



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

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Bank Enterprise Award Program

2007 Application

**Instructions for Distressed Community
Designation and CDFI Partner
Registration**

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Overview:

Applicants seeking awards in the Distressed Community Financing or Service Activities Categories must register their designated Distressed Communities via their myCDFIFund account. In addition, CDFIs that are the recipient of CDFI Support Activities from BEA Applicants must register as CDFI Partners via their MyCDFIFund account.

Distressed Community Registration Materials consist of: (1) BEA-qualifying Distressed Community Maps and Worksheets; and (2) a BEA Signature Page.

CDFI Partner Registration Materials consist of: (1) the Statement of Integral Involvement; (2) the associated BEA-qualifying Distressed Community Maps and Worksheets; and (3) a BEA Signature Page. Each BEA Applicant seeking an award for providing CDFI Support to a CDFI Partner will identify the CDFI Partner by listing its full legal name on the its Report of Transactions. CDFI Fund staff will verify the CDFI Partner is registered via myCDFIFund.

The instructions in this document describe the process for registering Distressed Communities or registering as a CDFI Partner by completing and submitting the BEA Signature Page. Please see the BEA Program application (on the BEA Program page of the Fund's website) for instructions on submitting a complete BEA Program application.

Distressed Community and CDFI Partner registrations must be completed by 5:00 pm ET March 19, 2007.

Step 1: Accessing myCDFIFund

- ✓ Go to the Fund's website at <http://www.cdfifund.gov>. Log in to myCDFIFund with your user name and password.
 - If you have not registered as a user with myCDFI, then you must first complete the registration process. To register, click on **I do not already have a user account with myCDFI**. The user registration wizard will guide you through the process.
 - If you are having problems accessing your user account, please contact the Fund's IT Help Desk.
- ✓ Select your organization from the drop down list, then click **Access Organization**.
 - If you do not see your organization listed in the drop down list, you must request access from the Account Administrator. Select **Request Access to an Organization** under **Options**. Requesting access to an organization will send a notification email to the Account Administrator informing them of your intent to access this organization's account. If your organization is not registered with myCDFI, then after selecting **Request Access to an Organization**, the system will prompt you to register the organization. The organization registration wizard will guide you through the process.
- ✓ You will be requested to enter the EIN of the organization that you are trying to access. If you are having problems accessing your organizations account, please contact the Fund's IT Help Desk.
- ✓ You are now logged into myCDFIFund.

Step 2. Accessing the BEA Signature Page

- ✓ From the Organization home page, click on **Applications** under the navigation bar on the left side of the screen.
- ✓ Under **New Applications**, click on **BEA Signature Page**.
- ✓ The application will open to the BEA Signature Page Instructions page. This screen has overall instructions to the Signature Page data entry. The navigation bar at the top right (the “top navigation bar”) provide access to the Organization sections of myCDFIFund. The navigation bar on the left side of the screen (the “left navigation bar”) are used for navigating within the Signature Page data entry screens.
- ✓ Click **Organizational Profile** on the top navigation bar. Check that the organization profile information recorded in myCDFI Fund is correct – especially organization address, EIN, and DUNS.
 - This information is used for the Signature Page: please make sure that it is complete and up to date.
 - You must contact the Fund to update the Organization Name, EIN or DUNS.
- ✓ When you have ensured that all of your organizational information is correct, click on **Application** (on the left navigation bar) then **BEA Signature Page** (which will now appear under Open Applications on the center of the screen). **Click on Organization Information**. Complete the requested information and then click on the **Update Signature Page Information** at the bottom of the screen.
- ✓ At this point, you could continue filling out the Signature Page, or attach the Statement of Integral Involvement, or designate the Distressed Communities.
 - These Instructions walk you through designating a Distressed Community, then (if applicable) attaching the Statement of Integral Involvement, and finally completing and submitting the Signature Page.
- ✓ Do **not** submit the Signature Page until the Distressed Community maps / worksheets and (if applicable) the Statement of Integral Involvement have been attached. You must designate and attach your Distressed Community maps / worksheets and (if applicable) complete and attach the Statement of Integral Involvement (for CDFI Partners) prior to submitting the BEA Signature Page.

Step 3. Creating BEA Distressed Community Maps / Worksheets

- ✓ From the **Organization Homepage**, click on **Mapping** on the left navigation bar to access CIMS – the Fund’s mapping system. From here, you will create and save your Distressed Community maps and the corresponding worksheets.
- ✓ To the right of BEA Distressed Communities, click on New (to create new Distressed Communities) or Open or Edit to access previously created Distressed Communities.
- ✓ For more information on how to designate a Distressed Community in CIMS, please see “**View the Tutorial to help you get started and better understand the myCDFI Mapping System**” on the Mapping homepage.

Step 4. Attaching Distressed Community Maps / Worksheets to the Signature Page

- ✓ After creating the Distressed Community, click **Save As** to go to the page that you will allow you to name the Distressed Community map / worksheet and attach it to the BEA Signature Page.
- ✓ Name the Distressed Community map / worksheet and select the associated application (i.e., the **BEA Signature Page**). Click **Save Selected Geographic Area**. The Distressed Community map / worksheet has now been saved in your organization's myCDFIFund account and has been attached to your **BEA Signature Page**.
- ✓ If you need to edit previously linked Distressed Communities, a list of the maps / worksheets associated with the BEA Signature Page is available under **Options, View maps associated with Applications for your organization**.
 - From the Mapping Homepage: click **Open** under the file menu.
 - You should see a list of the saved maps in your organization's myCDFI account, including the one that you just saved. Under **Options**, at the bottom of the page, click on the link **View maps associated with Applications for your organization**. This link will take you to the page that lists all of the maps that you have attached to your CDFI Partner registration.
 - Select **BEA Signature Page** from the Application and click **Show Maps**. A list of all maps associated with the registration selected will appear on the screen.
 - If you have been granted access to this application, or are an administrator on this organization's myCDFI account, and the application has not yet been submitted or today's date is not past the application due date, then you will have access to remove the map from the application by clicking Remove next to the map. If the application has been submitted or the application due date has passed, then you will not be able to remove a map from the application. You are still able to open the map from this page, but will be forced to save the map under a different name if you attempt to change it. Once a map has been associated with an application and the due date has passed, or the application has been submitted, the maps will be locked to this organization's application and you will no longer be able to save another map with the same name.

