



Bank Enterprise Award (BEA) Program

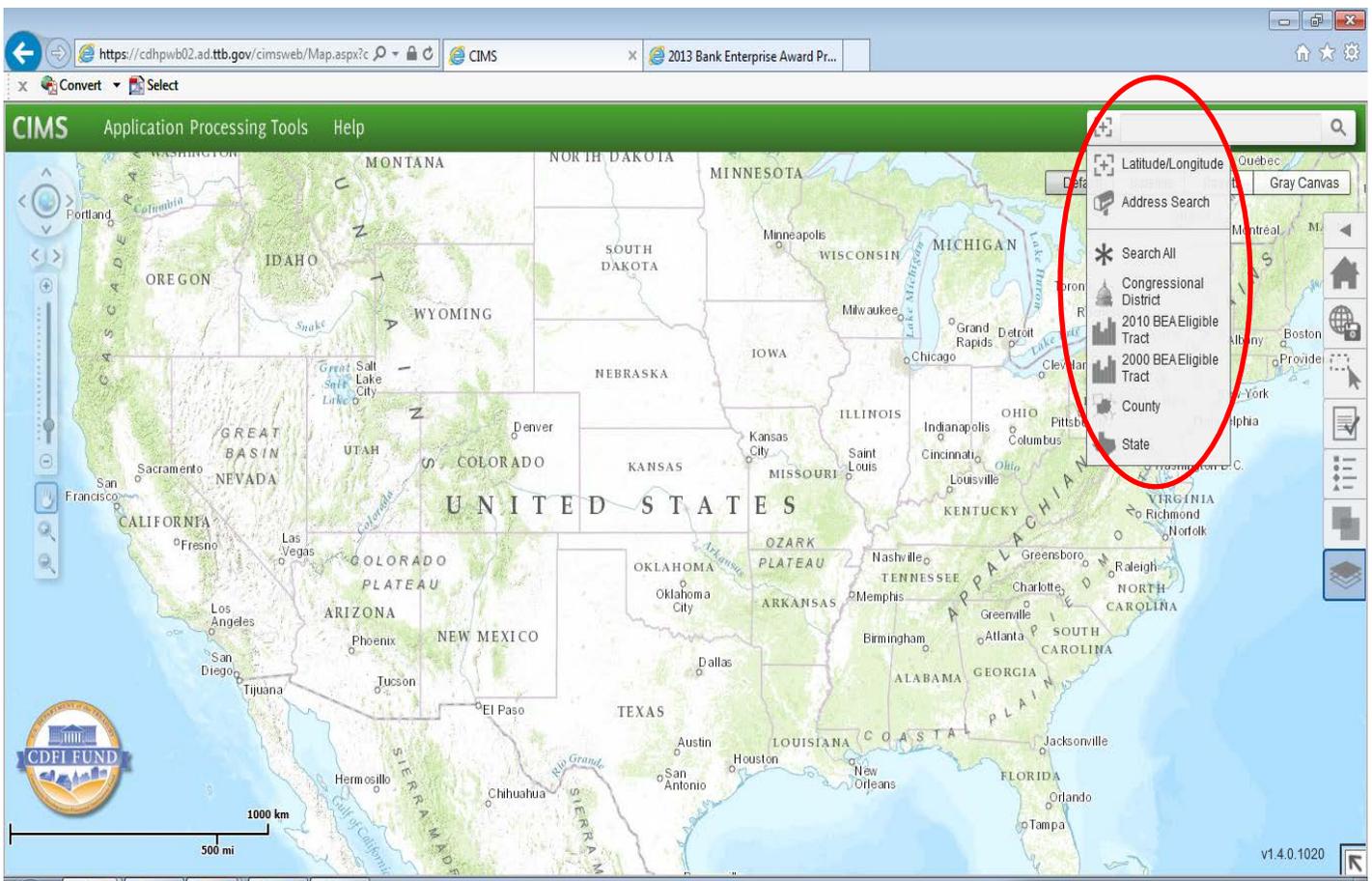
CIMS 3 Instructions for BEA Maps: Determining a BEA Distressed Community

The FY 2014 Bank Enterprise Award Program Notice of Funding Availability describes designation of a Distressed Community by a: (1) CDFI Partner and (2) BEA Applicant. The attached instructions will assist CIMS3 users to determine whether addresses or census tracts meet the definition of a BEA Distressed Community.

