

Community Development Financial Institutions Program
CDFI Program Awardee and NMTC Allocatee Annual Report
OMB Approval Number 1559-0027

PAPERWORK REDUCTION ACT NOTICE

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U.S. Department of Treasury

Community Development Financial Institutions Fund

CDFI

Transactional Level Report

Data Point Guidance

August 2019

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Getting Started

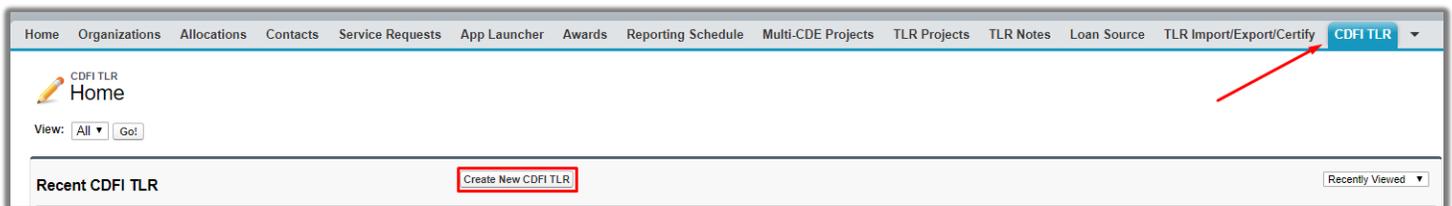
Transaction Level Reports are now in AMIS. For an overview of the data field changes made review the “CIIS to AMIS Crosswalk Guidance CDFI TLR” guide.

AMIS provides two ways users can create their Transaction Level Report (TLR): 1) Manual entry of your Transaction Level Report (TLR) through the AMIS User Interface (UI); 2) Upload of multiple TLR records through either a CSV file template or an XML schema.

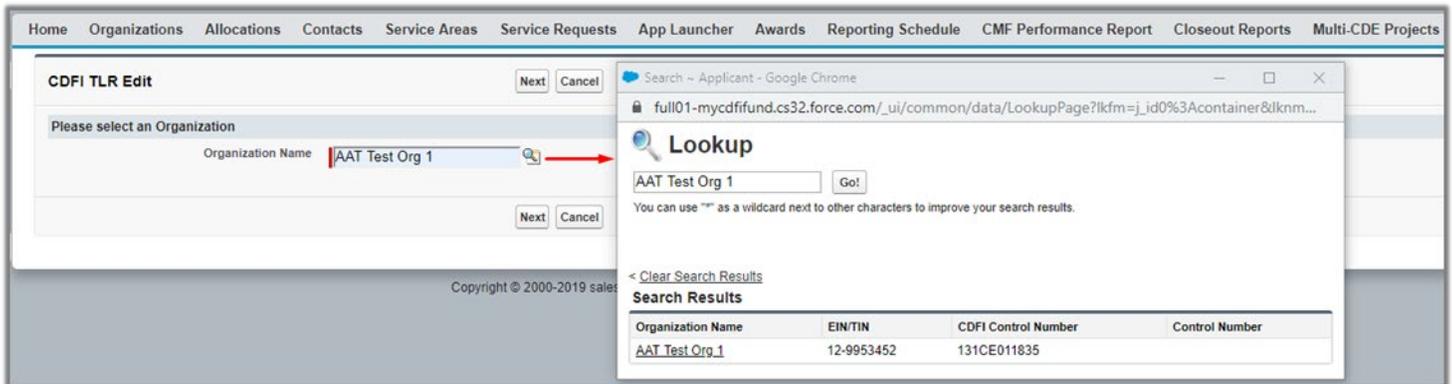
Manual Entry

To begin your CDFI Transaction Level Report (TLR), log into the CDFI Fund’s Awards Management Information System (AMIS) and click on the “CDFI TLR” tab. Click the “Create New CDFI TLR” button to begin.

**Note: the user can also create a CDFI TLR via the “CDFI TLR” related list located on the Organization’s page.*



Enter your organizations name in the “Organization Name” field and click the “Next” button and to go to the CDFI TLR detail page and fill out the information based on the data points listed in the guide. You can click the search icon to search the list of organizations you are associated with.