Step 5. Attaching the Statement of Integral Involvement – CDFI Partners

- ✓ The Statement of Integral Involvement template is available on the BEA Program page of the Fund's website (www.cdfifund.gov).
- ✓ If you have not already downloaded the template, exit myCDFIFund and the Signature Page by clicking **Log Out** on the navigation bar. This will take you back to the myCDFIFund Home page. You can access the public website by clicking on CDFI Home Page on the left navigation bar.
- ✓ On the CDFI Fund Homepage, click on **Applications** on the left navigation bar, then select the **Statement of Integral Involvement** from the list provided under the **Bank Enterprise Awards Program** header.

- ✓ Save the file to your computer: from the browser file menu, select **Save As**, navigate to the folder you want in the Save As window, and click Open. (Note: you can change the name of the file when you save it, but the name you use must not be more than 75 characters long to be successfully attached to the Signature Page).
- ✓ Complete the Statement and save it to your computer.
- ✓ To attach the completed Statement of Integral Involvement to the BEA Signature page: log into your myCDFIFund account.
- ✓ From the Organization Home page, click on **Applications** under the left navigational bar. Under Open Applications, click **BEA Signature Page**.
- ✓ Click on **Upload Documents** on the left navigation bar.
- ✓ Click on **Browse**. In the **Open File** window, locate the file.
- ✓ Click on **Open**, and then verify that the filename you want appears in the textbox.
- ✓ Click on **Upload File**.

Step 6. Completing Entering Data in the Signature Page Application

- ✓ Click on each link on the left navigation bar, enter the information requested, then click on **Update Signature Page Information** at the bottom of each screen.
 - Formatting requirements and hints are located under each question. Required fields are indicated with a red triangle.
 - Be sure to click the **Update Signature Page Information** at the bottom of the page to save and record your responses. As you complete each screen and click on the Update Signature Page Information, the red triangles will disappear.
- ✓ Check for Completeness of Required Entries and Reviewing the Information:
 - On the left navigation bar, click on **Submit and Print**, then on **Submit, Preview and Print Signature Page**.
 - If all entries have been validated, the page will display **Submission Status – Complete**.
 - If all entries have not successfully validated, the page will display **Submission Status: Not Complete**.
 - The system will display a list of sections found to have no data entered in required fields. You will need to return to the appropriate section on the left navigation bar to complete the missing fields.
 - Any missing item identified with “MyCDFI” must updated in the Organization Profile section of myCDFIFund.
 - When you have finished entering the missing data, return to the **Submit and Print** page to check the status until you see **Submission Status – Complete**.
- ✓ On the **Submission Status – Complete** screen, click **Preview Signature Page** immediately below the page title. The completed signature page document will display.
 - Make any necessary edits, by clicking on **Return to Signature Page Input** at the top of

the screen, and then the appropriate link on the left navigation bar. You can return to the **Submission Status – Complete** screen by clicking on the **Submit and Print** button on the left navigation bar.

- Once you are satisfied with the Signature Page, click the **Print** button at the bottom of the page to print a copy.
- Return to the **Submission Status: Complete** page by clicking **Return to Signature Page Input** at the top of the page.
- ✓ After you have printed a copy of the complete Signature Page, from the **Submission Status – Complete** page, click the **Submit Final Signature Page** button. The final Signature Page document will display.
- ✓ Return to MyCDFI via the link at the top of the page. The submitted Signature Page should now be listed under Submitted Applications.

Frequently Asked Questions:

Do I print and send my Distressed Community maps / worksheets and my Statement of Integral Involvement to my Bank Partners for them to include in their BEA applications?

No. Fund reviewers will first identify a BEA Applicant's (i.e., your bank partner or partners) CDFI Partners and then log into their myCDFIFund accounts to verify the Distressed Community maps / worksheets on-line. Therefore, it is very important that your CDFI name be correct in each of your bank partner's Report of Transactions.

How do I know if I need to register?

If an applicant is seeking a BEA Program award for making a qualifying loan, deposit, or technical assistance in your CDFI, then your organization must register as a CDFI Partner. **A CDFI that is the recipient of Equity Investments (grants, equity, or equity like loans) does not have to register as a CDFI Partner.**

Do I have to create new maps, or can I use my existing BEA Distressed Community maps and worksheets?

If you have previously saved your BEA Distressed Community maps and worksheets, you may use them for this application.

Can I associate more than one Distressed Community map / worksheet with my BEA Signature Page?

Yes, you may associate as many Distressed Community map / worksheet as are relevant.

Can I associate my target market maps that I created for my CDFI Certification application or maps I previously created for my FA/Core application?

No. The CDFI Program uses different threshold criteria for identifying targeted communities. You must use the maps associated with the BEA Program.

Do I need to register with Grants.gov ?

Only the BEA Applicant (the bank) needs to register with Grants.gov or submit application materials through Grants.gov.