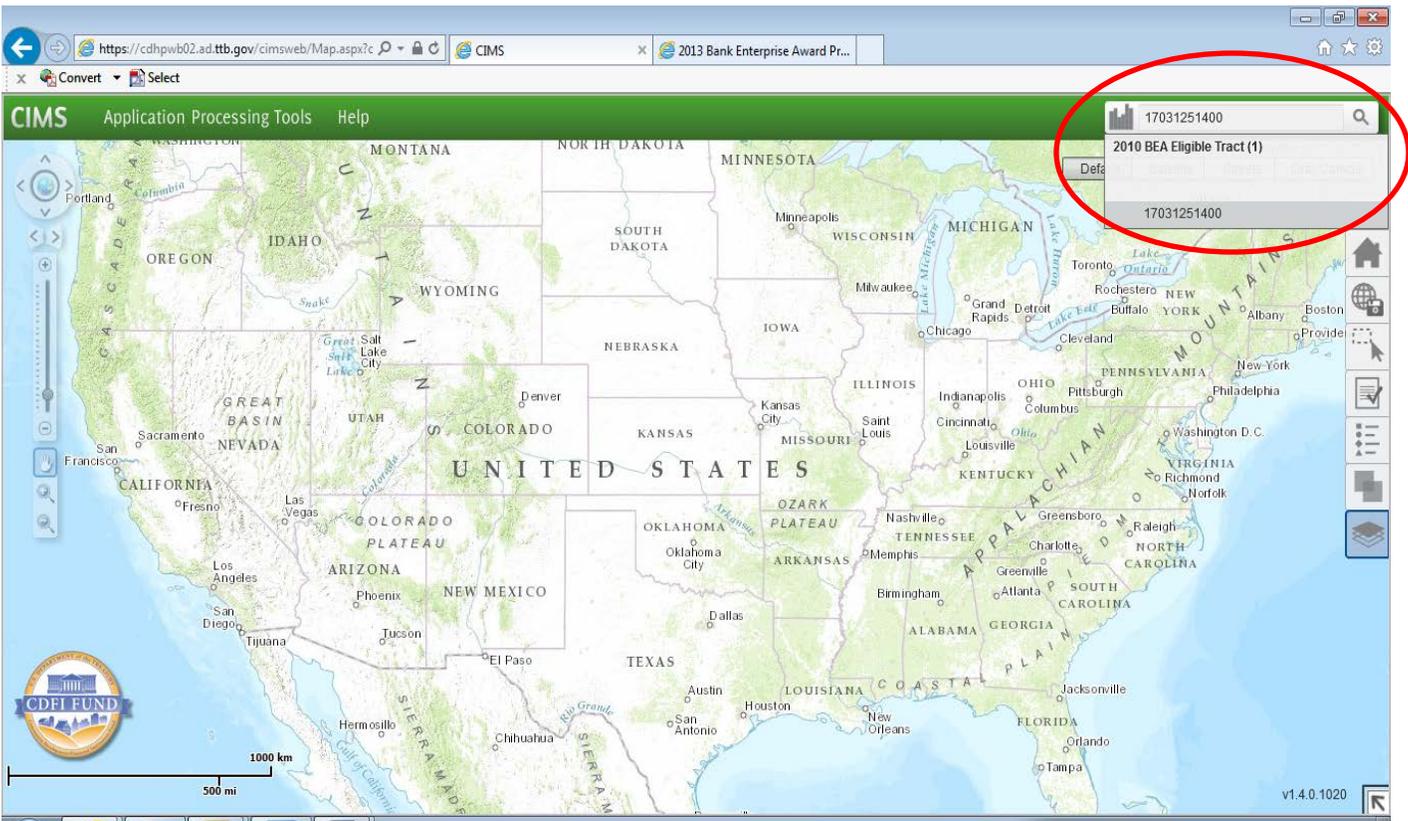
Section 1: Determine if an Individual Address or Census Tract Qualifies for BEA:

1. Login to myCDFIFund and go to the CIMS3 mapping system.
2. Select **BEA Maps**.
3. Enter the census tract, address, etc. which you would like to search and determine BEA qualification status for. (If you need detailed instructions on how to conduct a search for a census tract or address, go to the **Help** menu and follow the *CIMS3 instructions: CDFI Fund Workflows -> Search.*)

