



FY 2025 AMIS Training Manual for CDFI Program and NACA Program: **Technical Assistance (TA) Applicants**

FY 2025 CDFI Program & Native American CDFI Assistance Program
(NACA Program) Application

OMB Control Number: 1559-0021

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CDFI FUND

U.S. Department of the Treasury

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1.0 Summary

This AMIS Training Manual for CDFI Program and NACA Program: TA Applicants (AMIS Training Manual) is intended to help Applicants complete the CDFI Program and NACA Program Funding Application in AMIS. This is a technical guide and is not intended to replace the Technical Assistance (TA) Application Guidance and other Application materials which are available on the CDFI Fund website for [CDFI Applicants](#) and [NACA Applicants](#).

Launching a TA Application (Section 2) describes how to create your application in AMIS.

User Interface (UI) Appearance and Navigation (Section 3) and **UI Form Features** (Section 4) provide guidance on navigating the application's UI and explain how to use the application's form features to complete your application.

Application Specific Guidance (Section 5) contains additional instructions for completing specific sections/subsections of the CDFI-TA and NACA-TA Application.

Finally, **Completing and Submitting the Application** (Section 6) explains how to attest and successfully submit your CDFI Program and NACA Program Application.

2.0 Launching a TA Application

This section includes guidance for updating your organization’s Program Profile and launching a Technical Assistance (TA) Application. There are different requirements for launching CDFI-TA (Section 2.1) and NACA-TA (Section 2.2) Applications. Please follow the steps for the application type you are attempting to launch.

2.1 Setting Fields on the CDFI-NACA Program Profile and Launching Application (CDFI Applicants)

Before you can begin entering your application in the UI, you may need to set fields on the CDFI-NACA Program Profile.

To update fields on the CDFI-NACA Program Profile:

1. Log in to AMIS and click on the Organizations tab. Select your Organization name.

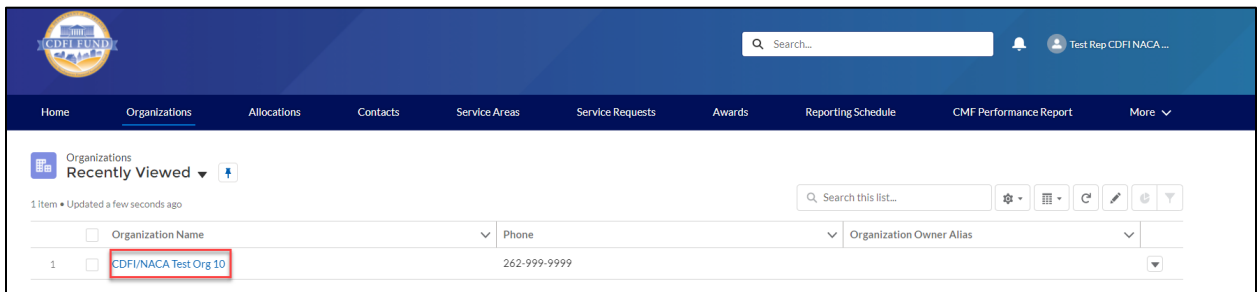


Figure 1. Organizations Home Page

2. On your organization’s detail page, make sure the “Congressional District” and “Minority Depository Institution” fields are completed.

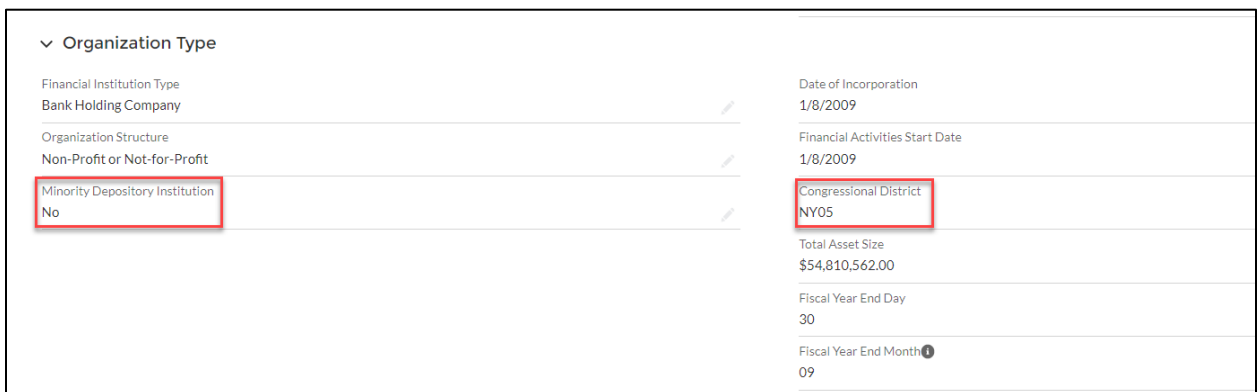


Figure 2. Organization Detail Page

- From your Organization's related page, scroll down to the Active Program Profiles related list. Click on the CDFI-NACA Program Profile name.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-100408	
BGP	P-100411	
CDE-CERT	P-100405	
CDFI-CERT	P-100409	
CDFI-NACA	P-100406	
CMF	P-100407	

Figure 3. Program Profiles Related List

- On the Program Profile detail page, there are three fields an applicant should make note of, the fields "Program", "Audit or Final Call Reports?" and "Primary Geographic Market" under the section "Organization Data".

Detail Related

Organization Data

Organization: CDFI/NACA Test Org 10

EIN/TIN: 04-0000010

DUNS: 999000010

Program: CDFI

UEI:

Audit or Final Call Reports?: Yes

Program Profile Name: P-100406

Record Type: CDFI-NACA

Eligibility Category: CORE

Geographic Markets and Target Areas

Primary Geographic Market definitions:

- "Major Urban Areas" are Metropolitan Statistical Areas with a population of at least 1 million people.
- "Minor Urban Areas" are Metropolitan Statistical Areas with a population of at least 50,000, but fewer than 1 million people.
- "Micropolitan Areas" are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.
- "Rural Areas" are Non-Core-based Statistical Areas with a population of less than 10,000 people.

Primary Geographic Market: Micropolitan Area

Special Targeted Areas:

Figure 4. CDFI-NACA Program Profile - Fields

- Click the **Edit** button at the top of the page to enable the CDFI-NACA edit page.

Edit P-100406

Organization Data

Organization CDFI/NACA Test Org 10	Program Profile Name P-100406
EIN/TIN 04-0000010	Record Type CDFI-NACA
DUNS 999000010	
* Program NACA	Eligibility Category CORE
UEI	
Audit or Final Call Reports? ⓘ Yes	

Geographic Markets and Target Areas

Figure 5. CDFI-NACA Program Profile - Edit Pop-Up

The Program field has the following selections: CDFI and NACA. Update the Program field, if necessary. **NACA Applicants Only: Update the Program field, if necessary. Refer to the “Setting up Your AMIS Profile and Application” section of the FA or TA Application Guidance for this year, for information on completing your NACA eligibility, if you have not already done so.**

The Audit or Final Call Reports field is optional and **ONLY needs to be answered if your organization fiscal year end is 09/30.** Select **Yes** if your organization has completed its Audit or Final call reports for the Fiscal Year ending 09/30/2024. Select **No** if your organization has not completed its Audit or Final call reports for the Fiscal Year ending 09/30/2024.

The Primary Geographic Market field has the following selections: Major Urban Area, Minor Urban Area, Micropolitan Area, and Rural Area.

Primary Geographic Market definitions:

- “Major Urban Areas” are Metropolitan Statistical Areas with a population of at least 1 million people.

- “Minor Urban Areas” are Metropolitan Statistical Areas with a population of at least 50,000, but fewer than 1 million people.
 - “Micropolitan Areas” are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.
 - “Rural Areas” are Non-Core-based Statistical Areas with a population of less than 10,000.
6. Click **Save**.
 7. Verify the fields edited have been updated on the Program Profile.
 8. **NACA Applicants Only: Refer to the “Setting up Your AMIS Profile and Application” section of the [FA or TA Application Guidance](#) for this year, for information on completing your NACA eligibility, if you have not already done so.**
 9. Once the required fields are updated, you will be able to launch the application from the New FA or TA Application button in the upper right of the screen.

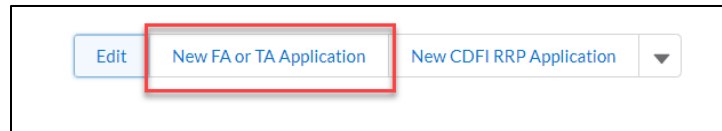


Figure 6. New FA or TA Application Button

After Pressing this button, the applicant will get a ‘Pre-Application Check’ pop-up. This will display the Applicant’s Org Total Assets from the Organization Profile, as well as the UEI number from the Organization Profile. The Applicant will be prompted to confirm these prior to launching an application and to fix them if necessary.

Pre-Application Check

1. Have you updated the Total Asset Size (\$) on your Organization Profile as of your most recent historic fiscal year? (See Table 13 of the Application Guidance to determine, for the purposes of this Application, what is your most recent historic fiscal year.) If not, please hit cancel and update now, since this field may affect Application eligibility per the CDFI NOFA.

Org Total Assets: **\$200,000.00**

2. Have you entered your UEI number on your Organization Profile Page? This is essential to link the appropriate SF-424. If not, please hit cancel and enter it now. If your UEI is entered but incorrect, please hit cancel and submit a Service Request to have it updated.

UEI: **123456789999**

Figure 7. Pre Application Check

Please Note: An applicant will see different application types to apply for depending on the criteria the organization meets: CDFI-TA, NACA-TA, CDFI-FA, and/or NACA-FA.

Once CDFI-TA or NACA-TA is selected and you click Continue, you will see a screen that displays a message “We will be starting the batch process in five seconds...” Several messages will be displayed on this screen while your application is built, including a percentage complete status:

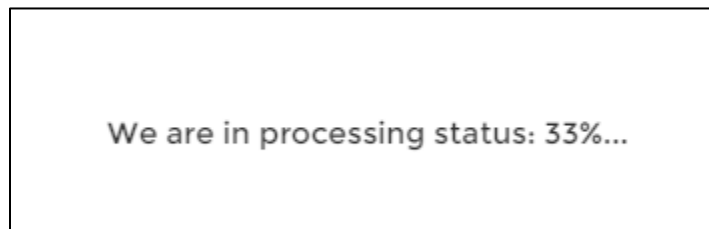


Figure 8. Processing Percentage Complete Status

When the application is finished rendering, a “completed” message will display, and the Application UI will automatically open.

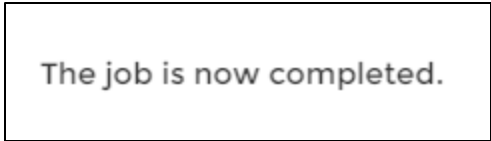


Figure 9. Application Creation Completion Message

2.2 Setting Fields on the CDFI-NACA Program Profile and Launching Application (NACA Applicants)

Before you can begin entering your application in the UI, you may need to set fields on the CDFI-NACA Program Profile.

To update fields on the CDFI-NACA Program Profile:

1. Log in to AMIS and click on the Organizations tab. Select your Organization name.

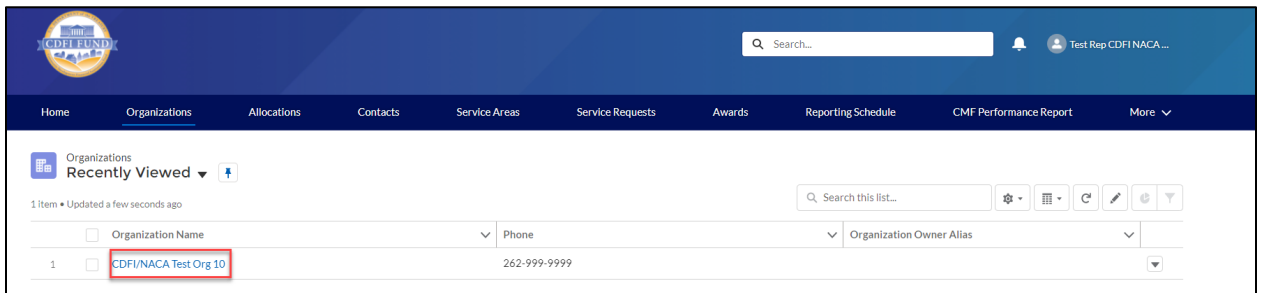


Figure 10. Organizations Home Page

2. On your organization's detail page, make sure the "Congressional District" and "Minority Depository Institution" fields are completed.

