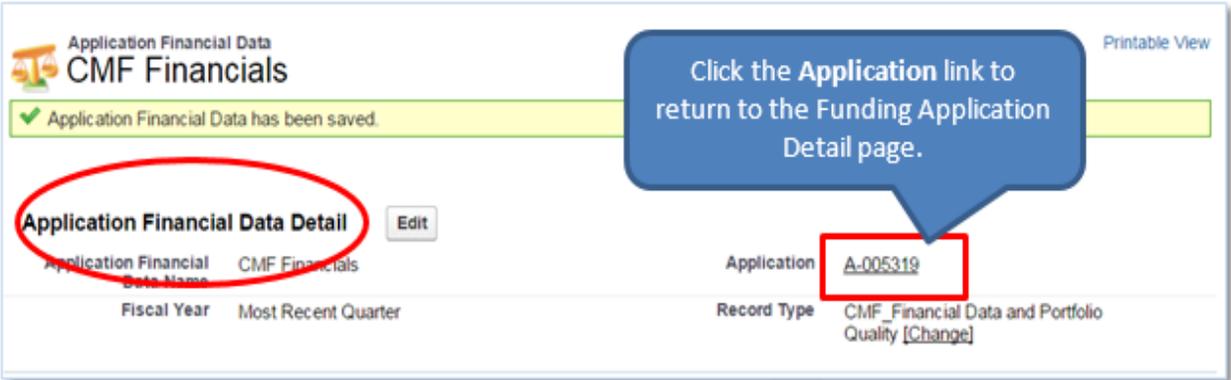


Figure 78. Application Financial Data Detail Page

- 7. From the Funding Application Detail page, repeat Steps 1-5 above to add financial data for the remaining two fiscal years and the most recent quarter.



Figure 79. Funding Application Detail Page

3.7 Add Related Attachments

Non-profit organizations are required to add the following types of attachments:

- Audited financial statements for the last three fiscal years
- Proof of EIN
- State charter or articles of incorporation stating the applicant is a non-profit
- A certification demonstrating tax exempt status from the IRS
- Articles of incorporation, by-laws, or other board-approved document.

All other types of applicants are required to add the following types of attachments:

- Audited financial statements for the last three fiscal years
- Proof of EIN.

To add your attachments to the application:

1. From the Funding Application Detail page, click the **Related Attachments** link to navigate to the Related Attachments related list.

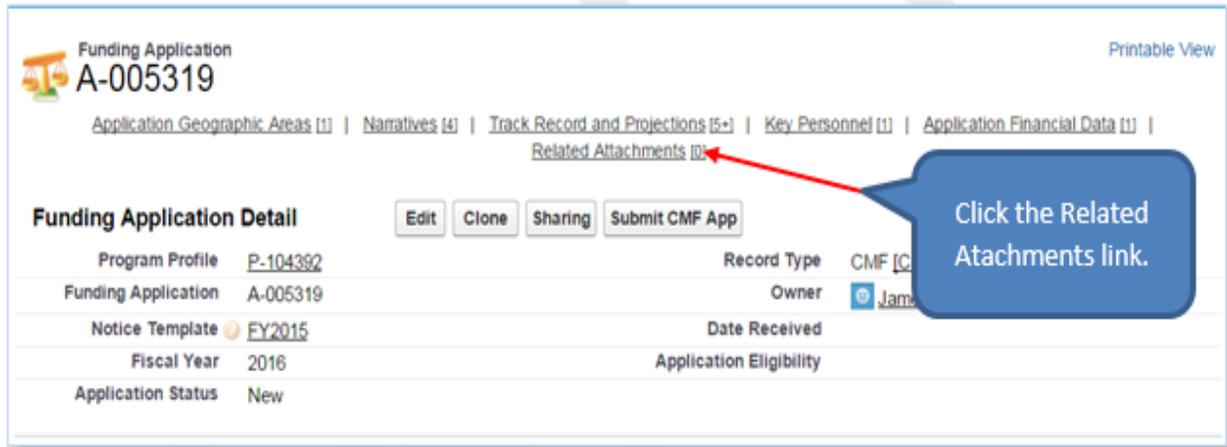


Figure 80. Funding Application Detail Page

2. Click the **New Related Attachments** button to be forwarded to the Attach File screen.

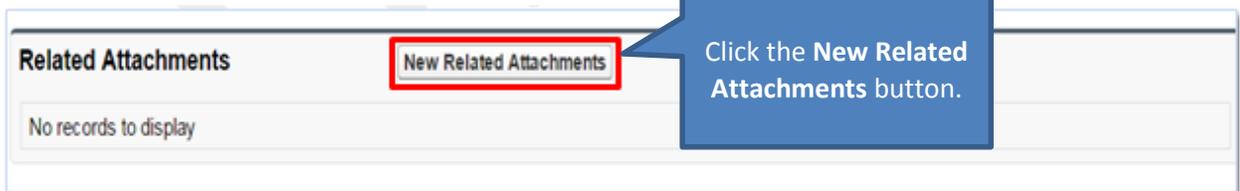


Figure 81. Related Attachments Related List

3. Click the **Choose File** button and browse to select a file or lookup the **Document Name** to choose a file from the Organization Profile.
4. If choosing a file, from the Type drop-down menu, select a CMF-specific value.

