

COMMUNITY DEVELOPMENT

Instruction Manual for Reviewers

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

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1. Getting Started

The review of the 2019 NMTC Allocation Applications will be conducted using an electronic, internet-based tool. The CDFI Fund has developed this tool to facilitate the review process from remote locations and to enhance communication between Reviewers and Team Leaders, who act as quality assurance points of contact. The online review form consists of a scorecard for each review assignment which will be accessed via our Awards Management Information System (hereby referred to as “AMIS”).

This manual will provide you with guidance on using each part of the electronic review form.

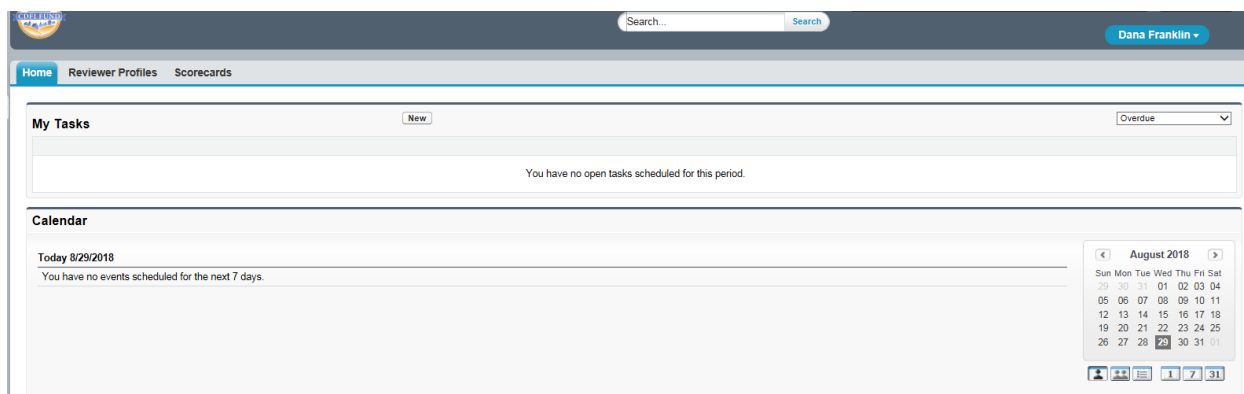
1.1 Required Software and Hardware

AMIS can run on any computer with an internet connection and supports the following browsers¹:

- Browsers:
 - a. Google Chrome (most recent, stable version)
 - b. Mozilla Firefox (most recent, stable version)
 - c. Microsoft Internet Explorer versions 9, 10, and 11
 - d. Apple Safari, versions, 5.x, 6.x, and 7.x on Mac OS

1.2 Reviewer Portal Overview

1. Open a browser and enter the URL <https://amis.cdfifund.gov/s/AMISHome> to login to the AMIS portal
2. Once you log in as a Reviewer, the following screen will be presented:



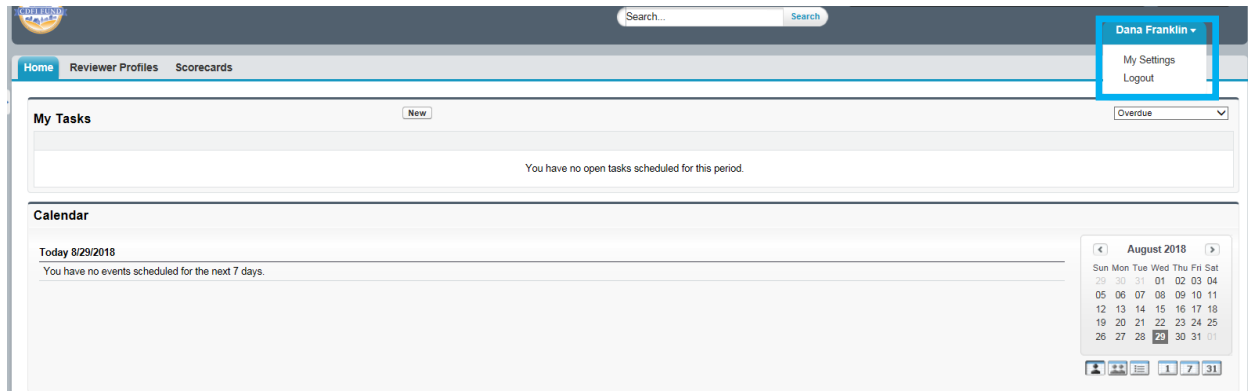
3. On this page, you will see few tabs.
 - Home - This page displays all the tasks assigned to you
 - Reviewer Profile – This page is where you can create your Reviewer Profile

¹ For additional details, visit: https://resources.docs.salesforce.com/214/latest/en-us/sfdc/pdf/salesforce_technical_requirements.pdf

- Scorecards – This page is where all the assigned scorecards are displayed.