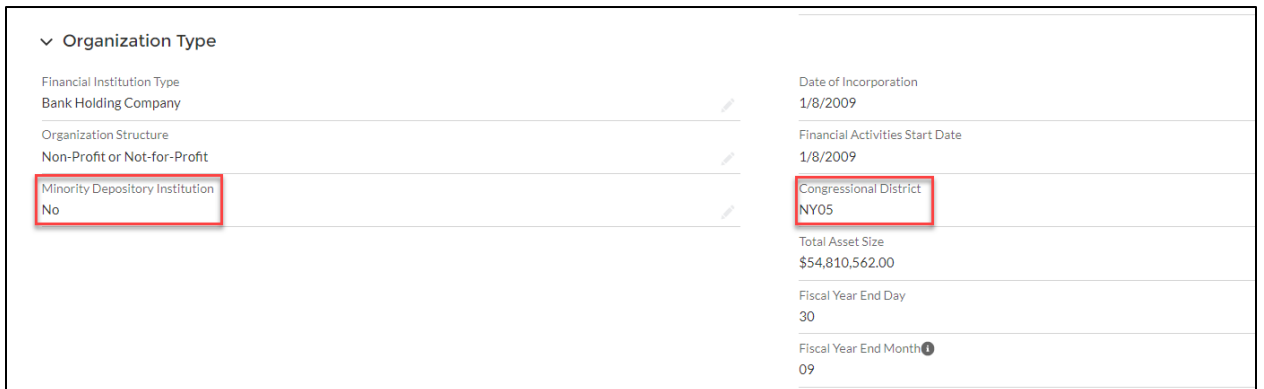


Figure 11. Organization Detail Page

- From your Organization’s related page, scroll down to the Active Program Profiles related list. Click on the CDFI-NACA Program Profile name.

Record Type	Program Profile Name	CIMS Mapping Tool
BEA	P-100408	
BGP	P-100411	
CDE-CERT	P-100405	
CDFI-CERT	P-100409	
CDFI-NACA	P-100406	
CMF	P-100407	

Figure 12. Program Profiles Related List

- On the Program Profile detail page, there are three fields an applicant should make note of, the fields “Program”, “Audit or Final Call Reports?” and “Primary Geographic Market” under the section “Organization Data”.

Detail | Related

Organization Data

Organization CDFI/NACA Test Org 10	Program Profile Name P-100406
EIN/TIN 04-0000010	Record Type CDFI-NACA
DUNS 999000010	Eligibility Category CORE
Program CDFI	
UEI	
Audit or Final Call Reports? Yes	

Geographic Markets and Target Areas

Primary Geographic Market definitions:
 "Major Urban Areas" are Metropolitan Statistical Areas with a population of at least 1 million people.
 "Minor Urban Areas" are Metropolitan Statistical Areas with a population of at least 50,000, but fewer than 1 million people.
 "Micropolitan Areas" are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.
 "Rural Areas" are Non-Core-based Statistical Areas with a population of less than 10,000 people.

Primary Geographic Market
Micropolitan Area

Special Targeted Areas

Figure 13. CDFI-NACA Program Profile - Fields

- Click the **Edit** button at the top of the page to enable the CDFI-NACA edit page.

The screenshot shows a web form titled "Edit P-100406". The form is divided into two main sections: "Organization Data" and "Geographic Markets and Target Areas".

Organization Data:

- Organization: CDFI/NACA Test Org 10
- Program Profile Name: P-100406
- EIN/TIN: 04-0000010
- Record Type: CDFI-NACA
- DUNS: 999000010
- * Program: NACA (dropdown menu)
- Eligibility Category: CORE
- UEI: (empty field)
- Audit or Final Call Reports? (dropdown menu with "Yes" selected)

Geographic Markets and Target Areas:

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

Figure 14. CDFI-NACA Program Profile - Edit Pop-Up

The Program field has the following selections: CDFI and NACA.

The Audit or Final Call Reports field is optional and **ONLY needs to be answered if your organization fiscal year end is 09/30**. Select **Yes** if your organization has completed its Audit or Final call reports for the Fiscal Year ending 9/30/2024. Select **No** if your organization has not completed its Audit or Final call reports for the Fiscal Year ending 09/30/2024.

The Primary Geographic Market field has the following selections: Major Urban Area, Minor Urban Area, Micropolitan, Area and Rural Area.

Primary Geographic Market definitions:

- "Major Urban Areas" are Metropolitan Statistical Areas with a population of at least 1 million people.
- "Minor Urban Areas" are Metropolitan Statistical Areas with a population of at least 50,000, but fewer than 1 million people.
- "Micropolitan Areas" are Non-Metropolitan Statistical Areas with an urbanized population cluster of at least 10,000, but fewer than 50,000 people.
- "Rural Areas" are Non-Core-based Statistical Areas with a population of less than 10,000.

5. Click **Save**.
6. Verify the fields edited have been updated on the Program Profile.
7. **Refer to the “Setting up Your AMIS Profile and Application” section of the [FA or TA Application Guidance](#) for this year, for information on completing your NACA eligibility, if you have not already done so.**
8. Once the required fields are updated, you will be able to launch the application from the New FA or TA Application button in the upper right of the screen.

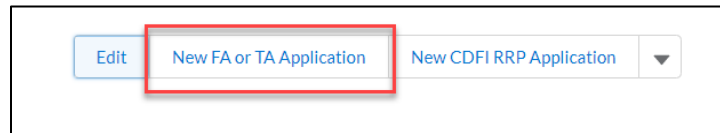


Figure 15. New FA or TA Application Button

Please Note: An applicant will see different application types to apply for depending on the criteria the organization meets: CDFI-TA, NACA-TA, CDFI-FA, and/or NACA-FA.

After Pressing this button, the applicant will get a ‘Pre-Application Check’ pop-up. This will display the Applicant’s Org Total Assets from the Organization Profile, as well as the UEI number from the Organization Profile. The Applicant will be prompted to confirm these prior to launching an application and to fix them if necessary.

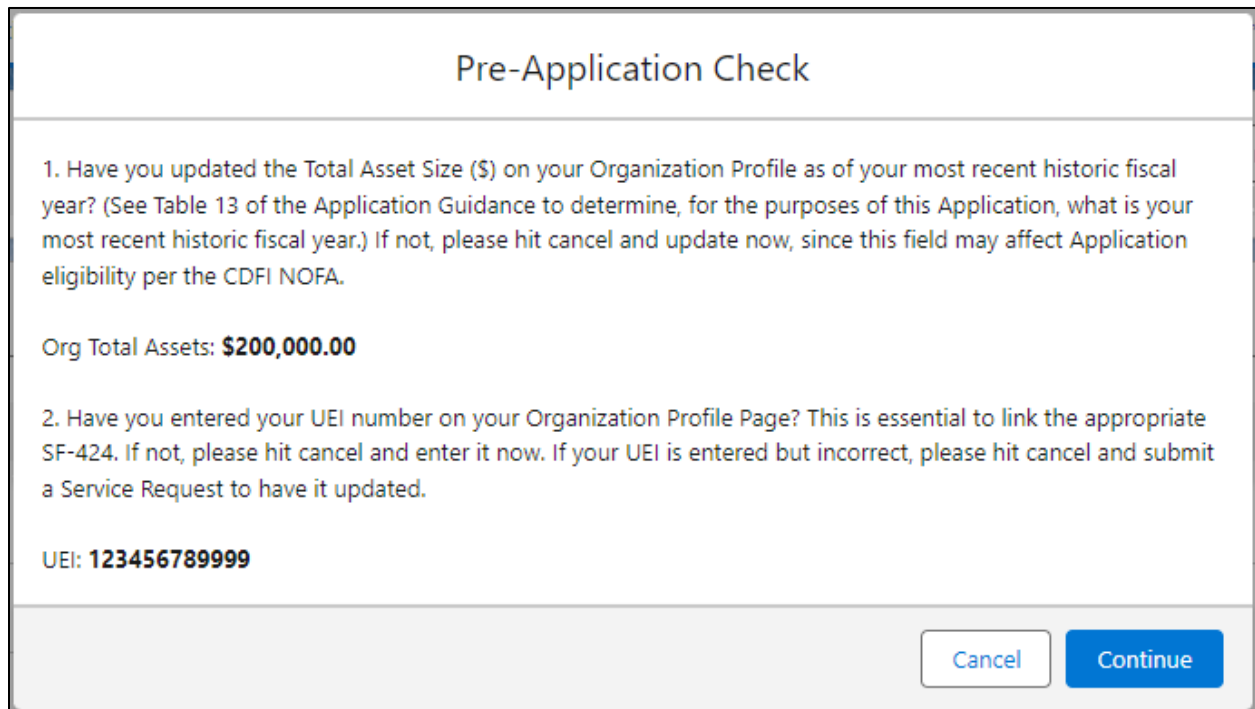


Figure 16. Pre Application Check

Once CDFI-TA or NACA-TA is selected, you will see a Pre-Application Check page. Verify the information, then click Continue, you will see a screen that displays a message “We will be starting the batch process in five seconds...” Several messages will be displayed on this screen while your application is built, including a percentage complete status:

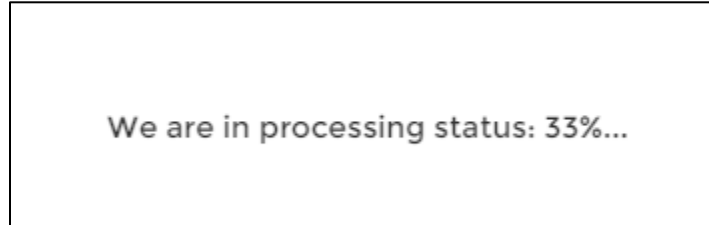


Figure 16. Processing Percentage Complete Status

When the application is finished rendering, a “completed” message will display, and the Application UI will automatically open.



Figure 17. Application Creation Completion Message

3.0 User Interface (UI) Appearance and Navigation

3.1 Application Layout

Upon logging in to the application, you will land on the Application User Interface (UI) home page. The UI has a stationary header at the top of the page that displays important application details.

Description	Deadline
Round Opening	November 28, 2023
Last day to create an Awards Management Information Systems (AMIS) Account (New Applicants)	January 5, 2024 by 11:59 p.m. ET
Last day to enter EIN and UEI numbers in AMIS (all Applicants)	January 5, 2024 by 11:59 p.m. ET
Last day to submit SF-424 (Application for Federal Assistance)	January 5, 2024 by 11:59 p.m. ET
Last day to contact CDFI Program staff	February 2, 2024 by 5:00 p.m. ET
Last day to contact Certification, Compliance Monitoring and Evaluation (CCME) Help Desk regarding CDFI Certification application (uncertified FA Applicants)	February 2, 2024 by 11:59p.m. ET
Last day to submit CDFI Certification applications (uncertified FA Applicants)	February 6, 2024 by 11:59 p.m. ET
Last day to contact AMIS-IT Help Desk (regarding AMIS technical problems only)	February 6, 2024 by 5:00 p.m. ET
Last day to submit Title VI Compliance Worksheet (all Applicants)	February 6, 2024 by 11:59 p.m. ET
Last day to submit CDFI Program Application for Financial Assistance (FA) or Technical Assistance (TA)	February 6, 2024 by 11:59 p.m. ET

Figure 18. Application UI Home Page (CDFI NACA)

The header will include:

1. **Control Number:** The system-generated number assigned to your application.



Figure 19. Application Control Number

2. **Due Date:** The date and time when the application must be submitted.

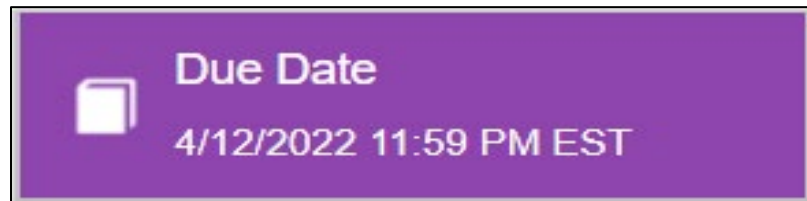


Figure 20. Application Due Date

3. **Remaining Time:** A countdown feature that displays how much time is left to submit the application before the due date.

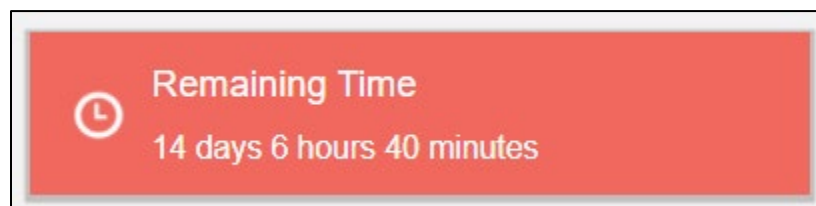


Figure 21. Remaining Time

4. **Progress Bar:** Keeps track of your progress as you complete portions of the application.