CSV File Upload

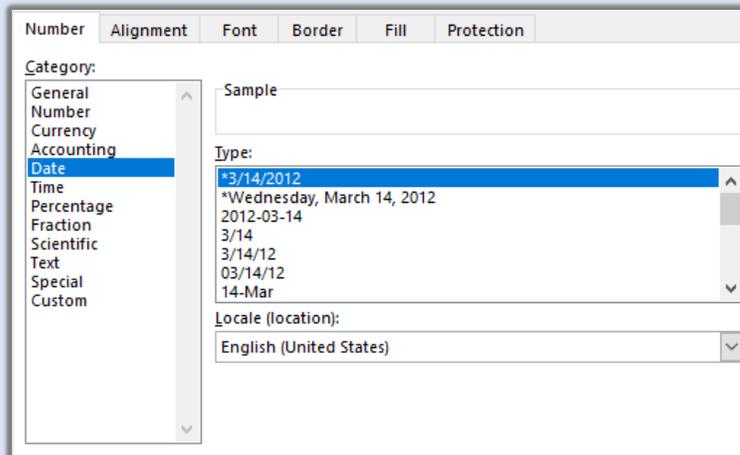
Preparing CSV file for upload:

- Please use the "General" format for all data values in the CSV file.
- You will need to successfully upload your CDFI TLR Project before you can upload the associated addresses.

Date Cell Formatting:

Common Question: I have uploaded my file, but it says that I have not provided a response for this date column/date column is in the incorrect format. I see my date entered; how do I fix it?

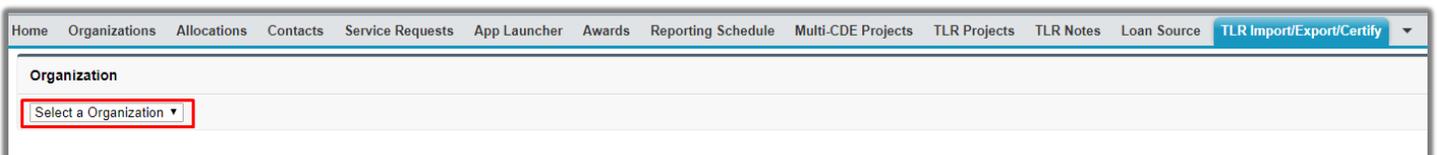
The most common fix is to make sure the date column is formatted correctly. When entering an answer into a cell that requires a date, make sure to format the cell as below. This can be done by right clicking on the cell(s). Although it may not *fully* appear as if it is in the correct format (March 3, 2014 will appear as 3/3/2014 as opposed to 03/3/2014), rest assured, this is correct.



To create multiple CDFI TLR records at one time, AMIS allows users to upload files to create those TLR records. To get started, click on the "TLR Import/Export/Certify" tab in the menu bar.



Use the "Select an Organization" to select the organization that you are creating the CDFI TLR records for.



Click the “New CDFI TLR.csv” link to download the template



Open the CSV file

Take a moment to review what each row represents:

Row 1 = Labels (aka fields)

Row 2 = Type of field

Row 3 = Options to choose from when filling out the labels, if applicable

Row 4 = Help Text

	A	B	C	D
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated
2	Type	STRING	PICKLIST	DATE (MM/DD/YYYY)
3	Options		2020; 2019	
4	Help Text	Your Organization should assign a unique identifier to each loan/investment.		Report the date that a

Starting from Column B, use row 5 and on in the CSV file to fill out your answers for the labels (fields) in row 1.

	A	B	C	D
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated
2	Type	STRING	PICKLIST	DATE (MM/DD/YYYY)
3	Options		2020; 2019	
4	Help Text	Your Organization should assign a unique identifier to each loan/investment.		Report the date that a
5				
6				

Use the help text on the CSV sheet in row 4 as needed to fill out your data.

	A	B	C
1	Label	Originator Transaction ID	TLR Submission Year
2	Type	STRING	PICKLIST
3	Options		2019; 2018
4	Help Text	Your Organization should assign a unique identifier to each loan/investment.	Do not use names, so
5			

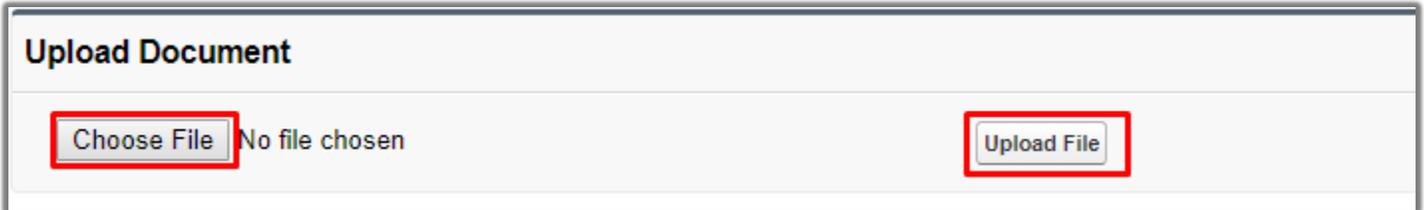
After you Save the File, back on the AMIS portal, click the "Import New CDFI TLR" Link.



The screenshot shows a navigation menu with a dropdown arrow next to 'CDFI CSV'. Below it, the link 'Import New CDFI TLR' is highlighted with a red box. To the right, there is a link 'Import New CDFI TLR Address'. Below these, there is another link 'Import New Consumer Loans/Investments Originated'.