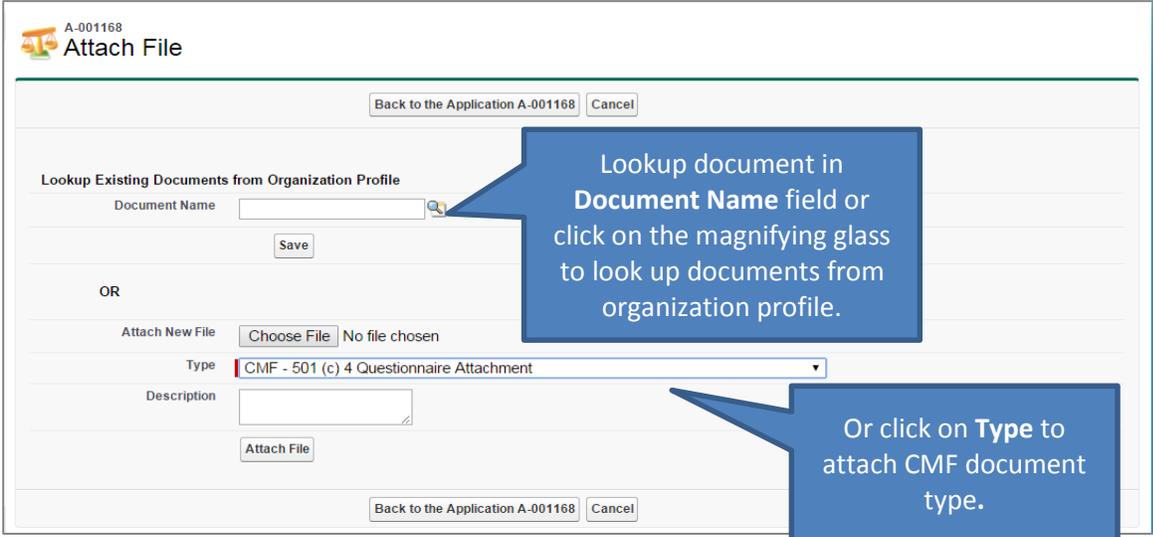


Figure 82. Attach File Screen

- 5. In the Description text box, add language to describe the nature of the file you have attached.
- 6. Click the **Attach File** button to upload the file. You will be returned to the Funding Application Detail page.

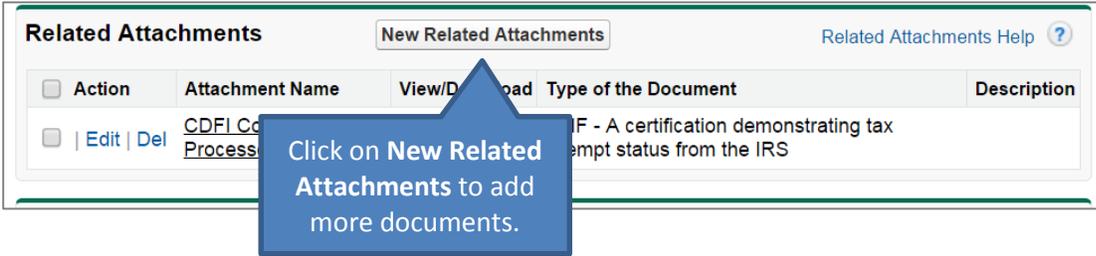


Figure 83. Related Attachments Related List

- 7. From the Funding Application Detail page, repeat Steps 1-6 above to attach all the necessary documents.

3.8 Submit the Application

To submit the application to the CDFI Fund:
Make sure that the Applicant Signature section on the Funding Application Detail page is completed.
This section allows you to attest to the accuracy and completeness of the information you provided in the application.

1. From the Funding Application Detail page, the Authorized Representative must click the **Edit** button, check the **Signature** box in the Application Signature section, then click the **Save** button.