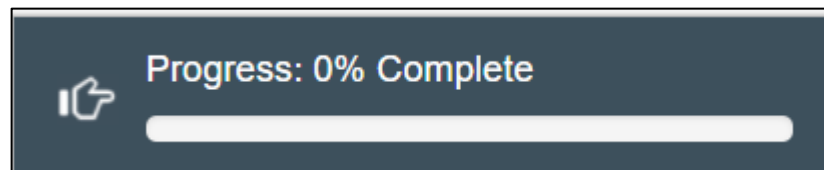


Figure 22. Application Progress Bar

5. **Organization:** A hyperlink to your Organization’s detail page. When you click this link, it will return you to your organization record in a new window.
6. **View PDF:** An option to export and view the application as a PDF file. The PDF prints the current state of the application. If blank, it will show application guidance, questions, and tables. Once responses are entered into the application, the PDF will also include responses.
7. **User:** Name of user profile currently editing the application.
8. **Exit:** Use this button to Exit the application **after** saving your work.



Figure 23. Quick Links Menu

3.2 Using the Collapsible Menu

The menu on the left-hand side of the page will allow you to navigate to different sections of the application.

Table of Contents	
Application Instructions	Application Instructions
Section 2: Application Resources	Section 2: Application Resources
Section 3: Applicant Level Information	Section 3: Applicant Level Information
Section 5: Technical Assistance Request Details	<ul style="list-style-type: none"> ○ A: Organization Level Information ○ E: Application Contact Details ○ F: Applicant Verification ○ H: Environmental Review Criteria ○ J: Associated SF-424 Record ○ L: Total Time to Complete Application (Estimate) ○ M: Associated Title-VI Worksheet
Section 6: Application Financial Data	Section 5: Technical Assistance Request Details
Section 7: Current Financial Products	Section 6: Application Financial Data
Section 8: Current Development Services	Section 7: Current Financial Products
Section 9: Key Personnel	Section 8: Current Development Services
Section 10: Technical Assistance Narrative	Section 9: Key Personnel
Section 11: Compliance Evaluation Questions	
Attestation and Submission	

Figure 24. Collapsible Menu - Collapsed and Expanded

Click on the section title in the menu to expand and view subsections. This will display links to subsections below the section title in the menu bar.

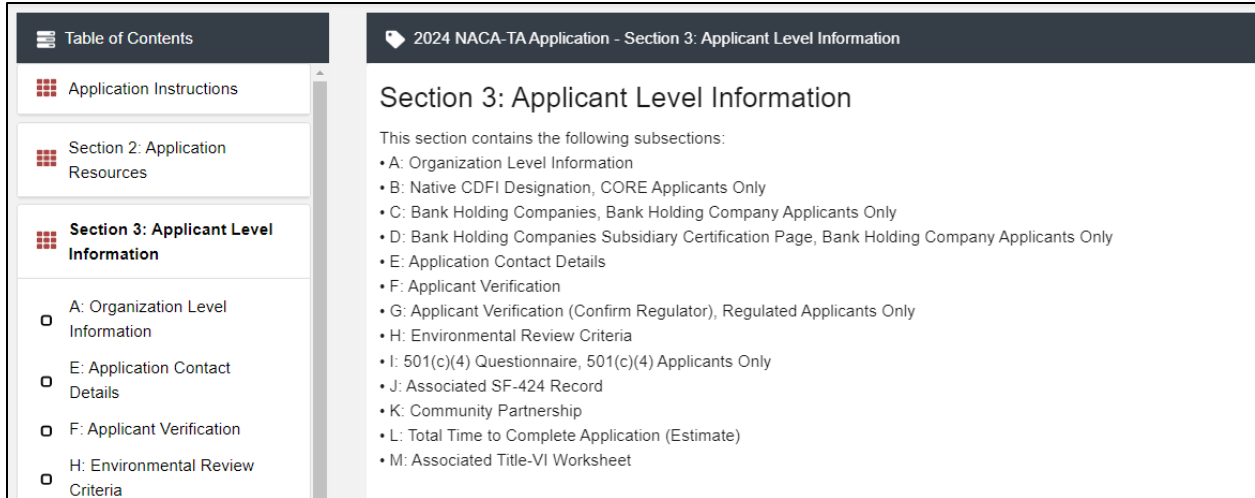


Figure 25. Expanded Section and Section Introduction Page

Clicking on a section title will also bring up a section introduction page in the interface to the right of the menu. This page will describe the section and include any important details, tips, and instructions the user may need before proceeding to the subsections.

To view a subsection, click on the hyperlink to the subsection title in the menu bar.

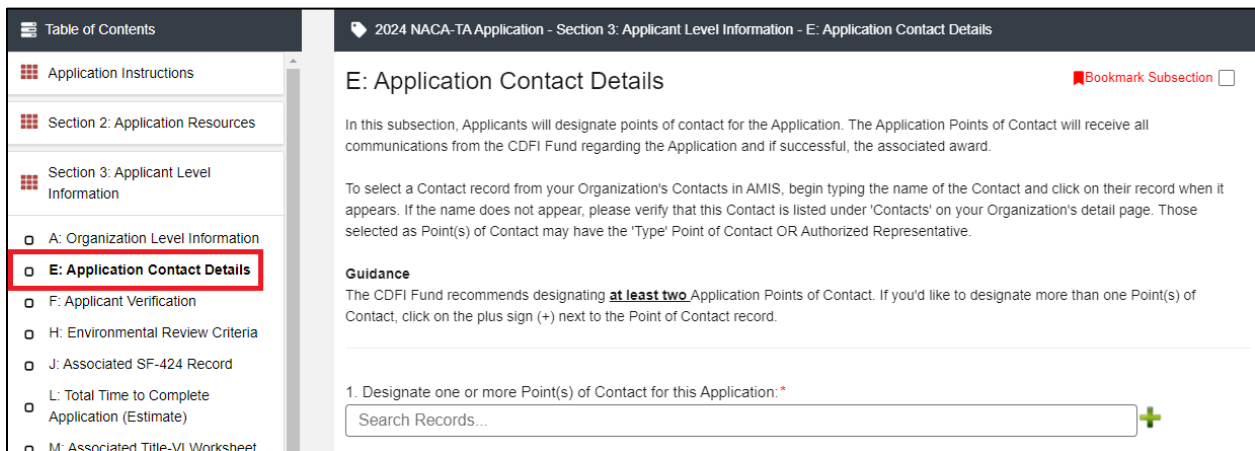


Figure 26. Subsection Page View

The page for the subsection, including application question and response fields, will be visible in the UI display to the right of the menu. Note that the gray bar at the top of the display lists the name of the application, section, and subsection currently displayed.

To navigate to another subsection, click on that subsection's title.

If you are finished viewing an application section and would like to minimize its list of subsections, simply click on the section title link in the menu again.

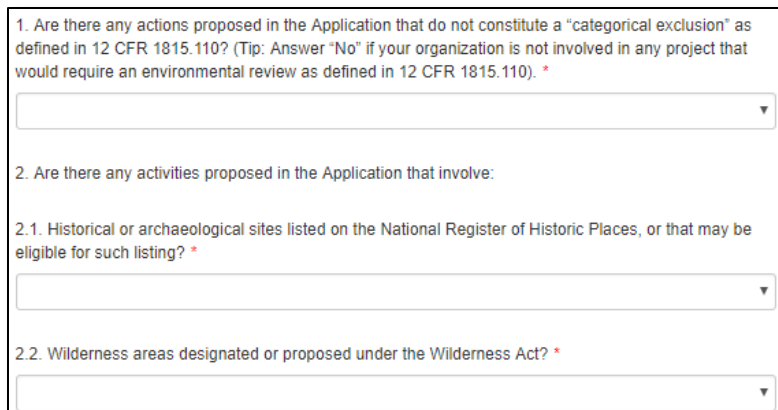
The menu allows you to move from section to section as needed within the application. Be sure to always **Save** any entries you have entered for a subsection before navigating away from the page.

NOTE: If you do not **Save** your work before navigating away from a subsection, you will lose your work. Always use the **Save** button before navigating away from a subsection to ensure your work is saved.

3.3 Saving and Completing a Section

When you click **Save** at the bottom of a subsection page, the application will save your answers and run any validations configured for that subsection. You will receive an on-screen error message and guidance based on the validation rules. After clicking **Save**, you can navigate away from the subsection and your answers will be saved.

To complete a subsection, fill in all necessary fields. All required questions are marked with a red asterisk *.



1. Are there any actions proposed in the Application that do not constitute a "categorical exclusion" as defined in 12 CFR 1815.110? (Tip: Answer "No" if your organization is not involved in any project that would require an environmental review as defined in 12 CFR 1815.110). *

2. Are there any activities proposed in the Application that involve:

2.1. Historical or archaeological sites listed on the National Register of Historic Places, or that may be eligible for such listing? *

2.2. Wilderness areas designated or proposed under the Wilderness Act? *

Figure 27. Sample Required Questions

At the bottom of the page, click the **Save** button.

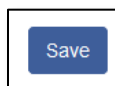


Figure 28. Save Button

The application will save all responses. If any of your responses fail the validation rules, the subsection will not be marked complete. Any validation errors or guidance will be displayed in red. For example, a field left empty will display “This response is required.”

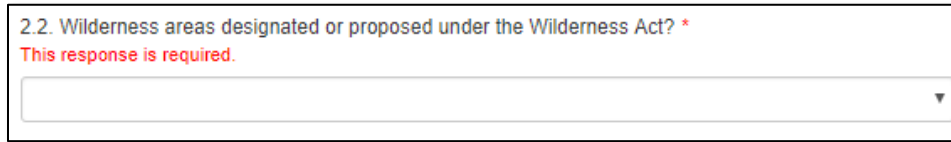
A screenshot of a form field with a red error message. The text above the field reads "2.2. Wilderness areas designated or proposed under the Wilderness Act? *". Below that, in red, it says "This response is required." The field itself is empty and has a small downward arrow on the right side.

Figure 29. Validation Error Message

Correct any errors and try to save again. When the subsection page is successfully marked complete, this message will appear at the top of the display in green, just below the gray bar with the name of the section and subsection you are viewing.

A screenshot of a green success message box. The text inside the box reads "Subsection was marked as completed!"

Figure 30. Subsection Saved and Completed Message

In the menu bar, a green checkmark will appear next to the saved and completed subsection.

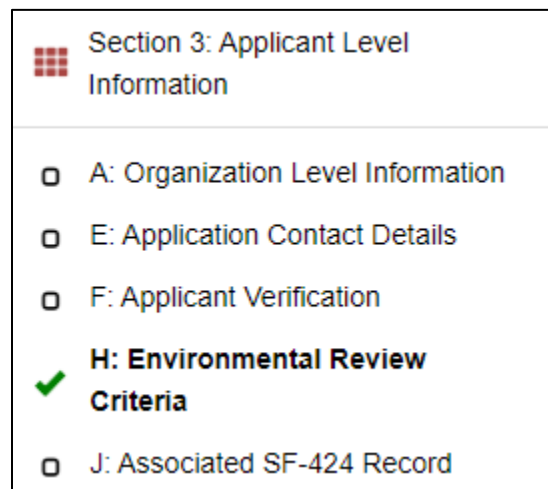
A screenshot of a menu bar. The menu items are: "Section 3: Applicant Level Information" (with a red grid icon), "A: Organization Level Information", "E: Application Contact Details", "F: Applicant Verification", "H: Environmental Review Criteria" (with a green checkmark icon), and "J: Associated SF-424 Record".

Figure 31. Completed Subsection Checkmark

TIP: Type your narrative answers into a separate word processing program (e.g., Microsoft Word). Then copy and paste the answers into the appropriate sections of the electronic application. This will prevent the loss of information if you encounter problems saving your application or connection problems. It will also cut down on the time you spend directly filling

out the application online. When copying and pasting the narrative responses from a word processing program into the narrative text box, any special indentations or spacing will not carry over. Formatting, such as bold, italicized, or underlined text, will not display in the simple narrative text box.

3.4 Time Management

You may save data, log out, and return to your application at a later date. The electronic application will automatically log you off after 2 hours of inactivity (i.e., no movement between screens). **If this happens, you will lose any data that you have entered and did not save.**

3.5 Bookmarks

If you need to flag a subsection to return to later, use the bookmark feature. When you click on any subsection, you will see the **Bookmark Subsection** checkbox visible in the upper-right of the display.

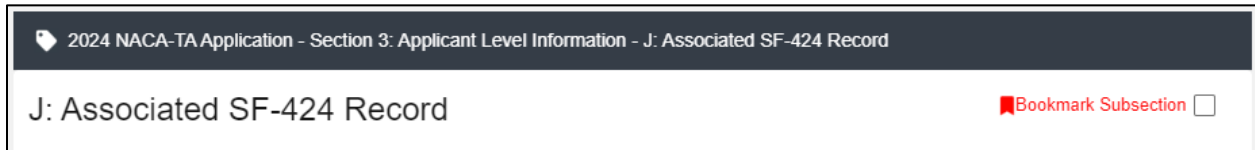


Figure 32. Bookmark Subsection Checkbox

Click the checkbox to bookmark the subsection. A bookmark symbol will appear next to that subsection in the application menu.

