

AMIS Training Manual

Bank Enterprise Award Program Electronic Application Submission Guide *(for FY 2019 BEA Program Applicants)*

April 2019

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1 Introduction



AE101: Getting Started – Navigating AMIS (for External Users) is a pre-requisite for the training manual you are currently viewing.

An entity seeking to apply for an award through the Bank Enterprise Award Program (BEA Program) will have the ability to submit a BEA Program Electronic Application (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 BEA Program Applicants with instructions on how to create, complete, and submit an application in AMIS. Applicants will also learn how to enter information in its Organization 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 a **User** profile or **Admin User** profile, or an External Contact with Edit permissions (see [CDFI Fund AMIS – User Account Management Guide](#) for descriptions and instructions on managing user accounts in AMIS). A user's profile is displayed on their Contact Detail page. BEA Program Staff have the ability to edit contacts profile or title, or clone contacts when needed.

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**
- Create and edit contacts for the Organization

This manual only describes 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.

2.1 View Your Organization

To view your organization:

1. Log into AMIS and click the **Organizations** tab.
2. Click the **All Organizations** View and select the **Go!** button.

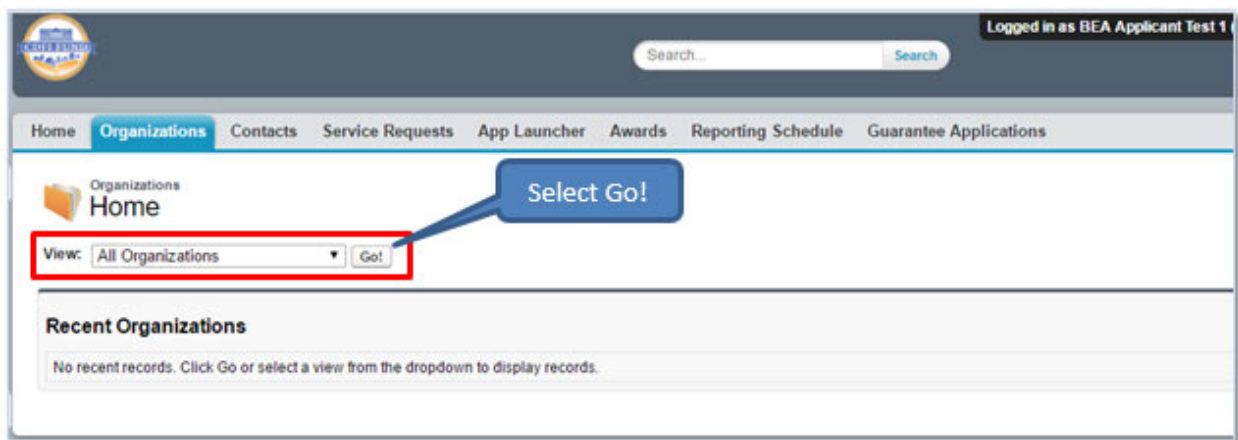


Figure 1. Organization Tab – All Organization View

3. From the **All Organizations** List View Page, click the **Organization Name** link.

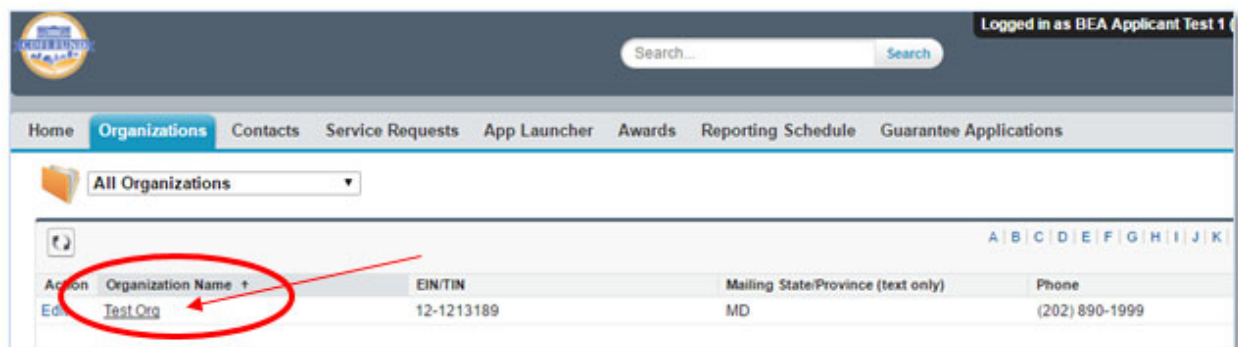


Figure 2. All Organizations List View Page

4. You will be forwarded to the Organization Detail page. Here you can view and edit details for the organization.

View and update the Organization information on this page.

Organization Detail

Organization Name: Test Org
Parent Relationship: Test Org > New Hierarchy

Phone: (202) 890-1999
Website:
EIN/TIN: 12-1213189
DUNS: 814810118

Organization Type

Financial Institution Type	Bank or Thrift	Date of Incorporation	
Organization Structure	For-Profit	Financial Activities Start Date	
		Total Asset Size	
		Fiscal Year End Day	31
		Fiscal Year End Month	12

Certification Information

CDFI Certification Status	CDFI Certified	CDE Certification Status	Not Certified
CDFI Certification Date	12/3/2015	CDE Certification Date	

Address Information

Mailing Address	2020 Walkers Ave Caterville, MD 212045 USA	Shipping Address	USA
-----------------	--	------------------	-----

Figure 3. Organization Detail

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

- EIN/TIN;
- DUNS (if a value has already been entered);
- Financial Activities Start Date; and
- Fiscal Year End Month and Day

A Service Request is required for changes to these fields as changes to these values requires the CDFI Fund's approval. Please refer to "Getting Started – Navigating AMIS" manual, <https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf?v=5> for more information on creating and submitting Service Requests.

Organization Detail

- EIN/TIN
- DUNS

Organization Type

- Financial Institution Type
- Organization Structure
- Financial Activities Start Date
- Fiscal Year End Day
- Fiscal Year End Month

Regulated Institution

- Federal Regulator
- FDIC Cert. # / NCUA Charter #

2.2 Update Your Organization Profile

To edit the organization detail information:

1. Select the **Edit** button.

The screenshot shows the 'Organization Detail' page for 'Test Org'. The 'Edit' button is highlighted with a red box. The page contains the following information:

Organization Detail	
Organization Name	Test Org View Hierarchy
Parent Relationship	
Phone	(202) 890-1999
Website	
EIN/TIN	12-1213189
DUNS	814810118
Organization Type	
Financial Institution Type	Bank or Thrift
Organization Structure	For-Profit
Date of Incorporation	
Financial Activities Start Date	
Total Asset Size	
Fiscal Year End Day	31
Fiscal Year End Month	12
Certification Information	
CDFI Certification Status	CDFI Certified
CDFI Certification Date	12/3/2015
CDE Certification Status	Not Certified
CDE Certification Date	
Address Information	
Mailing Address	2020 Walkers Ave Carpersville, MD 212045 USA
Shipping Address	USA

Figure 4. Organization Detail Page

- a. The Financial Institution Type will determine the type of financial data requested from the organization. **IMPORTANT: BEA Program applicants can only be a Bank or Thrift Financial Institution Type¹. Organizations that have not selected Bank or Thrift as its Financial Institution Type will be unable to start a BEA Program Profile or BEA Program Application.**
- b. Complete the **Financial Activities Start Date** field.
- c. Complete the **Fiscal Year End Date** and **Fiscal Year End Month**.
- d. Your Organization's CDFI Certification Information will automatically populate.

¹ BEA Program applicants must be entities that are FDIC-insured as of the first day of the Baseline Period, January 1, 2017, and maintain its FDIC-insured status at the time of application to be eligible for an FY 2019 BEA Program award. If your organization meets this criteria, please select "Bank or Thrift" as the Financial Institution Type. Please note that a Depository Institution Holding Company of an FDIC-insured depository institution may not apply on behalf of an FDIC-insured depository institution.

Figure 5. Organization Edit Page



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.

2. Update any other information on the page as needed, such as the **Organization Structure** and **Address Information**. Make sure you select the correct address for the organization's headquarters. Select the **Save** button once to complete.

Figure 6. Organization Edit Page Cont'd.

3. You will see a message near the top of the screen stating Organization has been updated.

The screenshot shows the 'Organization Detail' page for 'Test Org'. At the top, a yellow banner with a green checkmark icon displays the message 'Organization has been updated.' Below this, there is a navigation bar with links: 'Back to List: Organizations', 'Org Related Attachments', 'Financial Data', 'Contacts', 'Program Profile', 'Affiliates', 'Financial Statement Audits', 'A-133 Audit Reports', 'Shareholder Report', and 'Notes & Attachments'. The main content area is divided into sections: 'Organization Detail' (with an 'Edit' button), 'Organization Type', and 'Certification Information'. The 'Organization Detail' section includes fields for Organization Name (Test Org), Parent Relationship, Phone ((202) 890-1999), Website, EIN/TIN (12-1213189), and DUNS (814810118). The 'Organization Type' section includes fields for Financial Institution Type (Bank or Thrift), Organization Structure (For-Profit), Date of Incorporation, Financial Activities Start Date, Total Asset Size, Fiscal Year End Day (31), and Fiscal Year End Month (12). The 'Certification Information' section includes fields for CDFI Certification Status (CDFI Certified), CDFI Certification Date (12/3/2015), CDE Certification Status (Not Certified), and CDE Certification Date.

Figure 7. Organization Detail Page - Saved Record Confirmation

2.3 Create and Edit Contacts for the Organization

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. These contacts are identified by the **Type** and **Profile** fields on the **Contact Detail** page.