1.3 How to Logout as a Reviewer

1. To log out of the application, simply click on the username on the right side top corner and select Logout option.



2. Reviewer Scorecard – Reviews and Submissions

2.1 Accessing the Scorecard and the NMTC Application

1. Once a scorecard is assigned to you, a Task is created on the Home tab and you shall receive an email notification.

Hello,

New Scorecard for Chevy Chase Bank has been assigned to you.

Thank You.
CDFI Fund

Home Reviewer Profiles Scorecards

My Tasks New

Complete	Date	Status	Subject	Name	Related To	Organization
X	9/7/2018	Not Started	Application Review Assigned		SC-006933	
X	9/14/2018	Not Started	Application Review Assigned		SC-006934	
X	9/19/2018	Not Started	Application Review Assigned		SC-006935	

Calendar

Today 8/29/2018

You have no events scheduled for the next 7 days.

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2. Login to the AMIS Portal and review the Tasks assigned on the Home tab. Navigate to the Scorecards tab; If no scorecards appear, click on the dropdown list and select **"My Open Scorecards"**, then click "Go". The assigned scorecards will be displayed. Only New or In Progress Scorecards will appear in this view. You can also select the view labeled **"My Teams SC NMTC 2019"** to view Scorecards with all scorecards with "New", "In Progress" and "Submitted" status.
3. On the Scorecard tab, click on the Scorecard record link to open the scorecard. Do not select "Edit".

Search... Search

Home App Launcher Reviewer Profiles **Scorecards**

My Teams SC NMTC 2019

Action	Scorecard Name ↑	Applicant	Due Date	Due Date Indicator	Scorecard Status	Team Leader Appro...	Application Review...	Record Type
Edit	SC-010027		10/18/2019	🟢	Submitted	Pending	NMTC 2019 Team...	NMTC
Edit	SC-010029		10/18/2019	🟢	Submitted	Pending	NMTC 2019 Team...	NMTC
Edit	SC-010052		10/3/2019	🔴	New		NMTC 2019 Team...	NMTC
Edit	SC-010054		10/4/2019	🔴	New		NMTC 2019 Team...	NMTC

4. On the Scorecard page, click on the “New View Scorecard” button to open the Scorecard.

The screenshot shows a web application interface for Scorecards. At the top is a navigation bar with links: Home, App Launcher, Reviewer Profiles, and Scorecards (which is highlighted). Below the navigation bar, the page title is 'Scorecard' followed by 'SC-010029'. A link '< Back to List: Scorecards' is visible. The main content area is titled 'Scorecard Detail'. On the right side of this section, there is a button labeled 'New View Scorecard' which is highlighted with a red rectangle. Below this, there is a table of details:


Applicant		Application Review Team	NMTG 2019 Team 02
Scorecard Name	SC-010029	Control Number	
Date Assigned	10/3/2019	Calendar Year	
Due Date	10/18/2019	Team Member Leader Email Address	russella@cdf.treas.gov
Due Date Indicator		Team Member Leader Name	Test Reviewer 016


5. After you click on the “New View Scorecard” button, the Scorecard is displayed on a new tab. The scorecard displays relevant information in the Header:
- Applicant Name
 - Reviewer Name
 - Application #
 - Team Leader Name
 - URL link to the AMIS application


Review Card


Applicant: *Phoenix Community Development and Investment Corporation*
Reviewer: *Franklin, Dana*
Application #: *R-001312*
Team Leader: *Jason Penn*


[View AMIS NMTC Application](#)




 **Business Strategy**

 Priority Points

 Community Outcomes

 Recommendation

 Panel Issues

Business Strategy

Products, Services and Investment Criteria

1. Does the Applicant clearly explain the rates, terms, and flexible features for each financial product it intends to offer in Q.14 (b)?

Note: If the Applicant provides a range for any of the rates and terms (e.g. interest rates range from 2 to 4 percent, rates will not exceed 4%), only select Option A if the Applicant specifies what circumstances would dictate the specific rates or terms to borrowers or investees.

Note: If an Applicant's financial product is structured with multiple financial notes (e.g., an A or B note, or an A, B, and C note, etc.), only select Option A if the rates and terms of the financial notes are discussed on a blended basis.

