



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

User Guide for Applications to the CDFI Bond Guarantee Program

(For External Users)

December 2024

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1. Overview

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

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

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

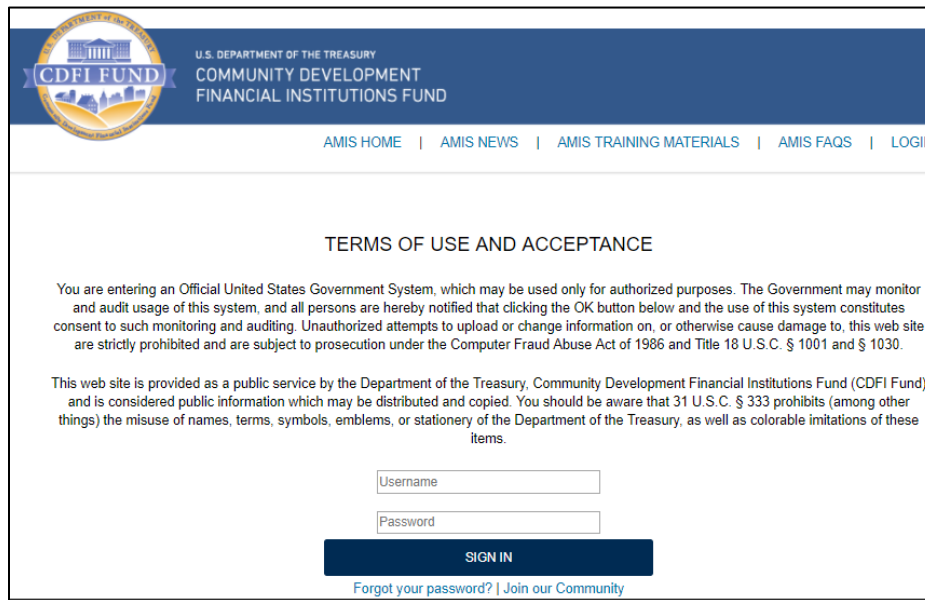
2. Getting Started

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

3. External User/External Admin User Navigation

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

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

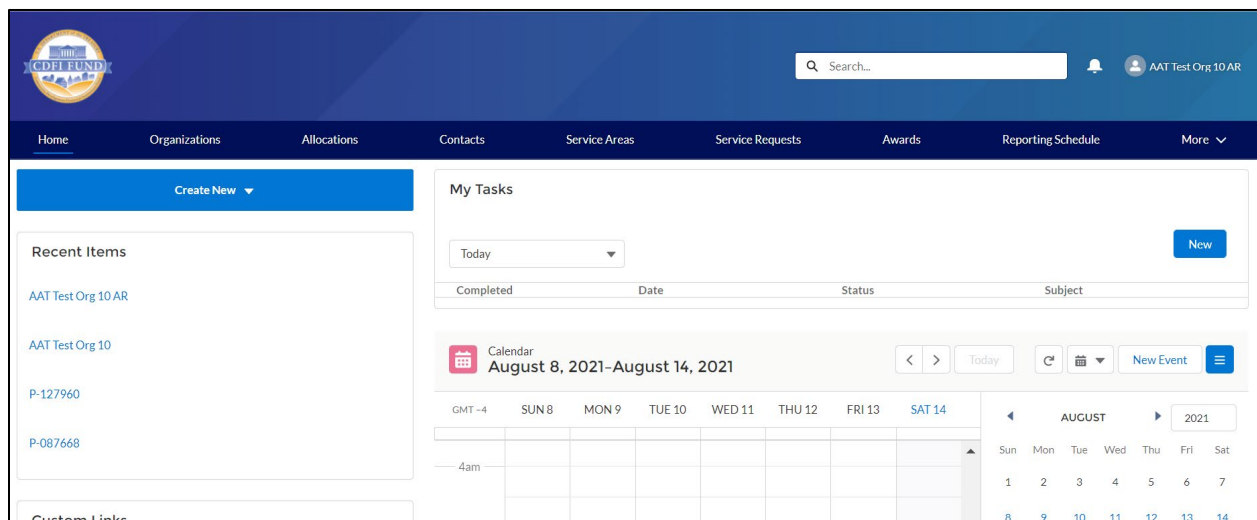


The screenshot shows the login page for the AMIS portal. At the top, there is a blue header with the CDFI FUND logo on the left and the text "U.S. DEPARTMENT OF THE TREASURY COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND" on the right. Below the header is a navigation bar with links for "AMIS HOME", "AMIS NEWS", "AMIS TRAINING MATERIALS", "AMIS FAQs", and "LOGIN". The main content area is titled "TERMS OF USE AND ACCEPTANCE" and contains two paragraphs of text regarding system usage and public information. Below the text are two input fields for "Username" and "Password", followed by a blue "SIGN IN" button. At the bottom, there are links for "Forgot your password?" and "Join our Community".

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

3.2. Portal Overview

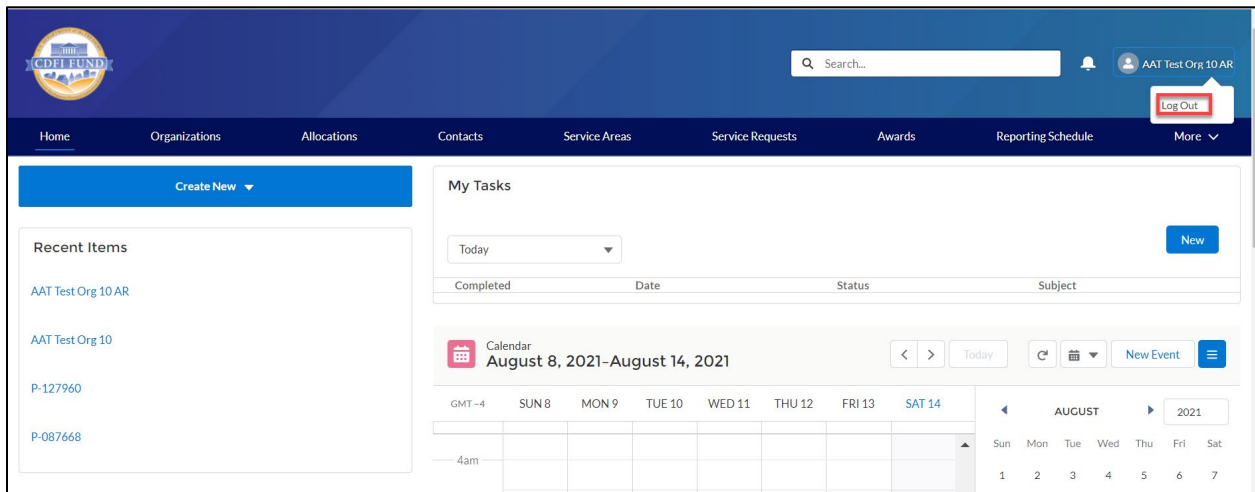
Once you log in the following screen will be presented.



The screenshot shows the AMIS portal dashboard. At the top, there is a blue header with the CDFI FUND logo on the left, a search bar in the center, and a user profile icon on the right labeled "AAT Test Org 10 AR". Below the header is a navigation bar with links for "Home", "Organizations", "Allocations", "Contacts", "Service Areas", "Service Requests", "Awards", "Reporting Schedule", and "More". The main content area is divided into several sections: "Create New" (with a dropdown arrow), "Recent Items" (listing "AAT Test Org 10 AR", "AAT Test Org 10", "P-127960", and "P-087668"), "My Tasks" (with a "Today" dropdown and a "New" button), and a "Calendar" section for "August 8, 2021-August 14, 2021". The calendar shows a grid for the week of August 8-14, 2021, with columns for days of the week and rows for times of the day (4am to 7pm).