Click the "Choose File" button and select the CSV file for the CDFI TLR that you entered data for

Click the "Upload File" button

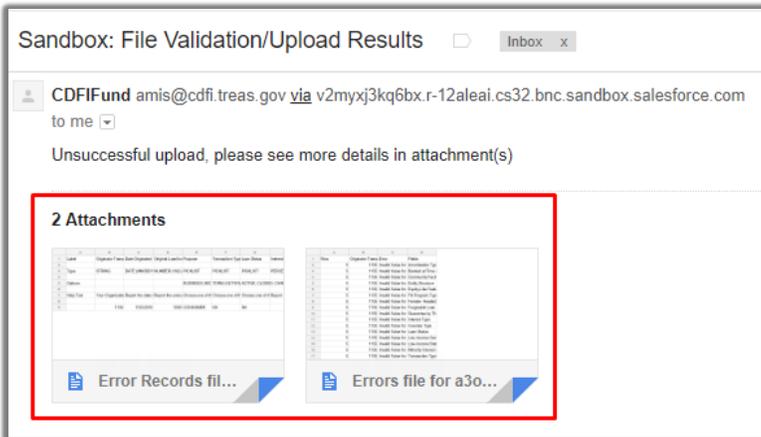


The screenshot shows an 'Upload Document' section. On the left, there is a 'Choose File' button highlighted with a red box, followed by the text 'No file chosen'. On the right, there is an 'Upload File' button also highlighted with a red box.

Note: It may take several moments for the upload to complete. Once the upload is complete you will be notified via the "Status" column whether it was 100% successful or if there were validation errors.

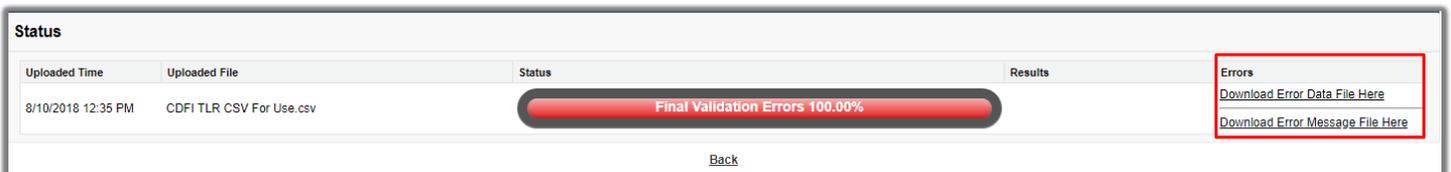
If you made any errors while filling out the CSV, you will receive an email with the error records and the errors themselves. You will also be able to view these files on the AMIS portal itself, click on the links under the "Errors Column". If you did not make any errors, the file went through successfully.

Email:



The screenshot shows an email interface. The subject is 'Sandbox: File Validation/Upload Results'. The sender is 'CDFIFund amis@cdfi.treas.gov'. The body text says 'Unsuccessful upload, please see more details in attachment(s)'. Below this, there is a section titled '2 Attachments' with two files listed: 'Error Records fil...' and 'Errors file for a3o...'. Both attachment cards are highlighted with a red box.

Portal:



The screenshot shows a table with the following columns: 'Uploaded Time', 'Uploaded File', 'Status', 'Results', and 'Errors'. The first row contains the following data:

Uploaded Time	Uploaded File	Status	Results	Errors
8/10/2018 12:35 PM	CDFI TLR CSV For Use.csv	Final Validation Errors 100.00%		Download Error Data File Here Download Error Message File Here

Below the table, there is a 'Back' link.

If errors were made, open both the error file and the error records file. The error file lists the fields that did not pass validation which caused the file to not be uploaded. The error file will state the “Row”, “Originator Transaction ID”, “Error”, and “Fields” to help the user better understand what they need to fix. Below you can see an example:

	A	B	C	D
1	Row	Originator Transaction ID	Error	Fields
2	5	1155	Invalid Value for Restricted Pick List Field	Amortization Type
3	5	1155	Invalid Value for Restricted Pick List Field	Banked at Time of Intake
4	5	1155	Invalid Value for Restricted Pick List Field	Community Facility
5	5	1155	Invalid Value for Restricted Pick List Field	Entity Structure

The error records file will contain the actual records the user tried to upload. **This is the file that will need to be edited for the errors listed in the error file and then re-uploaded.** Only re-upload those transactions having errors in the error file. Do not re-upload the whole original file again. Below you can see an example:

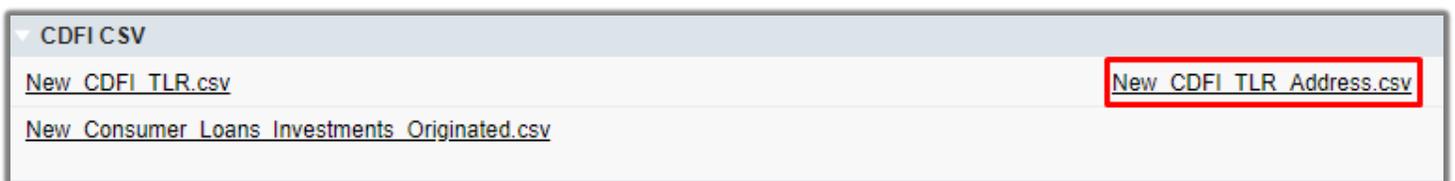
	A	B	C	D	E
1	Label	Originator Transaction ID	TLR Submission Year	Date Originated	Original Loan/Investment Amount
2	Type	STRING	PICKLIST	DATE (MM/DD/Y	NUMBER (18,0)
3	Options		2019; 2018		
4	Help Text	Your Organization should assign a unique identif		Report the date t	Report the amount of the loan/inve
5		1155	2018	1/23/2018	100000
6					
7					

Note: If you receive the following error on the Originator Transaction ID field “This Identifier already exists. To update, please use a different link” on your CDFI TLR upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

The same process is used to upload CSVs for the CDFI TLR Address and Consumer Loans/Investments Originated. Please refer to descriptions and images below for guidance on which links to use for each.

TLR Address:

To create CDFI TLR Address records, follow the above steps using the “New CDFI TLR Address.csv” link to download the template



And use the “Import New CDFI TLR Address” link to upload the data that you entered. Make sure the Originator Transaction IDs in the address file match with the Originator Transaction IDs in the TLR file.



Note: If you receive the following error “Please enter another CDFI TLR Address as this is already in use” on your CDFI TLR Address upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Consumer Loans/Investments Originated:

To create Consumer Loans/Investments Originated records, follow the above steps using the “New Consumer Loans Investments Originated” Link to download the template

▼ CDFI CSV

New CDFI TLR.csv	New CDFI TLR Address.csv
New Consumer Loans Investments Originated.csv	

And use the “Import New Consumer Loan/Investments Originated” link to upload the data you entered.

▼ CDFI CSV

Import New CDFI TLR	Import New CDFI TLR Address
Import New Consumer Loans/Investments Originated	

Note: If you receive the following error “This FIPS code is already in use for this year” on your Consumer Loans/Investments Originate” file upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

If you are having trouble with the CSV upload, at the top of the page is a link to “CDFI Import/Export Guidance”.

Organization

Organization Name: AAT Test Org 1 [Change Organization](#)

[Certify NMTC TLR](#) Fiscal Year to Certify-NMTC: 2018

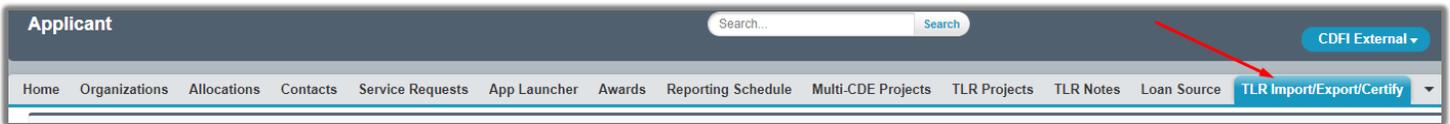
[Certify CDFI TLR](#) Fiscal Year to Certify-CDFI: 2018

Import/Export Guidance

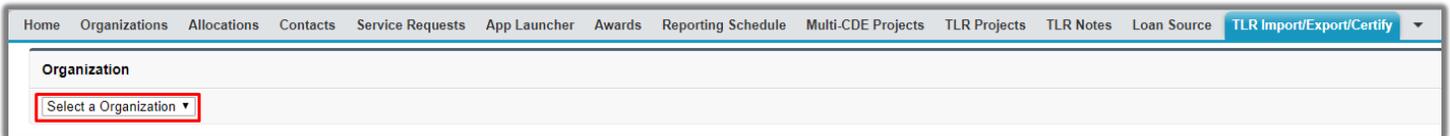
NMTC Import/Export Guidance	CDFI Import/Export Guidance
---	---

XML File Upload

To create multiple CDFI TLR records at one time, AMIS allows users to upload files to create those CDFI TLR records in an XML file. To get started click on the "TLR Import/Export/Certify" tab in the menu Bar.



Use the "Select an Organization" to select the organization that you are creating the CDFI TLR records for.



Click the "CDFI TLR XML Schema.xsd" link to download the XML Schema to use when generating an XML file.



After you fill out and save the file, back on the AMIS portal, click the "Import XML CDFI TLR" link.