☐ A. Yes, all rates, terms, and flexible features for each of the intended financial products are clearly explained
☐ B. Most rates, terms, and flexible features for each of the intended financial products are clearly explained
☐ C. Some rates, terms, and flexible features for each of the intended financial products are clearly explained, but most are not
☐ D. No, none of the rates, terms, and flexible features for each of the intended financial products are clearly explained
☐ E. Not Applicable; the Applicant intends to engage solely in either the purchase of loans from other CDEs and/or in the provision of FCOS

Justification:

Save Changes

Return back to Portal

6. Click on the “View AMIS NMTC Application” button to view the NMTC Application.
7. Use the Table of Contents on the left side of the page to navigate between sections and subsections of scorecard. The Scorecard displays questions and answer options within Sections and Subsections.
8. You will notice some questions that are prepopulated, greyed out and not editable. These are automated questions. If you believe the information is incorrect, please contact your Team Leader.
9. Click the “Save Changes” button to save any changes if you need to revisit the scorecard before submission. To return to the AMIS Portal, click the “Return back to Portal” Button.
10. Once all the questions are answered and your justifications are complete, you will see all green checks on the Sections and the “Submit Review Card” button will appear.

Applicant: *Phoenix Community*
Reviewer: *Franklin, Dana*
Application #: *R-001312*
Team Leader: *Jason Penn*
[View AMIS NMTC Application](#)



Business Strategy



Priority Points



Community Outcomes



Recommendation



Panel Issues

Save Changes

Submit Review Card


Return back to Portal

2.2 Scorecard Submission and Status Verification


1. Click “Submit Review Card” button to submit your scorecard. After pressing this button, you will not be able to view or make further edits to the Scorecard.
2. Click on the “Return back to Portal” button after submitting the Scorecard.

3. After submitting the Scorecard, you can view the Status of the Scorecard along with Team Leader Approval status on the Scorecard detail page.
4. Scorecard detail page will display the Date Submitted with time stamp, Scorecard Status, and Team Leader Approval Status as shown in the following screen.

[Home](#)
[Reviewer Profiles](#)
[Scorecards](#)


Scorecard
SC-006934
[« Back to List: Scorecards](#)

Scorecard Detail
[New View Scorecard](#)

Applicant	Phoenix Community Development and Investment Corporation
Scorecard Name	SC-006934
Date Assigned	8/29/2018
Due Date	9/14/2018
Due Date Indicator	
Date Submitted	8/29/2018 1:45 PM
Scorecard Status	Submitted

Team Leader Review

Team Leader Approval	Pending
Team Leader Review Comments	

2.3 Acting on a Team Leader's Request for Changes

1. After your Team Leader reviews your scorecard submission, they may request changes to the Scorecard.
2. Once the Team Leader changes the Status of the Scorecard to "Request Change", an email notification will be sent to you.

New Task

To: Test Reviewer 010

Test Reviewer 015 has assigned you the following new task:

Subject: Revision Requested

Scorecard: SC-010032


Due Date: 10/5/2019

Priority: Normal

Comments: Please see specific comments on Scorecard record.


For more details, click the following link:

- Once you receive this message, log in to AMIS and navigate to the Scorecard record, and view the Team Leader's feedback, and address their changes by accessing and updating the scorecard. Once your changes have been made, click on the "Submit Review Card" button to resubmit the scorecard.

 Scorecard
SC-004155
[« Back to List: Scorecards](#)

Scorecard Detail

[New View Scorecard](#)

Applicant	Community 1st Credit Union	Record Type	NMTC [Change]
Scorecard Name	SC-004155	Owner	Reviewer 31 [Change]
		Annual Review Template	NMTC 2017
Date Assigned	7/12/2017	Application Review Team	NMTC 2017 Team 2
Due Date	7/13/2017	Control Number	
Due Date Indicator		Fiscal Year	
Date Submitted	7/12/2017 12:26 PM		
		Team Member Leader Email Address	carlos.figuera@creativesyscon.com
Scorecard Status	Revision Requested	Team Member Leader Name	Steve Young

Team Leader Review	
Team Leader Approval	Request Change
Team Leader Review Comments	Please address the following Changes: 1. Test 2. Test 3. Test

2.4 Reviewer Verifying Scorecard "Approved"

- After your Team Leader reviews the Scorecard and changes the status of the Scorecard to "Approved", you will receive the following email notification:

Hello,

TeamLeader 1 has approved your scorecard for Ferguson Enterprises 4.

Thank You.

CDFI Fund

2. You can log into the AMIS to view the scorecard and verify its status, but will not be able to make any further changes to it.