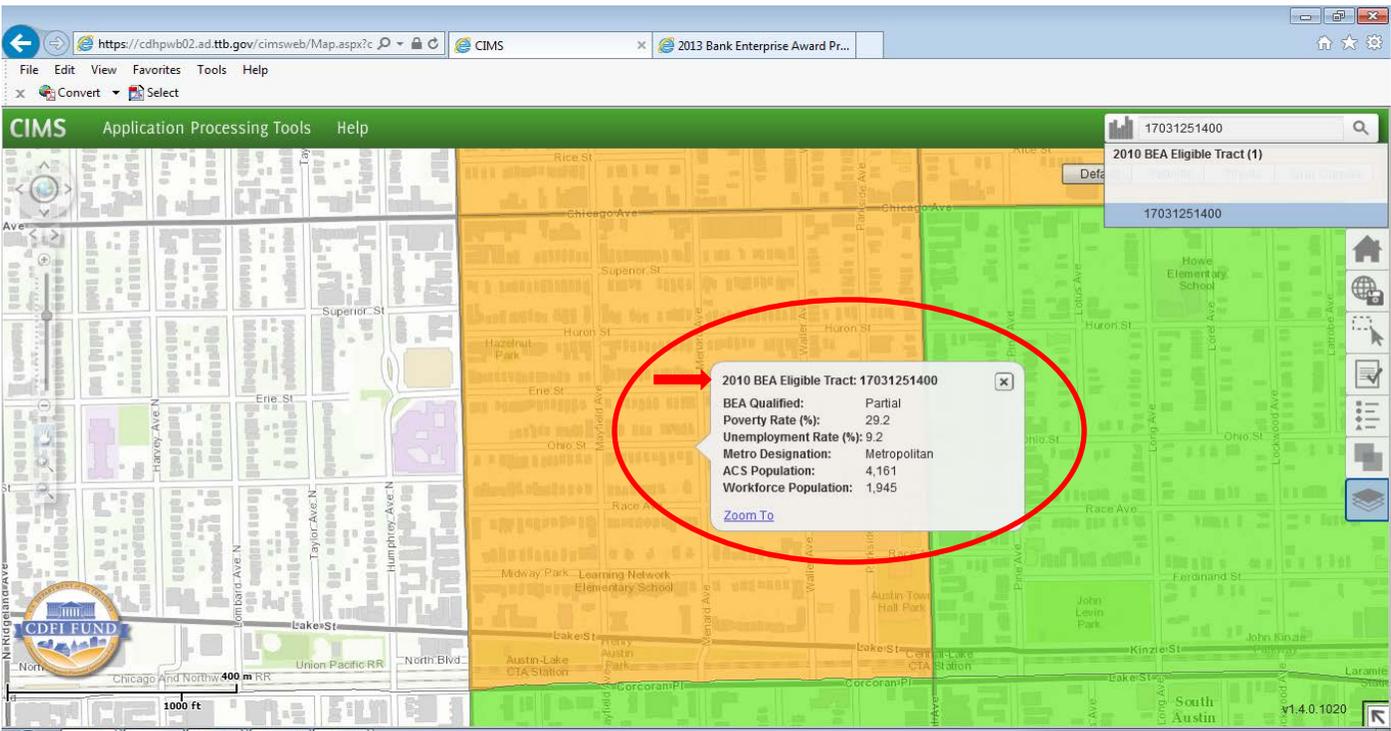
IMPORTANT BEA NOTE: If searching by census tract, you may search by either **2010 BEA Eligible Tract** or **2000 BEA Eligible Tract** for the FY'14 BEA Application round.



4. Click the magnifying glass in order to conduct the search. The system will then search for the census tract number, address, etc. Select the correct search location identified by CIMS3 directly below the search box.



- An InfoWindow will pop open displaying detailed information about the tract. If the InfoWindow did not automatically pop open, click on the tract on the map to view this information.