Click the "Choose File" button and select the XML file for the TLR Project that you entered data for

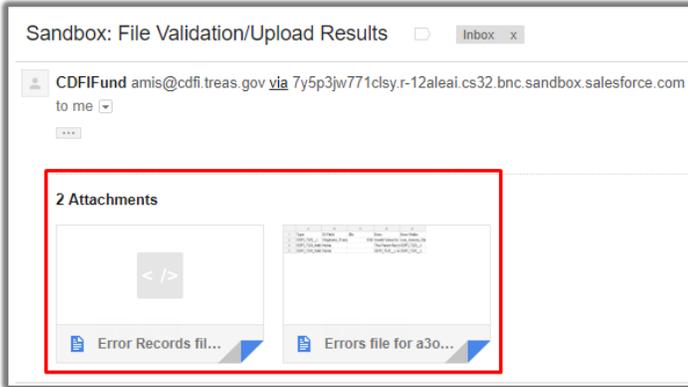
Click the "Upload File" button



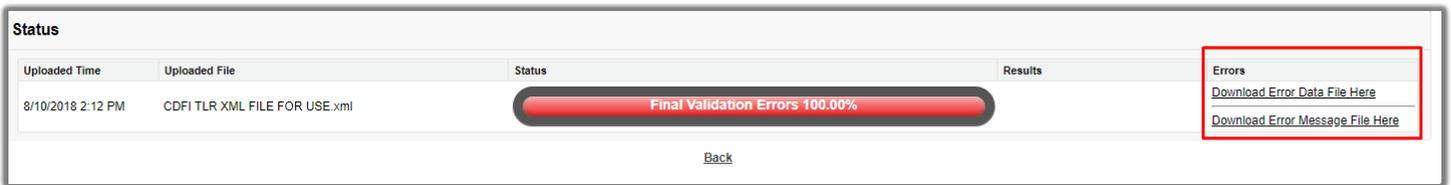
Note: It may take several moments for the upload to complete. Once the upload is complete you will be notified via the "Status" column whether it was 100% successful or if there were validation errors.

If you made any errors while filling out the XML, you will receive an email with the error records and the errors themselves. You will also be able to view these files on the AMIS portal itself, click on the links under the "Errors Column". If you did not make any errors, and the file went through successfully.

Email:



Portal:



If errors were made, open both the error file and error records file. The error file lists the fields that did not pass validation which caused the file to not be uploaded. The error file will state the "Type", "ID Field", "IDs", "Error", and the "Error Fields" to help the user better understand what needs to be fixed. Below you can see an example:

	A	B	C	D	E
1	Type	ID Field	IDs	Error	Error Fields
2	CDFI_TLR_c	Originator_Transaction_ID_c	634	Invalid Value for Restricted Pick List Field	Low_Income_Status_c
3	CDFI_TLR_Address_c	Name		The Parent Record not Found. The parent might not import successfully.	CDFI_TLR_c
4	CDFI_TLR_Address_c	Name		CDFI_TLR_c is Required.	CDFI_TLR_c