To view the Organization’s Contacts and create/edit a contact:

1. From the Organization Detail page, click the **Contacts** related link.

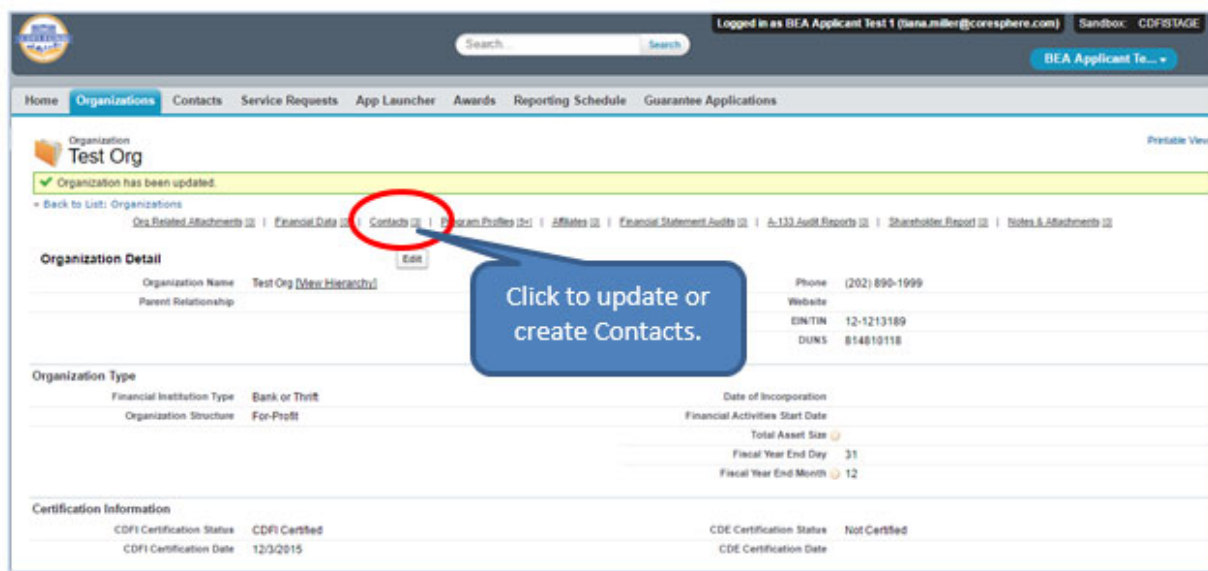


Figure 8. Organization Detail Page - Contacts Related Link

2. Here the Admin User or Authorized User can edit an existing contact or create a new contact.

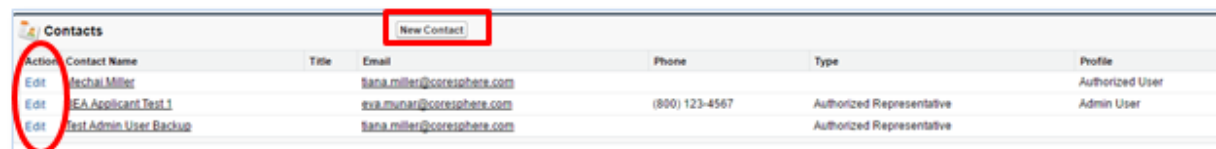


Figure 9. Organization Detail Page - Contacts Related List

- a. To edit: click the **Edit** link to update or change the contact Profile or data within the contact record. Change **Type** to designate an Authorized User or Point of Contact.
- b. To create a new contact: click the **New Contact** button to create a new contact.

The screenshot shows the 'Contact Edit' page for 'Mechai Miller'. The page has a navigation bar with 'Home', 'Organizations', 'Contacts', 'Service Requests', 'App Launcher', 'Awards', 'Reporting Schedule', and 'Guarantee Applications'. The 'Contacts' tab is active. Below the navigation bar, there's a search bar and a login status 'Logged in as BEA Applicant Test 1 (lana.miller@coresphere.com)'. The main content area is titled 'Contact Edit' and includes a 'Save' button highlighted with a red box. A blue callout bubble points to the 'Save' button with the text 'Contact Edit page. Click Save to record changes.' The form contains fields for 'Contact Owner' (Lavanya Kancharapu), 'First Name' (Mechai), 'Last Name' (Miller), 'Organization Name' (Test Org), 'Title', 'Type' (Authorized Representative), 'Profile', 'Address Information' (Mailing Country: USA, Mailing Street, Mailing City, Mailing State/Province, Mailing Zip/Postal Code), and 'Other Country' (USA), 'Other Street', 'Other City', 'Other State/Province', 'Other Zip/Postal Code'. A 'Copy Mailing Address to Other Address' link is also present.

Figure 10. Contact Edit Page

3. Select the **Save** button when complete to update an existing contact record or save a new contact record.

The screenshot shows the 'New Contact - Contact Edit' page. The page has the same navigation bar as Figure 10. The 'Contacts' tab is active. Below the navigation bar, there's a search bar and a login status 'Logged in as BEA Applicant Test 1 (lana.miller@coresphere.com)'. The main content area is titled 'New Contact' and includes a 'Save' button highlighted with a red box. A blue callout bubble points to the 'Save' button with the text 'New Contact page. Click Save to record'. The form contains fields for 'Contact Owner' (BEA Applicant Test 1), 'First Name' (None), 'Last Name', 'Organization Name' (Test Org), 'Title', 'Type' (None), 'Profile', 'Address Information' (Mailing Country: USA, Mailing Street: 2020 Walkers Ave, Mailing City: Carlsville, Mailing State/Province: MD, Mailing Zip/Postal Code: 212045), and 'Other Country' (USA), 'Other Street', 'Other City', 'Other State/Province' (None), 'Other Zip/Postal Code'. A 'Copy Mailing Address to Other Address' link is also present.

Figure 11. New Contact - Contact Edit Page

2.3.1 AMIS Administrator makes SF-424 Mandatory Available to Attach the Organization

An AMIS Administrator will retrieve the SF-424 Mandatory from Grants.gov subsequent to the SF-424 Mandatory deadline in Grants.gov and make the document available to attach based on the CDFI Fund's business guidance. As soon as the SF-424 Mandatory is made available in AMIS (typically within 24 hours), applicants will have the ability to search for the SF-424 Mandatory within the BEA Program Application. Applicants ultimately will have the responsibility to look up an Organization's SF-424 Mandatory from the BEA Application Edit page and attach it to the Organization Detail page from the BEA Funding Application page. Review these steps in section 4.9 *Insert the SF-424 to the Funding Application*.

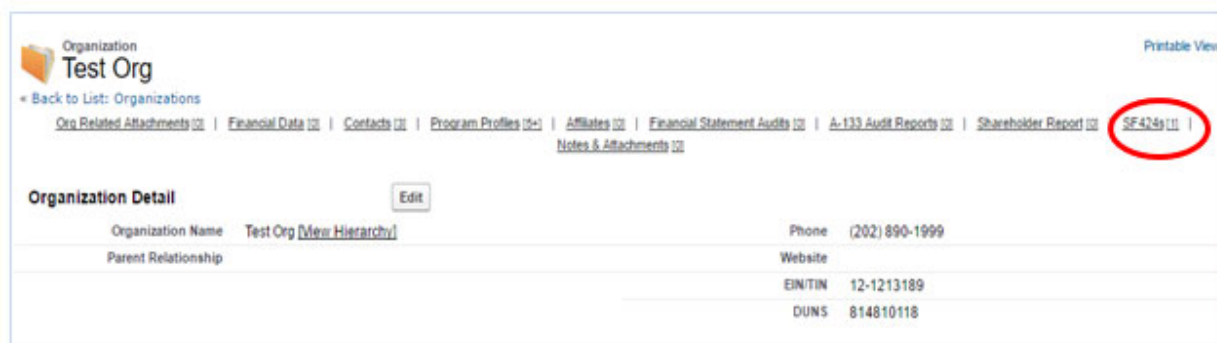


Figure 12. Organization Detail page – Confirmation of SF-424 Uploaded

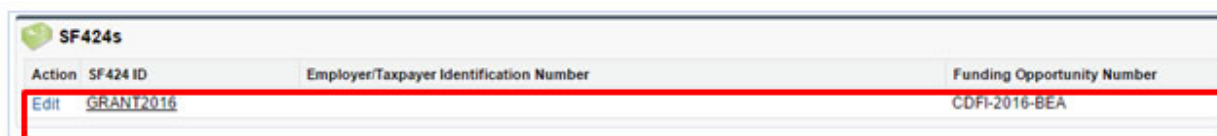


Figure 123. SF-424s Related List - Confirmation of SF-424 Uploaded

3 Complete BEA Program Profile

Once the Organization Profile has been updated, the BEA Program Profile can be created and completed. Only one BEA Program Profile may be completed. Applicants may edit the BEA Program Profile to make updates. In this section, you will learn how to:

- Create and update your BEA **Program Profile**

To complete a BEA Program Profile:

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 the **View** field in order to be redirected to the Organizations list view.