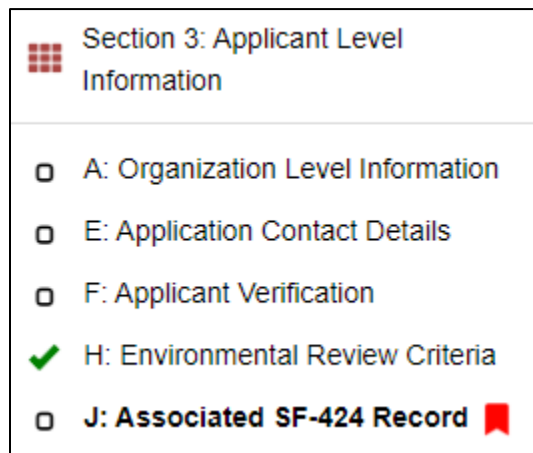


Figure 33. Bookmarked Subsection

To remove a bookmark, uncheck the checkbox.

3.6 Help Text

Some questions will have Help Text that will provide additional online guidance. A question that has Help Text available will have a small circle with an 'i' mark in it following the question text.

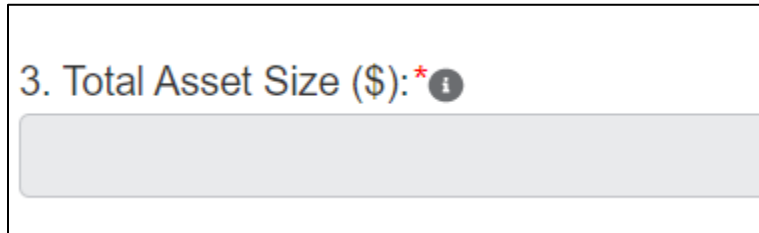
A screenshot of a form question. The question text is "3. Total Asset Size (\$):" followed by a red asterisk and a small grey circle containing a white lowercase 'i'. Below the question text is a light grey rectangular input field.

Figure 34. Question with Help Text

Hover your cursor over the Help Text button to view guidance.

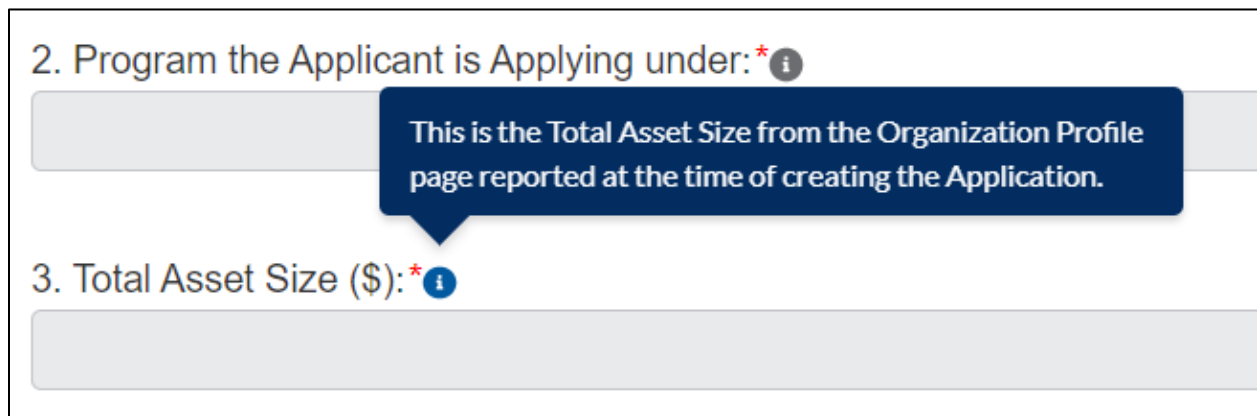
A screenshot of a form question. The question text is "2. Program the Applicant is Applying under:" followed by a red asterisk and a small grey circle containing a white lowercase 'i'. Below the question text is a light grey rectangular input field. A dark blue speech bubble with white text is overlaid on the input field, pointing to the help text icon. The text in the speech bubble reads: "This is the Total Asset Size from the Organization Profile page reported at the time of creating the Application." Below this question is another question: "3. Total Asset Size (\$):" followed by a red asterisk and a small blue circle containing a white lowercase 'i'. Below this second question is another light grey rectangular input field.

Figure 35. Help Text Displayed

If Help Text is not provided for that question or if you need additional guidance, please see the Application Resources section of the Application for links to application guidance materials.

4.0 User Interface Form Features

4.1 Validation Rules, Error Messages, and Guidance

There are validation rules associated with required fields and other information in the application. When you **Save** a subsection, all validations will be executed. If errors are detected,

you will see error messages displayed by the field that needs to be adjusted. Please follow all error message guidance accordingly.

Errors may range from entering an invalid value to omitting a required field. For example, in the Technical Assistance Request subsection below, both fields are required.

A: Technical Assistance Request Bookmark Subsection

Enter the TA request amount and the anticipated first payment amount.

90 percent of the first payment amount must be spent within the first year of the period of performance. 100 percent of the award must be spent by the end of the period of performance. Applicants should only request a first payment amount that reflects what they plan to spend within the first year of the period of performance.

Award Amount Requested	Response
TA Request Amount: *	* <input type="text" value="\$"/> 0 Decimal Places
TA First Payment Amount Request *	* <input type="text" value="\$"/> 0 Decimal Places

Award Amount Requested **Response**

Figure 36. Required Fields

If you click “Save” before you enter a response to these questions, you will receive a validation error for the omitted required field(s).

Award Amount Requested	Response
TA Request Amount: *	* This response is required. <input data-bbox="837 359 1414 411" type="text"/> \$ 0 Decimal Places
TA First Payment Amount Request *	* This response is required. <input data-bbox="837 527 1414 579" type="text"/> \$ 0 Decimal Places
Award Amount Requested	Response

Save

Figure 37. Response Required Validation Error Message

Required fields are easy to identify, but other fields that have validations are not always so obviously marked. Make sure to read the subsection guidance and use help text to understand question response requirements to avoid validation errors.

To return to the example of the Technical Assistance Request above, this field also has an additional validation that you can identify through reading the guidance provided in this subsection. In the subsection guidance at the top of the page, the instructions explain the required response.

A: Technical Assistance Request Bookmark Subsection

Enter the TA request amount and the anticipated first payment amount.

Figure 38. Subsection Guidance

The amounts you enter in these fields are validated against the amounts published in the NOFA and the “Technical Assistance Request Amount” field will display a validation error when you **Save** if you input an invalid amount.

Award Amount Requested	Response
TA Request Amount: *	* The minimum amount you may request is \$10,000. <input data-bbox="841 359 1414 411" type="text" value="\$ 5,000"/> 0 Decimal Places

Figure 39. Technical Assistance Request Amount Field Minimum Validation Error

Award Amount Requested	Response
TA Request Amount: *	*The maximum amount you may request is \$150,000. <input data-bbox="828 741 1414 793" type="text" value="\$ 500,000"/> 0 Decimal Places

Figure 40. Technical Assistance Request Amount Field Maximum Validation Error for NACA-TA

Even if you are unaware that a question has specific instructions like those in the examples above, validations are designed to catch any mistakes or discrepancies. The guidance provided in these error messages will give you a clear idea of how to correct the validation error.

4.2 Dependent Questions and Subsections

Responses to some questions will trigger the applicability of other dependent questions or subsections. Be careful when changing responses to questions, since the answers you input in earlier subsections may affect dependent subsections that you will have to complete later in the application.

Dependent Questions

A **Dependent Question** is triggered when your response to another question requires additional responses or explanation. Dependent Questions will appear on the same subsection page you are viewing once the dependent question is triggered.

C4. Are externally reviewed financial statements or audited financial statements completed annually within 180 days of the fiscal year end? *

[Empty dropdown menu]

Figure 41. Sample Question that Can Trigger a Dependent Question

For example, if you select “No” from the picklist in response to Question C4 on the Compliance Evaluation Questions subsection, a dependent question to provide an explanation appears below Question C4.

C4. Are externally reviewed financial statements or audited financial statements completed annually within 180 days of the fiscal year end? *

No

Please provide an explanation: *

1500 characters remaining

Figure 42. Enabled Dependent Question

Many dependent questions require a narrative response. Please note that each narrative response field has an identified maximum character length. These character maximums include spaces, punctuation, line breaks, and special characters. Please also note that word processing programs typically do **not** count line breaks as characters, but the template application in AMIS will include line breaks in your total character count.

The text box will not allow you to exceed the maximum character limit. If you are copying a response from another source, please make sure you are within the character limit or the **text box may truncate your response.**

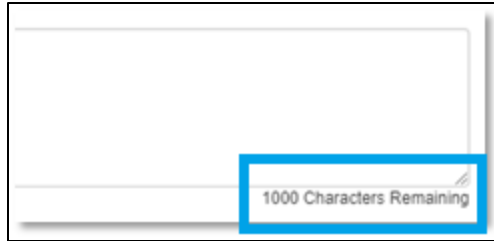


Figure 43. Character Maximums for Text Responses

TIP: Type your narrative answers into a separate word processing program (e.g., Microsoft Word). Then copy and paste the answers into the appropriate sections of the electronic application. This will prevent the loss of information if you encounter problems saving your application or connection problems. It will also cut down on the time you spend directly filling out the application online. When copying and pasting the narrative responses from a word processing program into the narrative text box, any special indentations or spacing will not carry over. Formatting, such as bold, italicized, or underlined text, will not display in the simple narrative text box.

Dependent Subsections

A **Dependent Subsection** is a subsection that is enabled for you to complete based on your response to one or more questions in a different subsection. This feature is designed to make it easier for you to navigate the application by hiding/disabling sections that do not apply to your Organization.

For example, your responses to the subsection “Select Key Personnel Types” will potentially enable a dependent subsection(s), Board Members and/or Committees, if you indicate that you have these personnel types to provide.

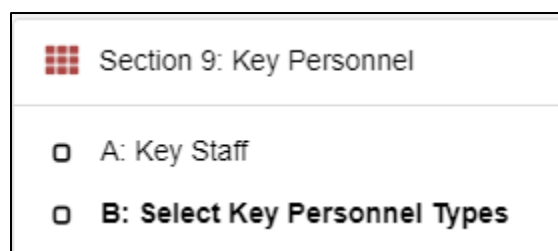


Figure 44. List of Subsections - Board Members and Committees are by Default Disabled/Not Visible

If you answer Yes to the “Select Key Personnel Types” questions, the appropriate subsection(s) will be enabled after you click **Save**.

2024 NACA-TA Application - Section 9: Key Personnel - B: Select Key Personnel Types

B: Select Key Personnel Types Bookmark Subsection

Select "Yes" if you have board members or committees to enter. Select "No" if you do not have board members or committees to enter. If you select "Yes" for either of these questions a corresponding subsection will appear for you to provide related information.

1. Do you have any Board Members to provide?*

2. Do you have any Committees to provide?*

Figure 45. Subsection Questions "B: Select Key Personnel Types"

When the subsection "B: Select Key Personnel Types" is saved and marked complete, the response to either "Do you have any Board Members to provide?" or "Do you have any Committees to provide?" will enable the corresponding dependent subsection "C: Board Members" and/or "E: Committees" to display and become visible in the menu.

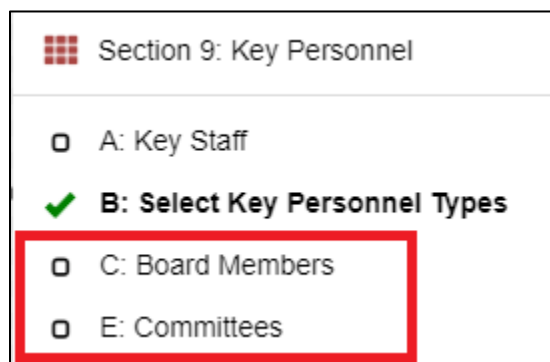


Figure 46. Enabled Dependent Subsection Visible in Menu

If your response to either "Do you have any Board Members to provide?" or "Do you have any Committees to provide?" is No, the corresponding subsection(s) "Board Members" and/or "Committees" will remain disabled and hidden in the menu.


It is important to complete the application as ordered in the Table of Contents because questions like these that appear in earlier sections may enable dependent subsections to appear that you will need to complete in order to submit your application.

4.3 Selecting Related Records

The application uses records associated with your organization in AMIS to help you populate information in certain fields, such as information about Contacts you would like to associate with the application, as well as the associated SF-424 record for your application.