The error records file will contain the actual records the user tried to upload in the form of an XML file. This is the file that will need to be edited for the errors listed in the error file and then re-uploaded. Below you can see an example:

```
<?xml version="1.0" encoding="UTF-8"?>
- <Transmission>
- <CDFI_TLR_c Year_of_HFFI_Award_c="" Women_Owned_or_Controlled_c="" No" Type_of_Jobs_Reported_c="" Transaction_Type_c="" TERM" Total_Project_Cost_c="" 1000000"
Total_Number_of_New_Retail_Healthy_Food_c="" Term_in_months_c="" 1" Target_Market_c="" Square_Ft_of_Non_Retail_Food_Outlets_c="" Square_Ft_of_New_Retail_Healthy_Foo_c=""
Square_Feet_of_Real_Estate_Total_c="" Square_Feet_of_Real_Estate_Retail_c="" Square_Feet_of_Real_Estate_Office_c="" Square_Feet_of_Real_Estate_Manufacturi_c=""
Source_of_Job_Estimates_Other_c="" Test" Source_of_Job_Estimates_c="" OTHER" Race_c="" DO NOT KNOW" Purpose_c="" HOMEIMP" Projected_Jobs_to_be_Created_Construct_c=""
Proj_Perm_Jobs_to_be_Created_Financ_c="" Proj_Perm_Jobs_Created_Tenant_Bus_c="" Points_c="" 1" OTP_End_Users_c="" African American/Black" Other_Targeted_Populations_c="" African
American/Black" Other_Impact_2_Number_of_Units_c="" Other_Impact_2_Explain_c="" Other_Impact_1_Number_of_Units_c="" Other_Impact_1_Explain_c="" Originator_Transaction_ID_c="" 634"
Origination_Fees_c="" 100" Original_Loan_Investment_Amount_c="" 1000" New_Non_Retail_Healthy_Food_Lending_Actv_c="" 1" NAICS_c="" Minority_Owned_or_Controlled_c="" No"
Low_Income_Status_c="" Extremely low-income: less than 30% AMI" Low_Income_Owned_or_Controlled_c="" Yes" Loan_Status_c="" ACTIVE" LITP_End_Users_c="" YES" Investee_Type_c="" IND"
Interest_Type_c="" FIXED" Interest_Rate_c="" 1" IA_End_Users_c="" Yes" Housing_Units_Sale_c="" Housing_Units_Rental_c="" Hispanic_Origin_c="" Yes" HFFI_FA_Activity_c=""
Healthy_Foods_Project_Description_c="" Healthy_Food_Outlet_Activity_Other_c="" Healthy_Food_Outlet_Activity_c="" Guarantee_c="" SBA" Gender_c="" MALE" Forgivable_Loan_c="" Yes"
Food_Desert_Identifier_Source_Other_c="" Food_Desert_Identifier_Source_c="" ERS" First_Time_Home_Buyer_c="" Yes" Female_Headed_Household_c="" Yes" FA_Program_Type_c="" FA"
Equity_Like_Features_c="" OTHER" Entity_Structure_c="" NONPROFIT" Description_of_the_Other_Approved_OTP_c="" Desc_of_Other_Approved_OTP_End_Users_c="" Date_Originated_c="" 2017-12-
13" Date_Business_Established_c="" 2017-12-13" Credit_Score_c="" 750" Community_Facility_c="" NO" Client_ID_c="" 555666444" Capacity_of_Other_Community_Facility_c=""
Capacity_of_Healthcare_Community_Facilit_c="" Capacity_of_Educational_Community_Facili_c="" Capacity_of_Childcare_Community_Facility_c="" Capacity_of_Arts_Center_Community_Facili_c=""
Banked_at_Time_of_Intake_c="" No" Annual_Gross_Revenue_from_Business_Oper_c="" Amortization_Type_c="" FULLAMORT" Affordable_Housing_Units_Sale_c=""
Affordable_Housing_Units_Rental_c=""
<CDFI_TLR_Address_c Project_Zip_Code_Plus_4_c="" Project_Zip_Code_5_c="" Project_Y_Coordinates_c="" Project_X_Coordinates_c="" Project_Street_Address_Line_2_c=""
Project_Street_Address_Line_c="" Project_State_c="" Project_FIPS_Code_c="" 12345678901" Project_City_c=""*/>
</CDFI_TLR_c>
</Transmission>
```

Note: If you receive the following error on the Originator Transaction ID field “This Identifier already exists. To update, please use a different link” on your CDFI TLR upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

The same process is used to upload XML Files for the Consumer Loans/Investments Originated. For Consumer Loans/Investments Originated you will use the links pictured below.

Click the “Consumer Loans Investments Originated.xsd” link to download the XML Schema to use when generating an XML file.



The screenshot shows a menu titled "TLR Data Export Template". It has three main sections: "NMTC CSV", "CDFI CSV", and "NMTC & CDFI XML". Under "NMTC & CDFI XML", there are two links: "NMTC TLR Xml Schema.xsd" and "CDFI TLR Xml Schema.xsd". A red box highlights the link "Consumer Loans Investments Originated.xsd" which is located below the "CDFI TLR Xml Schema.xsd" link.

Click the “Import XML Consumer Loans/Investments Originated” to upload the XML file.



The screenshot shows a menu titled "TLR Data Import Links". It has three main sections: "NMTC CSV", "CDFI CSV", and "NMTC & CDFI XML". Under "NMTC & CDFI XML", there are two links: "Import XML NMTC TLR" and "Import XML CDFI TLR". A red box highlights the link "Import XML Consumer Loans/Investments Originated" which is located below the "Import XML CDFI TLR" link.

Note: If you are having trouble with the XML upload, at the top of the page is a link to “CDFI Import/Export Guidance” or refer to the “XML Vendor Guide for NMTC & CDFI TLR NACA”.



The screenshot shows two sections. The top section is titled "Organization" and contains a dropdown menu with "ACPR Test Org 02" selected. Below it are two rows of input fields and buttons: "Fiscal Year to Certify-NMTC: 2018" with a "Certify NMTC TLR" button, and "Fiscal Year to Certify-CDFI: 2019" with a "Certify CDFI TLR" button. The bottom section is titled "Import/Export Guidance" and contains two links: "NMTC Import/Export Guidance" and "CDFI Import/Export Guidance". A red box highlights the "CDFI Import/Export Guidance" link.

AMIS Award Profile

The CDFI Fund's Awards Management Information System (AMIS) is an enterprise-wide business system, built on a commercial off-the-shelf product called Salesforce that has been customized to meet the CDFI Fund's specific needs. AMIS will support all CDFI Fund programs through each phase of the programs' life cycle.

