



AMIS Training Manual

Community Development Financial Institutions Award Programs

Compliance Report Completion Guidance

(For CDFI/NACA FA, TA, RRP, SDLP and ERP Recipients)

August 2024

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Disclaimer: *The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

1. INTRODUCTION

A Recipient that has received a Community Development Financial Institutions Award Program (CDFI Program) or Native American CDFI Assistance Program (NACA Program), Technical Assistance (TA), Financial Assistance (FA), Rapid Response Program (RRP) award, Small Dollar Loan Program (SDLP) and/or Equitable Recovery Program (ERP), (an “Award”) from the Community Development Financial Institution Fund (CDFI Fund) must submit compliance reports as required by the Assistance Agreement. If you have any questions regarding the reporting requirement in your Assistance Agreement, or require technical assistance, please submit a Service Request via your organization’s AMIS account.

The objective of this training manual is to provide CDFI and NACA Program Recipients with instructions on how to complete and submit compliance reports online within the Awards Management Information System (AMIS).

To make the best use of this guidance, Recipients should have a copy of their Assistance Agreement available for reference for each CDFI or NACA Program Award.

2. TYPES OF REPORTS

2.1 Organization vs. Award Specific Reports

Throughout the Period of Performance covered by the Assistance Agreement, the Recipient must provide to the CDFI Fund an Annual Report, which comprises two parts: Financial Condition Report and Performance Report. Each of these reports may be comprised of multiple components. Please note you will only need to submit Organizational Level Reports once per fiscal year (FY), even if your organization has multiple Awards.

Organizational Level Reports

Reports that may be required at the organization level include:

- Financial Statement Audit Report
- Single Audit Report
- Transaction Level Report¹
- Shareholder Report

Award Level Reports

Reports that may be required at the Award level include:

- Performance Progress Report (PPR) (Applicable to FY 2015 Awards and later)
- Uses of Award Report (Applicable to FY 2015 Awards and later)
- SF-425 Report (SF-425 FedFY only, see separate guidance)

¹ Transaction Level Report instructional documents can be accessed by visiting:
<https://www.cdfifund.gov/amis-reporting>

3. REPORTING SCHEDULE

The **Reporting Schedule**² is a central location in AMIS that allows you to track and monitor compliance reports that are due to the CDFI Fund for all Awards. It allows you to track the compliance reports due dates, and to monitor if the compliance reports have been submitted. Please note that the CDFI Fund will be sending the Authorized Representatives on the **Award Detail** page reporting reminders 30 days and 15 days prior to the report deadline. To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as “junk” or “spam.”

To access the Reporting Schedule:

1. Log into AMIS.
2. Click on the **Reporting Schedule** tab and select a list view from the dropdown menu. Note that if your organization has active awards for more than one CDFI Fund program, your list of reports will include more than just reports associated with your CDFI Program award.

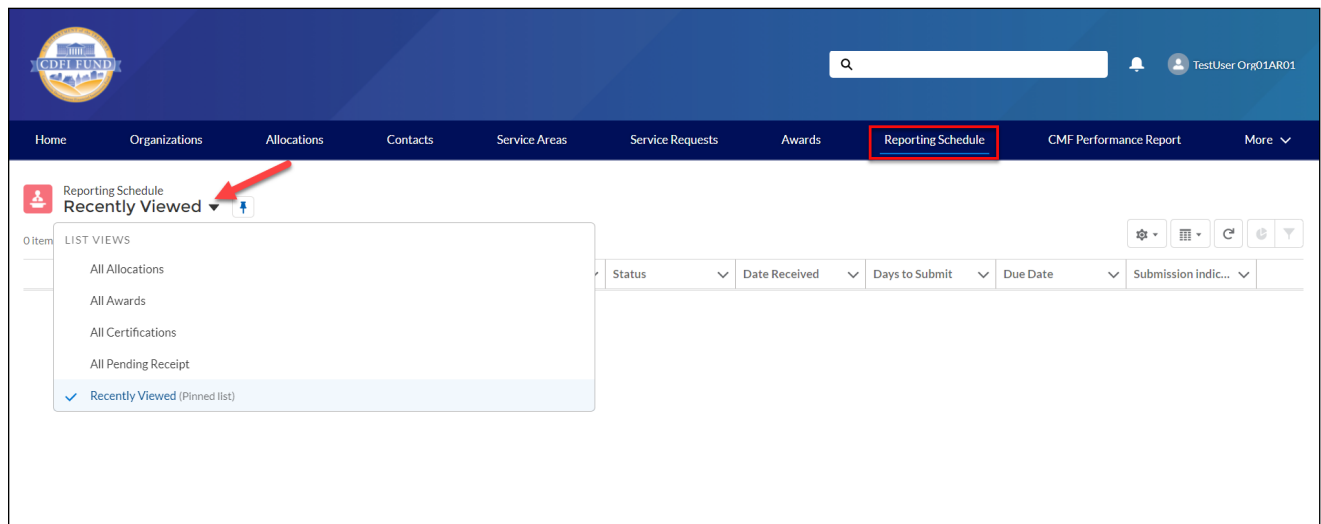


Figure 1. Retrieve Reporting Schedule

The screenshot shows the AMIS Reporting Schedule interface with the 'All Pending Receipt' view selected. The table displays 100+ items, sorted by Reporting Schedule Name. The table has columns for Rep..., Organization, Compliance Rep..., Fi..., Po..., Status, Due..., D..., D..., D..., Su..., A..., Award, Allocation, and Ce... The data rows show various reporting schedules with details like RS-115601, RS-115602, etc., including organization names, compliance report types, due dates, and allocation amounts.

Rep...	Organization	Compliance Rep...	Fi...	Po...	Status	Due...	D...	D...	D...	Su...	A...	Award	Allocation	Ce...
10 RS-115601	Test Applicant Org...	ILR	2022	5	Pending Recei...	6/29/20...			650	<input type="checkbox"/>	NMTC	NMTCAward-0000...		
11 RS-115602	Test Applicant Org...	TLR	2022	5	Pending Recei...	6/29/20...			650	<input type="checkbox"/>	NMTC	NMTCAward-0000...		
12 RS-115603	Test Applicant Org...	Financial Statement...	2022	5	Pending Recei...	6/29/20...			650	<input type="checkbox"/>	NMTC	NMTCAward-0000...		
13 RS-115604	Test Applicant Org...	ILR	2023	6	Pending Recei...	6/29/20...			1,016	<input type="checkbox"/>	NMTC	NMTCAward-0000...		
14 RS-115605	Test Applicant Org...	TLR	2023	6	Pending Recei...	6/29/20...			1,016	<input type="checkbox"/>	NMTC	NMTCAward-0000...		
15 RS-115606	Test Applicant Org...	Financial Statement...	2023	6	Pending Recei...	6/29/20...			1,016	<input type="checkbox"/>	NMTC	NMTCAward-0000...		
16 RS-115607	Test Applicant Org...	ILR	2024	7	Pending Recei...	6/29/20...			1,381	<input type="checkbox"/>	NMTC	NMTCAward-0000...		

Figure 2. Reporting Schedule

4. FINANCIAL STATEMENTS AND RELATED AUDITORS AND ACCOUNTANTS REVIEW REPORTS

The Financial Statements will be reviewed by the CDFI Fund to determine the Recipient’s financial and managerial soundness.