To select related records:

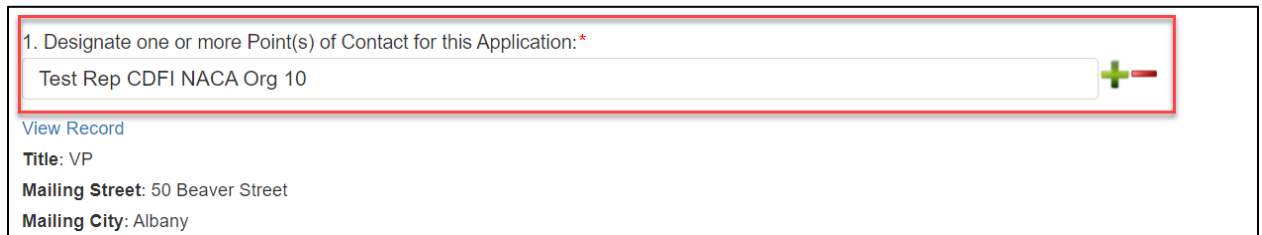
1. Related record fields display a list of relevant related records for your organization that are available for this question when you click on the field. Select the name of the contact, county/state, or other record type.



The screenshot shows a form field titled "1. Attach SF-424: *". The selected record is "GRANT". To the right of the field is a "Clear" button. Below the field, there is a "View Record" link and the following details: "Program: CDFI", "Funding Opportunity Number: [redacted]", "EIN: [redacted]", and "Employer/Taxpayer Identification Number: [redacted]".

Figure 47. A Selected SF-424 Related Record

2. You can view the selected record's detail page by clicking the **View Record** link. This will direct you to the record detail page, where you can see more detailed information about the selected record (this is useful for viewing records specific to your organization, like your organization contacts and related SF-424 records).
3. Some related record fields will have a +/- sign next to them to allow you to add multiple related records. Click on the green plus sign to add another related record selection field.



The screenshot shows a form field titled "1. Designate one or more Point(s) of Contact for this Application: *". The selected record is "Test Rep CDFI NACA Org 10". To the right of the field is a green plus sign and a red minus sign. Below the field, there is a "View Record" link and the following details: "Title: VP", "Mailing Street: 50 Beaver Street", and "Mailing City: Albany".

Figure 48. Additional Related Record Field Row

4. If you need to delete a related record, click on the red minus sign next to the record you wish to delete.

4.4 Adding Attachments

Attachments can be uploaded using the Drag & Drop. You will see the Drag & Drop box below any question that requires an attachment.



Figure 49. Drag & Drop Upload Box

To upload using the Drag & Drop:

1. Locate the file you wish to upload on your computer. Open the folder where the file is saved in File Explorer.

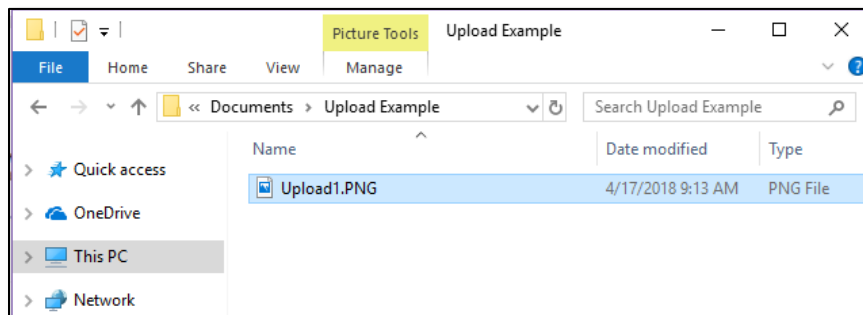


Figure 50. Attachment to Upload in File Explorer

2. Return to the Application page. Using your cursor, drag the file you want to upload from File Explorer to the Drag & Drop upload box on the Application.

Note: Use caution to ensure you drag and drop the file directly over the Drag & Drop upload box area to prevent your web browser from inadvertently trying to open the file.

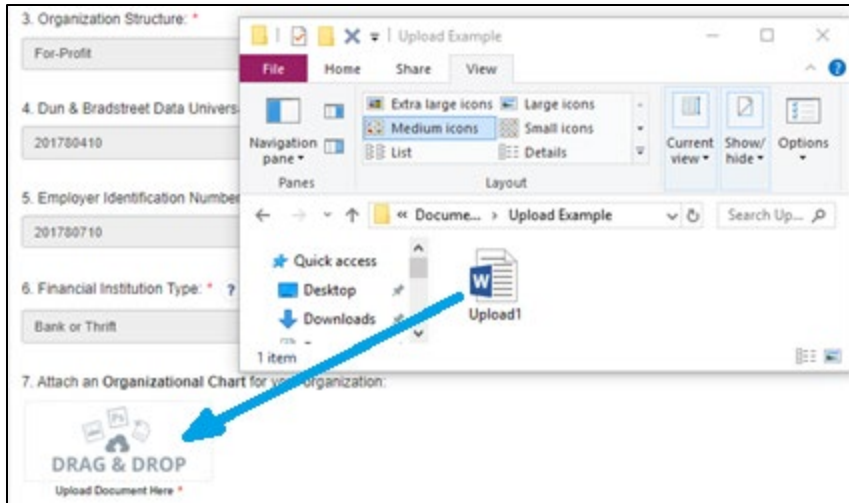


Figure 51. Upload File Using Drag & Drop

3. Once your file is successfully uploaded, the file name will be displayed below the Drag & Drop box.

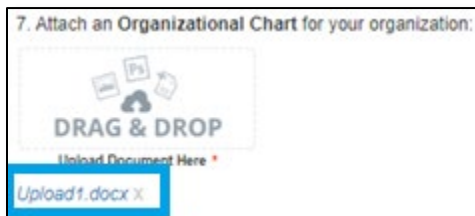


Figure 52. Successful File Upload

4. Upload any additional files using the same process. If you need to remove an uploaded file, click the gray "x" next to the file name.

4.5 Dynamic Record Tables

Applicants are required to enter a list of records, Current Development Services, and/or Key Personnel as part of the application. These records are a series of questions that are repeated to the applicant and are collected dynamically through the application. An applicant may need to add a single record or multiple records, depending on the application question.

You will recognize dynamic record tables by the page setup. When you open a new subsection with one of these tables, a reminder message and an empty overview table will be displayed

below the table instructions at the top of the page. As you add records to the table, they will appear in the table overview section.

Reminder: The Record Name/Record Number in question #1 must be populated. Please enter a Record Name/Record Number as indicated.

A: Key Staff Bookmark Subsection

Applicants may add up to ten (10) Key Staff. Applicants must attach associated key staff resumes in this section.

Complete the required fields and click "Save." Click on the "Add Row" link to create additional records for all Key Staff.

Overview (1) Add Row

Record Name	Completed	Title
New Row (active)		

9 Remaining Rows Add Row

Figure 53. Reminder Message and Overview Table

Directly below the table overview is the field entry form. Data is entered into this form and saved to create a single record row in the table. Additional rows are created by populating the fields with new data and saving the form again.

Please note that a unique Record Name or Record Number must be entered for Question #1 in order to successfully save the record.

New Row

1. Name (Enter Key Staff person's First and Last Name for this Record):

2. Title: *

200 Characters Remaining

3. # of Years on Staff: *

0 Decimal Places


4. # of Years' Experience: *

0 Decimal Places

5. Role in Implementing Organization's Strategic Goals: *

700 Characters Remaining

6. Resume (Drag and Drop file in area below):



DRAG & DROP

Upload Document Here *

Figure 54. New Row Entry Fields

At the bottom of the page there are buttons to **Save**, **Download CSV**, and **Delete Record**.



Figure 55. Dynamic Table Buttons

To add or edit dynamic table records:

1. Answer all questions on the field entry form for your first record.
2. When you have entered all data for a new record, click the **Save** button. This will create a new row in the table overview.

Overview (1) Add Row

Name	Completed	Title
John May (active)	✓	VP

6 Remaining Rows Add Row

Figure 56. New Record Row in Table Overview

- The record you just created will still be active, with its field data still visible on the screen. To create a new record, click **Add Row** to the right of the table overview.

Overview (1) Add Row

Name	Completed	Title
John May (active)	✓	VP

6 Remaining Rows Add Row

Figure 57. Active Record Indicator and Add Row Links

- This will create a new active record row in the overview table. Fill in the empty fields in the New Row section below just as you did for the first record. Click **Save** to populate the table overview with your second record's question response data.

Overview (2) Add Row

Name	Completed	Title
John May	✓	VP
New Row (active)		

5 Remaining Rows Add Row

Figure 58. New Active Record Row

- Repeat this process to add additional records as needed.
- To edit any record, click on the hyperlink of the record name in the overview table. This will pull up the record's field form/make it the active record. Update any information as needed and **Save**.

To delete dynamic table records:

1. If you need to delete a record, make sure that record is active in the overview table and select the red colored **Delete Record** _____ button at the bottom of the page.



Figure 59. Delete Record

To Download CSV:

1. The application will allow you to download a Comma Separated Values File (CSV File) for the records you enter into the dynamic table that you can open in Excel. After all desired records are entered and saved, click the **Download CSV** button at the bottom of the page.

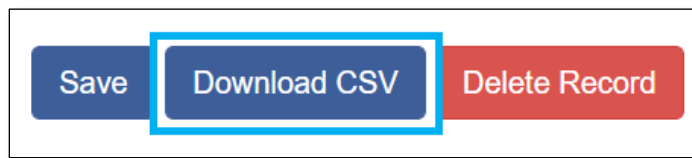


Figure 60. Download CSV Button

2. Download using your browser's download feature. When you open the document in Excel it will display all the data you have entered for each record.

	A	B	C	D	E	F
1	Name	Title	Years with Applicant	Years of Experience	Role in Implementing strategic goals	Resume
2	John May	VP	5	10	Testing	
3	Sarah Bell	Finance Assistant	5	15	Testing	
4						

Figure 61. Sample CSV of Dynamic Record Table

4.6 Direct-Entry Tables

Direct-entry tables are configured to collect specific data directly from users. Unlike dynamic record tables, direct-entry tables allow you to input your data directly into the table.

	Historic 3	Historic 2	Historic 1	Current
Fiscal Year Selection *	2017	2018	2019	2020
Assets				
Unrestricted Cash & Cash Equivalents (\$) *	\$ 123,797,000 0 Decimal Places	\$ 109,993,000 0 Decimal Places	\$ 170,662,000 0 Decimal Places	\$ 342,664,000 0 Decimal Places
Allowance for Loan and Lease Losses (\$) *	\$ 27,422,000 0 Decimal Places	\$ 28,709,000 0 Decimal Places	\$ 33,117,000 0 Decimal Places	\$ 29,387,000 0 Decimal Places
Average Assets (\$) *	\$ 3,685,922,000 0 Decimal Places	\$ 3,810,143,000 0 Decimal Places	\$ 3,859,111,000 0 Decimal Places	\$ 4,063,275,000 0 Decimal Places

Figure 62. Sample Direct-Entry Table

In the sample table above, you can see that a direct-entry table simply allows you to enter multiple responses (in columns) to multiple questions (in rows) at the same time.

If the number of columns exceeds the standard screen format, the slide bar at the **bottom of the table itself** (not the bottom of the browser window) will allow you to access the columns to the right.

If using the Tab key during data entry, please note the Tab key moves the cursor to the field in the column to the right.

If you are unable to see the full table in the screen and need to scroll down the table, the table header will cascade down the table with you.

Note: The large tables in the application are designed with cascading column and row headers to aid data entry. Due to the size of this table, you may experience a lag in header movement. If the moving headers are moving slowly or not at all, please try the following troubleshooting tactics:

- Scroll to the bottom of the subsection and click **Save** to record any data you have already entered. Then, refresh the application page.
- Try scrolling more slowly down or across the page.
- After saving the subsection, the **Exit** button in the upper right-hand corner of the page to exit the application. Then, re-open the application and re-load this subsection.
- If possible, try opening the application in a different web browser or with a different internet connection.

- Try zooming out within your browser window so that more of the table is visible.

Some tables have formula fields that auto-calculate a sum based on the formula configured and the table data entered. These fields will begin to populate as you enter your data into the table.

The screenshot shows a form with two rows of data entry fields. The first row is for 'Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$)'. It has two input fields: the left one contains '\$ 500,000' and the right one contains '\$ 100,000'. Below each field is the text '0 Decimal Places'. The second row is for 'Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$)'. It has two input fields: the left one contains '700,000' and the right one contains '450,000'. A blue border highlights these two fields. At the bottom of the form, there are two buttons labeled 'Historic 3' and 'Historic 2'.

Loan Guarantees made in PPCs serving an Eligible Market and/or Target Market (\$) *	\$ 500,000 0 Decimal Places	\$ 100,000 0 Decimal Places
Total On-Balance Sheet Financial Products closed in Persistent Poverty Counties serving an Eligible Market and/or Target Market (Includes On-Balance Sheet Loans, Equity Investments and Loan Guarantees) (\$) *	700,000	450,000
	Historic 3	Historic 2

Figure 63. Formula Field Calculated Totals

4.7 Exporting your Application as a PDF

The Application can generate an Adobe PDF version of your application for your organization's records. You can use this feature to view your current progress on the application at any point in the application process.