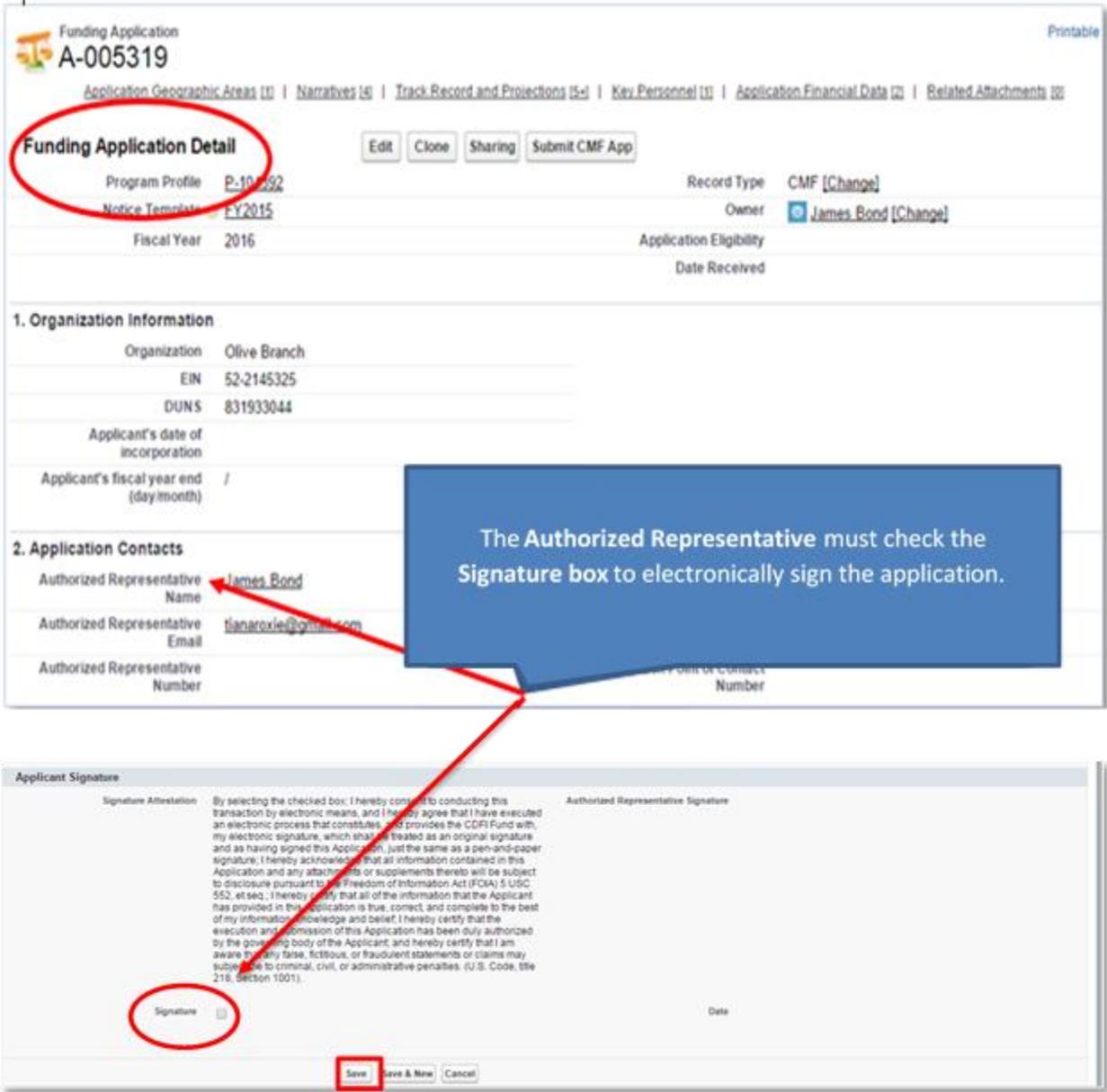


Figure 84. Funding Application Detail Page

2. You will be forwarded to the Funding Application Detail page. Click the **Submit CMF App** button to submit your application to the CDFI Fund.