4.1 Financial Statement Audit Report (if applicable)

1. Click on the **Organizations** tab or use the **Global Search** to locate the Organization.

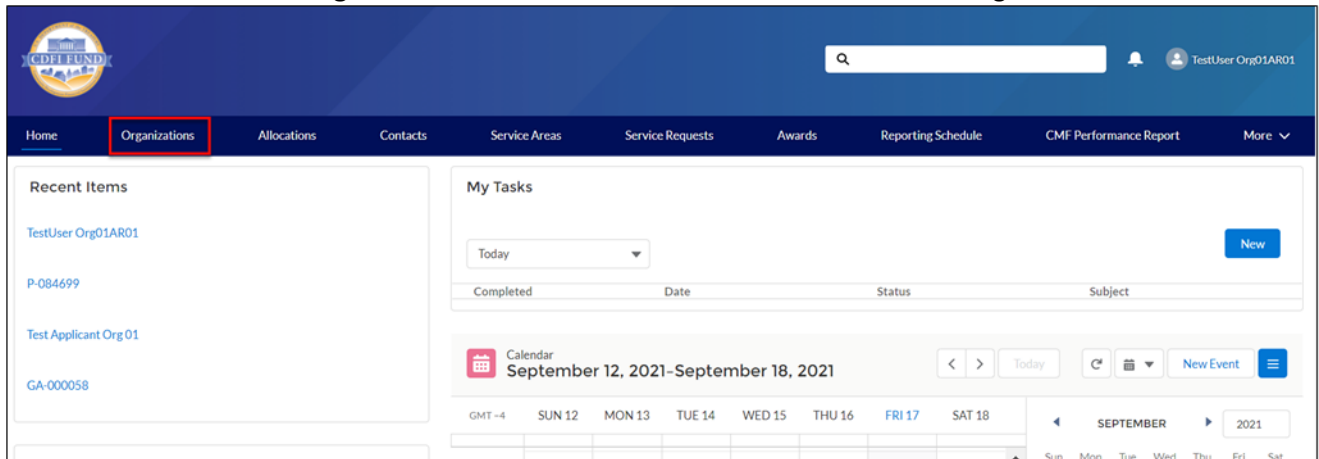


Figure 3. Home Page

2. Click on the **Organization Name** link for the reporting organization.

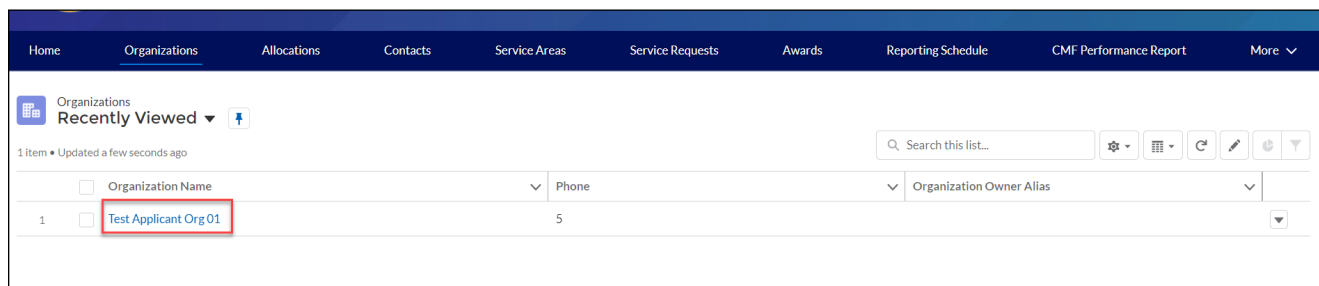


Figure 4. Organizations Tab

3. From the **Organization Detail** page, click the Related tab.

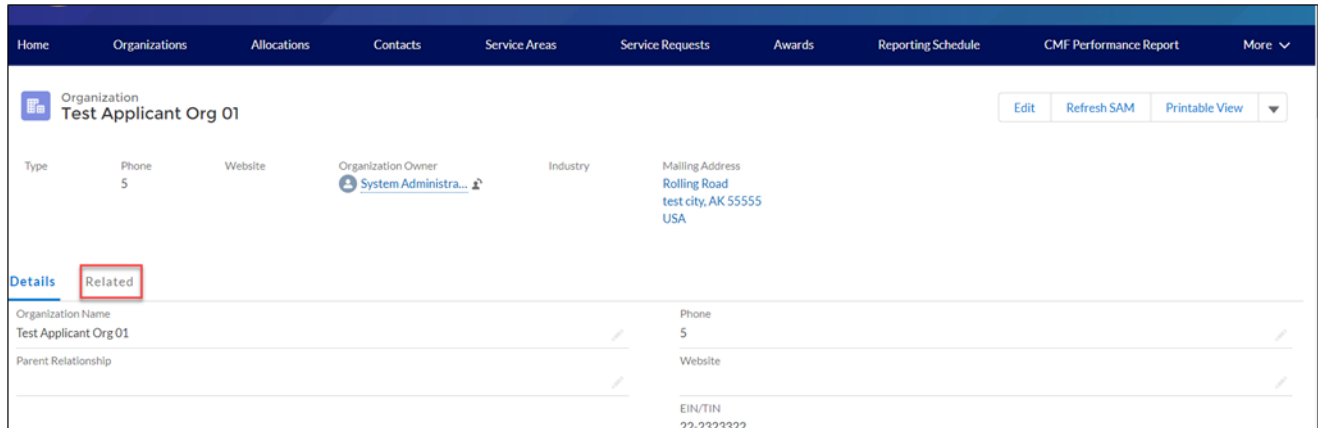


Figure 5. Related Tab

4. Once on the **Related** page, scroll to the **Financial Statement Audit** section and select the **New** button.

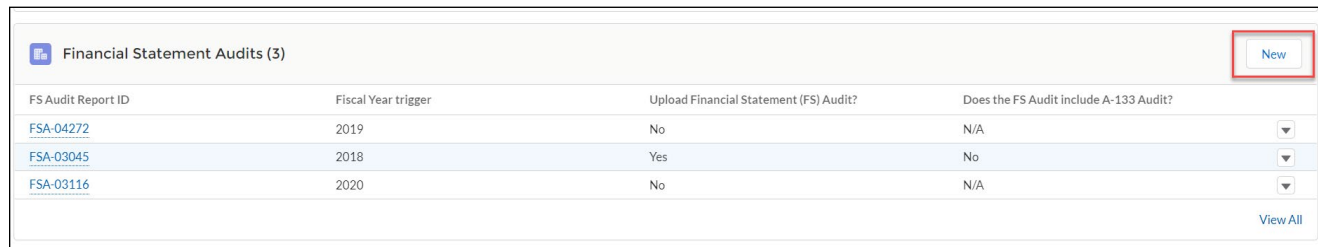


Figure 6. Financial Statement Audit Section - New

5. Enter all applicable information. Please note that fields with red bars next to them are required fields. Once completed, select the **Save** button.

- When selecting the fiscal year, please select the corresponding fiscal year to be reported on. For example, if the Performance Period End Date is 6/30/2019, then you would select 2019.
- The following questions (circled in red) under the Financial and Audit Report Information Sections must be completed with either Yes, No or N/A:
 - Material Weaknesses Resolved by FYE?
 - If FS Audit not submitted, why not?
 - Upload Auditor Correction Confirmation

TIP: The questions (highlighted in yellow) under the Audit Opinion and Corrective Actions section must also be completed. You may put N/A for the textboxes, however, the Audit

Opinion Corrected by FYE date must be either **Yes** or **No**- this box cannot be left with the default selection of **None**.

New Financial Statement Audit: Statement Audit

Financial and Audit Report Information

- * Upload Financial Statement (FS) Audit?
--None--
- * IF FS Audit not submitted, why not
--None--
- * FS Audit Report Type of Finding
--None--
- * Describe why FS Audit not completed
- * Does the FS Audit include A-133 Audit?
--None--
- * Date to be completed and submitted
- * Will you submit an A-133 Audit this FYE?
--None--
- * If "Other" please describe

Figure 7. New Financial Statement Audit #1

New Financial Statement Audit: Statement Audit

- Anticipate having Material Weaknesses
--None--
- * Upload Auditor Correction Confirmation
--None--
- Material Weaknesses resolved by FYE
--None--

Audit Opinion and Corrective Actions

- What caused audit opinion
- Audit opinion corrected by FYE
--None--
- Actions to address audit opinion
- If not corrected, explain why
- Current status of corrective actions

Cancel Save & New Save

Figure 8. New Financial Statement Audit #2

6. After saving, you will be forwarded to the “Financial Statement Audit” Detail page with a message stating the “Financial Statement Audit has been saved.”

If you answered “Yes” to “Upload Financial Statement FS Audit?” a Financial Statement Audit Report attachment will be required to submit the report.

7. Navigate to the **Notes & Attachments** section on the **Related** tab of the **Financial Statement Detail** page and select the **Upload Files** button to attach any Financial Statement Audit Report documents.

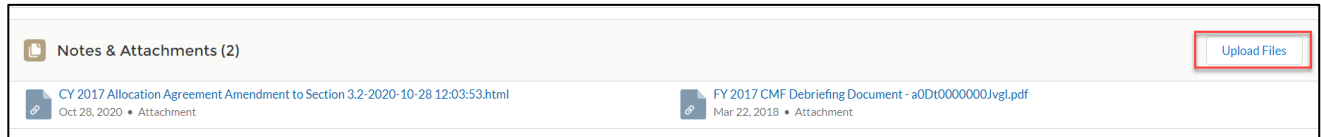


Figure 9. Upload Files

8. Select a file from your computer and click the Done button.

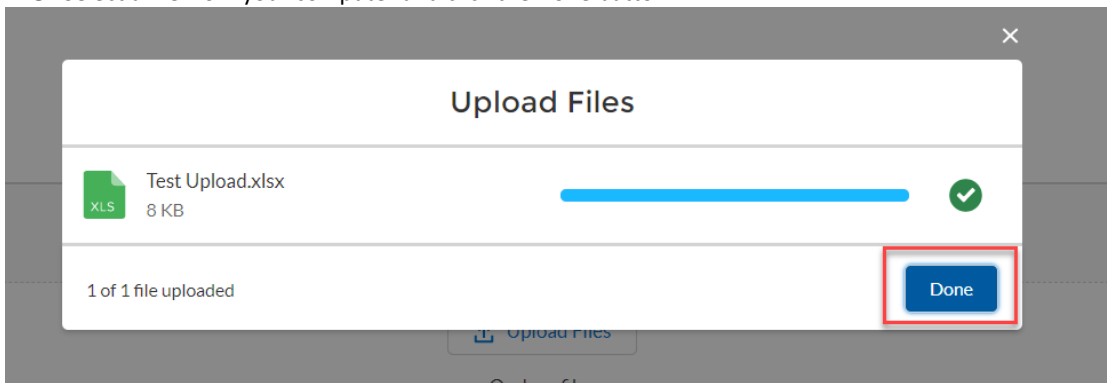


Figure 10. Upload Files - Done

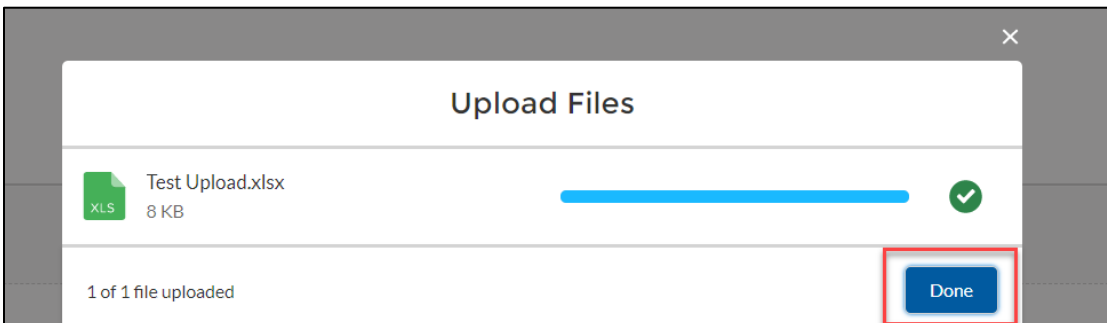


Figure 11. Upload Success Message

- The attached file should be displayed under the **Notes & Attachments** related list. If you have a separate Single Audit Report and would like to submit it to the CDFI Fund, please include this as an attachment under this section.

9. Select the **Submit Report** button to submit your report to the CDFI Fund.

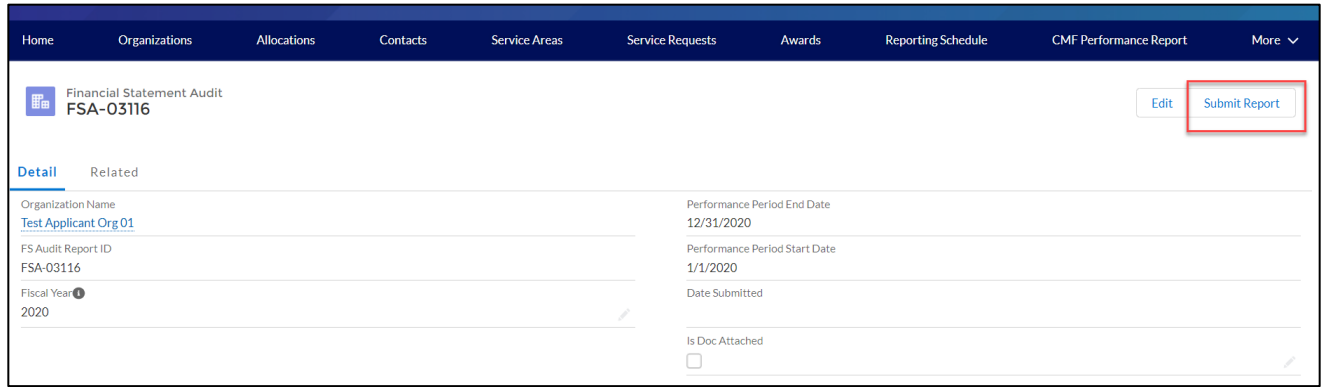


Figure 12. Submit Report

10. A “Do you want to Submit?” pop-up confirmation box will appear, select the **OK** button to submit the Financial Statement Audit Report.

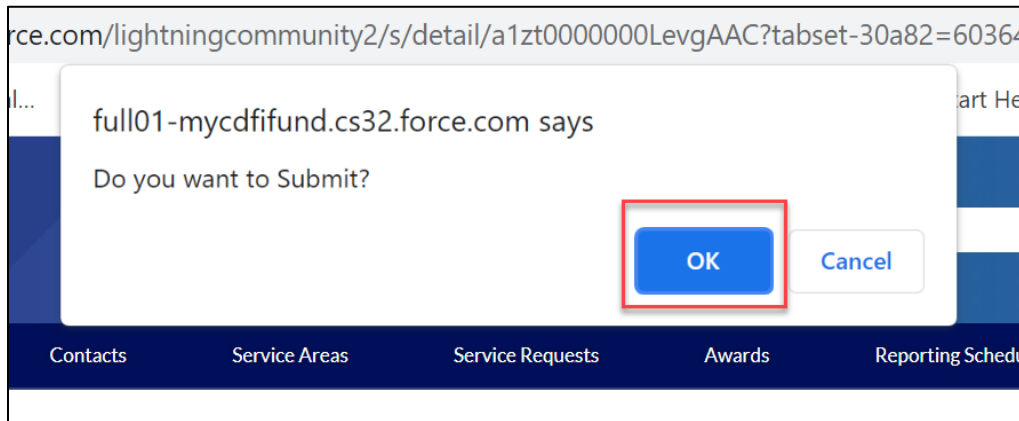


Figure 13. Submittal Confirmation

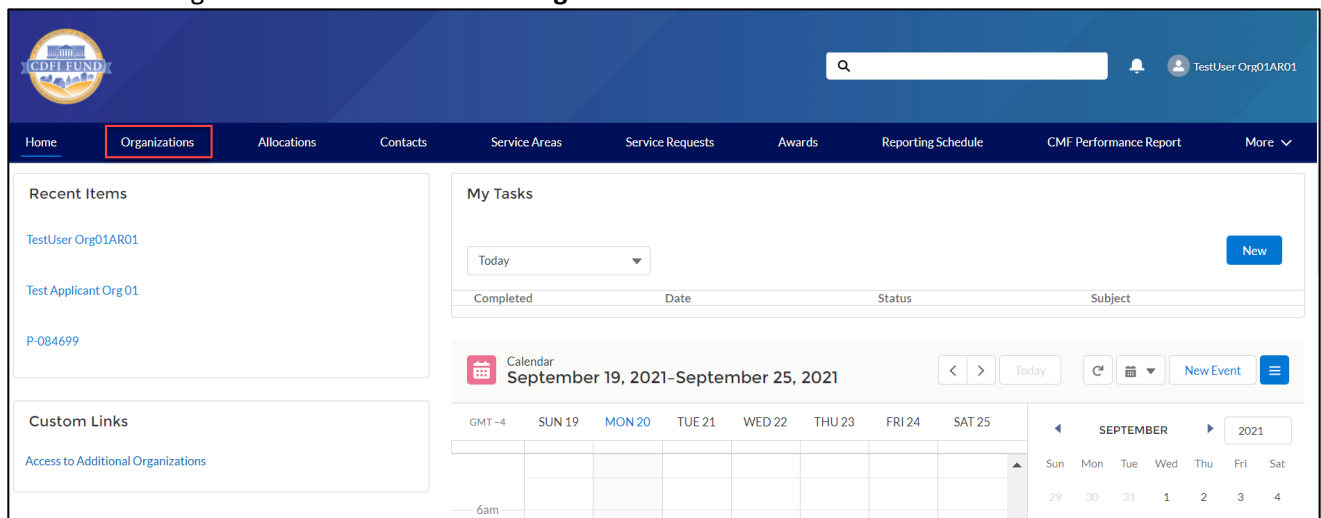
4.2 Audit Opinion and Corrective Actions (if applicable)

Once the Financial Statement Audit Report has been reviewed by the CDFI Fund, a compliance determination will be made. If the Financial Statement Audit Report is found to be noncompliant, the Authorized Representative of the Award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance and describe the corrective action(s) taken.