To generate a PDF version of the application:

1. Navigate to the stationary menu bar at the top of the application.

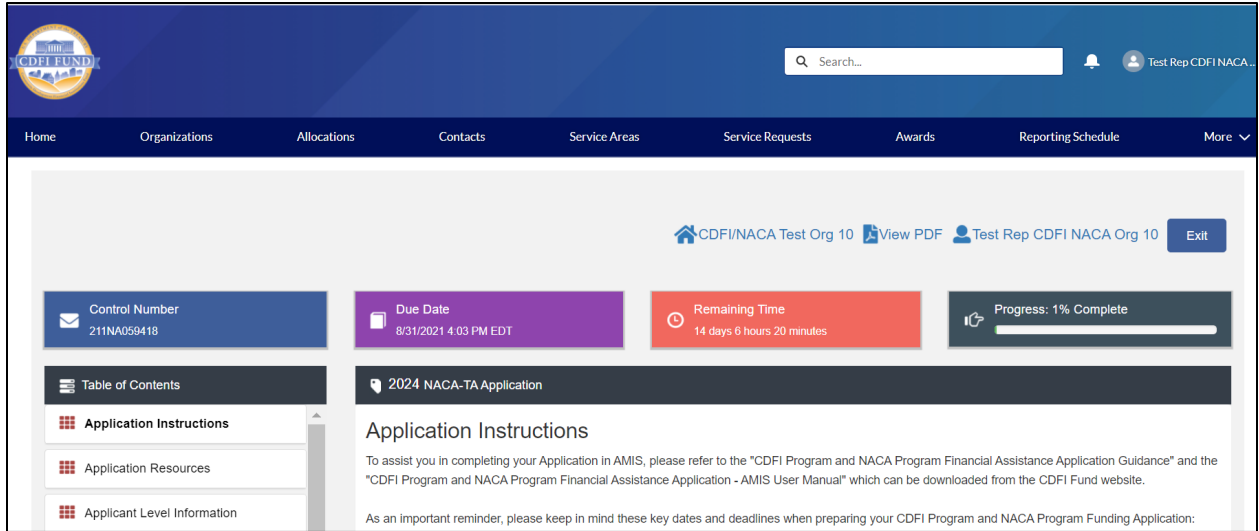


Figure 64. UI Menu Bar

2. Select **View PDF**.

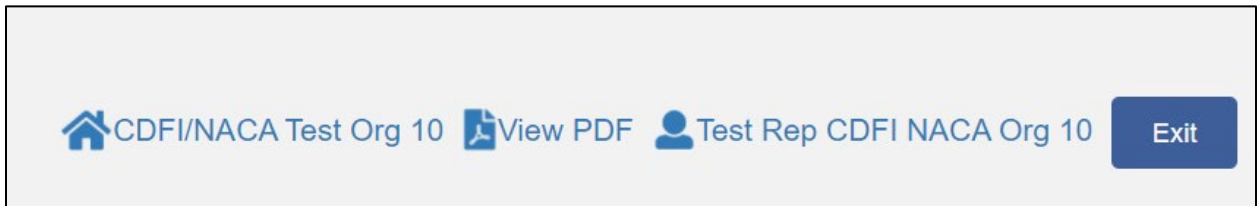


Figure 65. View PDF

3. This will open a PDF of the application and your responses in a new window. Your browser's PDF viewer will have a button (usually an arrow as highlighted in the example below) that will allow you to download and save the PDF.

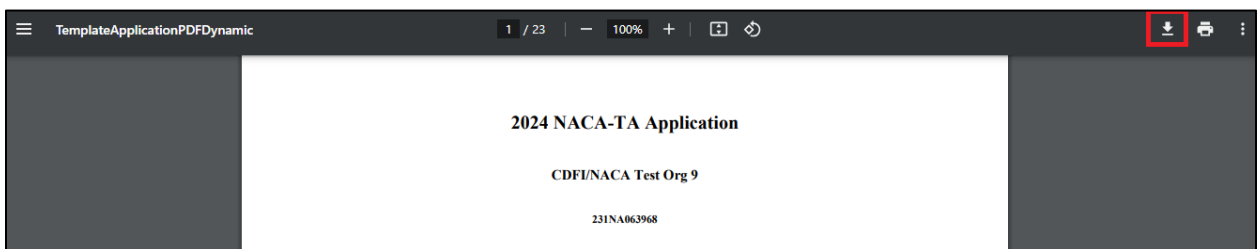


Figure 66. Application PDF Open in a New Browser Window (in Chrome)

5.0 TA Application Specific Guidance

This section includes additional guidance for navigating select TA Application sections/subsections in the Application Template UI, including:

- 5.1 Entering Bank Holding Company subsidiary information, if applicable.
- 5.2 Uploading a Bank Holding Companies Subsidiary Certification Page, if applicable.
- 5.3 Attaching your SF-424 form to your application.
- 5.4 Indicating your “Technical Assistance Request Amount”.
- 5.5 Inputting your Application Financial Data.
- 5.6 Answering Compliance Evaluation Questions.

Note: This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the applicant specific subsection entitled: Bank Holding Companies.

5.1 Section 3: C: Bank Holding Companies: Applicant Specific Subsection

This subsection is only visible/applicable to Applicants that are Bank Holding Companies.

C: Bank Holding Companies Bookmark Subsection

This subsection only applies to Bank Holding Company Applicants that **intend to carry out the activities of an award** through their Subsidiary CDFI Insured Depository Institution.

Guidance
The Applicant should enter the name and EIN of the Subsidiary CDFI Insured Depository Institution that will carry out the activities of the award, if applicable. The EIN of the Subsidiary CDFI Insured Depository Institution cannot be the same as the EIN of the Bank Holding Company Applicant.

1. Applicant's EIN (pre-populated from AMIS): * ?
040023015

2. Bank Holding Company Subsidiary Name: *
Test Subsidiary
85 characters remaining

3. Bank Holding Company Subsidiary EIN (please enter only numerals, omitting the dash). Note: Your Subsidiary must have its own unique EIN. Enter the Subsidiary EIN below, and verify that the Subsidiary EIN is distinct from the Applicant's EIN.* *
111111115
0 characters remaining

4. Enter the name of the **Subsidiary's Authorized Representative** (please note this representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection). *
Martha Jones
88 characters remaining

Figure 67. Bank Holding Companies Subsection

Bank Holding Companies are required to provide information on their subsidiaries in this subsection.

Question 1: Applicant's EIN

The Applicant's EIN is pre-populated from the Applicant's organization record in AMIS.

Question 2: Bank Holding Company Subsidiary Name

Enter the name of the Applicant's subsidiary.

Question 3: Bank Holding Company Subsidiary EIN

Enter the Subsidiary EIN. **Please enter numerals only**, omitting the dash typically used in EIN formatting.

The Subsidiary EIN must be distinct from the Applicant organization's EIN. Ensure that the EIN entered in this field does not match the Applicant EIN displayed in Question 1.

If you enter the same EIN, you will receive the following validation error that will need to be corrected before you are able to save this subsection:

Your responses have been saved but a validation error occurred. Please fix the error and save again to complete the section.

Bank Holding Companies Bookmark Subsection

This subsection only applies to Bank Holding Company Applicants that **intend to carry out the activities of an award** through their Subsidiary CDFI Insured Depository Institution.

Guidance
The Applicant should enter the name and EIN of the Subsidiary CDFI Insured Depository Institution that will carry out the activities of the award, if applicable. The EIN of the Subsidiary CDFI Insured Depository Institution cannot be the same as the EIN of the Bank Holding Company Applicant.

1. Applicant's EIN (pre-populated from AMIS): * ?
990000025

2. Bank Holding Company Subsidiary Name: *
Test
96 Characters Remaining

3. Bank Holding Company Subsidiary EIN (**please enter only numerals, omitting the dash**). Note: Your Subsidiary must have its own unique EIN. Enter the Subsidiary EIN below, and verify that the Subsidiary EIN is distinct from the Applicant's EIN:* *
The Bank Holding Company Subsidiary EIN cannot be the same as the Applicant organization's EIN.
990000025
0 Characters Remaining

4. Enter the name of the **Subsidiary's Authorized Representative** (please note this representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection). *
Test
96 Characters Remaining

Figure 68. Validation Error for Matching Subsidiary and Applicant EINs

Question 4: Subsidiary Authorized Representative

Enter the name of an Authorized Representative for the subsidiary. This representative will be required to complete and sign the Bank Holding Companies Subsidiary Certification Page in the next subsection. Please consult this year's CDFI & NACA Program TA Application Guidance for more information about Authorized Representative eligibility.

The screenshot displays a form with the following fields and labels:

- 6. Bank Holding Company Subsidiary Mailing Street: * (100 Characters Remaining)
- 7. Bank Holding Company Subsidiary Mailing City: * (100 Characters Remaining)
- 8. Bank Holding Company Subsidiary Mailing State/Province: * (2 Characters Remaining)
- 9. Bank Holding Company Subsidiary Mailing Zip/Postal Code: * (10 Characters Remaining)
- 10. Bank Holding Company Subsidiary Regulator: * (Dropdown menu)
- 11. Bank Holding Company Subsidiary FDIC Cert # / NCUA Charter # / COSSEC #: * (10 Characters Remaining)

A blue "Save" button is located at the bottom center of the form.

Figure 69. Bank Holding Companies Subsection Continued

Questions 5 - 9:

Enter the mailing street, mailing city, mailing state/province, mailing zip/postal code, as well as the regulator name of your DIHC Subsidiary Regulator.

Question 10: FDIC Cert # / NCUA Charter # / COSSEC

Enter the FDIC certification number, the NCUA charter number or the COSSEC number of your DIHC Subsidiary Regulator.

5.2 D: Bank Holding Companies Subsidiary Certification Page: Applicant Specific Subsection

This subsection is only visible/applicable to Applicants that are Bank Holding Companies.

D: Bank Holding Companies Subsidiary Certification Page

 [Bookmark Subsection](#)

This subsection only applies to Bank Holding Companies Applicants that **intend to carry out the activities of an award** through their Subsidiary CDFI Insured Depository Institution.

Guidance

- 1) The Applicant should review and confirm that the pre-populated data below is accurate.
- 2) Click the "Print Page" link located at the bottom right hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.
- 3) The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.
- 4) Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.
- 5) Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2020 TA Application template under the Bank Holding Companies Subsidiary Certification Page subsection.
- 6) There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.
- 7) Click the Save button.

Applicant: *

CDFI/NACA Test Org 20

Subsidiary Name: *

Test Subsidiary

Subsidiary Authorized Representative Name: *

Martha Jones

Subsidiary Authorized Representative Title (Please Print): _____

Subsidiary Authorized Representative Signature (Please Sign): _____

Date (Please Print): _____

Upload the Subsidiary Signed Certification



Upload Document Here *

Save

[Print Page](#)

Figure 70. Bank Holding Companies Subsidiary Certification Page

The Subsidiary Authorized Representative (identified in the previous subsection) is required to review, print and sign this page.

1. The Applicant should review and confirm that the pre-populated data is accurate.
2. Click the "Print Page" link located at the bottom right-hand corner of the page to open a window that displays the Bank Holding Companies Subsidiary Certification page for printing. Print this page.
3. The Subsidiary Authorized Representative must manually write his/her title, signature, and date for the Bank Holding Companies Subsidiary Certification Page.
4. Scan and upload the signed Bank Holding Companies Subsidiary Certification Page to your computer.
5. Then, drag and drop it from the file on your computer to the "Drag and Drop" location on the 2024 TA Application template under the Bank Holding Companies Subsidiary Certification Page subsection.
6. There should be a link present with the name of the document that you just uploaded to indicate that you successfully attached the signed Bank Holding Companies Subsidiary Certification Page.
7. Click the Save button.

Note: This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Associated SF-424 Record.

5.3 J: Associated SF-424 Record: Attaching your SF-424 to your Application

All Applicants are required to submit the initial component of their FY 2024 CDFI-NACA Program Application using the [Grants.gov](https://www.grants.gov) portal, the official website for federal grant information and applications. The only component of the CDFI-NACA Application submitted via Grants.gov is the Standard Form (SF-424) Mandatory Form. The SF-424 is required for all Applicants.

The registration for Grants.gov and the processing time needed to review your SF-424 submission will take several days so it is recommended that Applicants begin this process before they start their Application in AMIS.

Once your SF-424 is validated by Grants.gov, a record for your SF-424 will be generated in AMIS. You will need to link your SF-424 record to your CDFI-NACA Funding Application in the Application UI.

To attach your SF-424:

1. Within the 2024 CDFI/NACA application, expand the “Applicant Level Information” section in the menu bar. Click on the “Associated SF-424 Record” subsection.