- a. NOTE: The information in the InfoWindow will be based on EITHER the 2000 OR 2010 census tract data.
 - b. If you searched using **2010 Eligible Tract** or **Address Search**, then the 2010 tract data will be displayed. In order to see the 2000 tract data, go to the **Layers** tab. De-select **2010 BEA Eligible Tract** and **2010 BEA Eligible American Indian Reservation**. Select **2000 BEA Eligible Tract**. Click on the census tract again. The 2000 data should now display in the InfoWindow.
 - c. If you searched using **2000 BEA Eligible Tract**, then the 2000 tract data will be displayed. In order to see the 2010 tract data, go to the **Layers** tab. De-select **2000 BEA Eligible Tract**. Select **2010 BEA Eligible Tract** and **2010 BEA Eligible American Indian Reservation**. Click on the census tract again. The 2010 data should now display in the InfoWindow.
6. BEA Qualification status is indicated in the InfoWindow:
- a. If the census tract qualifies as a BEA Distressed Community, the InfoWindow will indicate “BEA Qualified: Yes”. No further action is necessary to determine qualification status and the transaction can be included in the BEA Application.
 - b. If the census tract does not qualify as a BEA Distressed Community, the InfoWindow will indicate “BEA Qualified: No”. No further action is necessary to determine qualification status and the transaction should not be included in the BEA Application.
 - c. If the census tract partially qualifies, the InfoWindow will indicate “BEA Qualified: Partial”. To determine if the census tract will ultimately meet the BEA definition of a Distressed Community, see Section 2 of this document “Determine if a Partial Census Tract Qualifies for BEA”.

Browser: <https://cdhpwb02.ad.ttbgov/cimsweb/Map.aspx?c> | CIMS | 2013 Bank Enterprise Award Pr...

File Edit View Favorites Tools Help

Convert Select

CIMS Application Processing Tools Help

17031251400

2010 BEA Eligible Tract (1)

17031251400

2010 BEA Eligible Tract: 17031251400

BEA Qualified:	Partial
Poverty Rate (%):	29.2
Unemployment Rate (%):	9.2
Metro Designation:	Metropolitan
ACS Population:	4,161
Workforce Population:	1,945

[Zoom To](#)

CDPI FUND

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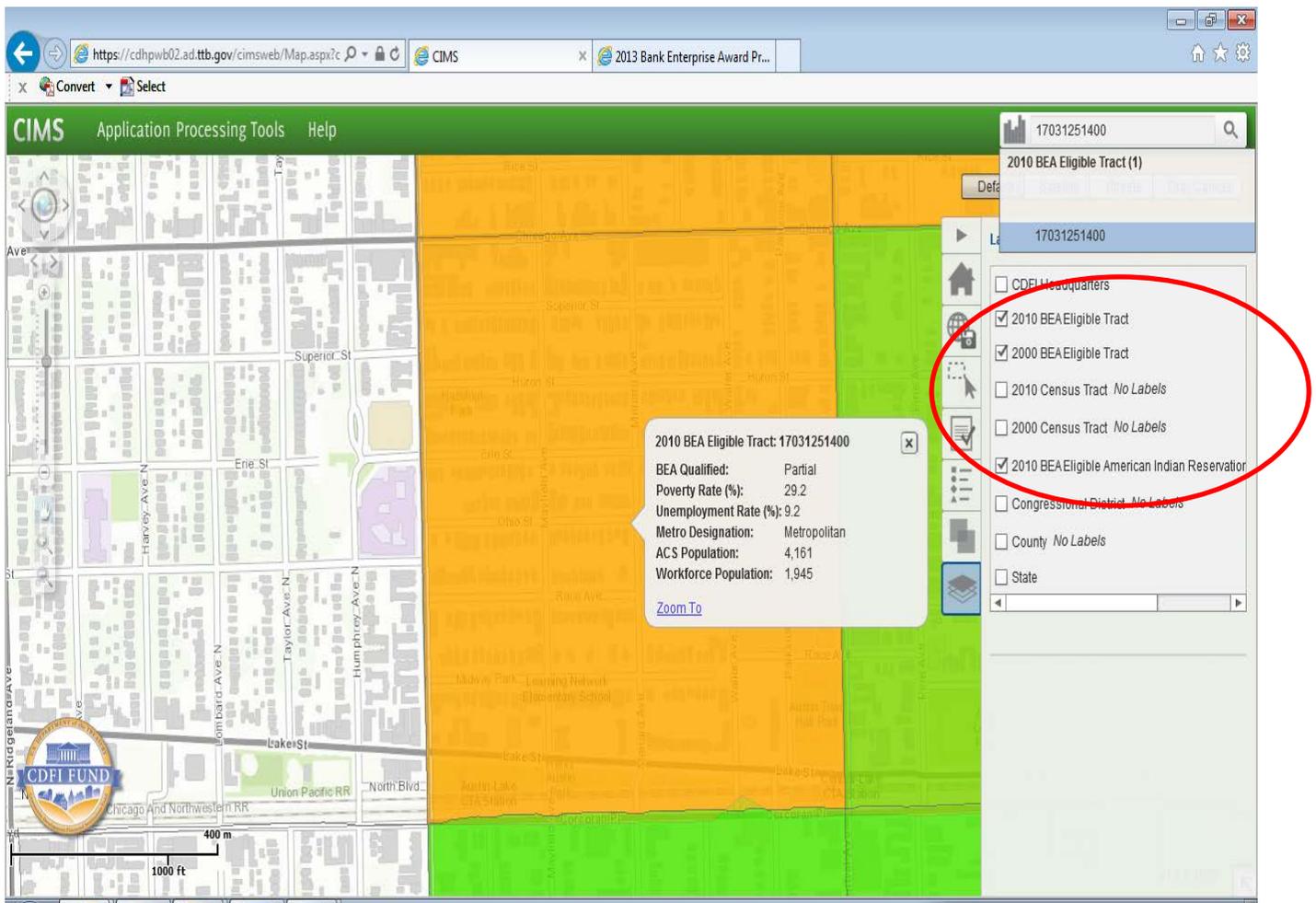
14.0.1020