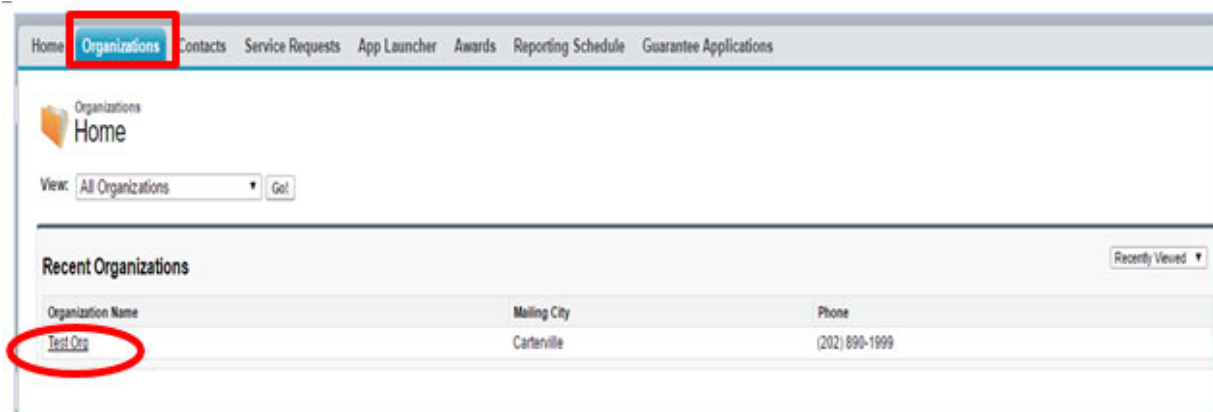


Figure 134. Organizations Home

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

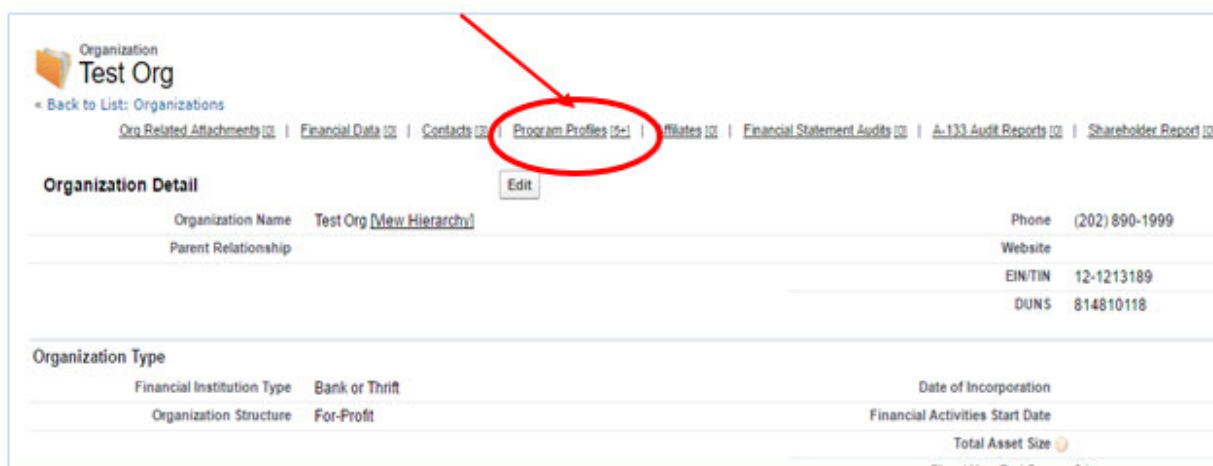
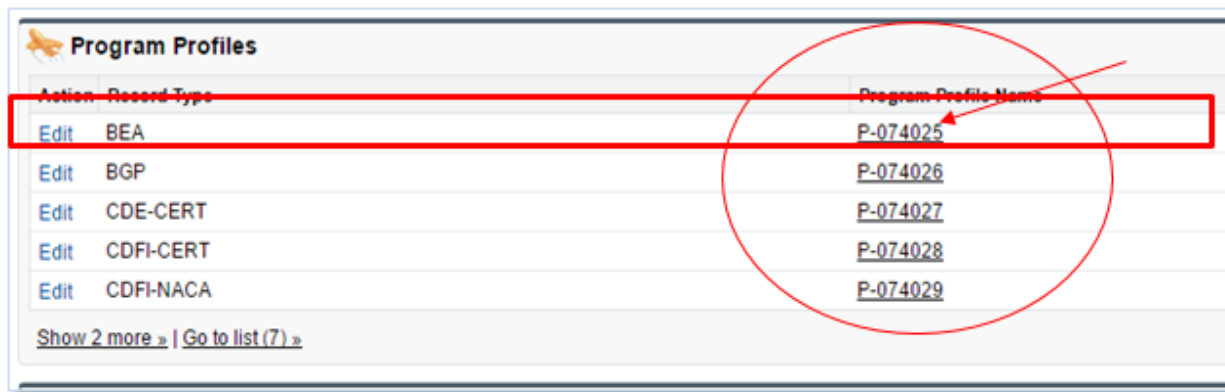


Figure 15. Organization Detail Page – Program Profiles

4. From the **Program Profiles** list, click the **Program Profile Name** link for the BEA Record Type to be forwarded to that **Program Profile** detail page.

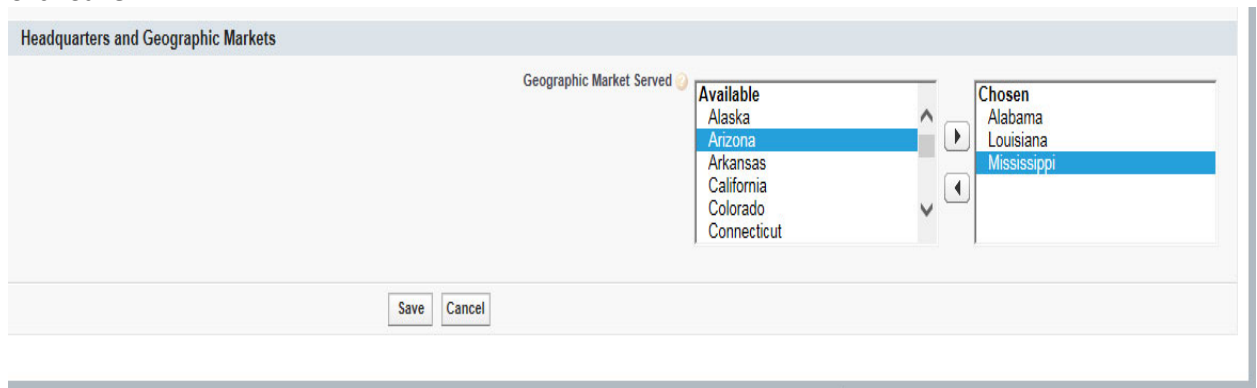


Action	Record Type	Program Profile Name
Edit	BEA	P-074025
Edit	BGP	P-074026
Edit	CDE-CERT	P-074027
Edit	CDFI-CERT	P-074028
Edit	CDFI-NACA	P-074029

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

Figure 146. Program Profiles List - BEA

- Click **Edit** in order to complete the **Headquarters and Geographic Markets** section. Select the state(s) your organization serves and is headquartered in by selecting a state under the **Available** window and clicking the right arrow in order to move it to the **Chosen** window.
- Click **Save**.



Headquarters and Geographic Markets

Geographic Market Served

Available	Chosen
Alaska	Alabama
Arizona	Louisiana
Arkansas	Mississippi
California	
Colorado	
Connecticut	

[Save](#) [Cancel](#)

Figure 157. Program Profiles – Headquarters and Geographic Markets List - BEA

4 Complete BEA Program Electronic Application

Once the BEA **Program Profile** has been updated, the BEA Program Electronic Application can be created and completed. Only one application can be created and submitted each funding year per organization. Applicants will enter data to provide CDFI Fund staff with information needed to assess the organization's own lending, investing, or service-related activities in distressed communities and to CDFIs.

To complete a BEA Program Application:

- From the **Program Profile** detail page, scroll down to the **Funding Application** section.
- Select the **New BEA Application** button.

Program Profile
P-068274

[Funding Applications \[1\]](#)

Program Profile Detail [Edit](#)

Organization Data

Organization	Test Org	Record Type	BEA
		Program Profile Name	P-068274

Headquarters and Geographic Markets

Geographic Market Served Alabama; Louisiana; Mississippi

System Information

Created By [Applicant Site Guest User](#), 2/18/2016 12:38 PM

Last Modified By [Mia Sowell](#), 2/3/2017 10:58 AM

[Edit](#)

Funding Applications [New BEA Application](#)

<input type="checkbox"/> Action	Funding Application	Record Type	Application Status
<input type="checkbox"/> Edit	A-001009	BEA	Submitted

Figure 168. BEA Program Profile Detail Page - New BEA Application

3. You will be forwarded to the **Funding Application Detail** page. Complete the information on the page.
 - a. Fields (Questions) marked with the Red Bar are required fields that must be completed by the applicant in order to submit the BEA Application.
 - b. **Important Note:** Details of field questions can be found by clicking the help icon found next to the field name. The help text box contains important information on how to appropriately complete the information requested.



Figure 179. Example of ? Information Icons

The BEA Application is divided into multiple sections. Complete required information in **all** sections and save the application immediately to create the record. **Please note:** Applicants will not be able to enter, edit or delete transactions after the transactions deadline². Applicants will however be able to attach their SF-424, sign and submit their Application with the completed transactions on the Application due date.

² Please refer to the NOFA or BEA FY 2019 Application for additional deadline information.

4.1 Applicant Information, SF-424 Mandatory, and Applicant Contacts

There are multiple steps to completing this application. Complete the following steps, first:

1. Enter **Organization Information** as requested.
2. Skip the **SF 424** section until after the Funding Application is saved.
 - a. The SF 424 Mandatory can be inserted after the application's initial save.
3. Enter the **Application Contacts**.
4. Click **Save**.

The screenshot displays the 'Funding Application Edit' page. The top section, 'Funding Application Edit', includes buttons for 'Save', 'Save & New', and 'Cancel'. Below this is the 'Information' section with fields for 'Program Profile' (containing 'P.074025'), 'Notice Template', and 'Asset Size (\$)'. To the right, it shows 'Owner: Lisa Thai' and 'Application Status: Not Submitted'. The 'Organization Information' section follows, with fields for 'Applicants Total Assets', 'Applicant Headquarters' (set to 'None'), 'Minority Depository Institution (MDI)' (set to 'None'), and 'Community Bank' (set to 'None'). A blue callout bubble points to the 'Save' button, stating 'Complete the required fields and save.'

The bottom section, 'SF-424', shows 'Funding Opp Number: CDFI-2017-BEA' and an empty 'SF424' field. Below this is the 'Application Contacts' section with fields for 'Authorized Representative Name' (containing 'Tiana Miller') and 'Application Point of Contact Name'. A blue callout bubble points to the 'SF424' field, stating 'Skip the SF424 field and. Click the Edit button to insert after application is initially saved.'

Figure 20. BEA Application Edit Page

4.2 Environmental Review Form

1. Complete the **Environmental Review** sections Part 1 and Part 2.
2. After completing the **Environmental Review** sections Part 1 and Part 2, click **Save**.