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

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



4. Qualified Issuer (QI) Application

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

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

4.1. How to create a new QI Application

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

The screenshot shows the CDFI Fund portal interface. The top navigation bar includes 'Home', 'Organizations', 'Allocations', 'Contacts', 'Service Areas', 'Service Requests', 'Awards', 'Reporting Schedule', 'CMF Performance Report', and 'More'. The 'Organizations' menu is highlighted. Below the navigation, the 'Organizations' section is titled 'Recently Viewed'. A dropdown menu is open, showing options: 'All Organizations', 'Bond Program Organizations', 'New This Week', 'Recently Viewed (Pinned list)', 'Recently Viewed Organizations', and 'Test organizations'. The 'All Organizations' option is selected and highlighted with a red box.

2. Select your **Organization Name**.

The screenshot shows the 'All Organizations' list view. The page title is 'All Organizations'. Below the title, there are search and filter options. A table lists organizations with columns: Organization Name, EIN/TIN, Mail, Financial I., Phone, Type, DUNS, Organization Type, CDFI Cert., Non..., and CDE Cer... The first row is 'AAT Test Org 10' with EIN/TIN 00-0000072, CO, Loan Fund, (555) 280-6565, and DUNS 001234567. The 'AAT Test Org 10' cell is highlighted with a red box.

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

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

The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The page title is 'Organization AAT Test Org 10'. Below the title, there are 'Edit', 'Refresh SAM', and 'Printable View' buttons. The organization details are displayed in a grid format:

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

At the bottom, there are two tabs: 'Details' and 'Related'. The 'Related' tab is highlighted with a red box.

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

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

[View All](#)

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

The screenshot shows the CDFI FUND website interface. The top navigation bar includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area displays the Program Profile for P-087668, with tabs for Detail and Related. The Related tab is selected and highlighted with a red box. Below the tabs, the Organization Data section is visible, showing details for AAT Test Org 10, including EIN/TIN (00-0000072), DUNS (001234567), and UEI.

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

The screenshot shows the CDFI FUND website interface, similar to the previous one. The main content area displays the Program Profile for P-087668. Below the tabs, the QI Applications section is visible, showing a 'New' button highlighted with a red box. Other sections include Associated CDFIs (0) and Guarantee Applications (0), each with a 'New' button.

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

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

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

New QI Application: Application

* = Required Information

Information

Application Status
In Progress

* Program Profile
P-087066

Notice Template
-

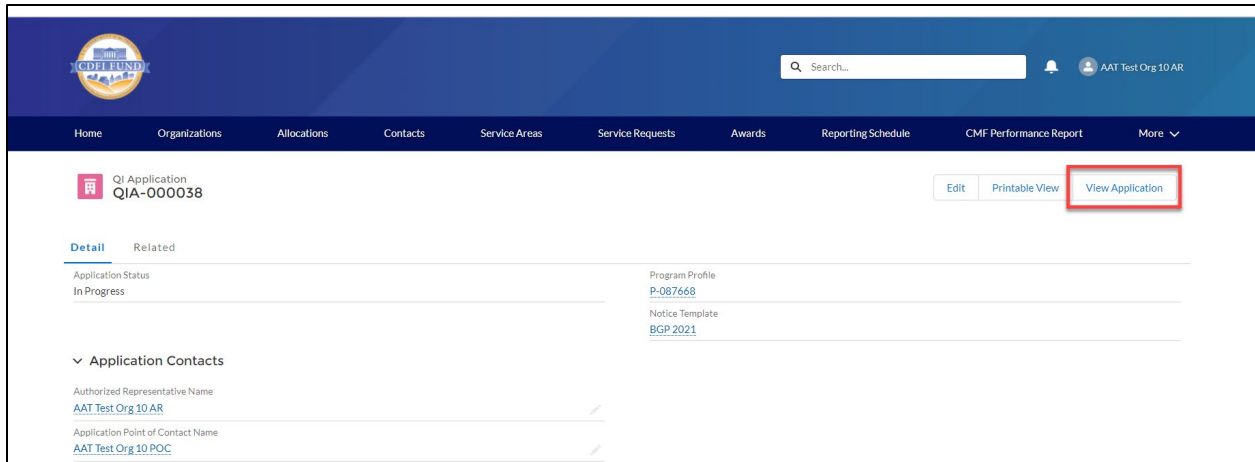
Application Contacts

Authorized Representative Name
John Smith

Application Point of Contact Name
Sara Sample

4.2. How to provide Application Documents

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



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

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

The screenshot shows a web application interface for a 'QI Application'. At the top, there is a navigation bar with links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. A search bar and a user profile icon (AAT Test Org 10 AR) are also present. The main content area is titled 'QI Application' and displays the following information:

- APPLICANT: AAT Test Org 10
- CONTROL NUMBER: [Link]
- APPLICATION NUMBER: QIA-000038
- FISCAL YEAR: 2021
- STATUS: In Progress

Below this information is a section titled 'Document Requirements' with a search bar and a list of required documents. The list is organized into a table with the following columns: Document Name, Upload, Files Provided, Date/Time Submitted, and Document Comments. The 'Upload' column for three rows is highlighted with a red box. Each row contains a 'DRAG & DROP' icon and an 'Upload Document Here' button. The 'Accepted File Types' for all three rows is 'pdf'.

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

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

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

4.3 How to submit your QI Application

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

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

QI Application

APPLICANT: AAT Test Org 10
CONTROL NUMBER

APPLICATION NUMBER: QIA-000038
FISCAL YEAR: 2021

STATUS: In Progress

QI APPLICATION REQUIREMENTS

Search Requirements...

Required Documents

- QI-1-Checklist
- QI-2A-SF-424 signed by Qualified Issuer Applicant
- QI-2B-SF-424 signed by proposed Program

By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).

Please check the box to agree and submit the application.

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

2. Click the 'Submit' button.

QI Application

APPLICANT: AAT Test Org 10
CONTROL NUMBER

APPLICATION NUMBER: QIA-000038
FISCAL YEAR: 2021

STATUS: In Progress

QI APPLICATION REQUIREMENTS

Search Requirements...

Required Documents

- QI-1-Checklist
- QI-2A-SF-424 signed by Qualified Issuer Applicant
- QI-2B-SF-424 signed by proposed Program

By selecting the checked box: I hereby consent to conducting this transaction by electronic means, and I hereby agree that I have executed an electronic process that constitutes, and provides the CDFI Fund with, my electronic signature, which shall be treated as an original signature and as having signed this Application, just the same as a pen-and-paper signature; I hereby acknowledge that all information contained in this Application and any attachments or supplements thereto will be subject to disclosure pursuant to the Freedom of Information Act (FOIA) 5 USC 552, et seq.; I hereby certify that all of the information that the Applicant has provided in this Application is true, correct, and complete to the best of my information, knowledge and belief; I hereby certify that the execution and submission of this Application has been duly authorized by the governing body of the Applicant; and hereby certify that I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, title 218, Section 1001).

Please check the box to agree and submit the application.