TIP: To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization's AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as "junk" or "spam."

To Access the Financial Statement Audit Report and complete the corrective action section:

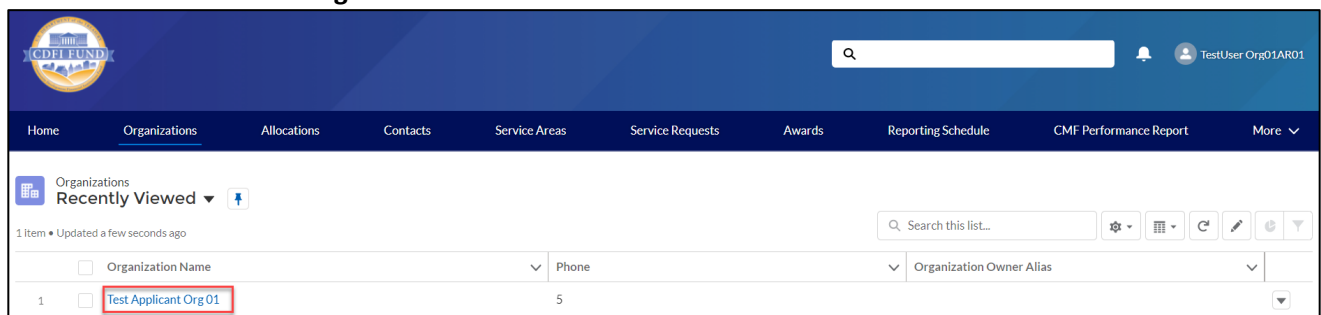
1. Login to AMIS and click on the **Organizations** tab.



The screenshot shows the AMIS Home Page with the 'Organizations' tab selected in the top navigation bar. The page layout includes a search bar, a notification bell, and a user profile icon labeled 'TestUser Org01AR01'. The main content area is divided into several sections: 'Recent Items' with links to 'TestUser Org01AR01', 'Test Applicant Org 01', and 'P-084699'; 'My Tasks' with a 'Today' dropdown and a 'New' button; and a 'Calendar' for 'September 19, 2021-September 25, 2021'. A table below the calendar shows dates from Sunday to Saturday, with the 1st, 2nd, 3rd, and 4th of the month highlighted. A 'Custom Links' section at the bottom left contains a link for 'Access to Additional Organizations'.

Figure 14. Home Page - Organizations Tab

2. Click on the **Organization Name** link.



The screenshot shows the AMIS Organization Tab. The top navigation bar is the same as in Figure 14. The main content area displays 'Organizations Recently Viewed' with a dropdown arrow and a refresh icon. Below this, it indicates '1 item • Updated a few seconds ago'. A search bar labeled 'Search this list...' is present. A table lists the organizations with columns for 'Organization Name', 'Phone', and 'Organization Owner Alias'. The first row shows 'Test Applicant Org 01' with a phone number '5'. The 'Test Applicant Org 01' text in the first column is highlighted with a red box.

	Organization Name	Phone	Organization Owner Alias
1	Test Applicant Org 01	5	

Figure 15. Organization Tab

3. Click on the **Related** tab.

Organization
Test Applicant Org 01

Type Phone Website Organization Owner Industry Mailing Address

5 System Administrator II Rolling Road
test city, AK 55555
USA

Details **Related**

Organization Name Phone
Test Applicant Org 01 5

Figure 16. Details Page - Related Tab

4. From the **Organization Related** page, click on the **Financial Statements Audits** section and click on the **FS Audit ID** link to access the report.

Financial Statement Audits (3) New

FS Audit Report ID	Fiscal Year trigger	Upload Financial Statement (FS) Audit?	Does the FS Audit include A-133 Audit?
FSA-04272	2019	No	N/A
FSA-03045	2018	Yes	No
FSA-03116	2020	No	N/A

View All

Figure 17. FS Audit ID Link

5. You will be forwarded to the Financial Statement Audit Report Detail page. Select the **Edit** button and scroll down to the **Audit Opinion and Corrective Actions** section.

Edit FSA-03116

Audit Opinion and Corrective Actions

What caused audit opinion

Audit opinion corrected by FYE

Actions to address audit opinion

If not corrected, explain why

Current status of corrective actions

Attestation

Figure 18. Audit Opinion and Corrective Actions

- Complete the required information in the “Explain Audit Opinion and Corrective Actions” section and select the **Save** button.

Edit FSA-03116

Audit Opinion and Corrective Actions

What caused audit opinion

Audit opinion corrected by FYE

Actions to address audit opinion

If not corrected, explain why

Current status of corrective actions

Attestation

Figure 19. Recipient -Explain Audit Opinion and Corrective Actions

7. Submit your report to the CDFI Fund, by clicking the **Submit for Approval** button displayed on the **Financial Statement Detail** page. A “Confirm to Submit” pop-up box will appear, click **OK**.

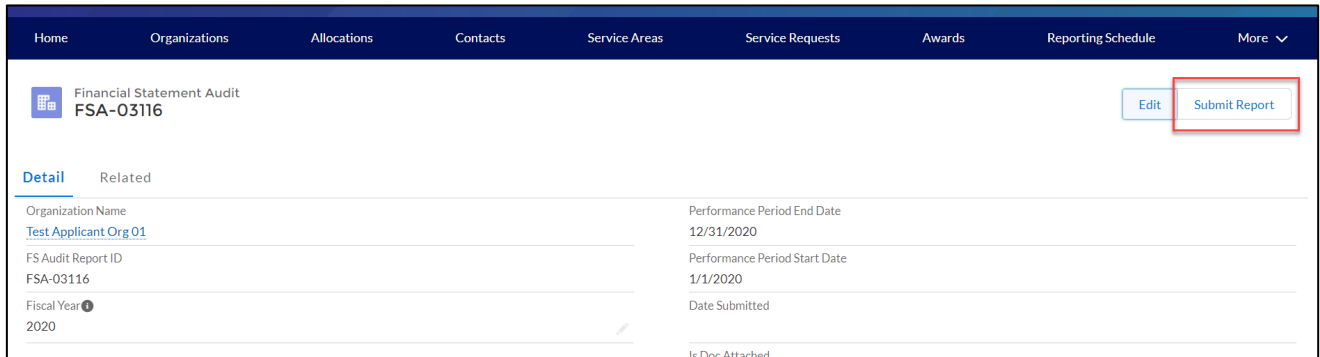


Figure 20. Financial Statement Audit Detail Page

4.3 Complete the Single Audit Report (if applicable)

A Nonprofit Recipient must complete an annual Single Audit Report pursuant to the Uniform Administrative Requirement (UAR) if it expends \$750,000 or more in Federal Awards in its FY (2 C.F.R. 200.501(b)), or such other dollar threshold established by OMB pursuant to Subpart F of the UAR. If a Single Audit Report is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC).

A Nonprofit Recipient has the ability to upload the Single Audit Report when uploading the Financial Statement Audit Report and is encouraged to do so. Please see the Financial Statement Audit Report Section 4.0 for instructions on how to upload this report.

4.4 Complete Noncompliance Section for Single Audit

Once the Single Audit Report (formerly the A-133) has been reviewed by the CDFI Fund, a compliance determination will be made. If the Single Audit Report is found to be noncompliant, the Authorized Representative of the Award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance, complete the Significant Deficiency section for each of the significant deficiencies cited in the Single Audit and describe corrective action taken.

TIP: To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from AMIS@cdfi.treas.gov as “junk” or “spam.”

1. To submit the Single Audit Report in AMIS, navigate to the “Organization Related” page, click the **A-133 Audit Reports** section link.
2. Select the **A-133 Audit Report Record ID** link.

A-133 Audit Reports (3)			
A-133 Report Record ID	Fiscal Year Trigger	Significant Deficiencies	Material Weaknesses
A133-01592	2021		
A133-01593	2020		
A133-01315	2019		

[View All](#)

Figure 21. A-133 Audit Reports Section

TIP: You will be required to complete the Material Weaknesses section for each of the material weaknesses cited in the Single Audit Report

3. Click the **Edit** link. You will be forwarded to the “A-133 Audit Report Detail” page. To complete a Material Weakness section, click the Edit link next to each Material Weakness ID, where you will be sent to the Material Weakness edit page. You will be required to response “Yes” or “No” to any Material Weaknesses and/or Significant Deficiencies in order to submit the report.

Figure 22. A-133 Audit Report Detail Page

4. If you selected “Yes” within the Material Weaknesses dropdown, you will need to complete the additional steps below following completion of the remaining questions on the Audit Report Detail page.

5. Click on the **Related** tab of the A133-Audit Report record.

Figure 23. Related Tab

6. Scroll to the **Material Weaknesses** Section and click **New**.



Figure 24. Material Weaknesses Section

7. Complete the following information displayed on the page:
 - a. "What caused Material Weakness"
 - b. "Actions to address Material Weakness"
 - c. "Current status of Material Weakness"
 - d. "Material Weakness corrected by next FYE"
 - e. "Why Material Weakness will not be corrected"