The screenshot displays the 'Environmental Review Pt. 1' and 'Environmental Review Pt. 2' sections. Part 1 includes questions 1a and 1b, both with dropdown menus showing '-None-'. Part 2, titled 'Do proposed activities in the Application...', lists various environmental categories with corresponding dropdown menus, all showing '-None-'. A red circle highlights the question marks on the dropdown menus. A blue callout box points to the question marks with the text: 'Click the ? icons for more information to answer.'

Figure 21. BEA Application Detail Page

4.3 Table 5: Reporting BEA Qualified Activities

1. Complete **Table 5: Reporting BEA Qualified Activities** section for the Baseline Period and Assessment Period. You will have the option to edit these fields at any time prior to submission.

Please note that all fields require an entry. If your organization is not reporting on a specific sub-category or activity type, you must enter "0" (zero).

2. **Deposit Liabilities Activities:** When completing the Deposit Liabilities section of Table 5, Applicants are required to enter amounts for the Start Date and End Date of the Assessment Period and Baseline Period. The system will calculate and display the net change in the 'Deposits-Increase \$' field. Please refer to the help text associated with the applicable fields, as well as, pages 34 - 36 of the FY 2019 BEA Program Application Instructions document for requirements related to completing the **Table 5: Reporting BEA Qualified Activities** section for CDFI Related Activities, Distressed Community Financing Activities, and Service Activities.

TABLE 5: Reporting BEA Qualified Activities	
CDFI Equity Investments - Assessment \$	CDFI Equity-Like Loans - Assessment \$
CDFI Equity Investments (CEI)-Baseline \$	CDFI Equity-Like Loans (ELL)-Baseline \$
CDFI Grants - Assessment \$	CDFI Deposit Shares - Assessment \$
CDFI Grants (CG) - Baseline \$	CDFI Deposits Shares (DS)- Baseline \$
CDFI Loans - Assessment \$	CDFI Technical Assistance - Assessment \$
CDFI Loans (LNS) - Baseline \$	CDFI Tech Assistance (TAC)-Baseline \$
Affordable Housing Loans - Assessment \$	Education Loans - Assessment \$
Affordable Housing Loan (AHL)-Baseline \$	Education Loans (EDU) - Baseline \$
Home Improvement Loans - Assessment \$	Small Dollar Consumer Loans-Assessment \$
Home Improvement Loans (HIL)- Baseline \$	Small Dollar Consumer Loan(SDL)-Baseline \$
Aff. Hous. Dev Loans - Assessment \$	Comm. Real Estate Loans - Assessment \$
Aff. Hous. Dev Loans (AHD) - Baseline \$	Comm. Real Estate Loans (CRE)-Baseline \$
Small Business Loans - Assessment \$	Financial Services - Assessment \$
Small Business Loans (SBL) - Baseline \$	Financial Services (FS) - Baseline \$
Dep. Liabilities Assessment \$-start date	Dep. Liabilities Baseline \$ - start date
Dep. Liabilities Assessment \$ - end date	Dep. Liabilities Baseline \$ - end date
Dep. Liabilities - Assessment \$	Dep. Liabilities (DI) - Baseline \$
Comm. Services - Assessment \$	Targeted Retail Savings Prd-Assessment \$
Community Services (CS) - Baseline \$	Target Ret Savings Prd (TSP)- Baseline \$
Targeted Financial Services-Assessment \$	
Targeted Fin Services (TFS) - Baseline \$	

Figure 22. BEA Application Detail Page – Table 5: Reporting BEA Qualified Activities

- After completing the **Table 5: Reporting BEA Qualified Activities** section, click **Save**.

NOTE: After the **Table 5: Reporting BEA Qualified Activities** section is complete, the Applicant will be able to proceed by entering individual transactions for any activity type which reflected an increase.

4.4 Projected Use of Award

- Complete the **Projected Use of Award** (percentage) section to display how you intend to use the award funds.
 - Enter the numeric value(s) between 0 and 100 which represents the relevant percent (without using the percent sign). The **Projected Use of Award** section must equate to 100% total. Please note you will have the option to **Edit** these fields at any time prior to submission.
 - For additional information regarding the requirements on indicating the Applicant's intent on using their BEA Program award, please refer to page 47 of the BEA Program Application Instructions document.
 - Enter the numeric value(s) between 0 and 100 which represents the relevant percent (without using the percent sign) relating to the **Persistent Poverty Cty – Min**

Commitment and **Persistent Poverty Cty – Max Commitment**. Please note that minimum commitment cannot be a number higher than maximum commitment.

Projected Use of Award (percentage)	
CDFI-Related Activities	<input type="text"/>
Distressed Community Financing Activities	<input type="text"/>
Service Activities	<input type="text"/>
Direct Administrative Expenses	<input type="text"/>
Persistent Poverty Cty - Min Commitment	<input type="text"/>
Persistent Poverty Cty - Max Commitment	<input type="text"/>

Figure 23. BEA Application Detail Page – Projected Use of Award

4.5 Enter BEA Transactions To Be Considered For An Award

BEA Applicants are required to enter individual transactions to be considered for an award in the **BEA Transactions** section of the electronic application in AMIS (See “Table 6: Transactions To Be Considered for an Award” of the Application Instructions document for additional information on the type of information that is required to be reported for individual transactions). Here, Applicants will provide the details of individual transactions for activity types that demonstrated an increase in the **Table 5: Reporting BEA Qualified Activities** section. Individual transactions reported will be used to calculate an estimated BEA Program Award amount. The running totals of each transaction’s activity type can be viewed in the **CDFI Related Activities Summary**, **Distressed Community Financing Activities Summary**, or **Service Activities Summary** sections of the Application.

In AMIS there are separate record types for each category activity listed on the application. Information requested will differ depending on which BEA category transaction you are detailing.

To Complete a BEA Transaction Record:

1. From the **Funding Application** detail page, select the **BEA Transactions** link at the top of the page or scroll down to the **BEA Transactions** related list, and select the **Add Transaction** button.

NOTE: The deadline to add and/or edit a BEA Transaction is June 17th, 2019, at 5:00pm ET. Applicants will not be able to add/edit or delete a BEA Transaction after the deadline. For example, if you log in at 4:58pm ET to edit your transaction and try to save it at 5:01 pm ET you will receive an error message indicating that the deadline to enter, edit or delete transactions has passed. Applicants will still have access to attach their SF-424, sign and submit their Application by the Application due date of June 19th, 2019, at 5:00pm ET.

The screenshot displays the 'Funding Application Detail' page for application A-001007. At the top, a navigation bar includes links like Home, Organizations, Contacts, Service Requests, App Launcher, Awards, Reporting Schedule, and Guarantee Applications. Below the navigation bar, a green banner indicates 'Funding Application has been saved.' and provides a 'Back to List: Organizations' link. The main content area is divided into two primary sections: 'Funding Application Detail' and 'Organization Information'. The 'Funding Application Detail' section includes fields for Program Profile (P-075236), Funding Application (A-001007), Notice Template (CDFI-2016-BEA JCR), Fiscal Year (2016), and Priority Factor (3). It also features buttons for 'Edit' and 'Submit BEA Application'. The 'Organization Information' section lists details for 'Test Org', including Address (2020 Walkers Ave, Carleville, 212045), EIN (12-1213189), DUNS (814810118), and various financial and regulatory indicators like 'Applicants Total Assets' (\$875,000), 'Applicant Headquarters' (VA), 'FDIC Certification Number', 'Minority Depository Institution (MDI)' (No), and 'Community Bank' (No). On the right side, there are fields for 'Record Type Name' (BEA), 'Owner' (BEA Applicant Test 1 [Change]), 'Ending Application Date' (12/30/2016), and 'Application Status'. A red circle highlights the 'BEA Transactions' link, and a blue callout box with the text 'Select BEA Transactions Related List.' points to it.

Figure 24. Funding Application Detail Page

2. You will be forwarded to the **Select BEA Activities Record Type** page.
 - a. Review the BEA Qualified Activities record types and select one which demonstrated an increase in **Table 5: Reporting BEA Qualified Activities**.
3. Click the **Record Type of new record** drop down arrow to select a BEA Qualified Activities record type option.
 - a. Available BEA Qualified Activities record types and their descriptions are listed on the page in a table for reference. You can add as many transactions as needed for each BEA Qualified Activities record type.

NOTE:

- In order for the Estimated Award Amount field to begin calculating an amount greater than \$0, Applicants will need to demonstrate an increase in a particular activity type. This will occur when an Applicant enters transactions for an activity type which totals an amount greater than the Baseline Period amount entered in the **Table 5: Reporting Qualified Activities** section.
- Applicants should not include the following Personally Identifiable Information (PII) for borrowers in AMIS or in the supporting documentation: name of the individual, social security number, driver's license or state identification number, passport number, and alien registration number. **Applicants with PII present on documents required to be submitted as Supporting Documentation, must redact all PII prior to submitting it. Please refer to the "Reporting Qualified Activities and Supporting Documentation" section of the BEA Application Instructions and the "Personally**

Identifiable Information” section of the Supplemental Guidance for more information on PII.

- The Service Provided / Borrower/ Investee field is not required and will not be displayed for transactions in the Consumer Loans sub-category of Distressed Community Financing Activities.
 - The Service Provided / Borrower/ Investee field is not required for transactions in the Commercial Loans sub-category of Distressed Community Financing Activities. If an Applicant completes this field, the Applicant should ensure that the name of an individual or other information noted here does not create PII when considered with other information entered in the transaction or included in the supporting documentation.
- Deposit Liabilities Transactions: Applicants will enter the Beginning of Year Balance, End of Year Balance, and Total Dollar Value amounts for the Assessment Period. The Total Dollar Value amount must equal the difference between the Beginning of Year Balance and the End of Year Balance.

4. Select the **Continue** button to select a specific BEA Qualified Activities record type.

New BEA Activities
Select BEA Activities Record Type

Select a record type for the new bea activities. To skip this page in the future, change your record type settings on your personal setup page.