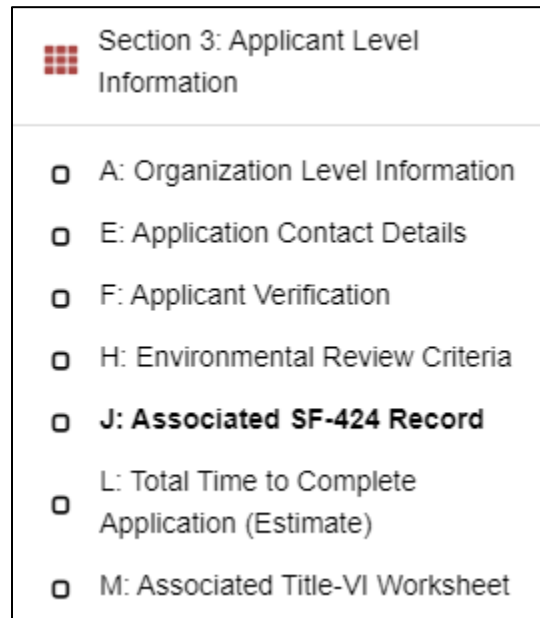


Figure 71. Associated SF-424 Record Subsection in Menu

2. The subsection will display a single related record question. Click in the gray “Search Records” box and begin typing the word “Grant”.

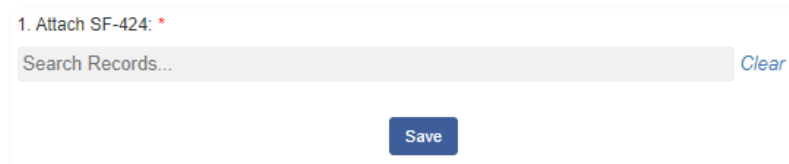


Figure 72. Attach SF-424 Related Record Field

3. SF-424 records associated with your organization will appear in the related record list. If you have submitted multiple SF-424s in Grants.gov, please select the correct SF-424 by referencing the SF-424 ID (the record number starting with “GRANT xxxxxxxx”). If your SF-424 does not appear, but you have received confirmation from Grants.gov that your SF-424 has been successfully submitted **and validated**, please contact the CDFI-NACA Program Team by submitting a Service Request in AMIS with the Subject: “Missing SF-424 in Current Year Funding Application Template”.

1. Attach SF-424: *

Search Records... [Clear](#)

GRANT2024CDFI27
CDFI

GRANT
NACA

[Print Page](#)

Figure 73. SF-424 Record for Your Organization in Related Record List

- Verify that it is the correct record by confirming that the correct Program (CDFI or NACA) is listed below the grant name, and the Funding Opportunity Number listed is “CDFI-2024-FATA”, or “CDFI-2024-NACA” if applying under NACA. The SF-424 ID corresponds to your SF-424’s Grants.gov Tracking Number (GRANTxxxxxxx).

NOTE: Applicants’ AMIS records and Grants.gov records are linked by the Applicant’s UEI Number. If the UEI field does not match the UEI field in your AMIS account, the SF-424 will not populate in your AMIS account, and you will not be able to submit the Application in AMIS. Check your Organization detail page in AMIS to ensure your UEI Number matches the UEI Number on your SF-424.

1. Attach SF-424: *

GRANT2024CDFI27

[View Record](#)

Program: CDFI

Funding Opportunity Number: CDFI-2024-FATA

UEI: A1L46KBTUWIA

Employer/Taxpayer Identification Number: 12-1234567

[Save](#)

Figure 74. Selected SF-424 Record

- If you have selected the incorrect record and need to choose another, select the “Clear” button to the right of the gray box and re-select the correct record.

6. Once you select an SF-424 record and click **Save**, you will see additional information listed below the related record field.

Subsection was marked as completed!

J: Associated SF-424 Record ■ Bookmark Subsection

Attach the SF-424 to your Application.

Begin typing the word "Grant" to select your organization's SF-424 for the current Funding Round. SF-424 records associated with your organization will appear in the related record list. If you have submitted multiple SF-424s in Grants.gov, please select the correct SF-424 by referencing the SF-424 ID (the digits following "Grant"). If your SF-424 does not appear, please contact the CDFI-NACA Program Team by submitting a Service Request in AMIS with the Subject: "Missing SF-424 in Current Year Funding Application Template".

Verify that it is the correct record by confirming that the Funding Opportunity Number listed is "CDFI-2020-FATA", or "CDFI-2020-NACA" if applying under NACA, and the SF-424 ID corresponds to your SF-424's Grants.gov Tracking Number (GRANTxxxxxxx).

NOTE: Applicants' AMIS records and Grants.gov records are linked by the Applicant's DUNS Number. If the DUNS field does not match the DUNS field in your AMIS account, the SF-424 will not populate in your AMIS account, and you will not be able to submit the Application in AMIS.

1. Attach SF-424: *

Clear

[View Record](#)

Program: CDFI
Funding Opportunity Number: CDFI-2024-FATA
UEI: A1L46KBTUWIA
Employer/Taxpayer Identification Number: 12-1234567

Figure 75. Successfully Attached SF-424 Record

7. Your SF-424 record has successfully been attached if you receive the positive validation "Subsection was marked as completed!" and a green checkmark next to the Associated SF-424 Record subsection in the menu.












	Section 3: Applicant Level Information
	A: Organization Level Information
	C: Bank Holding Companies
	D: Bank Holding Companies Subsidiary Certification Page
	E: Application Contact Details
	F: Applicant Verification
	G: Applicant Verification (Confirm Regulator)
	H: Environmental Review Criteria
	J: Associated SF-424 Record
	L: Total Time to Complete Application (Estimate)
	M: Associated Title-VI Worksheet

Figure 76. Subsection SF-424 Marked Complete in Menu

Note: This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: *Technical Assistance Request*.

5.4 Section 5: Technical Assistance Request Details

This section collects data necessary for analyzing your organization’s request for Technical Assistance funding.

A: Technical Assistance Request

Within the Technical Assistance Request subsection, applicants should enter the amount of Technical Assistance you are requesting and the anticipated first payment amount.

A: Technical Assistance Request

Bookmark Subsection

Enter the TA request amount and the anticipated first payment amount.

90 percent of the first payment amount must be spent within the first year of the period of performance. 100 percent of the award must be spent by the end of the period of performance. Applicants should only request a first payment amount that reflects what they plan to spend within the first year of the period of performance.

Award Amount Requested	Response
TA Request Amount: *	* \$ <input type="text"/> 0 Decimal Places
TA First Payment Amount Request *	* \$ <input type="text"/> 0 Decimal Places
Award Amount Requested	Response

Figure 77. Technical Assistance Request Subsection

Question 1: TA Request Amount

The total amount of Technical Assistance you are requesting must be within the minimum and maximum award amounts as defined in the corresponding NOFA. You will receive a validation error if your requested amount is less than the minimum or greater than the maximum.

Enter the amount you are requesting for Technical Assistance.

Question 2: TA First Payment Amount Request

Enter your first payment amount request. The **TA First Payment Amount Request** cannot exceed the **TA Request Amount**.

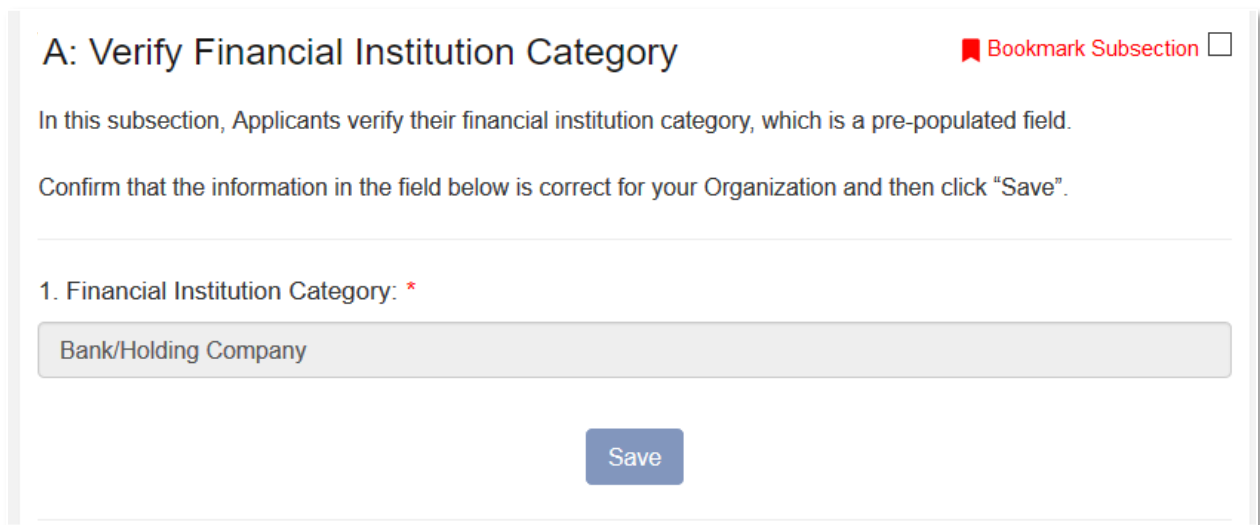
Note: This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the subsection entitled: Verify Financial Institution Type.

5.5 Section 6: Application Financial Data

This section is designed to collect financial data from your organization. Some data in this section will be auto-populated by AMIS.

A: Verify Financial Institution Category

Your Organization’s financial institution category is displayed in the Verify Financial Institution Category subsection. Verify your institution category is correct and continue to the next subsection. If this information is not correct, you must edit/update the information directly on your Organization profile page in AMIS before continuing with your Application.



A: Verify Financial Institution Category Bookmark Subsection

In this subsection, Applicants verify their financial institution category, which is a pre-populated field.

Confirm that the information in the field below is correct for your Organization and then click “Save”.

1. Financial Institution Category: *

Bank/Holding Company

Save

Figure 78. Verify Financial Institution Category Subsection

B: Financial Attachments (Unregulated Applicants Only)

This subsection is only applicable to Unregulated Applicants. Regulated Institutions will not see this subsection and should proceed to the [Application Financial Data](#) instructions.

Please refer to the Technical Assistance (TA) Application Guidance document for additional guidance on required financial attachments, located on the [Step 2: Application Process webpage under Technical Assistance Application Materials](#).

B: Financial Attachments

Bookmark Subsection

Unregulated Applicants (loan funds, venture capital funds, and other non-Insured Depository Institutions) must attach the required attachments.

1. **Audited Financial Statements** for your organization's three Most Recent Historical Fiscal Years.

- This question requires 3 attachments.



2. **Interim Financial Statements:** Current Year-to-Date Unaudited Internally Prepared Financial Statements as of December 31.

- This question requires 1 attachment.



Figure 79. Financial Attachments Subsection

C: Management Letter Attestation (Unregulated Applicants Only)

This subsection requires that an applicant select one of the following options from a dropdown:

1A. Applicant is a new CDFI with no Application Financial Data Attachments to provide

1B. Applicant with a Management Letter to attach

1C. Applicant needing to Attest to a Statement in Lieu of Management Letter in AMIS

C: Management Letter Attestation (Q1)

Bookmark Subsection

For question 1, please read all options and select the option from the drop-down box that describes your organization. Applicants must answer this question. None of these selections require an attachment.

1. Management Letter: Please read the three options below and select the option that describes your organization from the drop-down box. None of these selections require an attachment.

1A. **Applicant is a new and/or nascent CDFI without Audited Financial Statements or a Management Letter:** As a newly formed and/or nascent CDFI (that has not yet been audited), we do not have Audited Financial Statements or a Management Letter for our Most Recent Historic Fiscal Year.

1B. **Applicant has a Management Letter:** My CDFI was issued a Management Letter with its Most Recent Historic Fiscal Year Audited Financial Statements.

1C. **Applicant does not have a Management Letter:** My CDFI was not issued a Management Letter with its Most Recent Historic Fiscal Year Audited Financial Statements.

*
Use the drop-down box to select one of the two options above.

Figure 80. C: Management Letter Attestation

If 1B or 1A is selected, the subsection D: Management Letter Attestation (Q2 & Q3) will appear (shown below) and applicants will have to complete two more dropdowns.

D: Management Letter Attestation (Q2 & Q3) Bookmark Subsection

In the previous subsection, you selected 1.B. which indicated you have a Management Letter. For questions 2 and 3, please read all options and select the option from the drop-down box that describes your organization. Applicants must answer these questions. None of these selections require an attachment.

2. Audit Opinion and Findings: Please read the two options below and select the option that describes your organization from the drop-down box.

2A. **Applicant with Unqualified Opinion and no audit findings:** I further certify and attest that for all audited financial information submitted as part of this Application, that the Audit Opinion was Unqualified and denoted no deviations from GAAP.

2B. **Applicant with Qualified Opinion and/or audit findings:** I further certify and attest that for all audited financial information submitted as part of this Application, any qualified opinions, deviations from GAAP, and/or audit findings are thoroughly addressed in Question II of the Compliance Evaluation Questions in the aforementioned Application.