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

Agreement

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

CONTINUE APPLICATION SUBMIT

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

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

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

5. Guarantee Application, QI Portion

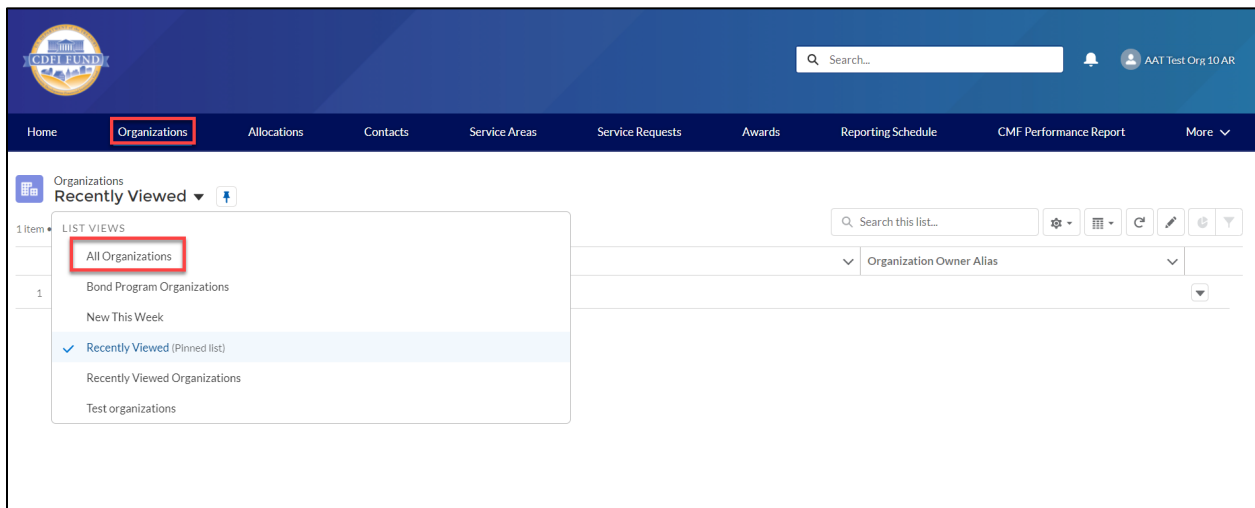
The BG Program Guarantee Application consists of two portions, the QI Portion and the Eligible CDFI (ECDFI) Portion. Both parts of the application may be worked on concurrently.

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

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

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

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



2. Select your **Organization Name**.

The screenshot shows the CDFI FUND portal interface. At the top, there is a search bar and a user profile for 'AAT Test Org 10 AR'. Below the navigation menu, the 'Organizations' section is active, displaying a list of 'All Organizations'. The list contains one item, 'AAT Test Org 10', which is highlighted with a red box. The table columns include Organization Name, EIN/TIN, Mail, Financial I., Phone, Type, DUNS, Organization Type, CDFI Cert., Non..., and CDE Cer.

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

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

The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The page displays various details such as Type, Phone, Website, Organization Owner, Industry, and Mailing Address. Below the main details, there are two tabs: 'Details' and 'Related'. The 'Related' tab is highlighted with a red box.

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

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

The screenshot shows the 'Active Program Profiles' section, which contains a table of program profiles. The 'BGP' profile name 'P-087668' is highlighted with a red box.

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

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

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail **Related**

Organization Data

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

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

Program Profile
P-087668

Submit for Approval Edit Add CDFIs

Detail **Related**

Associated CDFIs (0)

QI Applications (1) New

QI Application	Record Type	Application Status
QIA-000038	Application	Submitted

View All

Guarantee Applications (0) New

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

Contacts Service Areas Service Requests Awards Reporting Schedule

New Guarantee Application

Select a record type

QI Guarantee
For Applicants who are approved as a Qualified Issuer

ECDFI Guarantee
For CDFI Applicants who are not a Qualified Issuer

Cancel Next

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

New Guarantee Application: QI Guarantee

Information

Guarantee Application Number: _____ Record Type: QI Guarantee

Control Number: _____ Program Profile: P-087668

Application Status: Pending Notice: QI Application

* Amount \$: _____ QI Guarantee Application

Date Received: _____

Organization Information

Applicants Total Assets: _____

Minority Depository Institution: --None--

Community Bank: --None--

Application Contacts

* Authorized Representative Name: Search Contacts...

5.2. How to associate ECDFIs to your Program Profile

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

The screenshot shows the AMIS interface with the 'Organizations' tab selected. The navigation bar includes 'Home', 'Organizations', 'Allocations', 'Contacts', 'Service Areas', 'Service Requests', 'Awards', 'Reporting Schedule', 'CMF Performance Report', and 'More'. The 'Organizations' section is active, displaying a 'Recently Viewed' dropdown menu. The 'All Organizations' option is highlighted in red. Below the dropdown, there is a search bar and a dropdown for 'Organization Owner Alias'.

2. Select your **Organization Name**.

The screenshot shows the 'Organizations' page with a list of organizations. The first entry, 'AAT Test Org 10', is highlighted with a red box. The table below shows the details of this organization.

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

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

The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The 'Details' section has a 'Related' link highlighted with a red box. Below this, a table lists related information.

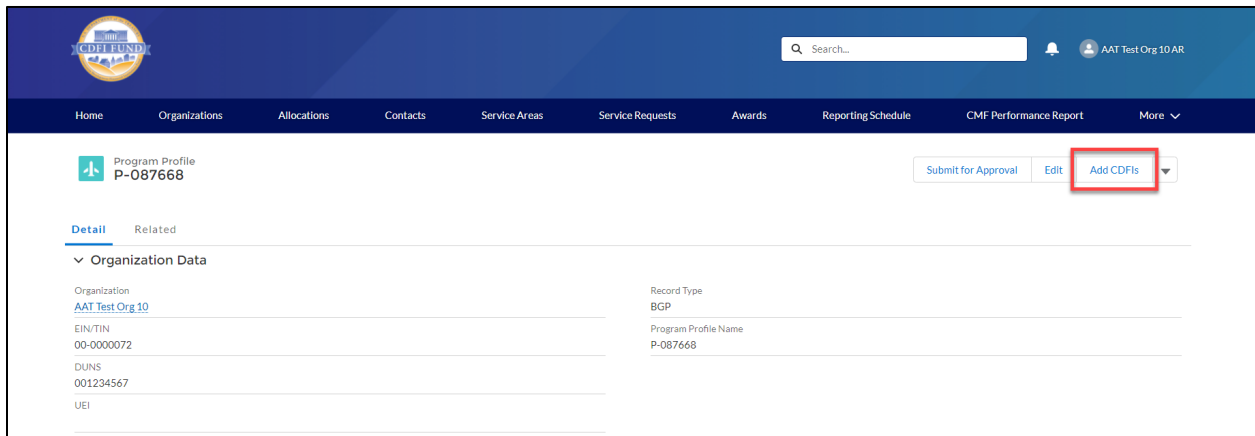
Organization Name	Phone
AAT Test Org 10	(555) 280-6565
Parent Relationship	Website
EIN/TIN	00-0000072