Select BE Activities Record Type

Record Type of new record: AHD

Select a BEA Activity.

Continue Cancel

Available BEA Activities Record Types

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technical Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

Figure 25. Select BEA Activities Record Type and Record Type Names/ Descriptions

- a. If the **Table 5: Reporting BEA Qualified Activities** section of the Application shows a \$0 increase for a particular activity type, the Applicant will receive an error message when trying to add a Transaction detail record.

New BEA Activities
Select BEA Activities Record Type

Select a record type for the new bea activities. To skip this page in the future, change your record type settings on your personal setup page.

Error:
You have a 0\$ increase for this category and are not eligible to enter this type transaction.


Select BE Activities Record Type

Record Type of new record: AHL ▼

Continue Cancel

Available BEA Activities Record Types

Figure 26. Selecting a 0% Increase BEA Activities Record Type Error Message

5. Complete the information on the page. Fields with a red bar to the left of the entry box – i.e.  – are required fields.
 - a. **Date of Execution** must be during the Assessment Period.
 - b. **Date of Initial Disbursement** must be during the Assessment Period and after the **Date of Execution**.
 - c. **Total Dollar Value** cannot exceed the Assessment Period amount entered in Table 5 for that particular activity type.
 - d. **Street Address, City, State, and Zip Code** are required fields for Distressed Community Financing activities.
 - e. The **Census Tract** 11 digit number is required for several BEA activity types. After an Applicant enters the census tract number and saves the transaction, the system will automatically indicate in the **BEA Qualification Status** field if the tract qualifies for BEA. If the Applicant is unsure of the census tract number associated with the address, the Applicant should perform geocoding in the CDFI Fund’s Information Mapping System (CIMS). For details on using CIMS and determining BEA census tract eligibility, please refer to the “BEA Program CIMS 3 Instructions for Determining if a Transaction Occurred in a BEA Distressed Community” document on the BEA page of the CDFI Fund’s website.

NOTE: AMIS will verify whether the census tract entered by the Applicant accurately corresponds with the address entered. This determination will be made within 24 hours

of an Applicant’s initial entry of such information and will be reflected in the **Address Verification** field. The result will reflect “Verified,” “Not Verified,” or “Address and census tract to do not match – Please retrieve the correct census tract from CIMS.” Applicants should be mindful of the deadline to enter, edit or delete transactions as it relates to the 24 hour time lag.

Address Information			Census Tract	11001007407
Street Address	1901 Mississippi Ave, SE		BEA Qualification Status	Qualified
Apt / Suite #			Address Verification	Address and census tract do not match - Please retrieve the correct census tract from CIMS
City	Washington			
State	DC			
Zip Code	20020			

Figure 27. Census tract qualification status

6. Select the **Save** button to Save the record.
 - a. The BEA Transaction record(s) will save on the **Funding Application** detail page under the BEA Transaction Related List.

BEA Transactions Edit

Save Save & New Cancel

Information

Funding Application A-001007

Notes

Service

Provided/Borrower/Investee

Total Dollar Value

Amount Disbursed to Date

Date of Execution 12/5/2012

Date of Initial Disbursement 9/1/2012

Date of Final Disbursement

Address Information

Street Address 12 Boston

Apt / Suite #

City Petersburg

State --None--

Zip Code 345678

Census Tract 2345678

BEA Qualification Status

Save Save & New Cancel

Complete the Information on the page.

Figure 28. BEA Transactions Edit Page - Affordable Housing Development Loans and Project Investments

7. You will be forwarded to the BEA Transactions Detail page with a message stating the BEA Transactions has been saved. Click on the **Notes & Attachments** related list.

BEA Transactions
TN-000063

✓ BEA Transactions has been saved.

back to list: Organizations

[Notes & Attachments](#)

BEA Transactions Detail Edit Delete Clone

Funding Application	A-001007	Record Type	AHD
Transactions Name	TN-000063	Impact	
Service Provided/Borrower/Investee		Notes	
Total Dollar Value			
Amount Disbursed to Date			
Date of Execution	12/30/2014		
Date of Initial Disbursement	9/1/2015		
Date of Final Disbursement			
DS Assessment Amt	\$300,000.00		

Address Information

Street Address	1234 Main St	Census Tract	12345670
Apt / Suite #		BEA Qualification Status	
City	Arlington	Address Verification	Not Verified

Figure 29. BEA Transactions Detail Page

Note: The following BEA Transactions will require supporting documentation (as described in the FY 2019 BEA Application Instructions document) to be attached to the transaction:

- All CDFI Related Activities (CEI, ELL, CG, LNS, DS, TAC)
- Distressed Community Financing Activities transactions of \$250,000 or more (AHL, HIL, SDL, EDU, AHD, SBL and CRE)
- All Service Activities (D, CS, FS, TFS and TSP)

8. Select the **Attach File** button to attach detailed receipts and/or documentation.
 - a. Applicants can attach as many Files as needed to support the BEA Transaction.

Notes & Attachments New Note Attach File

No records to display

Figure 30. BEA Transaction Detail Page - Notes & Attachments Related List- Attach File

9. Select the supported transaction file and attach.

Attach File to BEA Transactions TN-000064

1. **Select the File**
Type the path of the file or click the Browse button to find the file.
Choose File No file chosen

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

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

Figure 31. Attach File to BEA Transactions Select File Page

Attach File

1. **Select the File**
Type the path of the file or click the Browse button to find the file.
Choose File No file chosen

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

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

You have just uploaded the following file

File Name	BEA.txt
Size	6KB

Figure 32. Attach File Page

10. You will be forwarded back to the BEA Transactions Detail Page with a message confirming the Attachment(s) added. Click the **Funding Application** link to be forwarded to the **Funding Application** detail page in order to add another BEA Transaction.

Back to Funding Application: A-001007

BEA Transactions
TN-000063

✓ Attachment(s) added.

Back to Funding Application: A-001007

Notes & Attachments (1)

BEA Transactions Detail

Edit Delete Clone

Funding Application A-001007

Transactions Name TN-000063

Service Provided/Borrower/Investee

Total Dollar Value

Amount Disbursed to Date

Date of Execution 12/30/2014

Date of Initial Disbursement 9/1/2015

Date of Final Disbursement

DS Assessment Amt \$300,000.00

Address Information

Click the Funding Application link to enter the next BEA Transaction.






Figure 33. BEA Transactions detail Page - Attachment(s) Added Confirmation

11. Repeat steps 1-10 until all BEA Transaction records are complete and equal the desired summary activity total listed for that category on the Funding Application Detail page.
12. All BEA Transactions can be viewed and managed here.

BEA Transactions					Add Transaction
Action	Transactions Name	Record Type	Category	Sub Category	
Edit Del	<u>TN-000057</u>	HIL	Distressed Community Financing Activities	Consumer Loans	
Edit Del	<u>TN-000058</u>	HIL	Distressed Community Financing Activities	Consumer Loans	
Edit Del	<u>TN-000034</u>	ELL	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans	
Edit Del	<u>TN-000035</u>	CG	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans	
Edit Del	<u>TN-000036</u>	DS	CDFI Related Activities	CDFI Support Activities	
Show 5 more » Go to list (14) »					
Notes & Attachments					New Note Attach File
No records to display					

Figure 34. BEA Transactions Related List

13. Any transactions submitted without the required supporting documentation will be indicated by a red flag in the “Supporting Documentation” column. **NOTE: Applicants will not be able to submit a given transaction if required supporting documentation is not attached by the deadline to enter, edit, or delete transactions.**

BEA Transactions							
Add Transaction							
Action	Transactions Name	Record Type	Category	Sub Category	Supporting Documentation	Tract Verification	Total Dollar Value
Edit Del	TN-000057	HIL	Distressed Community Financing Activities	Consumer Loans		Unverified	\$10.00
Edit Del	TN-000034	ELL	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans			\$500,000.00
Edit Del	TN-000035	CG	CDFI Related Activities	CDFI Equity Investments / Equity-Like Loans			\$700,000.00
Edit Del	TN-000036	DS	CDFI Related Activities	CDFI Support Activities			\$750,000.00
Edit Del	TN-000037	LNS	CDFI Related Activities	CDFI Support Activities			\$220,000.00
Show 5 more » Go to list (13) »							

Notes & Attachments	
New Note Attach File	
No records to display	

Figure 35. BEA Transactions Related List – Supporting Documentation Flags

14. A report of all transactions entered may be generated by the user at any time by going to the **Custom Links** field, directly above the **BEA Transactions** section, and clicking on the hyperlink. Applicants can also customize the view of the report by exporting to Excel, if desired.

Custom Links BEA Transaction List	
Edit Submit BEA Application View Estimated Award	






BEA Transactions						
Add Transaction						
Action	Transactions Name	Record Type	Category	Sub Category	Supporting Documentation	
Edit Del	TN-000057	HIL	Distressed Community Financing Activities	Consumer Loans		
Edit Del	TN-000058	HIL	Distressed Community Financing Activities	Consumer Loans		
Edit Del	TN-000060	HIL	Distressed Community Financing Activities	Consumer Loans		
Edit Del	TN-000061	HIL	Distressed Community Financing Activities	Consumer Loans		
Edit Del	TN-000063	HIL	Distressed Community Financing Activities	Consumer Loans		
Show 5 more » Go to list (20) »						

Figure 36. BEA Transactions Related List – Printable View

4.5.1 Category Activities

Again, each BEA Qualified activity type has its own page layout in AMIS and may require different information to be compliant for submitting the BEA transaction. Use the table below to understand the description of each BEA Qualified.

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technical Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

Figure 37. BEA Qualified Activity Record Types

A few things to note regarding Activity Types:

- All activity types except for Deposits (D) require a Date of Execution which must be between the Assessment Period start date and Assessment Period end date.
- All CDFI Related Activities (CEI, ELL, CG, DS, LNS, TAC) require a CDFI Partner's EIN. After entering a CDFI Partner's EIN, the certification status of the CDFI Partner (as of the end of the Assessment Period) will be displayed.
- All Distressed Community Financing Activities require a Census Tract # and address.
- The following BEA Qualified activity types require the **Impact** field be entered on the Transaction Detail record: AHD, SBL, CRE, CS, FS, TFS and TSP.