8. Click the **Save** button once you are done.

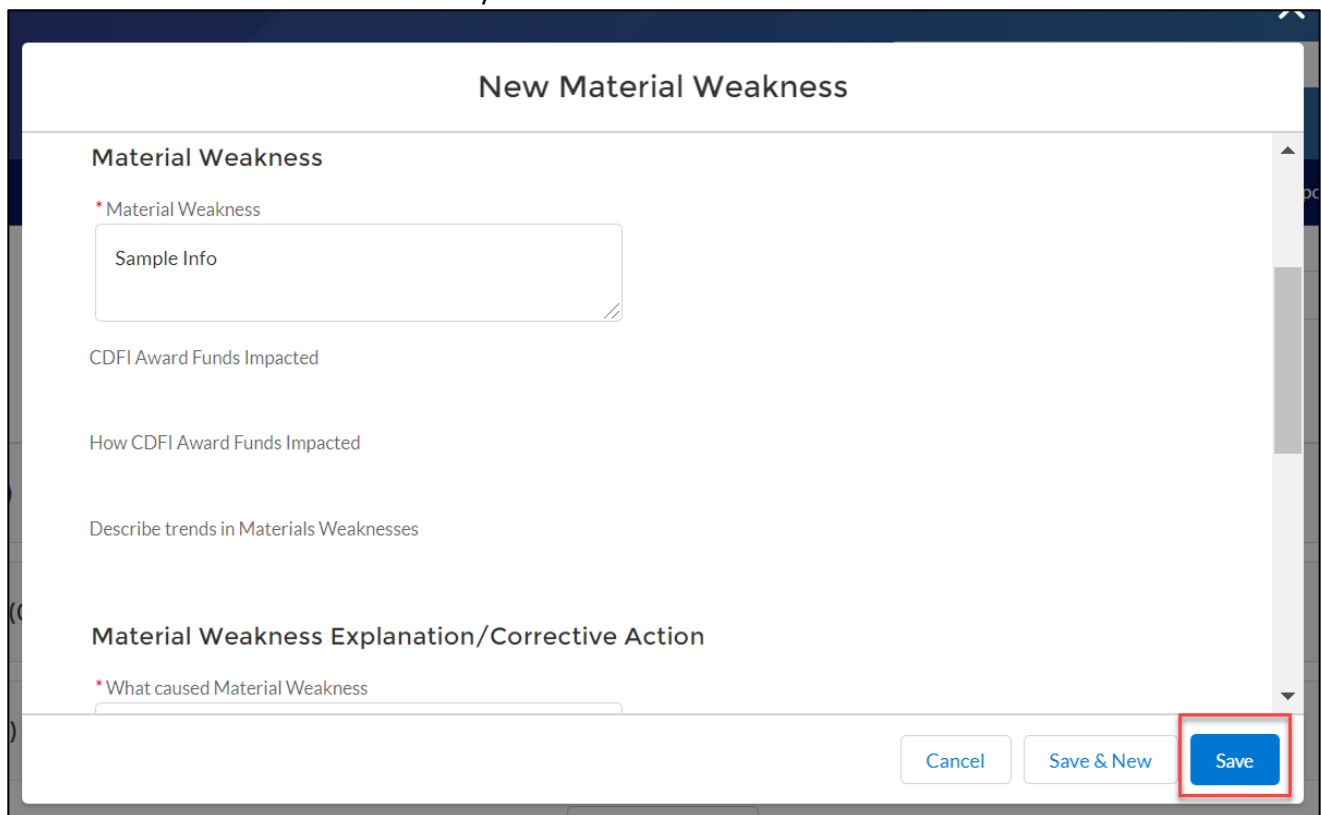


Figure 25. New Material Weakness

9. Repeat steps #4-7 to explain all the material weaknesses in the report.

Once the record is saved, click the **A-133 Audit Report** link to return back to the "A-133 Audit Report Detail" page.

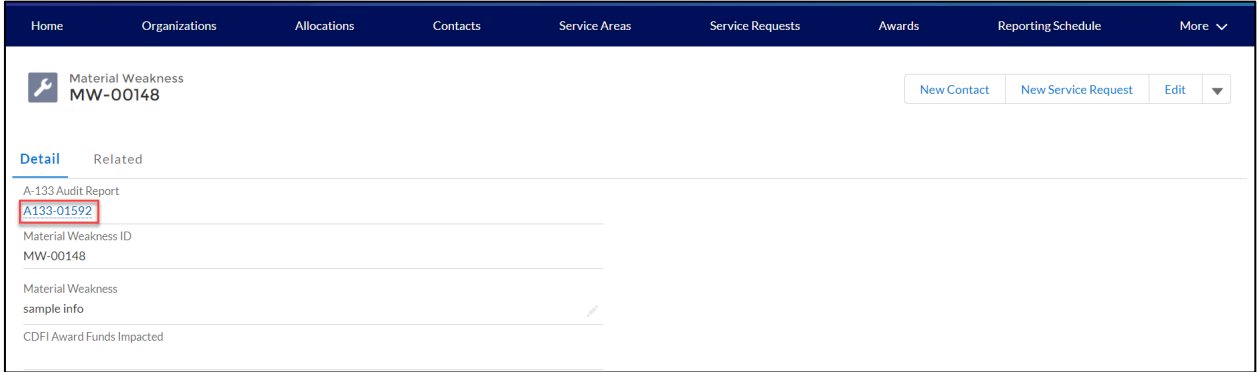


Figure 26. Material Weakness Detail Page

10. You will be forwarded to the “A-133 Audit Report Detail” page

11. To attach a document, click on the **Related** tab.

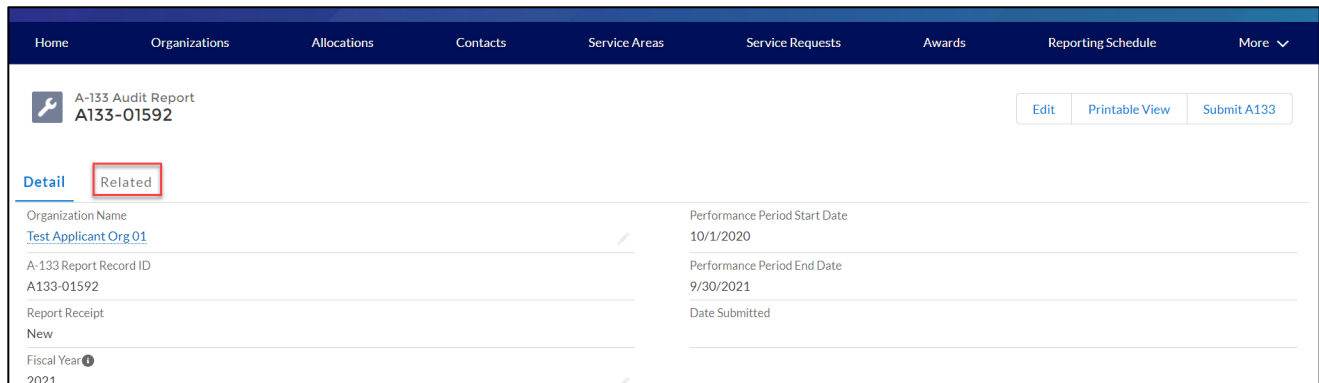


Figure 27. A-133 Audit Report Detail Page

12. Scroll to the **Notes & Attachments** section and select **Upload Files**.

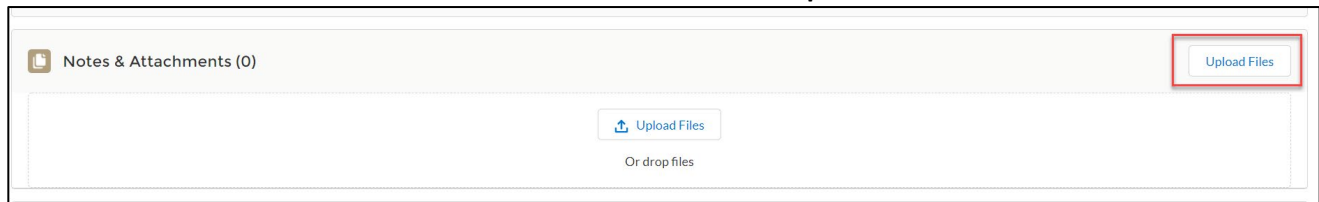


Figure 28. Notes & Attachments Section

13. Select the desired file from your computer and click **Done** once the file is uploaded.

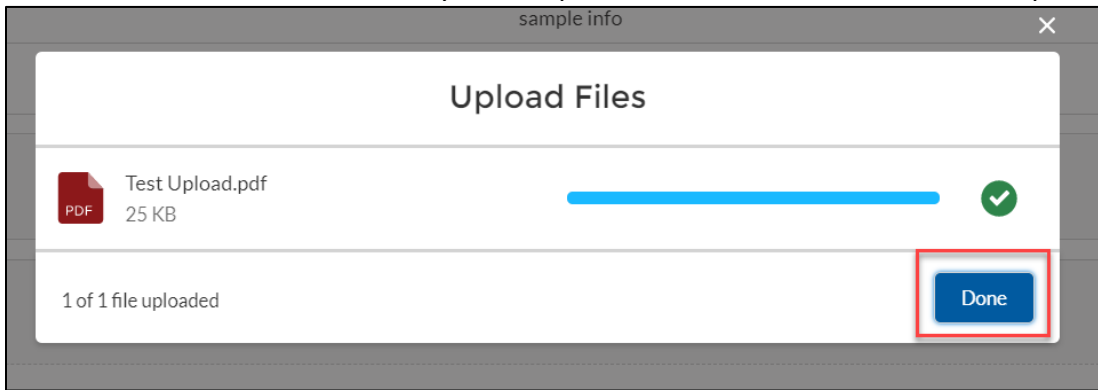


Figure 29. Attach File Page

14. The attached file should be displayed under **Notes & Attachments** section.

15. Once you are satisfied with the responses provided,click the **Submit for Approval** button, on the "A-133 Audit Report Detail" page, to submit the report to the CDFI Fund.

16. A "Confirm to Submit" pop-up box will appear, click **OK**.

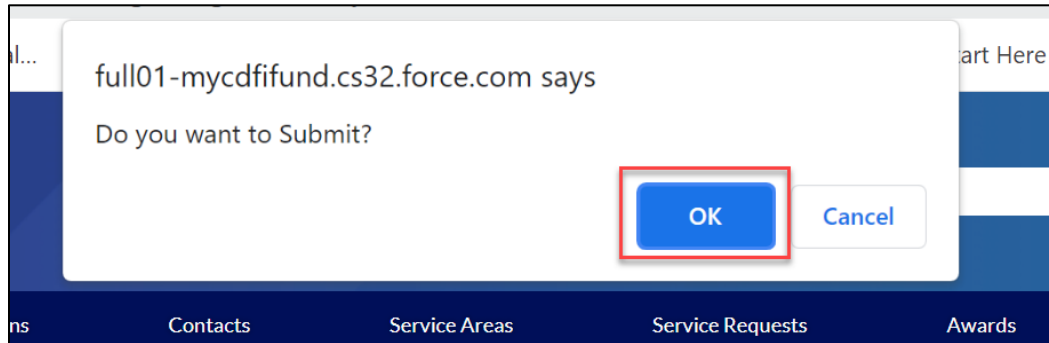


Figure 30. Submit Confirmation

5. COMPLETING THE SHAREHOLDERS REPORT (IF APPLICABLE)

The Shareholders Report is completed when the Award is in the form of an Equity Investment.

1. To complete a **Shareholders Report**, navigate to the Organization Home page.
2. Click on the **Organizations tab**.
3. Click on the Organization Name link to open the Organization Detail page.