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

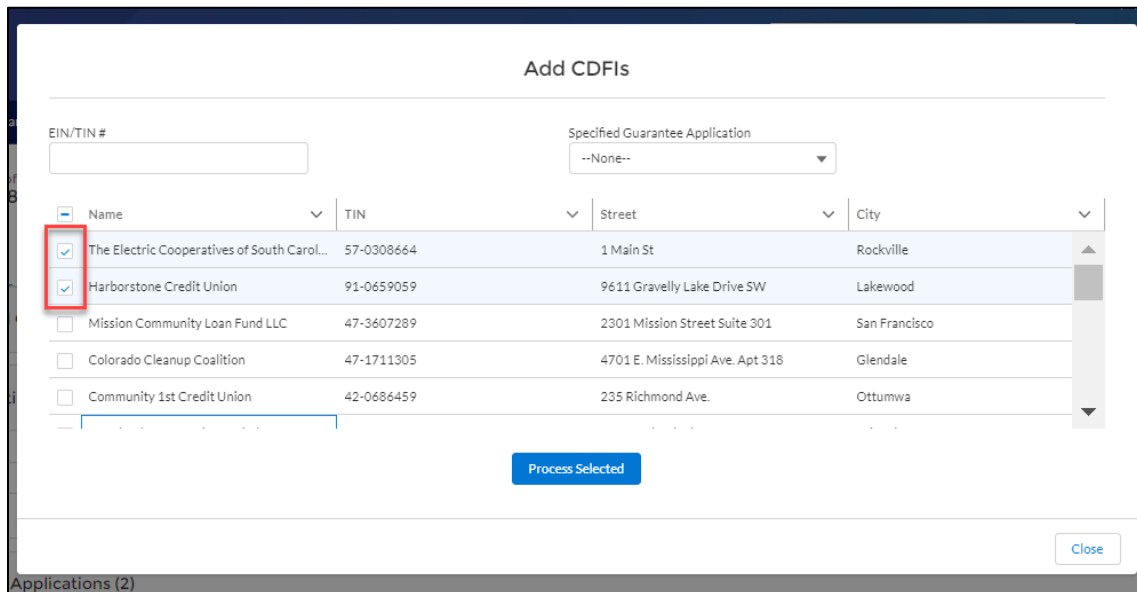
The screenshot shows the 'Active Program Profiles' section with a table of program profiles. The 'BGP' row is highlighted with a red box.

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

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



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



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

Add CDFIs

EIN/TIN #

Specified Guarantee Application
--None--

<input type="checkbox"/>	Name	TIN	Street	City
<input checked="" type="checkbox"/>	The Electric Cooperatives of South Carol...	57-0308664		Rockville
<input checked="" type="checkbox"/>	Harborstone Credit Union	91-0659059		Lakewood
<input type="checkbox"/>	Mission Community Loan Fund LLC	47-3607289	2301 Mission Street Suite 301	San Francisco
<input type="checkbox"/>	Colorado Cleanup Coalition	47-1711305	4701 E. Mississippi Ave. Apt 318	Glendale
<input type="checkbox"/>	Community 1st Credit Union	42-0686459	235 Richmond Ave.	Ottumwa

Process Selected

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

Add CDFIs

EIN/TIN #

Specified Guarantee Application
GA-000060

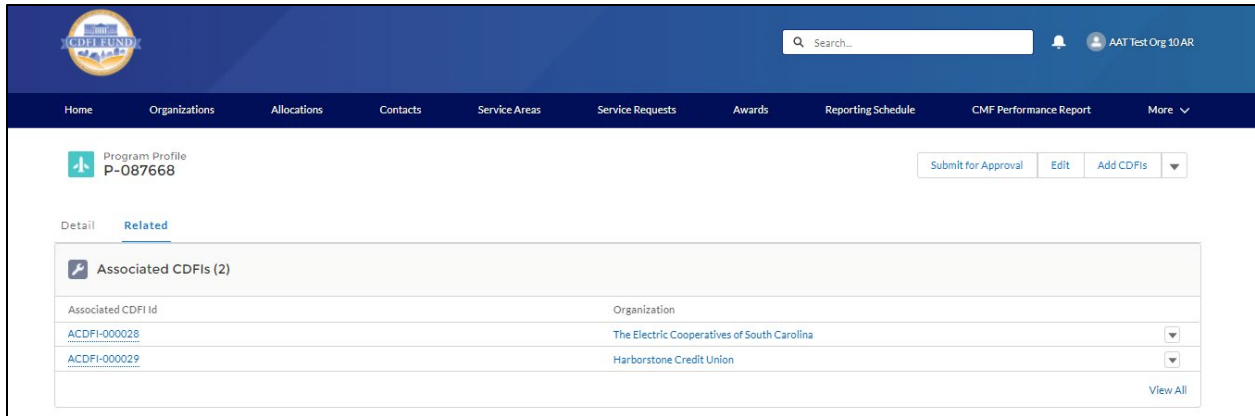
<input type="checkbox"/>	Name	TIN	Street	City
<input checked="" type="checkbox"/>	The Electric Cooperatives of South Carol...	57-0308664	1 Main St	Rockville
<input checked="" type="checkbox"/>	Harborstone Credit Union	91-0659059	9611 Gravelly Lake Drive SW	Lakewood
<input type="checkbox"/>	Mission Community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

Process Selected

[Close](#)

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

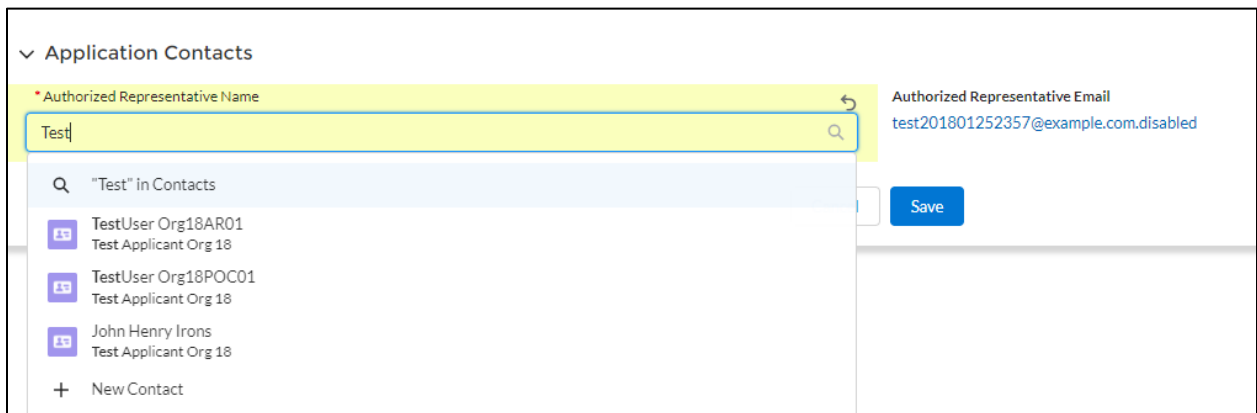
The initial application page for the QI Portion of the Guarantee Application with associated CDFIs should be saved prior to an ECDFI beginning the ECDFI Portion of the Application in the section that follows, so that the ECDFI Guarantee Application will be linked to the QI Portion once it has started.