Section 2: Determine if a Partially Qualified Census Tract Qualifies for BEA:

In order to determine if a Partial census tract qualifies for BEA, users may add census tracts which are directly contiguous to where the BEA Qualified Activity occurred (the originally selected census tract) and determine if the entire area is eligible and qualifies as a Distressed Community. To test contiguity, eligibility and overall qualification, BEA map users should perform the following steps:

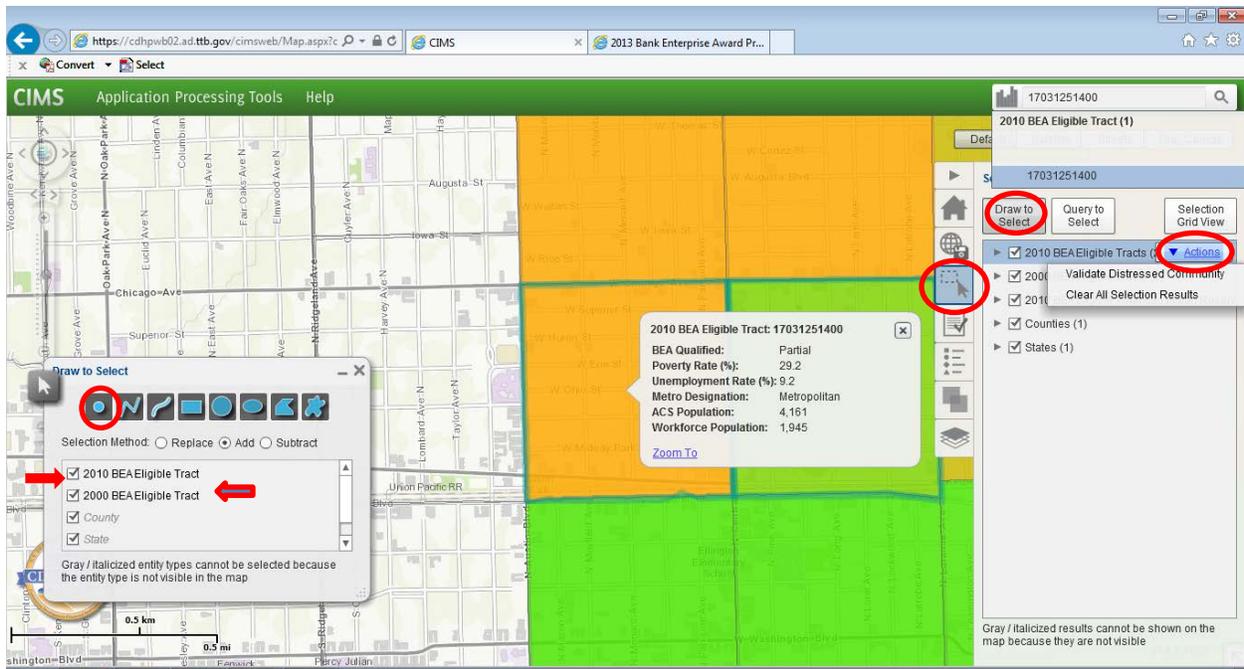
1. Search for the address or census tract where the BEA Qualified Activity occurred, as described in Section 1.
2. Go to the **Layers** tab. At a minimum, ensure that the following options are selected:
 - a. 2000 BEA Eligible Census Tract
 - b. 2010 BEA Eligible Census Tract
 - c. 2010 BEA Eligible American Indian Reservation

NOTE: Other options may be selected, if the user would like to.