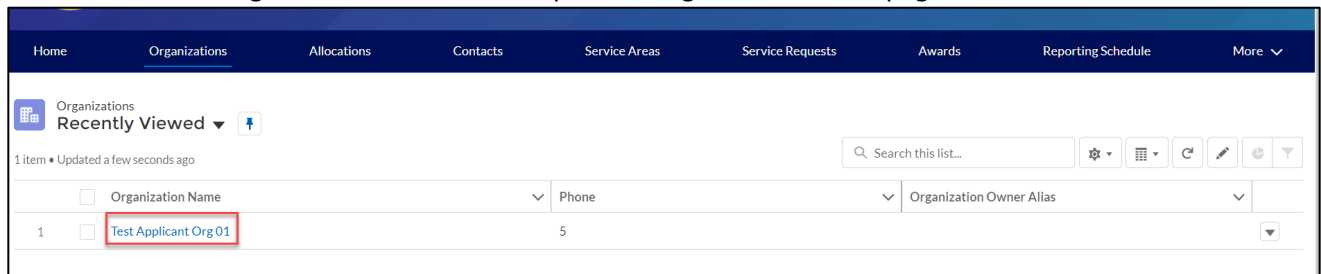


Figure 31. Home Page - Organization Tab

4. From the **Organization Detail page**, click the **Related** tab.

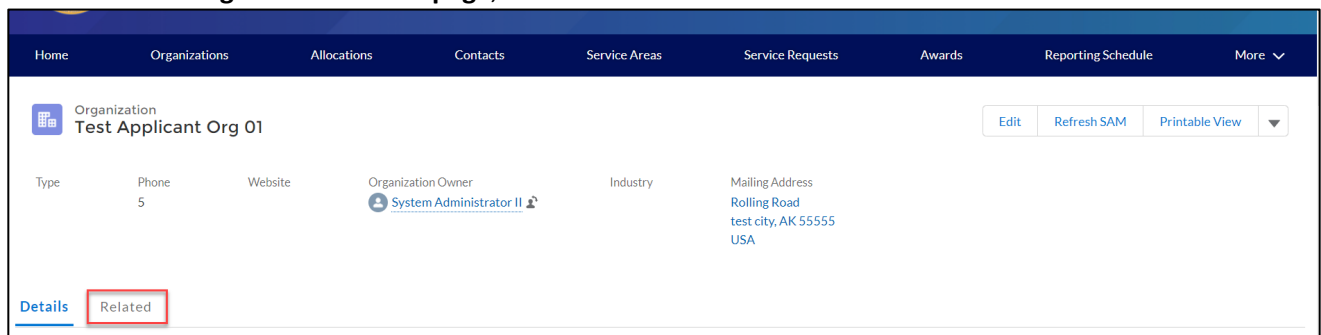


Figure 32. Related Tab

5. Scroll to the **Shareholder Report** section and click the **New** button.



Figure 33. New Shareholder Report

6. Select the appropriate **Record Type** and click **Next**.

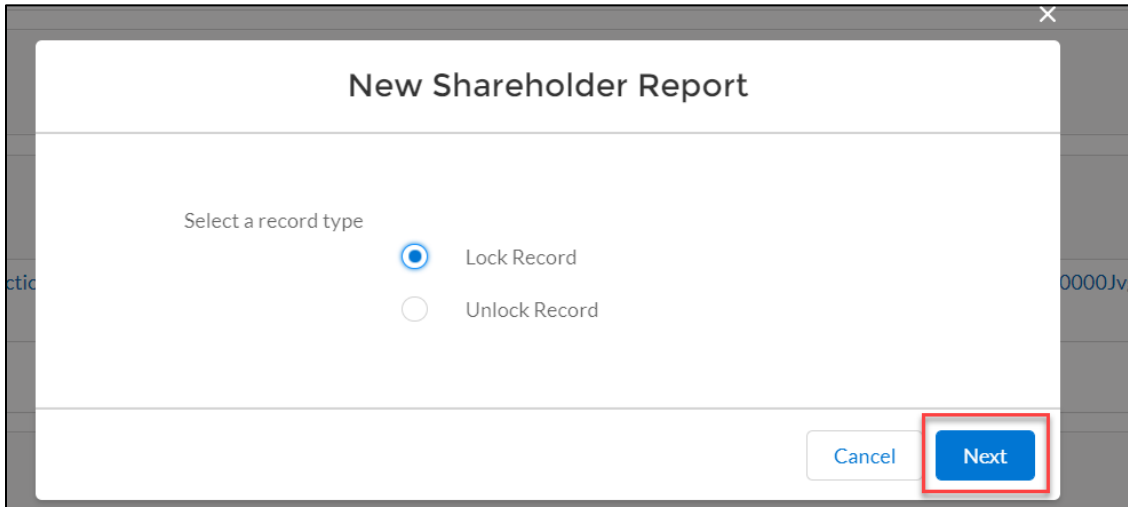


Figure 34. Record Type

7. Select the **Fiscal Year** and click the **Save** button.

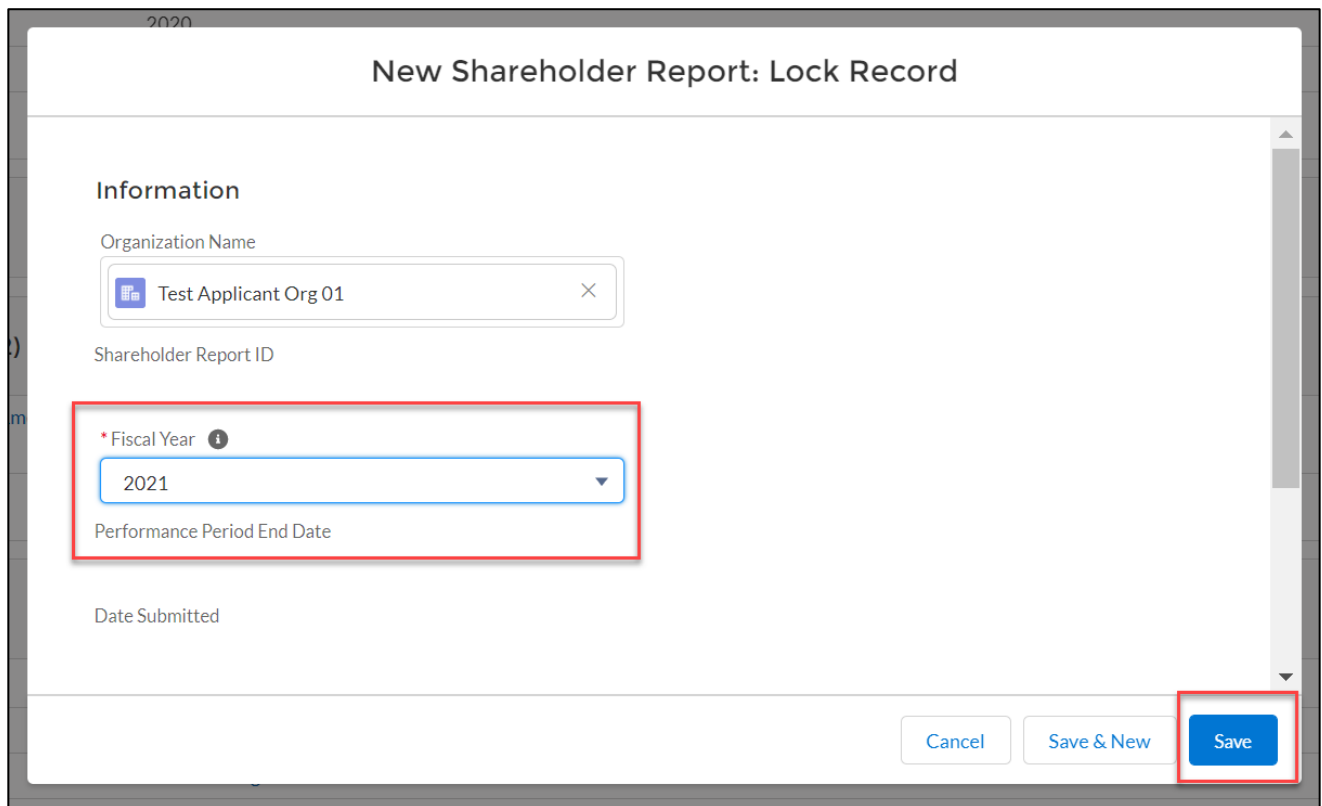


Figure 35. New Shareholder Report

8. You will receive a Shareholder Report confirmation popup.

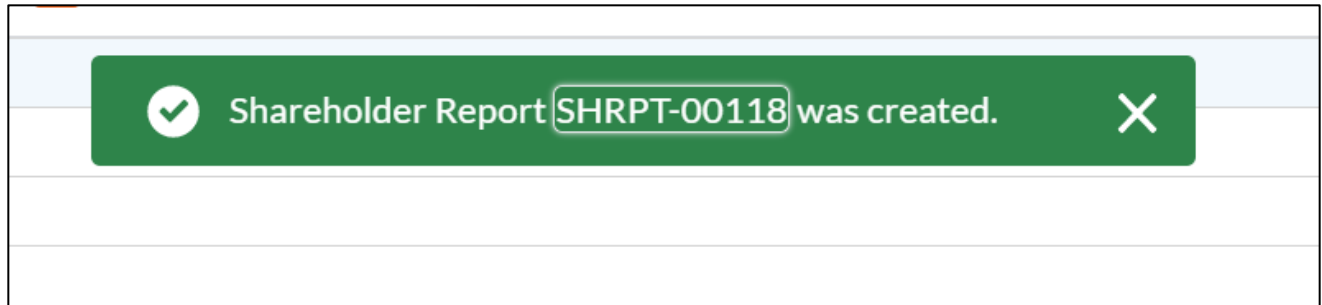


Figure 36. Shareholder Report Confirmation

9. From the Shareholder Report Detail page, select the **Related** tab.

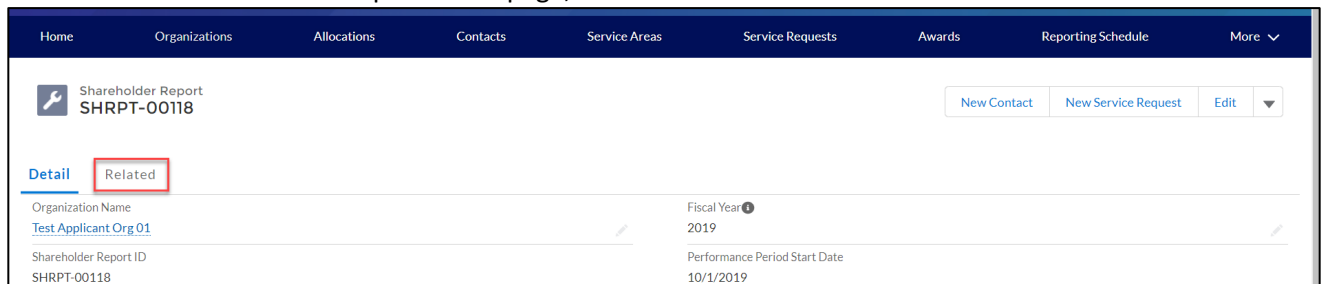


Figure 37. Related Tab

10. Navigate to the **Shareholders** section and click the **New** button.

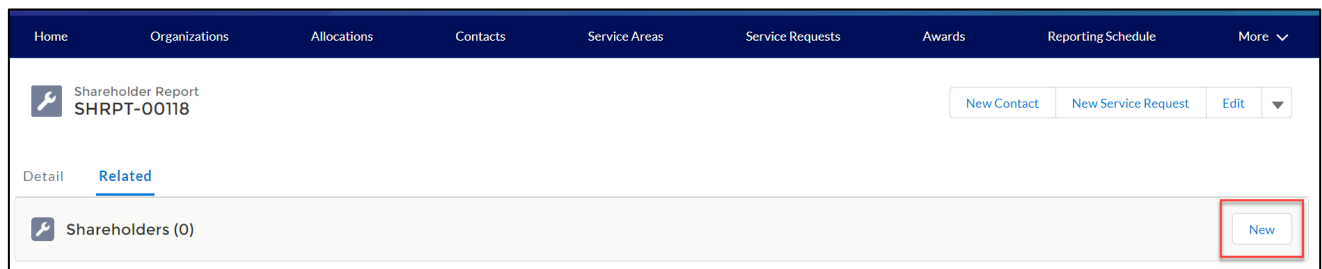


Figure 38. Shareholders Section - New Button

11. You will be sent to the **New Shareholders Edit** page.

New Shareholders

Information

* Shareholder Report

Shareholder Record ID

* Shareholder Number

* Shareholder Name ⓘ

* Outstanding Shares ⓘ

Figure 39. New Shareholders Edit Page

Complete all the required information on the page:

* Shareholder Report

SHRPT-00118 ×

Shareholder Record ID

* Shareholder Number

* Shareholder Name ⓘ

* Outstanding Shares ⓘ

* Valuation of Shares ⓘ

Figure 40. New Shareholders - Required

- Shareholder Number
- Shareholder Name
- Outstanding Share
- Valuation of Shares

Once you are done, click on the **Save** button to be sent to the Shareholders Detail page.

If you have more than one Shareholder that needs to be entered, click on the **Save & New** button to save the current entry and create another Shareholder.

Click on the Shareholder Report link to return to the Shareholder Report Detail page.

The screenshot shows a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the navigation bar, there is a header for 'Shareholders SHAR-00451' with buttons for 'New Contact', 'New Service Request', and 'Edit'. The main content area has tabs for 'Detail' and 'Related'. Under the 'Detail' tab, there is a list of items, with 'Shareholder Report SHRPT-00118' highlighted by a red box. Below this, there are labels for 'Shareholder Record ID SHAR-00451' and 'Shareholder Number'.