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

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

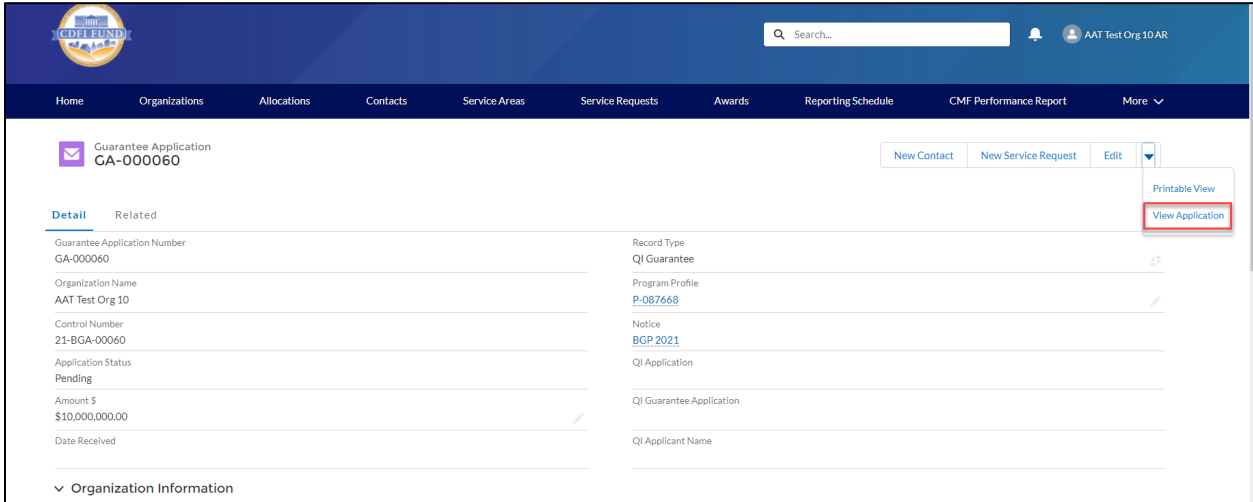
1. On the newly created QI Guarantee Application, you can review and edit the Application Contacts.
2. Scroll down to the Application Contacts section of the Guarantee Application Detail page.
3. Click on the edit icon to the right of the Authorized Representative Name. This opens a lookup search window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



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

5.4. How to provide Application Documents

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



The screenshot displays the CDFI Fund website interface. At the top, there is a search bar and a user profile for 'AAT Test Org 10 AR'. The navigation menu includes Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows a 'Guarantee Application' for 'GA-000060'. On the right side of the application details, there is a 'View Application' button highlighted with a red box. The application details include fields for Guarantee Application Number, Organization Name, Control Number, Application Status, Amount, and Date Received. The right pane shows related records such as 'QI Guarantee', 'Program Profile', 'Notice BGP 2021', and 'QI Applicant Name'.

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

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

<- Exit Application





Guarantee Application

APPLICANT: AAT Test Org 4
 CONTROL NUMBER: [\[Link\]](#)

APPLICATION NUMBER: GA-000139
 FISCAL YEAR: 2024

STATUS: Pending

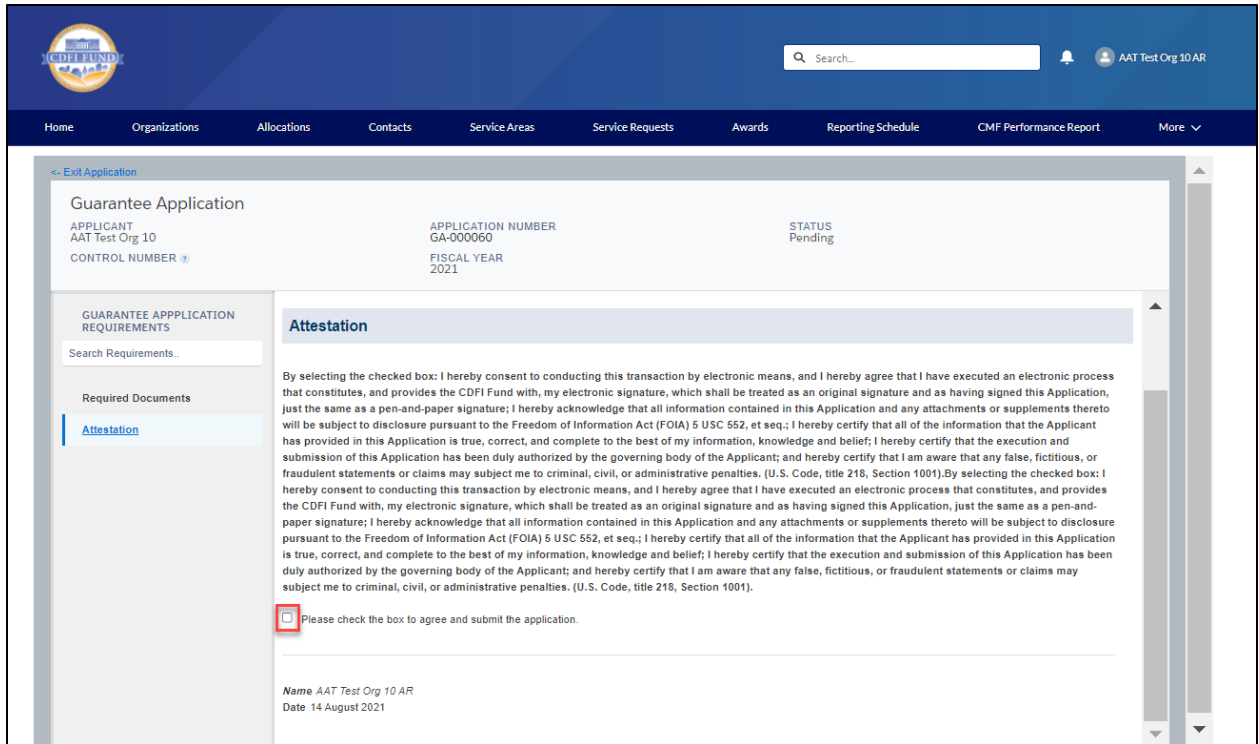
Document Requirements

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

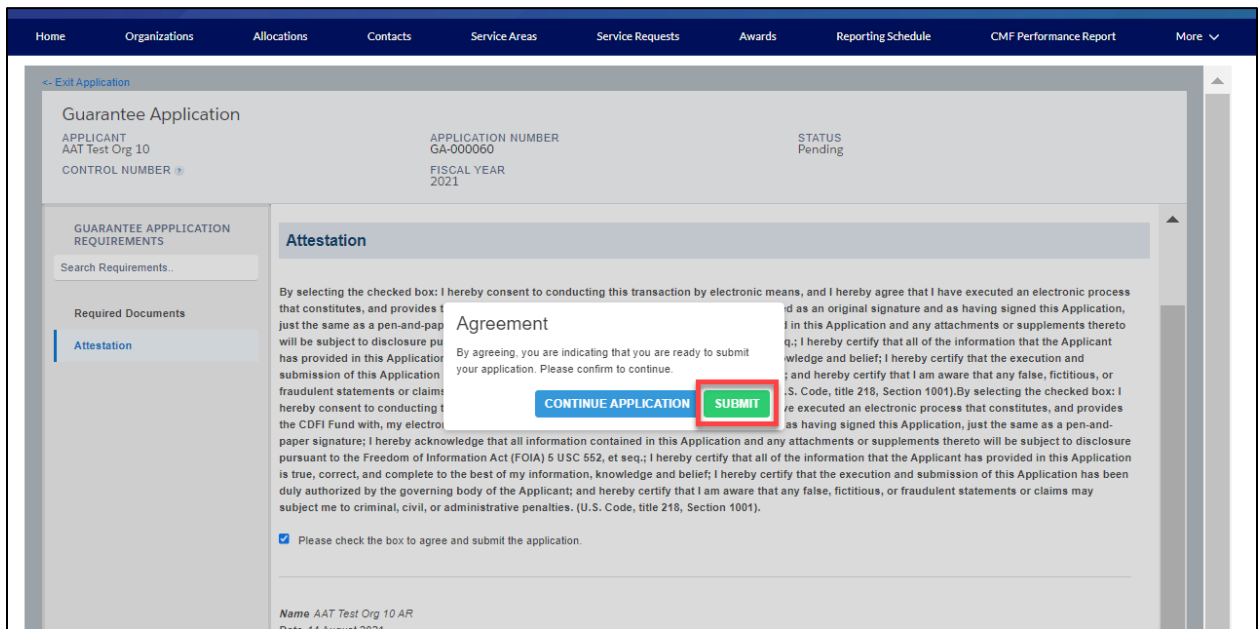
Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the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