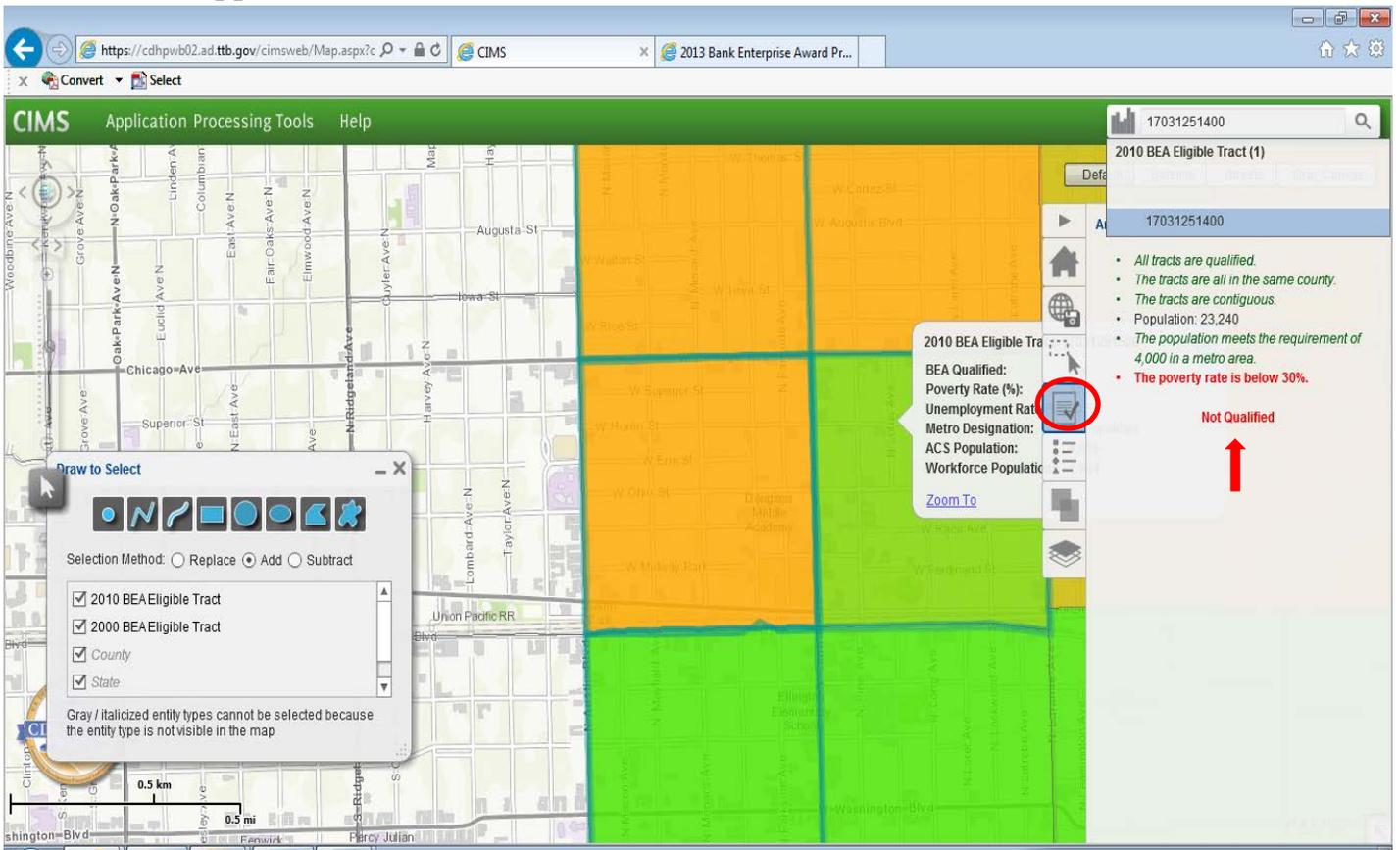
3. Go to **Selections -> Draw to Select**. The **Draw to Select** window will appear near the original address/census tract. In the **Draw to Select** window:
 - a. Ensure that the **2010 BEA Eligible Census Tract** and **2000 BEA Eligible Census Tract** checkboxes are selected.
 - b. Select **Add**
 - c. Select the drawing tool of your choice.
 NOTE: selecting the first drawing tool in the Draw to Select window: a point, may be the most user-friendly for this exercise since users will be selecting specific census tracts which are directly contiguous to where the BEA Qualified Activity occurred. (Descriptions for each drawing tool are described in the *CIMS3 Instructions: Selections-> Draw to Select*.)
 - d. Click on the Partially Qualified census tract where the BEA Qualified Activity occurred. (The borders of the census tract will be highlighted when clicked.)
 - e. Select **Add** and the drawing tool of your choice and click on any census tract which is directly contiguous to the Partially Qualified census tract where the BEA Qualified Activity occurred. (The borders of added census tracts will be highlighted when clicked.)