The AMIS Portal is available for users to register organizations and users, update organization profiles, submit CDFI certification applications, and initiate service requests, such as General Inquiries (e.g., program questions, IT issues) and Change Requests (e.g., Material Events, amendments).

Please begin by reading the AMIS Quick Start Guide <https://amis.cdfifund.gov/s/Training>, which provides guidance for first-time users on how to log in, set your password, verify your profile, and begin using AMIS. For additional information, please see the Getting Started – Navigating AMIS training manual and the AMIS FAQs <https://amis.cdfifund.gov/s/FAQs> .

For AMIS IT support, please submit a General Inquiry service request. Alternatively, you may contact us at AMIS@cdfi.treas.gov or (202) 653-0422.

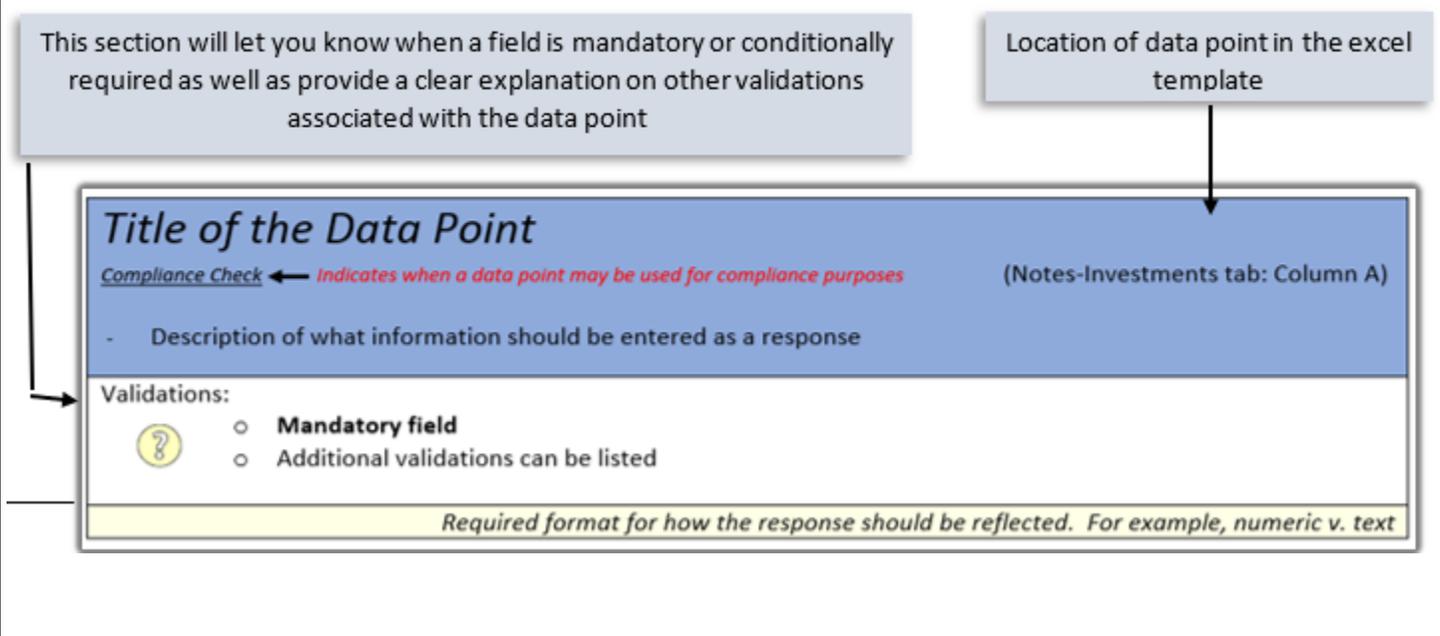
Understanding the Data Point Boxes

Below is a diagram of how to read and understand the data point boxes listed in the section [CDFI Transaction Level Report – Data Point Guidance](#).

Each data point is color coded.

	Mandatory – A response must be provided or the TLR will not be accepted.
	Conditionally Required – This field will become enabled and require an answer based on a response in a previous field.
	Optional – Not required to provide a response although it is recommended.

Example 1:



Example 2:

This section will let you know when a field is mandatory or conditionally required as well as provide a clear explanation on other validations associated with the data point

Location of data point in the excel template

Title of the Data Point

(Project tab: Column A)

- Description of what information should be entered as a response

Validations:

- **Conditionally Required if [Example Data Point 1](#) = VALUE**

Please insert a value below:

VALUE1	Description of Value 1
VALUE2	Description of Value 2
VALUE3	Description of Value 3

Some data points have pre-defined values that should be entered when working in excel. Each value that can be entered will be listed in the gray column. Users should report the value that best describes what their Organization is trying to report.

CDFI Transaction Level Report-Data Point Guidance

Note: For the crosswalk guide on the CDFI TLR field level changes from the previous round refer to the “CIIS to AMIS Crosswalk Guidance CDFI TLR”.