Figure 41. Shareholder Report Link

12. To add supporting documentation, click on the **Related** tab.

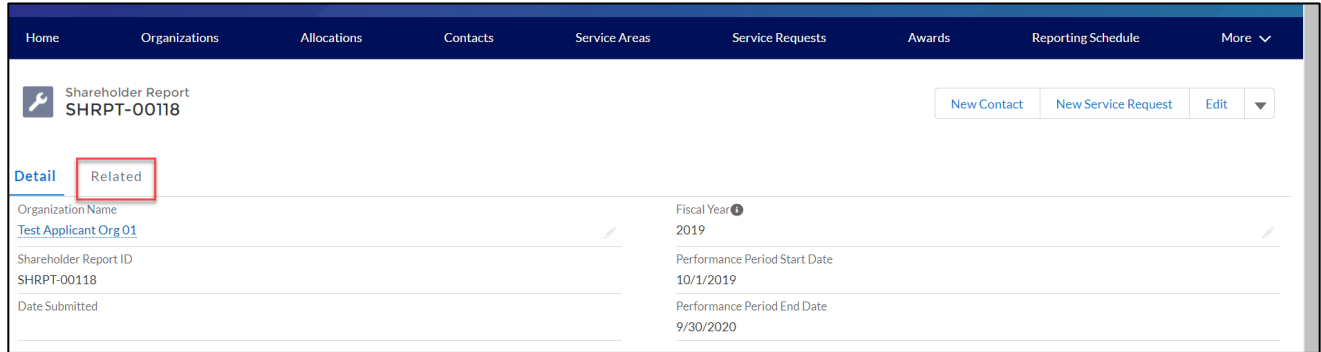


Figure 42. Shareholder Report Detail Page - Related Tab

13. Scroll to the **Notes & Attachments** section and click the **Upload Files** button.

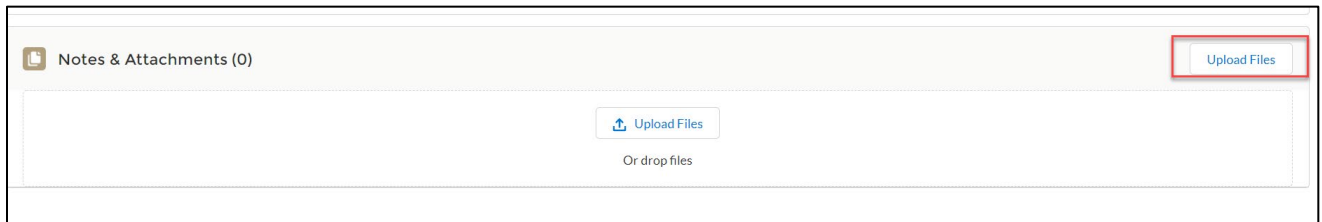


Figure 43. Notes & Attachments - Upload Files

14. Select the desired file from your computer and click **Done**.

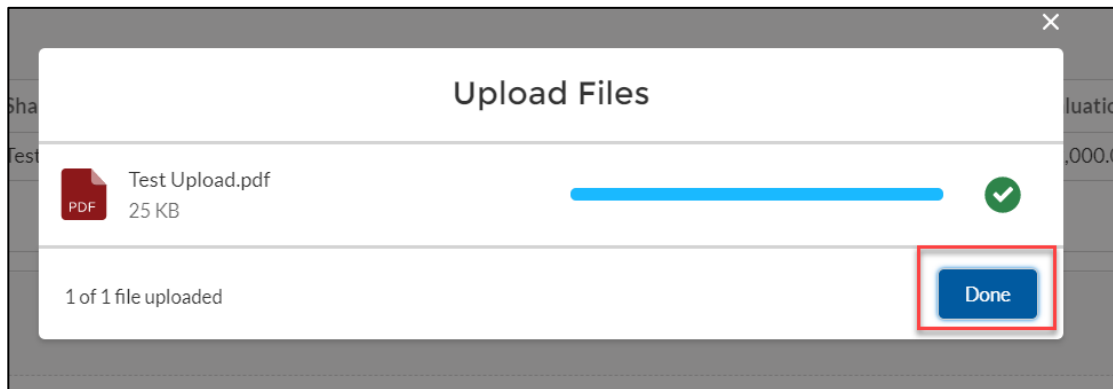


Figure 44. Attach File Page

7. The attached file should be displayed under the Notes & Attachments related list.
8. Once you are satisfied with the responses you have provided, click the Submit for Approval button on the Shareholder Report Detail page to submit your report to the CDFI Fund.
9. Complete the Comments section and click **Submit**.

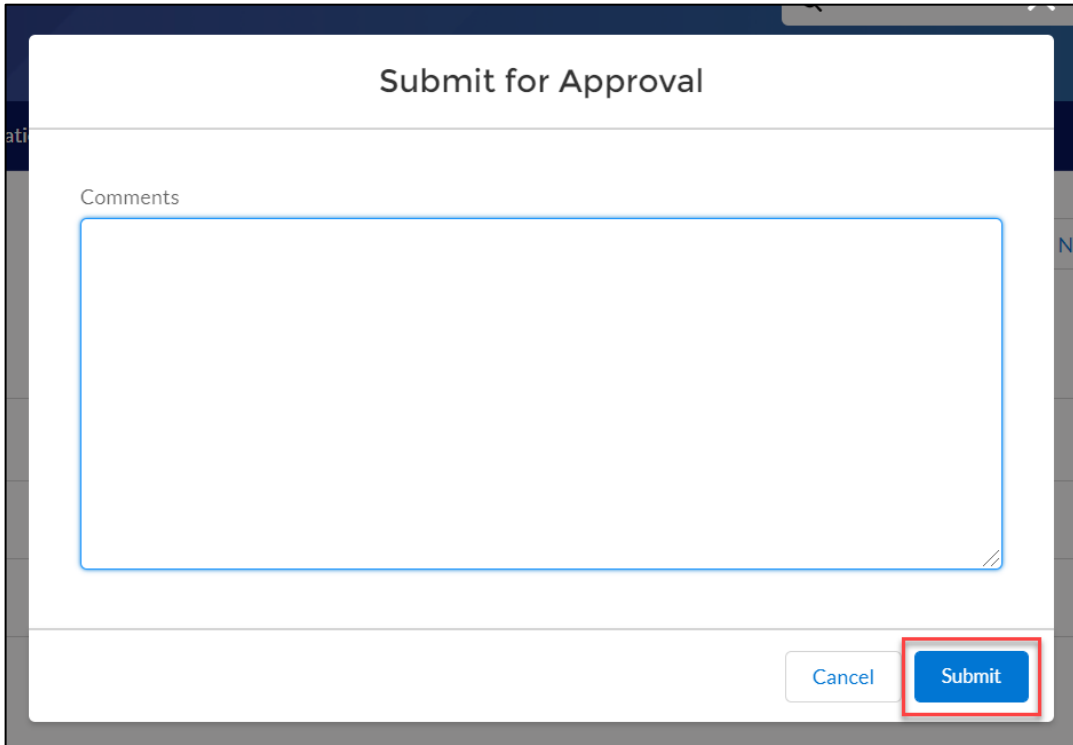


Figure 45. Submit for Approval

10. You will receive a confirmation pop-up.

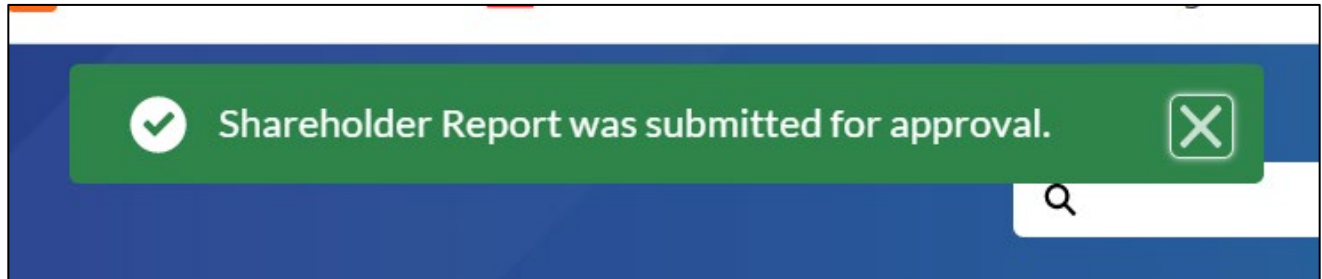


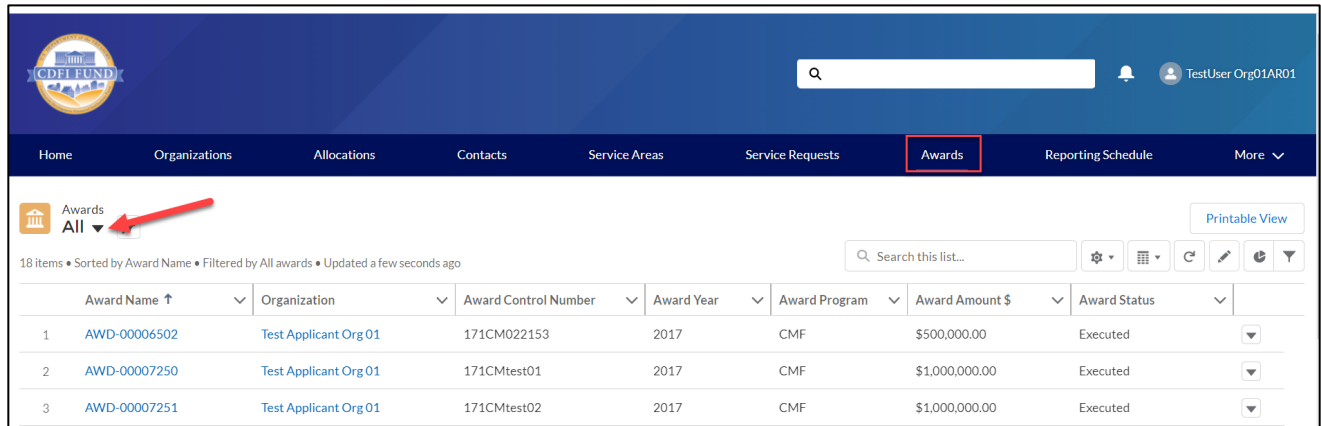
Figure 46. Shareholder Report Submittal Confirmation

6. COMPLETING THE PERFORMANCE PROGRESS REPORT (PPR)

The Performance Goals and Measures (PG&M) Report has been replaced by the Performance Progress Report in AMIS. The PPR Report allows the Recipient to report whether it has met the benchmarks specified in the CDFI Program Assistance Agreement.

6.1 Creating a new PPR

To create a new PPR, click on the **Awards** tab on the main page, select **All** from the drop down.

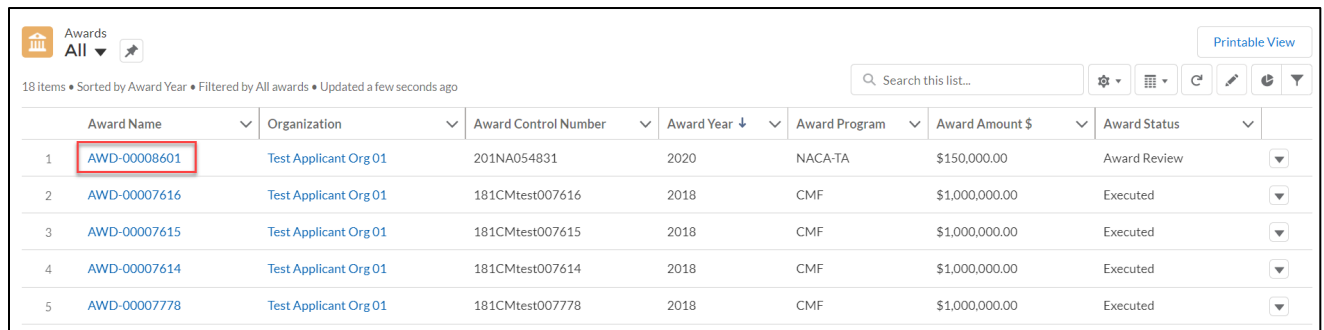


The screenshot shows the AMIS Awards Tab interface. At the top, there is a navigation bar with tabs for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards (highlighted with a red box), Reporting Schedule, and More. Below the navigation bar, there is a search bar and a user profile icon labeled 'TestUser Org01AR01'. The main content area shows a list of awards. The 'Awards' dropdown menu is open, and 'All' is selected, indicated by a red arrow. The table below shows 18 items, sorted by Award Name. The table has columns for Award Name, Organization, Award Control Number, Award Year, Award Program, Award Amount \$, and Award Status. The first three rows are visible:

	Award Name ↑	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1	AWD-00006502	Test Applicant Org 01	171CM022153	2017	CMF	\$500,000.00	Executed
2	AWD-00007250	Test Applicant Org 01	171CMtest01	2017	CMF	\$1,000,000.00	Executed
3	AWD-00007251	Test Applicant Org 01	171CMtest02	2017	CMF	\$1,000,000.00	Executed

Figure 47. Home Page - Awards Tab

Locate the Award for which you would like to complete the PPR, and click on the **Award Name** link.