5.5. How to submit your QI Guarantee Application

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



2. Click the **Submit** button.



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

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

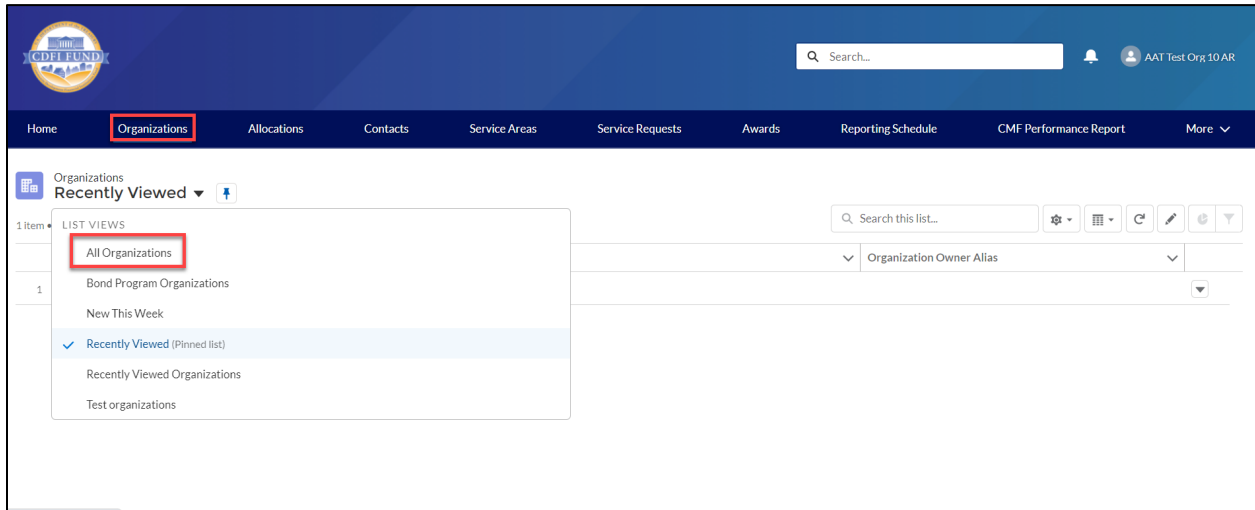
Note: After reviewing your application the Authorized Representative may be advised by the BG Program that some documents need to be re-uploaded which will unlock the Application. You will then receive an email notification asking you to re-upload the requested document(s). Follow steps 5.4 and 5.5 to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

6. Guarantee Application, ECDFI Portion

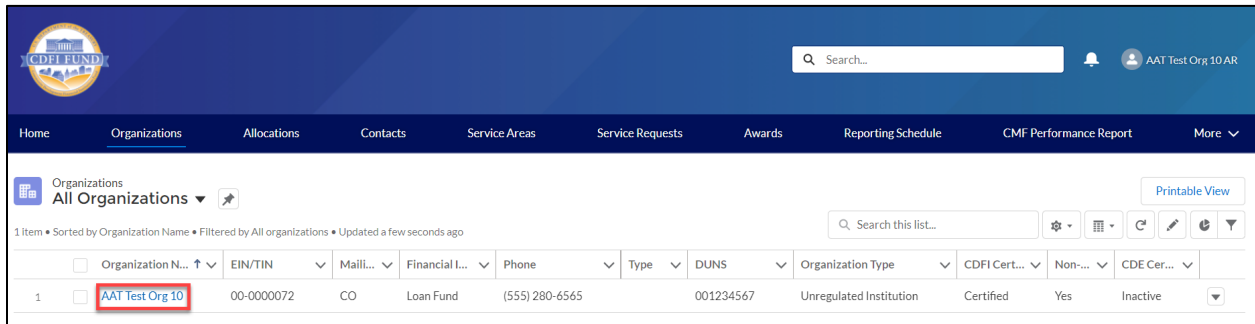
Only Eligible Community Development Financial Institutions (ECDFI) create and submit a ECDFI Portion of the Guarantee Application.

6.1. How to create a new ECDFI Guarantee Application

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



2. Select your **Organization Name**.



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

The screenshot shows the 'Organization' page for 'AAT Test Org 10'. The header includes the GDFI FUND logo, a search bar, and the user profile 'AAT Test Org 10 AR'. The navigation menu contains: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area displays organization details: Type, Phone ((555) 280-6565), Website, Organization Owner (System Administra...), Industry, and Mailing Address (1450 S. Havana St., Suite 504, Aurora, CO 80012-5079, USA). Below this, there are tabs for 'Details' and 'Related', with 'Related' highlighted by a red box. A table below the tabs shows fields for Organization Name, Parent Relationship, Phone, Website, and EIN/TIN (00-0000072).

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

The screenshot shows the 'Active Program Profiles (6+)' section. It contains a table with the following data:

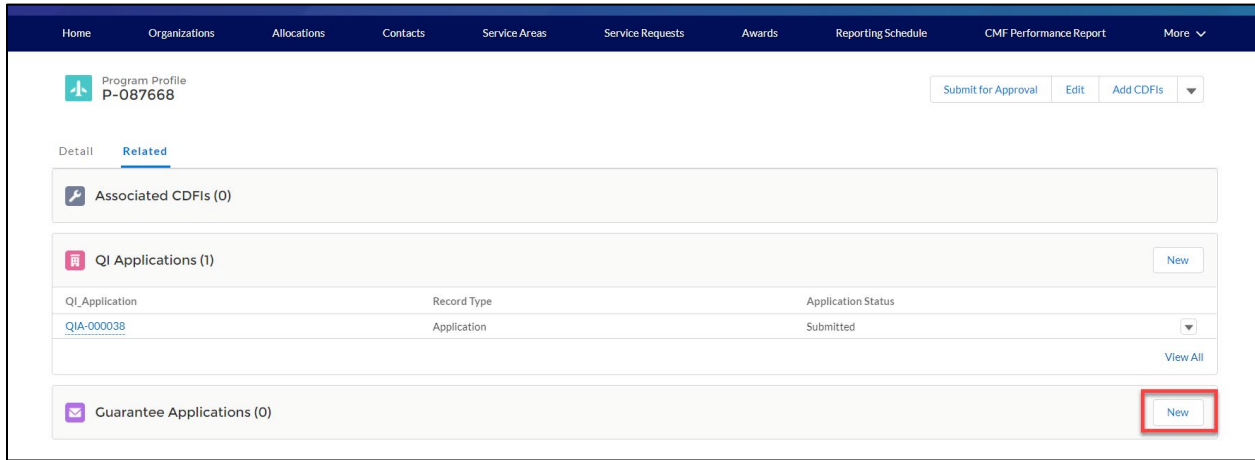
Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-087665	
BGP	P-087668	
CDE-CERT	P-087662	
CDFI-CERT	P-087666	
CDFI-NACA	P-087663	
CMF	P-087664	

The 'P-087668' link in the BGP row is highlighted with a red box. A 'View All' link is located at the bottom right of the table.