4. In the **Selections** tab, go to the dropdown arrows labeled "Actions" next to **2010 BEA Eligible Census Tract** and **2000 BEA Eligible Census Tract**, click on "Validate Distressed Community".



5. Click on **Analysis** tab to determine if the entire area qualifies as a Distressed Community.

- a. If the area qualifies as a BEA Distressed Community, the screen will read “**Qualified**” in green font. The original BEA Qualified Activity is deemed to be in a BEA Distressed Community and can be included in the BEA Application.
- b. If the area does not qualify as a BEA Distressed Community, the screen will read “**Not Qualified**” in red font. It will also indicate in red font which eligibility factors were not met. Users may continue to add additional census tracts which are contiguous to the original location of the BEA Qualified Activity and continue testing BEA qualification status. If the map still does not qualify, the transaction is not considered to have occurred in a BEA Distressed Community and should not be included in the BEA Application.



Section 3: Bulk Address Management Tool:

1. If you need detailed instructions on how to upload data in order to determine BEA Qualification of several addresses, go to the **Help** menu and follow the *CIMS3 instructions: Bulk Address Management*. (Note: Users are encouraged to exclude names, social security numbers, birthdates or other sensitive/personally identifiable information when uploading bulk address data to CIMS3.)
2. Once the address results populate and are then geocoded by the user, there is a column labeled “BEA Qualified” for each address which will indicate if the address qualifies as a BEA Distressed Community.
 - a. If the address is located in a BEA Distressed Community, the “BEA Qualified” column will indicate “Yes”.
 - b. If the address is not located in a BEA Distressed Community, the “BEA Qualified” column will indicate “No”.
 - c. If the “BEA Qualified” column indicates “Partial”, the user will need to perform further tests to determine if the address will ultimately meet the BEA definition of a Distressed Community. See Section 2 of this document “Determine if a Partial Census Tract Qualifies for BEA”.

Browser: <https://cdhpwb02.ad.ttb.gov/cimsweb/Map.aspx?c> | CIMS | CIMS3 User Help

CIMS Application Processing Tools Help

Bulk Address Management

#	Street	City	Sta...	Zip	GC Census ...	BEA Qualified	GC Address	GC Sco
<input type="checkbox"/>	1 16 Child St	Augusta	ME	04330	23011010400	Yes	16 Child St, Augusta, Maine, 04330	100
<input type="checkbox"/>	2 14 Maine Street, Suite 100	Brunswick	ME	04011	23005011202	Partial	14 Maine St, Brunswick, Maine, 04011	100
<input type="checkbox"/>	3 35 Village Road, Suite 501	Middleton	MA	01949-12	25009212000	No	35 Village Rd, Middleton, Massachusetts, 01949-12	100
<input type="checkbox"/>	4 8615 Westwood Center Dr	Vienna	VA	22182-22	51059460400	No	8615 Westwood Center Dr, Vienna, Virginia, 22182-22	100
<input type="checkbox"/>	5 900 S Crouse Ave	Syracuse	NY	13244	36067004302	Yes	900 S Crouse Ave, Syracuse, New York, 13244	100

Geocode Find Census Tracts Export Clear

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