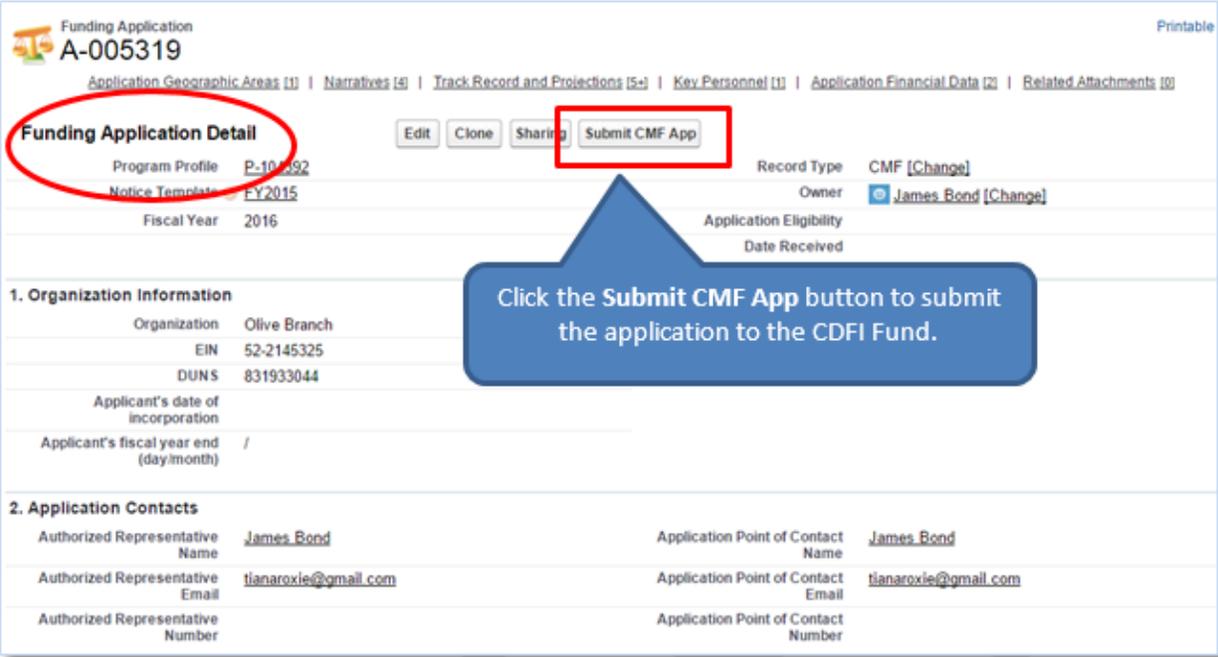


Figure 85. Funding Application Detail Page

- 3. If the application includes any errors, an error dialog window on the Funding Application Detail page will be displayed with the error message. To correct the error, click the **OK** button, navigate to the section with the error, correct the error, and then click the **Submit CMF App** button to resubmit the application.

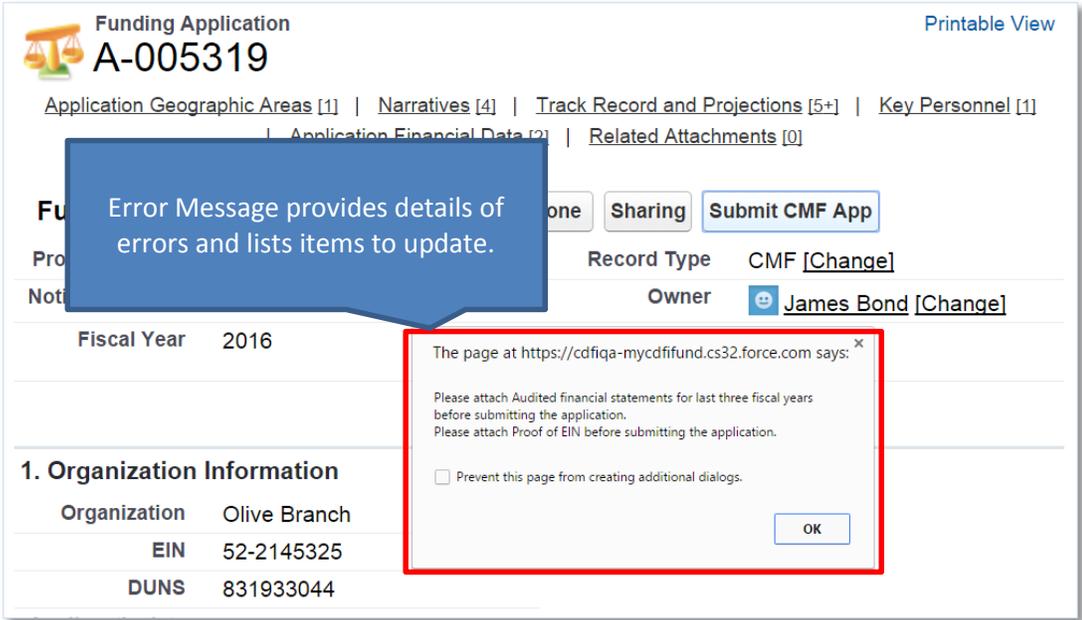


Figure 86. Funding Application Detail Page – Error Dialog Window

4. If the application does not have any errors, a confirmation dialog window will be displayed once you click the **Submit CMF App** button. Click the **OK** button to confirm that you would like to submit the application to the CDFI Fund.

5. The CDFI Fund will notify you via email regarding your CMF Application status.