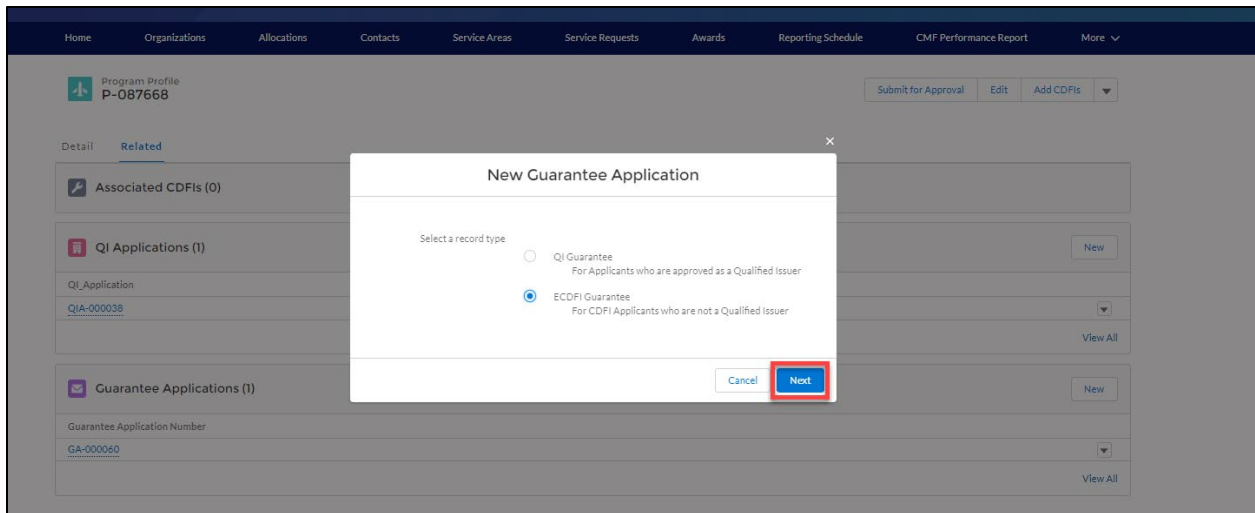
5. On the BGP Profile page for your **Organization**, click on the **Related** link.

The screenshot shows the 'Program Profile' page for 'P-087668'. The header includes the GDFI FUND logo, a search bar, and the user profile 'AAT Test Org 10 AR'. The navigation menu is the same as in the previous screenshot. The main content area displays the program profile details: Organization (AAT Test Org 10), Record Type (BGP), EIN/TIN (00-0000072), Program Profile Name (P-087668), DUNS (001234567), and UEI. Below this, there are tabs for 'Detail' and 'Related', with 'Related' highlighted by a red box. A section titled 'Organization Data' is expanded, showing the organization's details.

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



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



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

The screenshot shows the 'New Guarantee Application: ECDFI Guarantee' form. The 'Information' section includes fields for 'Guarantee Application Number', 'Record Type' (ECDFI Guarantee), 'Application Status' (Pending), 'Program Profile' (P-087668), 'Amount \$' (highlighted with a red box), 'Date Received', 'Notice' (QI Guarantee Application), 'Control Number', and 'Associated CDFI'. The 'Organization Information' section includes 'Applicants Total Assets', 'Minority Depository Institution' (set to --None--), and 'Community Bank' (set to --None--). The 'Application Contacts' section includes 'Authorized Representative Name' (highlighted with a red box) with a search icon. At the bottom right, there are 'Cancel', 'Save & New', and 'Save' buttons, with the 'Save' button highlighted by a red box.

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

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

The screenshot shows the 'Application Contacts' lookup search window. The search bar contains the text 'Test'. Below the search bar, there is a list of results: 'TestUser Org21AR01' (Test Applicant Org 21), 'TestUser Org21POC01' (Test Applicant Org 21), and 'New Contact'. To the right of the search bar, there is a 'Save' button. The 'Authorized Representative Name' field is highlighted in yellow, and the 'Authorized Representative Email' field is also highlighted in yellow, showing the email address 'test201801260003@example.com.disabled'.

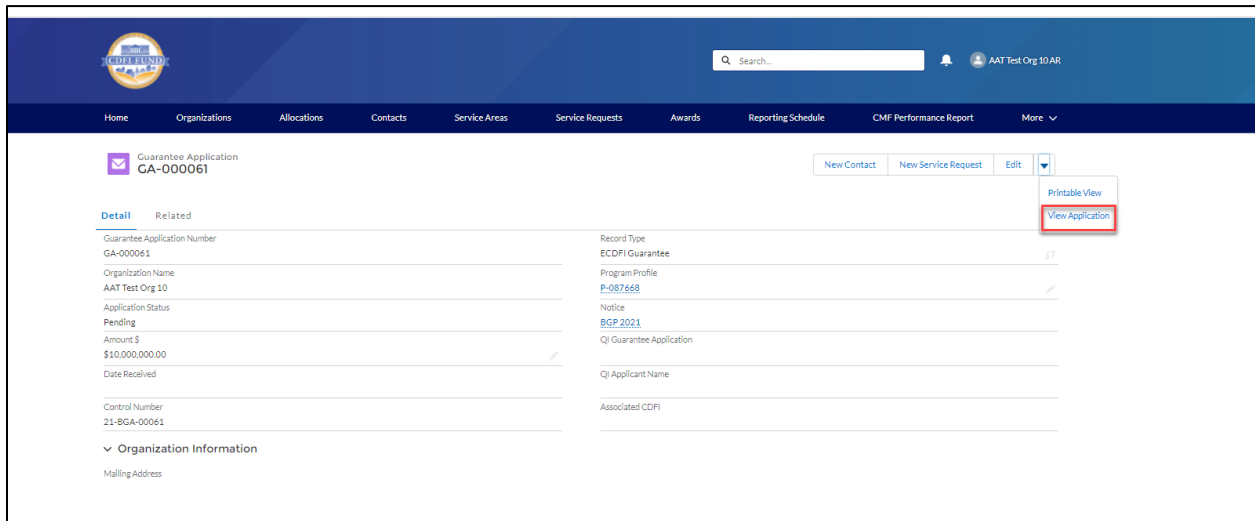
4. Select the appropriate contact from the dropdown list.
5. Click save on the Guarantee Application edit form.