Another Example of BEA Activities Transaction Page – CEI (Equity Investments)

New BEA Activities Select BEA Activities Record Type

Select a record type for the new bea activities. To skip this page in the future, change your record type settings on your personal setup page.

Select BEA Activities Record Type

Record Type of new record CEI ▼

Continue Cancel

Available BEA Activities Record Types

Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	CDFI Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	CDFI Deposit Shares
EDU	Education Loans
ELL	CDFI Equity-Like Loans

Figure 38. Select BEA Qualified Activity Record Type – CEI (Equity Investments) Example

The screenshot displays the 'BEA Transactions Edit' interface. At the top, it says 'BEA Transactions Edit' and 'New BEA Transactions'. Below this is a header bar with 'BEA Transactions Edit' and buttons for 'Save', 'Save & New', and 'Cancel'. The main form is divided into sections: 'Information', 'Transaction Information', and 'Organization Information'. In the 'Information' section, there's a 'Funding Application' field with 'A-001007' and an 'Amount Disbursed to Date' field. The 'Transaction Information' section includes 'Total Dollar Value', 'Notes', 'Date of Execution' (12/09/2014), 'Date of Initial Disbursement' (9/1/2015), and 'Date of Final Disbursement'. A calendar widget is visible for the 'Date of Initial Disbursement'. The 'Organization Information' section has 'CDFI Partner's EIN' and 'CDFI Partner's Organization' fields. A blue callout box with the text 'Complete the information on the page and Save the record.' points to the 'Save' button, which is highlighted with a red rectangle. The bottom of the form also has 'Save', 'Save & New', and 'Cancel' buttons.

Figure 39. CEI-Equity Investments BEA Activity Record Example Edit Page

4.5.2 Attach Required Documentation

In addition to submitting transactions for activity types which demonstrated an increase, the Applicant will also have to attach required documentation to support those transactions. Attach documentation proof of transactions by clicking the **Notes & Attachments** related link within the individual BEA Transaction record. See the Reporting Qualified Activities and Supporting Documentation” section of the BEA Application Instructions for further guidance on documentation requirements for BEA categories and activity types.

BEA Transactions
TN-000065

✓ BEA Transactions has been saved.

« Back to List: Organizations

[Notes & Attachments](#)

BEA Transactions Detail

Funding Application: [A-001007](#) Record Type: CEI

Transactions Name: TN-000065

Amount Disbursed to Date

DS Assessment Amt: \$300,000.00

Transaction Information

Total Dollar Value

Notes

Date of Execution: 12/9/2014

Date of Initial Disbursement: 9/1/2015

Date of Final Disbursement

Organization Information

CDFI Partner's EIN: 001234578

CDFI Partner's Organization

CDFI Partner's Certification Expiration

CDFI Partner's Certification Status

Created By: [BEA Applicant Test 1](#), 12/30/2016 4:18 PM

Last Modified By: [BEA Applicant Test 1](#), 12/30/2016 4:18 PM

Click Notes & Attachments to add more information.

Figure 40. CEI-Equity Investments BEA Activity Record Example Saved Detail Page

4.6 Displayed Category Summaries

1. The total of all BEA qualified transactions entered, reported increases, and weighted values will automatically be summarized and calculated (based on the individual transactions entered and amounts entered in the **Table 5: Reporting BEA Qualified Activities** section) and will be displayed in the applicable **CDFI Related Activities Summary**, **Distressed Community Financing Activities Summary**, and **Service Activities Summary** sections.



CDFI Related Activities Summary

- CDFI Equity Investments
- CDFI Equity-Like Loans
- CDFI Grants
- CDFI Loans
- CDFI Deposit Shares
- CDFI Technical Assistance

Distressed Community Financing Activities Summary

- Affordable Home Loans
- Home Improvement Loans
- Small Dollar Loans
- Education Loans
- Affordable Housing Development Loans
- Small Business Loans
- Commercial Real Estate Loans & Proj Inv

Service Activities Summary

- Deposit Liabilities
- Community Services
- Financial Services

Totals entered in Reporting BEA Qualified Activities above will be summarized in these sections.

Figure 41. BEA Application Detail Page - Reporting BEA Qualified Activities

- The estimated BEA Program award amount can be viewed in the funding application in the ***Estimated Award Amount*** section of the Funding Application.

Estimated Award Amount	
Est. Award Amount - CDFI Related Act.	\$321,600.00
Est. Award Amount - Dis. Comm. Act.	\$1,396,262.88
Est. Award Amount - Service Activities	\$8,100.09
Total Estimated Award Amount ?	\$1,725,962.97

Figure 42. BEA Application Detail Page – Estimated Award Amount

3. A detailed Estimated BEA Program Award report can be viewed in the funding application in the **Table 7 – Estimated BEA Program Award Calculation** section of the Funding Application.

Table 7 - Estimated BEA Program Award Calculation

Table 7 - Estimated BEA Program Award Calculation								
Bank Of Chantilly[TEST]								
CDFI RELATED ACTIVITIES								
	Equity Investments/Equity Like Loans	Demonstrated Overall Increase?	Baseline Period 2015	Assessment Period 2016	Change in Activity	Award Percent (18% for all Applicants)		Estimated Award Amount
1	Equity Investments (CEI)	Yes	\$0.00	\$20,000.00	\$20,000.00	18%		\$3,600
2	Equity Like Loans (ELL)	Yes	\$0.00	\$20,000.00	\$20,000.00	18%		\$3,600
3	Grants (CG)	Yes	\$10,000.00	\$20,000.00	\$10,000.00	18%		\$1,800
4	Estimated Award Amount for Equity Investments/Equity-Like Loans							\$9,000

Figure 43. BEA Application Detail Page – Table 7-Estimated BEA Program Award Calculation

4.7 Total Estimated Hours to Complete the Application

1. Once all the data requested has been entered into the application, enter the **Total Estimated Hours** to Complete the Application.
2. When complete, click **Save**.

Total Estimated Hours to Complete the Application	
Total Estd Hours to Complete Application	<input type="text"/>

4.8 Applicant Signature

1. Complete the **Applicant Signature** section once all applicable application data and attachments have been added. (Refer to section 5 **Submit BEA Application** for information regarding signing and submitting the application).
 - a. The Authorized Representative identified must read the Signature Attestation and check the signature check box. Note: Only the Application designated Authorized Representative is allowed to sign and submit the Funding Application.

Total Estimated Hours to Complete the Application

Total Estd Hours to Complete 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

Save Save & New Cancel

Complete this section as a last step after the entire application is completed.

Figure 44. BEA Application Detail Page – Applicant Signature

2. Select the **Save** button to save the Funding Application. You will receive a confirmation message stating the Funding Application has saved successfully.

Home Organizations Contacts Service Requests App Launcher Awards Reporting Schedule Guarantee Applications

Funding Application
A-001007

✓ Funding Application has been saved.

Back to List: Organizations

BEA Transactions 00 | Notes & Attachments 00

Funding Application Detail Edit Submit BEA Application

Program Profile	P-075236	Record Type Name	BEA
Funding Application	A-001007	Owner	BEA Applicant Test 1 (Change)
Notice Template	CDFI-2016-BEA-JCR	Funding Application Date	12/30/2016
Fiscal Year	2016	Application Status	
Priority Factor	3		

Organization Information

Organization	Test Org
Address	2020 Walkers Ave Cartersville 212045
EIN	12-1213189
DUNS	814810118
Applicants Total Assets	\$875,000
Applicant Headquarters	VA
FDIC Certification Number	
Minority Depository Institution (MDI)	No
Community Bank	No

Figure 45. New Funding Application Detail Page – BEA

4.9 Insert the SF-424 Mandatory to the Funding Application

Once the Funding Application has been saved, the Applicant can edit the record and insert the Organization's SF-424 Mandatory to the Funding Application.

NOTE: The SF-424 Mandatory can only be associated to the Funding Application if the SF-424 Mandatory Form has been submitted in Grants.gov.

To insert the SF424 Mandatory to the Funding Application:

1. From the **Funding Application Detail** page, select the **Edit** button to complete the **SF-424** section.
 - d. **Important Note:** For the **SF-424** section, you will not be able to look up and select the SF-424 Mandatory until after you have saved the BEA application.
2. Enter “grant*” in the search bar and click the SF-424 look up magnifying glass to locate the Organization’s SF-424.
3. Select the **Go!** button to search.
4. Associate the SF-424 Mandatory to the **Funding Application** by selecting the **SF-424 ID** link to insert the SF424 into the **SF424** field on the **Funding Application** detail page.