*
Use the drop-down box to select one of the two options above.

3. Additional Items: Please read the two options below and select the option that describes your organization from the drop-down box.

3A. **Applicant with no additional items to report:** I further certify and attest that in my opinion, my organization's accounting policies and procedures, internal controls, and operating policies are appropriate and prudent for a CDFI of our size and complexity, and; That our auditors did not inform us of, and I am not aware of, any issues with our accounting policies and procedures, internal controls, and operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

3B. **Applicant with additional items to report:** I am aware of the following issues with our accounting policies and procedures, internal controls, and/or operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

*
Use the drop-down box to select one of the two options above.

Figure 81. D: Management Letter Attestation (Q2 & Q3) Subsection

The first dropdown asks the applicant to choose between two options based on whether or not the applicant has a qualified opinion and/or audit findings. The second asks applicants to choose between **3A. Applicant with no additional items to report** and **3B. Applicant with additional items to report**.

If the Applicant has additional items to report, then select 3B and the subsection E: Management Letter – Items to Report will appear.

E: Management Letter - Items to Report Bookmark Subsection

In the previous subsection, you selected 3B, which indicated you had additional items to report. Please use the table below to provide this additional information. Applicants may add up to twenty-five (25) additional items.

Complete the information and click "Save." Click on the "Add Row" link to create additional records.

3B. Applicant with additional items to report: I am aware of the following issues with our accounting policies and procedures, internal controls, and/or operating policies, including any material weaknesses, significant deficiencies, and other matters identified during the audit.

Overview (1) Add Row

Record Name	Completed	Management Letter 3.3b - Type of Issue
New Row (active)		

24 Remaining Rows

Figure 82. E: Management Letter – Items to Report Subsection

Click **New Row** and fill in the following fields. It is recommended but not required to give the issue a name (question 1).

New Row

1. Name of Issue:

2. Type of Issue: *

3. Description of Issue: *

1500 Characters Remaining

4. Steps CDFI is Taking to Address the Concern: *

1500 Characters Remaining

Figure 83. New Row Fields

Once you are done, click **Save**. You also have the option to download the Comma Separated Values File (CSV File) or to delete the record at the bottom of the page.

F: Application Financial Data

Applicants are required to enter financial data for the three most recent historic fiscal years, the current fiscal year, and three projected fiscal years. For additional guidance on required Application Financial Data, please refer to the Technical Assistance (TA) Application Guidance document located on the [Step 2: Application Process webpage under Technical Assistance Application Materials](#). Applicants can also use the “Application Financial Data Inputs Workbook - FOR REFERENCE ONLY” workbook found on the webpage linked above to collect the required Application Financial Data offline before entering it into AMIS.

Important: A response (even if zero “0”) is required in all data input fields in order to submit your Application. Only fields required of your Organization, based on your Organization’s Financial Institution Type as defined in AMIS ((a) Unregulated, (b) Credit Union, or (c) Bank) are visible as you complete this section.

	Historic 3	Historic 2	Historic 1	Current
Fiscal Year Selection *	2017	2018	2019	2020
Assets				
Unrestricted Cash & Cash Equivalents (\$) *	\$ 123,797,000 0 Decimal Places	\$ 109,993,000 0 Decimal Places	\$ 170,662,000 0 Decimal Places	\$ 342,664,000 0 Decimal Places
Allowance for Loan and Lease Losses (\$) *	\$ 27,422,000 0 Decimal Places	\$ 28,709,000 0 Decimal Places	\$ 33,117,000 0 Decimal Places	\$ 29,387,000 0 Decimal Places
Average Assets (\$) *	\$ 3,685,922,000 0 Decimal Places	\$ 3,810,143,000 0 Decimal Places	\$ 3,859,111,000 0 Decimal Places	\$ 4,063,275,000 0 Decimal Places
Earning Assets (\$) *	\$ 3,330,925,000 0 Decimal Places	\$ 3,447,738,000 0 Decimal Places	\$ 3,586,220,000 0 Decimal Places	\$ 3,740,011,000 0 Decimal Places
Total Assets (\$) *	\$ 3,731,435,000 0 Decimal Places	\$ 3,821,277,000 0 Decimal Places	\$ 3,940,018,000 0 Decimal Places	\$ 4,122,133,000 0 Decimal Places
Liabilities				
Total Liabilities (\$) *	\$ 3,370,625,000 0 Decimal Places	\$ 3,443,870,000 0 Decimal Places	\$ 3,550,538,000 0 Decimal Places	\$ 3,702,840,000 0 Decimal Places
Net Assets				
Tier 1 Capital (\$) *	\$ 331,949,000 0 Decimal Places	\$ 348,491,000 0 Decimal Places	\$ 360,829,000 0 Decimal Places	\$ 389,117,000 0 Decimal Places

Figure 84. Application Financial Data Subsection

Table:

The Fiscal Year Selection row is automatically populated based on the Fiscal Year End field on your Organization Record in AMIS.

Enter the amount/number in the fields within the Application Financial Data subsection. Each field in this subsection has an error check in place to ensure data quality.

Note: This table is designed with a cascading column and row header to aid data entry. Due to the size of this table, you may experience a lag in header movement. If the moving headers are moving slowly or not at all, please try the following troubleshooting tactics:

- Scroll to the bottom of the subsection and click **Save** to record any data you have already entered. Then, refresh the application page.
- Try scrolling more slowly down or across the page.
- After saving the subsection, the **Exit** button in the upper right-hand corner of the page to exit the application. Then, re-open the application and re-load this subsection.
- If possible, try opening the application in a different web browser or with a different internet connection.
- Try zooming out within your browser window so that more of the table is visible.

G: NACA Investment Activities: NACA Applicant Specific Subsection

This subsection is only visible/applicable to NACA Applicants. NACA Applicants must enter on-balance sheet loans closed in Native Communities for the three historic fiscal years, current fiscal year, and three projected fiscal years of financial data.

Important: A response (even if zero "0") is required in all data input fields in order to submit your Application.

Note: This AMIS Training Manual skips select sections/subsections of the Application that are self-explanatory within the online Application. The next section detailed in this Training Manual is the Compliance Questions subsection.

5.6 Section 11: Compliance Evaluation Questions

Responses are required to all Compliance Evaluation Questions.

Some question responses may trigger a justification to provide more context for your response. In such instances, a new mandatory * text entry box will appear directly beneath the question asking you to "Please provide an explanation:"

Note: C5.1, C5.2, C6.1, C7.1, and/or C.16.1 are conditionally required. These questions are only applicable and triggered to be viewable in AMIS based on an applicant’s response to a preceding question, and thus not all questions apply, or are visible, to all applicants. If “No” is selected in response to these questions, you will NOT be prompted with an explanation textbox directly below the question. **You will be instructed to “(Provide explanation in the “Conditionally Required Responses” text box at the bottom of this page.)” and you will need to provide your explanation to these questions at the end of the subsection (at the very bottom of the page) in a large 5,000 character limit textbox entitled, “If your answers to Compliance Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1 above require additional explanation or context, please provide response(s) below.”**

If your answers to Compliance Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1 above require additional explanation or context, please provide response(s) below.

5000 characters remaining

Prior or Current Award Recipient? *

NO

Figure 85. Compliance Questions Subsection – Large textbox at bottom of page showing where to provide additional explanation or context for Questions C5.1, C5.2, C6.1, C7.1 and/or C16.1, if necessary.

To view the complete list of Compliance Evaluation Questions and answer options, see the Appendix in this year’s [CDFI & NACA Program TA Application Guidance](#).

6.0 Completing and Submitting your Application

6.1 Printing your Application

To print your application, click the **View PDF** link in the navigation menu at the top of the User Interface.



Figure 86. View PDF Button

This will generate a PDF of your application that you can download using your browser's download function that enables you to save the application to your computer and print. For more information on how to generate a PDF in this application, please see [section 4.7](#) of this document.

6.2 Submitting your Application

All subsections must be marked complete in order for you to submit your application. To check which subsections have been marked complete, look for a green checkmark next to that subsection on the menu bar. Subsections that are incomplete will not have a checkmark and will prevent you from successfully submitting the application.

You will not be able to submit an application until all items are marked complete. If you attempt to submit your application before all subsections are complete, you will receive error messages identifying which subsections remain incomplete or contain validation errors. Correct these subsections before trying to re-submit your application.



The section "Section 3: Applicant Level Information - A: Organization Level Information" has not been marked as completed.
The section "Section 3: Applicant Level Information - E: Application Contact Details" has not been marked as completed.
The section "Section 3: Applicant Level Information - F: Applicant Verification" has not been marked as completed.
The section "Section 3: Applicant Level Information - H: Environmental Review Criteria" has not been marked as completed.
The section "Section 3: Applicant Level Information - J: Associated SF-424 Record" has not been marked as completed.

Figure 87. Example of Error Message for Incomplete Subsections

Before you submit your application, the CDFI Fund recommends you closely review your application.

ONCE SUBMITTED, YOUR APPLICATION WILL BE LOCKED, AND RESPONSES CANNOT BE ALTERED.

An Authorized Representative will need to attest that the information provided in the application is accurate and complete to the best of your organization's knowledge. Before proceeding to this section, make **SURE** your application is complete, including the upload of all required attachments and table information.

To Attest and Submit an application:

1. Log in to the Application as an Authorized Representative. Only Authorized Representatives will be able to Attest to the application.

2. Select the **Attestation and Submission** tab from the very bottom of the menu bar.
3. Read the attestation and signify agreement with the statement by selecting the checkbox. Once the checkbox is selected, the Designated Authorized Representative's name and the time and date of attestation will appear on this page.

Attestation and Submission

Authorized Representative Signature

By selecting the check box below: 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). By selecting this checkbox, I agree to the terms stated above. Note: This attestation must be completed by an Authorized Representative from your Organization.

By selecting this checkbox, I agree to the terms stated above. *(Any Authorized Representatives)*

Name: AR Test16
Date: 2/17/2020 6:12 PM

[Submit Application](#)

Figure 88. Attestation and Submission Page

4. Once the statement is attested to, either an Authorized Representative, or a Point of Contact, may submit the application. Click **Submit Application**. A dialog box will appear. Confirm that you would like to submit the application and understand the application cannot be edited after this point.

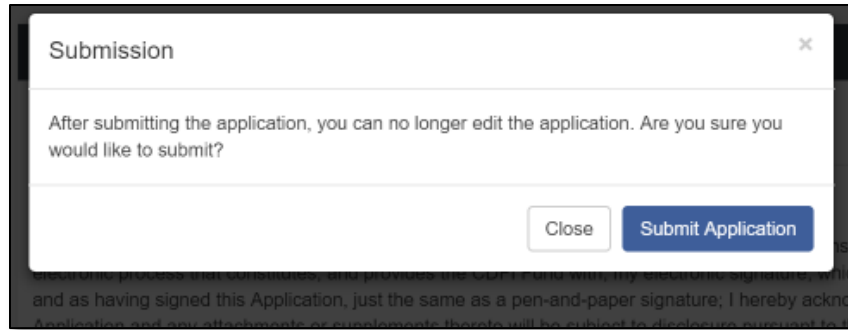


Figure 89. Submission Dialog Box

5. If any of your subsections are incomplete, your submission attempt will be unsuccessful. An error message will identify which subsection(s) is incomplete.

The section "Section 3: Applicant Level Information - A: Organization Level Information" has not been marked as completed.
The section "Section 3: Applicant Level Information - E: Application Contact Details" has not been marked as completed.
The section "Section 3: Applicant Level Information - F: Applicant Verification" has not been marked as completed.
The section "Section 3: Applicant Level Information - H: Environmental Review Criteria" has not been marked as completed.
The section "Section 3: Applicant Level Information - J: Associated SF-424 Record" has not been marked as completed.

Figure 90. Application Submission- Failed Attempt Error Message

6. If your submission is successful, the application will return this message:

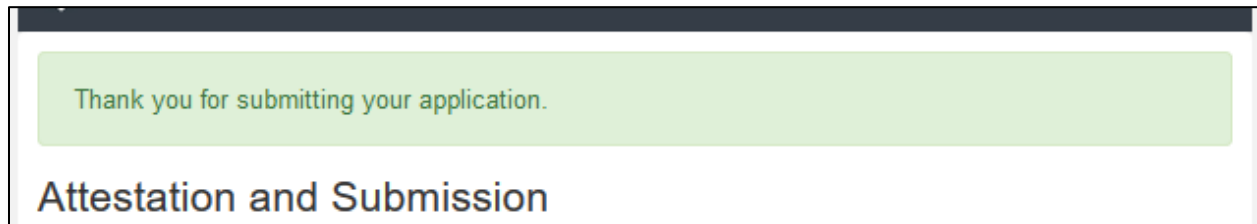


Figure 91. Application Submission- Successful Attempt Message