The screenshot shows the AMIS Awards Tab interface, similar to Figure 47. The 'Awards' dropdown menu is open, and 'All' is selected. The table below shows 18 items, sorted by Award Year. The table has columns for Award Name, Organization, Award Control Number, Award Year, Award Program, Award Amount \$, and Award Status. The first five rows are visible:

	Award Name	Organization	Award Control Number	Award Year ↓	Award Program	Award Amount \$	Award Status
1	AWD-00008601	Test Applicant Org 01	201NA054831	2020	NACA-TA	\$150,000.00	Award Review
2	AWD-00007616	Test Applicant Org 01	181CMtest007616	2018	CMF	\$1,000,000.00	Executed
3	AWD-00007615	Test Applicant Org 01	181CMtest007615	2018	CMF	\$1,000,000.00	Executed
4	AWD-00007614	Test Applicant Org 01	181CMtest007614	2018	CMF	\$1,000,000.00	Executed
5	AWD-00007778	Test Applicant Org 01	181CMtest007778	2018	CMF	\$1,000,000.00	Executed

Figure 48. Award Name Link

You will be sent to the **Award Detail** page. Click on the **Related** tab.

The screenshot shows the 'Award Detail' page for award AWD-00007265. The page has a dark blue header with the CDFI Fund logo and a search bar. Below the header is a navigation menu with items: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. The main content area shows the award details for AWD-00007265. There are two tabs: 'Detail' and 'Related', with 'Related' highlighted by a red box. The details are as follows:

Award Name	AWD-00007265	Organization	Test Applicant Org 01
Award Program:	BEA	Program Contact / Portfolio Manager	
Award Year	2018		
Award Control Number	181BE023479		
Award Amount \$			

Figure 49. Award Detail Page

Navigate to the **Performance Progress Report** section and select **New**.

The screenshot shows the 'Performance Progress Reports' section. The header displays 'Performance Progress Reports (0)' with a red box around the text. On the right side of the header, there is a button labeled 'New Performance Report', which is also highlighted with a red box.

Figure 50. Performance Progress Report - New

6.2 Performance Progress Report Layout

The header on the Performance Progress Report displays important Award and report details. The Organization, Award, Performance Report, Authorized Rep fields are all hyperlinks. The Date Submitted will be populated once the report has been submitted.

Performance Progress Report		
Organization: Test Credit Union	Award: AWD-00009906	Performance Report: PPR-00001465
Authorized Rep: Jamie Dixon	Award Control Number: 161FA099999	Performance Period Year: 1
Report Fiscal Year: 2018	Award Year: 2016	Status: Submitted
Period of Performance End Date: 8/31/2018	Award Amount: \$2,000,000.00	Date Submitted: 3/29/2019 10:41 AM

Figure 51. Performance Progress Report

The menu on the right-hand side of the page lists the applicable Goals, Attestation, and Legend for the Goals listed above. The Attestation must be selected before the report can be submitted. The Legend shows the different images that will show next to the Goal once it's filled out.

Choose a Goal to Update

1-1: PCA Net Worth

2-1: Target Market Percentage

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

1. The person entering the data and making these certifications is an Authorized Representative.
2. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
3. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

Legend

	Not Completed
*	Additional Information Required
✔	Passed
✘	Failed

Figure 52. Performance Report Attestation

6.3 Performance Progress Report Navigation

Click on the Goal. This will bring up the details of the Goal in the middle of the page. It will also have any fields that need to be filled out for the particular Goal. If entering data for any RRP related goals, make sure that the data is not being double-counted, i.e. closed financial products are not being entered for both RRP and being entered under any other CDFI Fund Program.

Performance Progress Report

Organization: Test Applicant Org 29 Authorized Rep: TestUser Org29AR01 Report Fiscal Year: 2021 Period of Performance End Date: 5/30/2022	Award: AWD-00006171 Award Control Number: 21RRP056212 Award Year: 2021 Award Amount: \$1,000,000.00	Performance Report: PPR-00003648 Performance Period Year: 1 Status: New Date Submitted:
--	--	--

Choose a Goal to Update

- 1-1: Financial Products
- 2-1: First Payment Expended

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

Save Changes

1-1: Financial Products

Program Goal: [PGM-032129](#)

Rule Description: Financial Products

Total Benchmark	\$1,000,000
Period Benchmark	\$500,000

Total dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during period of performance

Cumulative dollar amount of financial products closed (exclusive of Base-FA, PPC-FA, HFFI-FA, or DF-FA ; Financial Products reported under any Performance Goal for a CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible market(s) or recipient's approved target market(s) during periods of performance

Figure 53. Performance Progress Report

Enter the details for the input fields and hit Save Changes button. If the Goal passed then the Goal on the left-hand side will have a green checkmark showing it passed. Also, it will show that it passed under the "Explanation of Non-Compliance" section.

Performance Progress Report

Organization: Test Credit Union Authorized Rep: Jamie Dixon Report Fiscal Year: 2018 Period of Performance End Date: 8/31/2018	Award: AWD-00005900 Award Control Number: 161FA098999 Award Year: 2016 Award Amount: \$2,000,000.00	Performance Report: PPR-00001460 Performance Period Year: 1 Status: Submitted Date Submitted: 3/29/2019 10:41 AM
---	--	---

Choose a Goal to Update

- ✔ 1-1: PCA Net Worth
- ✖ 2-1: Target Market Percentage

Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

- The person entering the data and making these certifications is an Authorized Representative.
- Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
- The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation must be signed to submit report.

Save Changes

1-1: PCA Net Worth

Program Goal: [PGM-009514](#)

Rule Description: PCA Net Worth Ratio is greater than or equal to 6%

PCA Net Worth Ratio	50.00%
Benchmark	6
Benchmark Percentage	0.060000
Total Assets	<input style="width: 100px;" type="text" value="99,000.00"/>
Total Net Worth	<input style="width: 100px;" type="text" value="39,000.00"/>

Explanation of Non-Compliance

Target Field API Name	PCA_Net_Worth_Ratio__c
Field Type	Percentage
Operator	Greater Than or Equal
Goal Compliance Status	PASS 🟢

Figure 54. Goal Compliance Status

If the Goal failed and needs additional information, then the Goal on the left will have a red star to indicate it needs additional information. It will also show that it failed under the “Explanation of Non-Compliance” section. You must complete the “Explanation of Non-compliance” questions prior to submitting the report.

Figure 55. Explanation of Noncompliance

Once the “Explanation of Non-compliance” questions have been filled out then the Goal on the left-hand side will have a red checkmark indicating the performance goal failed to meet the required benchmark.

Once all the Goals have been completed, check the Attestation and the Save Changes button. Once all of these steps have been completed, click on the Submit Report button.

Figure 56. Submit Report

If there are Goals that require additional information and you try to select the Submit Report button, you will receive a warning message requiring you to update the necessary fields before you can submit the report.

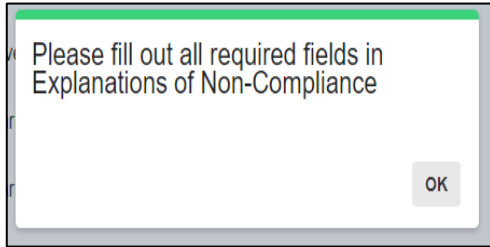


Figure 57. Error Message- Noncompliance Explanations Required

Fill out all the “Explanation of Non Compliance” questions and save the Goal again. When the Goal shows the red checkmark then all required information has been provided and the Goal page is “Marked Complete”, and a message will appear at the top of the display window.

A screenshot of a web application interface. At the top, a dark blue header contains the text "Choose a Goal to Update". Below this, there are two goal entries. The first is "1-1: PCA Net Worth" with a green checkmark icon. The second is "2-1: Target Market Percentage" with a red checkmark icon inside a red circle. Below the goal list is a section titled "Attestation" with a dark blue header. It contains a checked checkbox and a paragraph of text certifying on behalf of the organization. Below the text are the fields "Signature: Jamie Dixon" and "Date: 3/28/2019 3:21 PM". At the bottom of the screen, there is a red instruction: "Please click the 'Submit Report' button below when you are finished with all edits." and a grey "Submit Report" button.

Figure 58. Submit Report

When you are ready to submit the report, select the Submit Report button. Before the system will allow you to submit the report, it will ask you to confirm. Please make sure to review the report before submitting because once it has been submitted, the report will be locked for editing and your responses may not be altered.

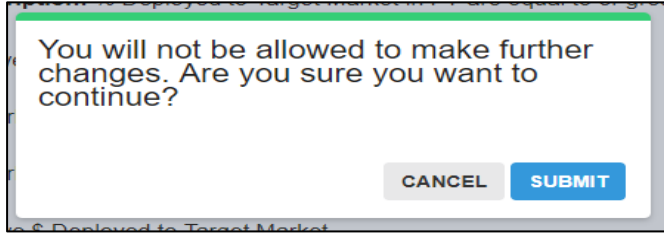


Figure 59. Submission Confirmation

After submitting the report, the “Status” field will update to “Submitted” and the “Date Submitted” date will be updated with the current date/time.



Figure 60. Report Status

For HFFI-FA Awardees, you will now report amounts on the PPR page, for both 3-1a and 3-1b amounts. Note that Recipients are still required to enter individual transactional HFFI data in the CDFI TLR.



Figure 61. HFFI-FA Goals

For ERP Awardees, if you do not have a performance benchmark required as stated in your Assistance Agreement for any given year, for example, year 1, but you do have a reporting requirement, i.e., 2A-1, enter amount(s) expended for the corresponding period of performance. You may enter any amount, including zero (\$0), as applicable, with the exception of any amount greater than the award amount. Note that Recipients are still required to enter individual transactional ERP data in the CDFI TLR.