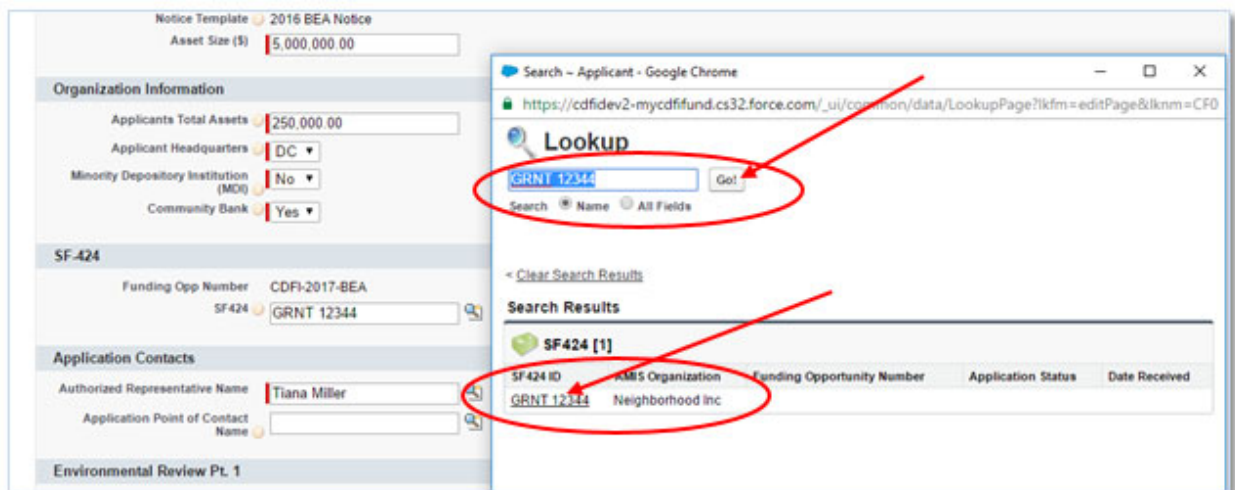


Figure 46. New Funding Application Edit Page – SF424 Lookup Pop Up Box

3. Select the **Save** button to save the SF-424 to the BEA Application record.

Funding Application Edit
A-001007

Save Save & New Cancel

Information

Program Profile P-075236
Funding Application A-001007
Notice Template CDFI-2016-BEA JCR

Organization Information

Applicants Total Assets \$875,000
Applicant Headquarters VA
Minority Depository Institution (MDI) No
Community Bank No

SF-424

Funding Opp Number CDFI-2016-BEA
SF424 GRANT2016

Select the Save button once the SF424 is inserted.

Figure 47. Funding Application Edit Page

Home Organizations Contacts Service Requests App Launcher Awards Reporting Schedule Guarantee Applications

Funding Application
A-001007

✓ Funding Application has been saved.

BEA Transactions | Notes & Attachments

Funding Application Detail

Program Profile P-075236
Funding Application A-001007
Notice Template CDFI-2016-BEA JCR
Fiscal Year 2016
Priority Factor 3

Record Type Name BEA
Owner BEA Applicant Test 1 (Change)
Funding Application Date 12/30/2016
Application Status

Organization Information

Organization Test Org
Address 2020 Walkers Ave
Carterville
212045
EIN 12-1213189
DUNS 814810118
Applicants Total Assets \$875,000
Applicant Headquarters VA
FDIC Certification Number
Minority Depository Institution (MDI) No
Community Bank No
Certified CDFI No
Name of Depository Institution FRB

SF-424

Funding Opp Number CDFI-2016-BEA
SF424 GRANT2016

SF424 is now inserted and will appear on the Organization Detail Page.

Figure 48. Funding Application Detail Page – SF-424 Inserted

5 Submit BEA Application

Once the BEA Application has been completed with all required data, BEA transactions, and required documentation, the application can be signed by the Authorized Representative and submitted to CDFI Fund Staff for review. Only the Authorized Representative can sign and submit the application.

To submit the BEA Application:

1. Click the **Funding Application** link and return to the **Funding Application** detail page to submit the application once all data requested has been entered.

NOTE: The deadline to sign and submit the application is June 19th, 2019, at 5:00 pm ET, therefore please allow enough time for the Authorized Representative to sign and submit the application.

BEA Transactions
TN-000065

✓ Attachment(s) added.

« Back to List: Organizations

Notes & Attachments (1)

BEA Transactions Detail

Edit Delete Clone

Funding Application A-001007 Record Type CEI

Transactions Name TN-000065

Amount Disbursed to Date

DS Assessment Amt \$300,000.00

Transaction Information

Total Dollar Value Date of Execution 12/9/2014

Notes Date of Initial Disbursement 9/1/2015

Date of Final Disbursement

Organization Information

CDFI Partner's EIN 001234578

CDFI Partner's Organization

CDFI Partner's Certification Expiration

CDFI Partner's Certification Status

Figure 49. BEA Transaction Detail Page – Funding Application

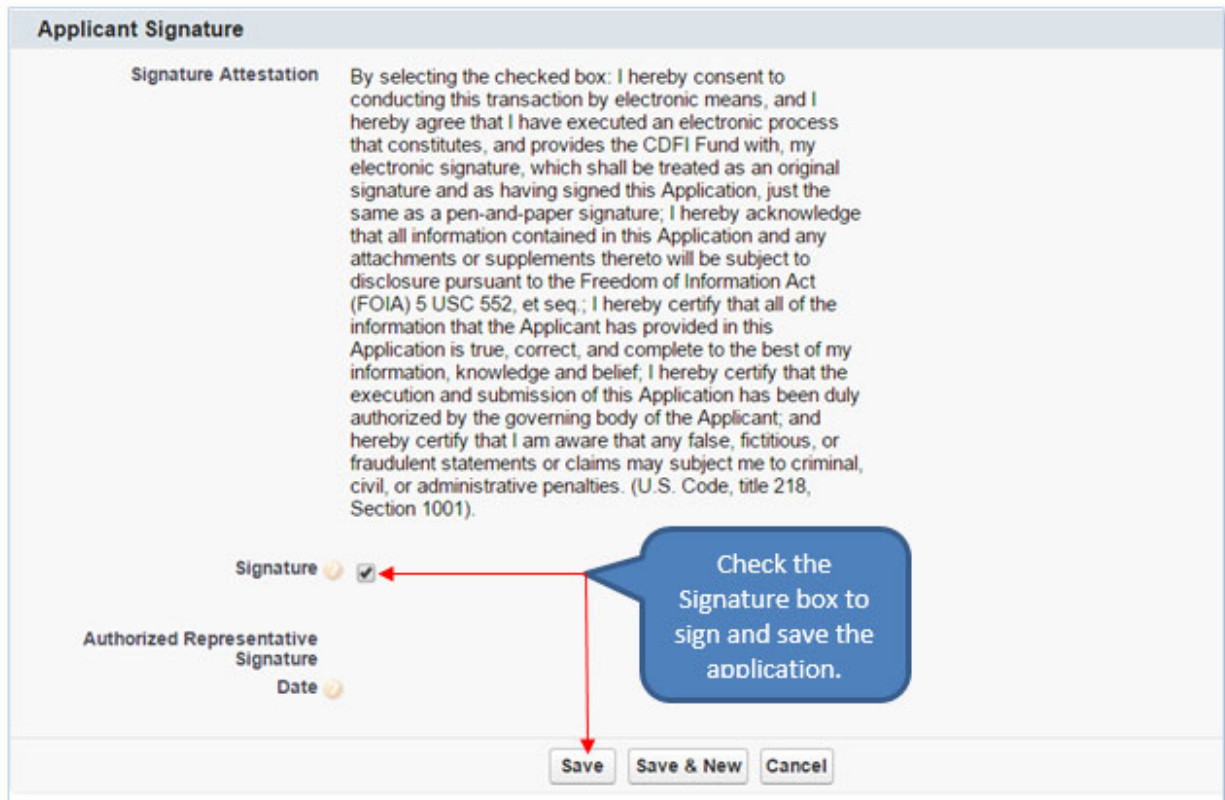
2. From the **Funding Application Detail** page as the Authorized Representative, select the **Edit** button.



The screenshot shows the 'Funding Application Detail' page for application A-001007. At the top, there are links for 'BEA Transactions (2)' and 'Notes & Attachments (1)'. Below these, there are two buttons: 'Edit' (highlighted with a red box) and 'Submit BEA Application'. A blue callout bubble points to the 'Edit' button with the text 'Select Edit to Sign Application.' The page contains several sections: 'Funding Application Detail' with fields for Program Profile (P-075236), Funding Application (A-001007), Notice Template (CDFI-2016-BEA JCR), Fiscal Year (2016), and Priority Factor (3); 'Organization Information' with fields for Organization (Test Org) and Address (2020 Walkens Ave, Cartersville 212045); and 'Record Information' with fields for Record Type Name (BEA), Owner (BEA Applicant Test 1 [Change]), Application Date (12/30/2016), and Application Status (Under Review).

Figure 50. Funding Application Detail Page - Edit

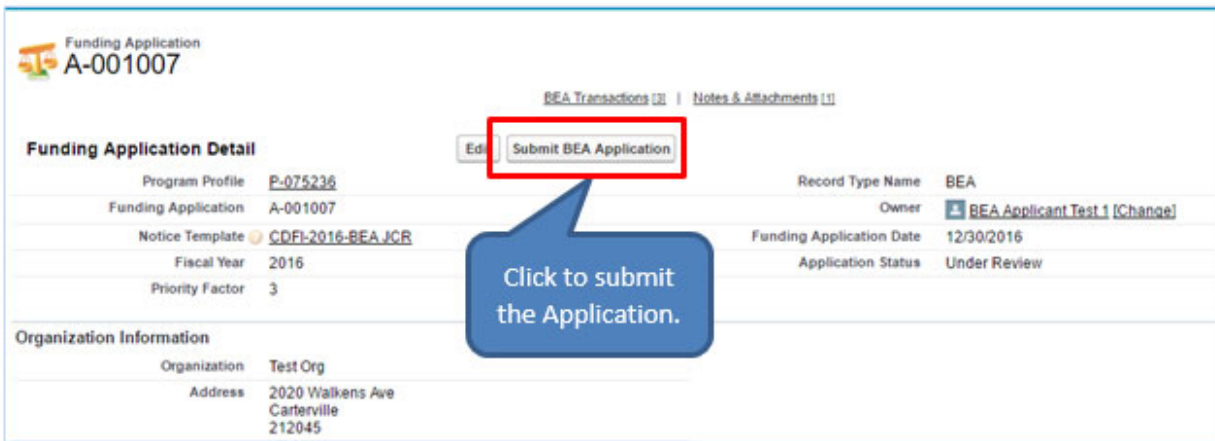
3. Scroll down to the Applicant Signature section. Complete the signature section by checking the **Signature** checkbox.
4. Select the **Save** button and the Authorized Representative Name and date will appear once the record is saved.