6.3. How to provide Application Documents

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

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

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

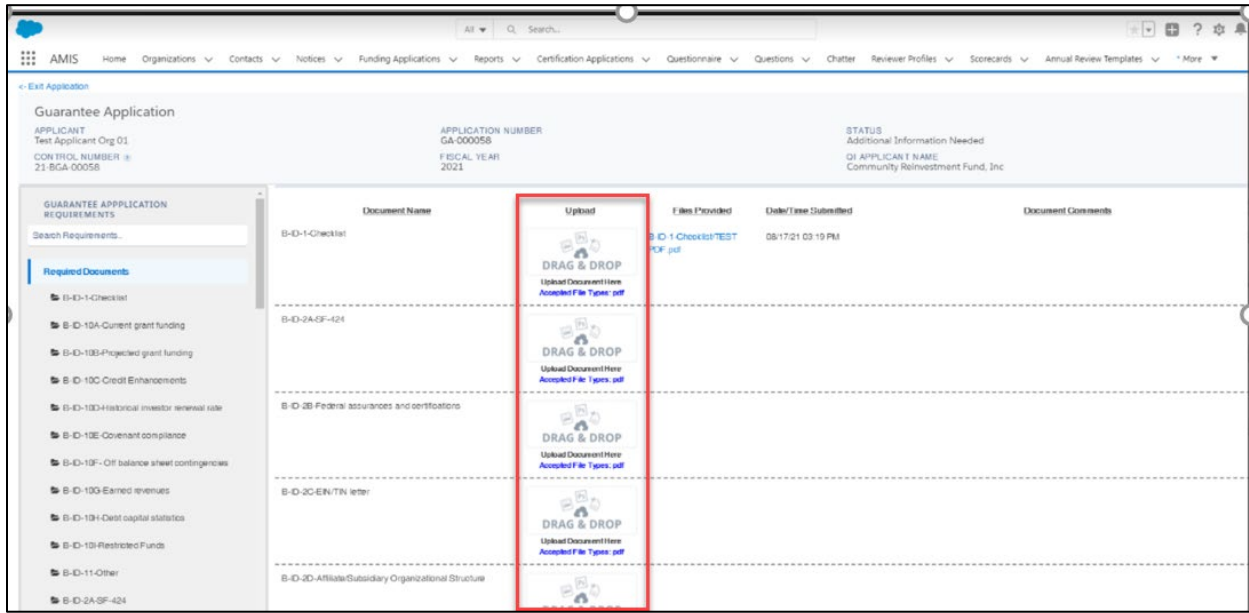


2. Documents required as part of the ECDFI Portion of the Guarantee Application are listed in the CDFI Bond Guarantee Program - Guarantee Application (Reference Copy) published each year on the CDFI Fund’s website at <https://www.cdfifund.gov/programs-training/Programs/cdfi-bond/Pages/apply-step.aspx#step2>.

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

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

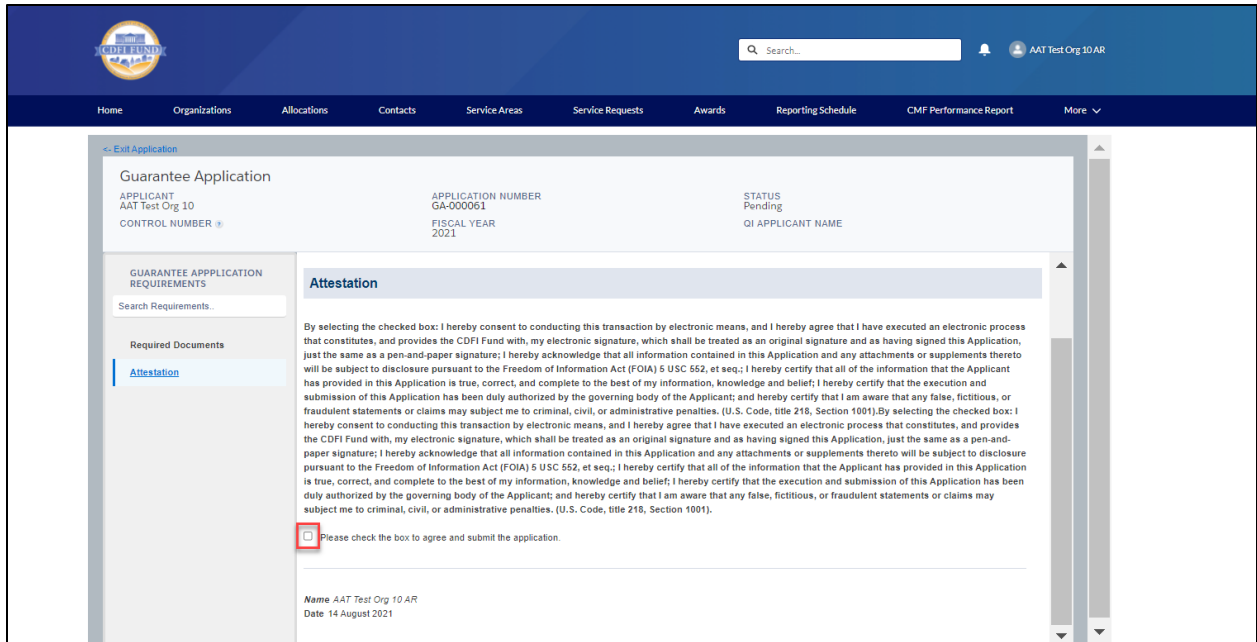
Tip: The file size limit is 25MB per file. If your file is larger than 25MB, adjust the file size and upload multiple documents to fulfill the requested document requirement. More than one document may be uploaded to each required document field if necessary



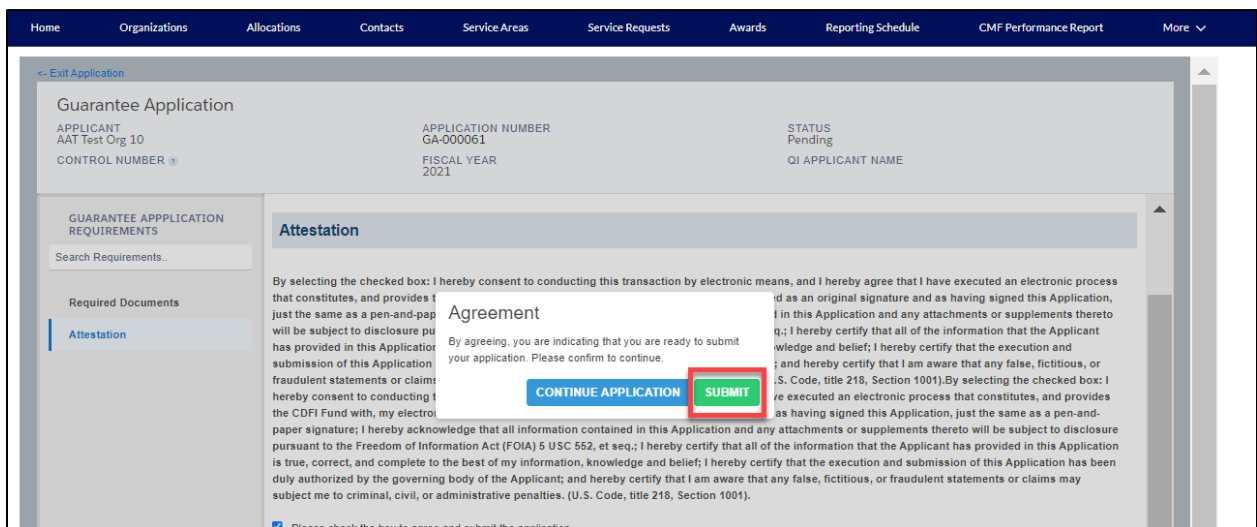
Note: Applicants will no longer be able delete their own documents before the application is submitted. If you have a document you wish to replace, please submit a Service Request ticket asking for the current document to be deleted. Once you have confirmation that the old document is gone, follow the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

6.4. How to submit your ECDFI Guarantee Application

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



2. Click the **Submit** button.



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

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

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

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