Save Changes

2A-1: Award Expended Program Activities

Program Goal: ██████████

Rule Description: Total award expenditure limit on Program Activities

Period Benchmark \$	\$2,175,000
Total Benchmark \$	\$2,175,000
Total dollar amount of CDFI ERP award expended (exclusive of Base-FA, PPC-FA, DF-FA, HFFI-FA, RRP; activities, including Financial Products reported under any Performance Goal for any other CDFI Program or NACA Program award may not be reported for this Performance Goal and any Financial Products reported under any Performance Goal hereunder may not be reported for a CDFI Program or NACA Program award) in eligible markets or eligible geographies during period of performance	<input style="width: 100%;" type="text"/>
Cumulative dollar amount of CDFI ERP award expended (exclusive of Base-FA, PPC-FA, DF-FA, HFFI-FA, RRP) in eligible geographies or eligible markets during periods of performance	<input style="width: 100%;" type="text"/>

Figure 62. 2A-1 Goal

Save Changes

3-1a: HFFI Award Amount Expended

Program Goal: ██████████

Rule Description: 3-1(A) At the end of each year of the Period of Performance, the Recipient must have closed Financial Products for HFFI Activities in its approved Target Market

Percentage of HFFI Award Amount closed as Financial Products (exclusive of Base-FA, PPC-FA, DF-FA, RRP) in Recipient's approved Target Market(s) during periods of performance	65.00%
Award Amount HFFI	\$1,000,000.00
Award Amount HFFI Benchmark	\$660,000.00
Benchmark Percentage	66.00%
Cumulative dollar amount of Financial Products closed (exclusive of Base-FA, PPC-FA, DF-FA, RRP) in Recipient's approved Target Market(s) during periods of performance	<input style="width: 100%;" type="text"/>
Total dollar amount of Financial Products closed (exclusive of Base-FA, PPC-FA, DF-FA, RRP) in Recipient's approved Target Market(s) during current period of performance	<input style="width: 100%;" type="text"/>

Figure 63. 3-1a Goal

[Save Changes](#)

3-1b: HFFI Award Amount Expended in Food Deserts

Program Goal: ██████████

Rule Description: 3-1(B) At the end of each year of the Period of Performance, the Recipient must demonstrate that it has closed Financial Products to Healthy Food Retail Outlets located in Food Deserts in the Recipient's approved Target Market

Percentage of HFFI Award Amount closed as Financial Products (exclusive of Base-FA, PPC-FA, DF-FA, RRP) in Food Deserts in Recipient's approved Target Market(s) during periods of performance	0.00%
Award Amount HFFI	\$1,000,000.00
Benchmark Percentage	50.00%
Award Amount HFFI Benchmark	\$500,000.00
Cumulative dollar amount of Financial Products closed (exclusive of Base-FA, PPC-FA, DF-FA, RRP) in Food Deserts in Recipient's approved Target Market(s) during periods of performance	<input style="width: 100%;" type="text"/>
Total dollar amount of Financial Products closed (exclusive of Base-FA, PPC-FA, DF-FA, RRP) in Food Deserts in Recipient's approved Target Market(s) during current period of performance	<input style="width: 100%;" type="text"/>

Figure 63. 3-1b Goal

7. COMPLETING THE SF-425 REPORT (Based on CDFI Fund FYE ONLY)

Go to: [SF-425 FedFY](#)

8. USES OF AWARD REPORT

This compliance report is only to be completed by FY 2015 Award and newer Award Recipients. This replaces the Uses of TA and Uses of FA compliance reports that were previously required for FY 2014 Awards and older. To submit the Uses of Award Report:

1. Log in to AMIS and navigate to the **Awardstab**.
2. Select the **All Awards** list view.

Award Name ↑	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1 AWD-00005342	AMIS Test Regulated	a4rfgr	2015		\$1,000,000.00	
2 AWD-00005343	AMIS Test Regulated	141TA9999999	2017	CDFI-TA	\$100,000.00	Announced
3 AWD-00005344	AMIS Test Regulated	141FA9999999	2014	CDFI-FA	\$250,000.00	
4 AWD-00005345	AMIS Test Regulated		2016	CDFI-FA	\$1.00	
5 AWD-00005374	AMIS Test Regulated	161CM020101	2016	CMF	\$1,000,000.00	Announced
6 AWD-00005621	AMIS Test Regulated	161BE020998	2016	BEA	\$100,000.00	Executed

Figure 64. Awards List

3. Click the **Award Name** link for the Award.

	Award Name ↑	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1	AWD-00005342	AMIS Test Regulated	a4rfgtr	2015		\$1,000,000.00	
2	AWD-00005343	AMIS Test Regulated	141TA9999999	2017	CDFI-TA	\$100,000.00	Announced
3	AWD-00005344	AMIS Test Regulated	141FA9999999	2014	CDFI-FA	\$250,000.00	
4	AWD-00005345	AMIS Test Regulated		2016	CDFI-FA	\$1.00	
5	AWD-00005374	AMIS Test Regulated	161CM020101	2016	CMF	\$1,000,000.00	Announced
6	AWD-00005621	AMIS Test Regulated	161BE020998	2016	BEA	\$100,000.00	Executed
7	AWD-00005622	AMIS Test Regulated	171FA920129	2017	CDFI-FA	\$2,000,000.00	Announced

Figure 65. Award Link

4. You will be sent to the **Award Detail** page. Click the **Related** tab.

Award
AWD-00005622

[Edit](#) [Submit for Approval](#)

Detail **Related**

Award Program: CDFI-FA	Award Name AWD-00005622
Award Year 2017	Organization AMIS Test Regulated
Award Control Number 171FA920129	Funding Application
Award Amount \$ \$2,000,000.00	CDFI Certification Status CDFI Certified
Persistent Poverty Award Amount	

Figure 66. Award Detail - Related Tab

5. Navigate to the **Uses of Award** section and click **New**.

Uses of Award (0) [New](#)

Figure 67. Uses of Award - New

6. You will be sent to the **Use of Award Edit** page. Certain information will be auto populated. Start by selecting the **Fiscal Year** from the dropdown menu. Please remember that the FY you are selecting should be for the Period of Performance you are reporting on. For example, if the Period of Performance you are reporting on ended on 12/31/2022, you would select 2022 from the dropdown menu.

7. If there were no funds expended during the Period of Performance for which you are reporting on, select the **No Activities During Performance Period** box.

8. The four questions below regarding interest earned are only applicable to FA Award Recipients. If you received a TA Award, please do not answer these questions.
- a. "\$ earned > 500 in interest bearing acct"
 - b. "If yes, how much"
 - c. "If yes, have you remitted to HHS"
 - d. "Eligible Market Attestation"

The screenshot shows a web form titled "New Use of Award". It contains several input fields and a "Performance Period End" label. The first field is a dropdown menu labeled "\$ earned > 500 in interest-bearing acct" with an information icon and the value "--None--". The second field is a text input labeled "If yes, how much" with an information icon. The third field is a dropdown menu labeled "If yes, have you remitted to HHS" with an information icon and the value "--None--". The fourth field is a checkbox labeled "Eligible Market Attestation" with an information icon. At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". The "Save" button is highlighted with a red rectangular box.

Figure 68. New Use of Award - Save

9. Once you are done answering all the questions, click the **Save** button.

You will be sent to the **Use of Award Detail** page with a message stating the "Use of Award has been saved". If you selected the **No Activities During Performance Period** box in step 7 above, select the **Submit Report** button to complete the reporting requirement.

The screenshot shows the CDFI Fund portal interface. At the top, there is a search bar and a user profile for 'CDFI Test'. Below the navigation bar, the page title is 'Use of Award UOA-02962'. A dropdown menu is open, showing options: 'Clone', 'Edit', 'Submit for Approval', 'Printable View', and 'Submit Report'. The 'Submit Report' option is highlighted with a red box. The main content area displays award details in a table format:

Award	Report Status
AWD-00005344	New
Use of Award Name	Date Submitted
UOA-02962	
Award Control Number	Recipient Name
141FA9999999	AMIS Test Regulated
Fiscal Year	
2017	

Figure 69. Submit Report

10. If you need to report on how Award funds were expended, select the **Add Categories** button.

The screenshot shows the CDFI Fund portal interface. The 'Add Categories' button in the top right corner is highlighted with a red box. The main content area displays award details in a table format:

Award	Report Status
AWD-00005344	New
Use of Award Name	Date Submitted
UOA-02962	
Award Control Number	Recipient Name
141FA9999999	AMIS Test Regulated
Fiscal Year	
2017	
Report Due Date	Ttl \$ Activities Reported This Period

Figure 70. Add Categories

11. Complete the required fields on the page:
a. Select **Fund Type**.

The screenshot shows a web application window titled "New Category of Activity: SDL". The window has a dark blue header with navigation tabs: "Allocations", "Contacts", "Service Areas", "Service Requests", "Awards", "Reporting Schedule", and "CM". The main content area is white and contains the following fields:

- Information**
 - * Use of Award**: A text input field containing "UOA-05070" with a camera icon on the left and an "X" on the right.
 - Record Type**: A text input field containing "SDL".
- Category of Activity Name**
 - * Fund Type**: A dropdown menu with "SDL TA" selected. The dropdown list is open, showing options: "--None--", "✓ SDL TA", and "SDL LLR".
 - Description of Activity**: A text input field.
 - * Total Dollar Amount**: A text input field.

At the bottom right of the form, there are three buttons: "Cancel", "Save & New", and "Save".

Figure 71. Category of Activity- Fund Type Dropdown

- b. Select **Category of Activity**. Please note, the categories have been pre-populated based on the type of Award for which you are reporting. If you are reporting on a FA Award, only approved FA categories will appear. If you are reporting on a TA Award, only approved TA categories will appear. If you are reporting on an ERP Award, only approved ERP categories will appear and so on.

Please note, Supplies and Equipment categories cannot exceed \$10K each, if you enter an amount above this amount in a single transaction or on a cumulative basis and attempt to submit the report, you will receive an error message.

For ERP Awardees, if the amounts you report under Program Activities-Financial Services and Development Services and/or Operational Support Activities exceed the maximum amount(s) allowed, you will receive an error message instructing you to re-enter the amount(s).

The screenshot shows a web form titled "Edit COA" with a red error banner at the top stating "Review the errors on this page." Below the banner, a red message reads: "Financial Services and Development Services combined cannot exceed 25% of ERP award amount." The form fields are as follows:

- Use of Award: UOA [redacted]
- Record Type: ERP
- Category of Activity Name: COA [redacted]
- * Fund Type: ERP - Program Activities (dropdown menu)
- * Category of Activity: Development Services (dropdown menu)
- * Description of Activity: workshops (text input)
- * Total Dollar Amount: \$250,000.00 (text input)
- Created By: [redacted]
- Last Modified By: [redacted]

At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save".

Figure 72. Error: ERP Program/Operational Activities Exceeded Limits

- c. Enter the **Description of Activity**.
- d. Enter the **Total Dollar Amount**.
- e. Select the **Save** button when complete or select the **Save & New** button to add additional Category Activities.

Figure 73. Save Category of Activity

You will be sent to the **Category of Activity Detail** page with a message saying “Category of Activity has been saved.” Click the **Use of Award** link to navigate back to the **Use of Award Detail** page.

Figure 74. Category of Activity – Detail Page

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More

Use of Award
UOA-02962

Add Categories New Contact New Service Request

Detail Related

Award	Report Status
AWD-0005344	New
Use of Award Name	Date Submitted
UOA-02962	
Award Control Number	Recipient Name
141FA9999999	AMIS Test Regulated
Fiscal Year	Ttl \$ Activities Reported This Period
2017	\$5,000.00
Report Due Date	

Figure 75. Use of Award Detail Page

To Submit the Use of Award Report:

1. From the **Use of Award Detail** page, select the **Submit Report** button.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More

Use of Award
UOA-02962

Add Categories New Contact New Service Request

Detail Related

Award	Report Status
AWD-0005344	New
Use of Award Name	Date Submitted
UOA-02962	
Award Control Number	Recipient Name
141FA9999999	AMIS Test Regulated
Fiscal Year	Ttl \$ Activities Reported This Period
2017	\$5,000.00
Report Due Date	

Clone
Edit
Submit for Approval
Printable View
Submit Report

Figure 76. Submit Report

NOTE: SDLP Combo award recipients must attach documentation showing the separated general ledger account and any activity made in the separated general ledger account to cover losses for the Recipient's Small Dollar Loans, in order to submit the report. If this information is not provided – an error message will occur.

error
As stated in your Assistance Agreement, you must provide proof of a separate general ledger account and activity from that account showing covered losses for small dollar loans via an attachment to this report. Upload the attachment prior to submission.

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

Use of Award
UOA-05073

Edit Add Categories Submit Report

Detail Related

Award AWD-00010751	Report Status New
Use of Award Name UOA-05073	Date Submitted
Award Control Number 21SDL058096	Recipient Name Test Applicant Org 18
Fiscal Year 2018	Performance Period Start Date 1/1/1998
Report Due Date	Performance Period End 1/1/1999
No Activities During Performance Period <input type="checkbox"/>	Ttl \$ Activities Reported This Period \$600.00
\$ earned > 500 in interest-bearing acct Yes	Total Award Amount \$1,100,000.00
If yes, how much \$700,000.00	Cumulative Sum of Use of Award \$1,001,200.00
If yes, have you remitted to HHS Yes	
Eligible Market Attestation <input type="checkbox"/>	

Figure 77 Submit Report - Error