The screenshot shows the 'Applicant Signature' section. It contains a 'Signature Attestation' text block with a long paragraph of legal text. Below this, there are two fields: 'Signature' with a checkbox (checked) and 'Authorized Representative Signature Date' with a date picker. A blue callout bubble points to the 'Signature' checkbox with the text 'Check the Signature box to sign and save the application.' At the bottom, there are three buttons: 'Save', 'Save & New', and 'Cancel'.

Figure 51. Funding Application Signature Box

- You will be forwarded to the Funding Application Detail page. Select the **Submit BEA Application** button to submit the application to CDFI Fund Staff.



Funding Application Detail

Program Profile: P-075236
Funding Application: A-001007
Notice Template: CDFI-2016-BEA JCR
Fiscal Year: 2016
Priority Factor: 3

Organization Information
Organization: Test Org
Address: 2020 Walkers Ave
Carterville
212045

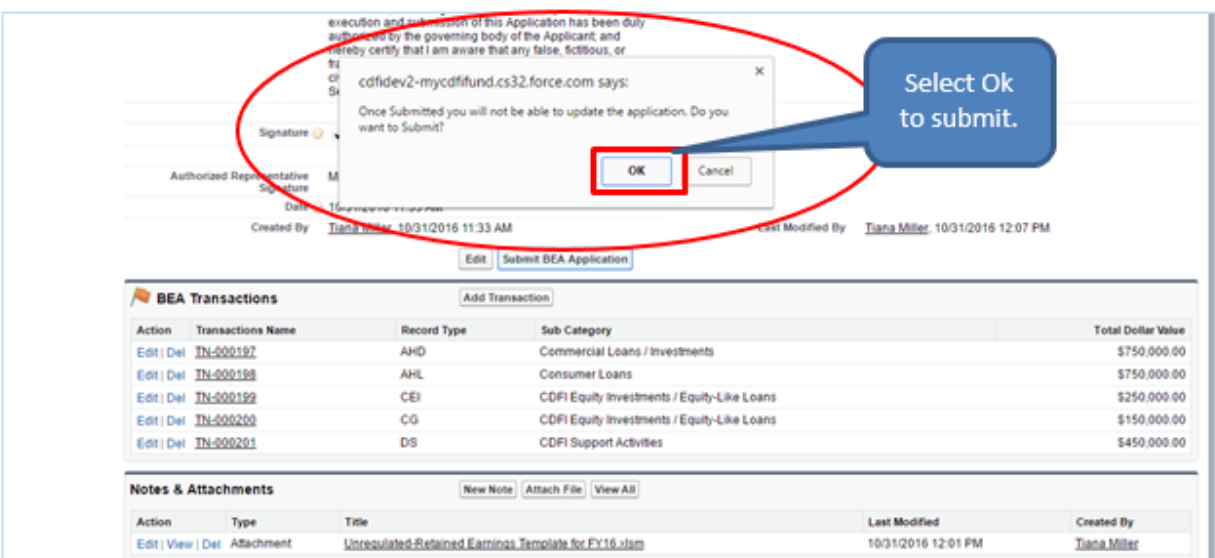
Record Type Name: BEA
Owner: BEA Applicant Test 1 [Change]
Funding Application Date: 12/30/2016
Application Status: Under Review

Submit BEA Application

Click to submit the Application.

Figure 52. Funding Application Detail Page – Submit BEA Application

- A pop-up message will appear stating that once the Application is submitted you will not be able to make any updates to the application. *Do you want to Submit?*
- Click the **Ok** button to confirm you are submitting the BEA Application to the CDFI Fund Staff.



Once Submitted you will not be able to update the application. Do you want to Submit?

OK **Cancel**

BEA Transactions

Action	Transactions Name	Record Type	Sub Category	Total Dollar Value
Edit Del	TN-000197	AHD	Commercial Loans / Investments	\$750,000.00
Edit Del	TN-000198	AHL	Consumer Loans	\$750,000.00
Edit Del	TN-000199	CEI	CDFI Equity Investments / Equity-Like Loans	\$250,000.00
Edit Del	TN-000200	CG	CDFI Equity Investments / Equity-Like Loans	\$150,000.00
Edit Del	TN-000201	DS	CDFI Support Activities	\$450,000.00

Notes & Attachments

Action	Type	Title	Last Modified	Created By
Edit View Del	Attachment	Unregulated-Retained Earnings Template for FY16.xlsx	10/31/2016 12:01 PM	Tiana Miller

Figure 53. Funding Application Submission Message

- a. If more data is required for the application, you will receive an error message when trying to submit the application.
- b. If an error message is received, read the error message carefully, correct the issue and then try to submit the BEA Application once again.

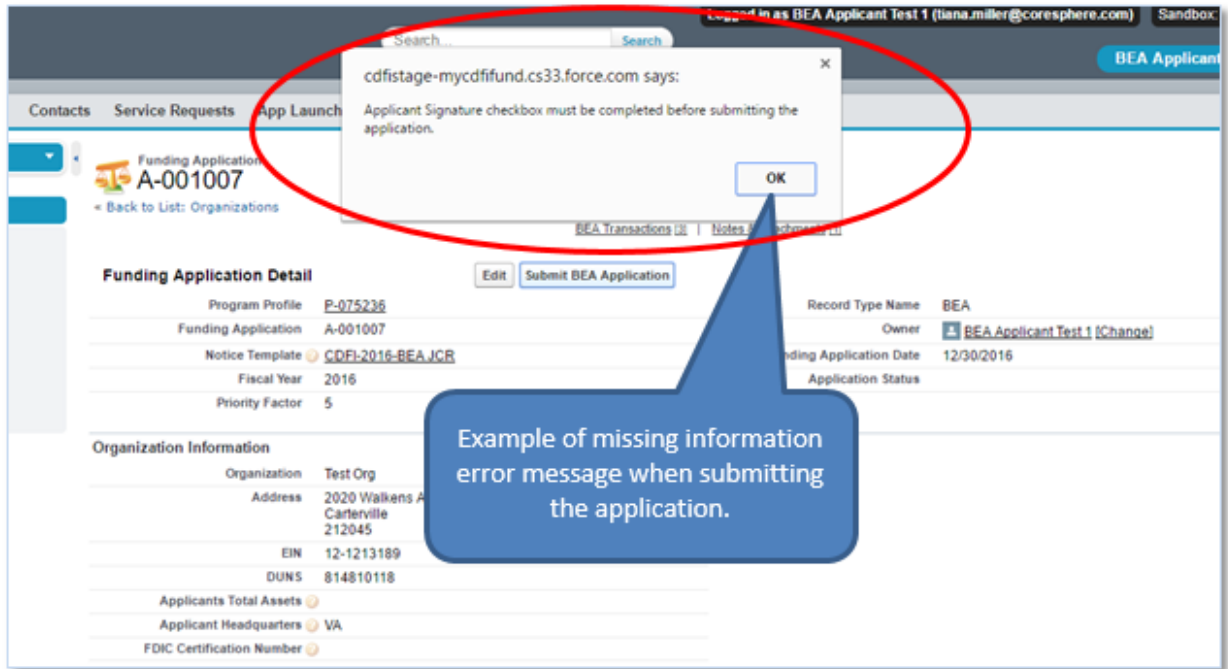


Figure 54. Example of an Error Message for Incomplete Application

8. The record will be locked once submitted. Review the **Application Status** field for updates.

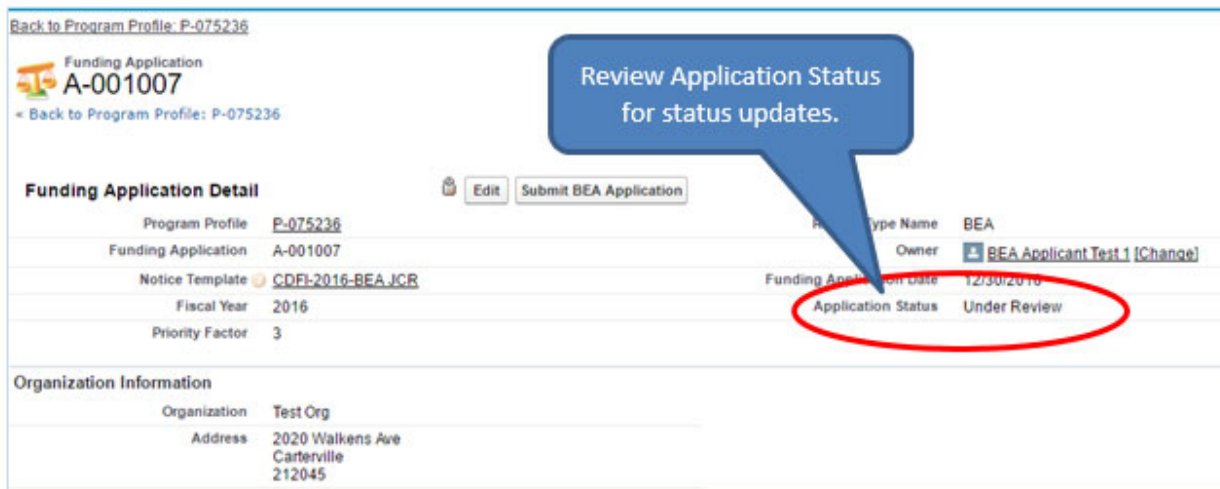


Figure 55. Funding Application Detail Page – Application Status

9. **Application Status** updates can also be seen from the Program Profile Detail Page in the Funding Application Related List.

The screenshot displays the 'Program Profile Detail' page for profile P-075236. The page is divided into several sections: Organization Data, Headquarters and Geographic Markets, and System Information. A blue callout bubble with the text 'Review Funding Application Status here.' points to the 'Application Status' column in the 'Funding Applications' table at the bottom. The table has columns for Action, Funding Application, Record Type, and Application Status. A red rectangle highlights the entire 'Funding Applications' section, and a red circle highlights the 'Application Status' column.

Action	Funding Application	Record Type	Application Status
Edit	A-001007	BEA	Under Review

Figure 56. Program Profile Detail Page - Review Application Status