What should be on your CDFI TLR:

- Only **CDFI/NACA FA** award recipients are required to file a CDFI TLR report.
- Include **ALL NEW** loans and investments originated during the reporting period, **NOT** just loans and investments associated with a FA award
- For entities that pass-through FA awards to their affiliates, only the affiliates are required to report the affiliates’ lending activities within the affiliates’ AMIS accounts. For example, if a Bank Holding Company receives a FA award and pass it through to its affiliate to utilize the award, only the affiliate is required to report on its own lending activities within its own account in AMIS.
- Reported loans and investments have to be arm’s-length transactions.
- Exclude loan purchases
- Exclude any New Markets Tax Credit (NMTC) activity that was funded by Qualified Equity Investments (QEIs)
- Exclude any Capital Magnet Fund (CMF) activity that was funded by CMF awards
- **Credit Unions and Banks** will need to report **Consumer Loans** originated during the reporting period in the separate **Consumer Loans/Investments Originated table**.
- Know your **Organization’s reporting period** because only loans/investments originated during the reporting period are accepted. Reporting period is not a calendar year. Mostly, it is your Organization’s fiscal year but not always. Check and confirm the reporting period before filing a CDFI TLR report.
- Only report the data that are required. If a data point is not required, leave that data field blank. Consult validation rules of each data field in order to determine what is required and what is not required.
- Unless the guidance indicates otherwise, always report data at the time of origination.

Organization Name

Use the lookup function to identify and report the Organization associated with Loan or Investment origination record.

Validations:

- **Mandatory Field**
- Organization **must** match an Organization that the user filling out the TLR is associated with.

Response must be text

TLR Submission Year

Choose one of the pre-defined values. The system will auto-populate the current and previous Fiscal Year of the CDFI TLR available.

Validations:

- **Mandatory**

Date Originated

(Column C)

Report the date that a legally binding note was signed by the borrower/investee in favor of the lender/investor.

Validations:

- **Mandatory Field**
- Date Originated must be prior to the current date and the Organization's Fiscal Year End Date.

Response must be mm/dd/yyyy

Original Loan/Investment Amount

(Column D)

Report the amount of the loan/investment. The amount should be a non-zero positive whole number.

Validations:

- **Mandatory Field**
- Original Loan/Investment Amount cannot be zero
- Original Loan/Investment Amount cannot be greater than \$50,000 if [Purpose](#) = MICRO

Response must be numeric

Purpose

(Column E)

Choose one of the pre-defined values below and identify the primary purpose of the financial note. If there are multiple purposes (for example, a loan funding both the purchase of a fixed asset and a facility improvement), select the purpose with the largest percent of the transaction.

Validations:

- **Mandatory Field**
- **Credit Unions and Banks** will need to report **Consumer Loans** originated during the reporting period in the separate **Consumer Loans/Investments Originated table**.
- Credit Unions and Banks continue to report loans other than consumer loans in the TLR.
- If Investee Type = CDFI then Purpose **must** = OTHER
- If Investee Type = IND then Purpose **must** = CONSUMER, HOMEPURCH, or HOMEIMP

Please select one of the following:

CONSUMER	Consumer – Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans. Note: Banks and Credit Unions will receive a validation error if they select Consumer as the Purpose and will be directed to fill out the Consumer Loans/Investments Originated table instead.
BUSINESS	Non-Real Estate Business: Financing to for-profit and nonprofit businesses with more than five employees or in an amount greater than \$50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
MICRO	Non- Real Estate Microenterprise: Financing to a for-profit or non-profit enterprise that has five or fewer employees (including the proprietor) with an amount no more than \$50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
HOMEPURCH	Home Purchase-Loan is for the purchase of a primary residence.
HOMEIMP	Home Improvement – Loan is for the renovation or other improvement of an owner-occupied home.
RECOCOM	Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial: Financial Note is for predevelopment financing, construction or permanent financing, or acquisition without rehabilitation of office, retail, manufacturing, or community facility space. Include mixed-use real estate that combines both commercial and residential use.
RECOMULTI	Real Estate – Construction–Housing–Multi Family: Financial Notes is for predevelopment financing, or construction of multifamily housing.

RECSINGLE	Real Estate – Construction–Housing-Single Family: Financial Note is for predevelopment financing, or construction of single family housing.
RERHCOM	Real Estate–Rehabilitation–Commercial: Financing is to rehabilitate office, retail, manufacturing, or community facility space. Financial Note may include acquisition costs. Include mixed-use real estate that combines both commercial and residential uses. Exclude acquisitions without rehabilitation.
RERHMULTI	Real Estate – Rehabilitation – Housing – Multi Family: Financing is to rehabilitate or acquire multifamily housing.
RERHSINGLE	Real Estate – Rehabilitation – Housing – Single Family: Financing is to rehabilitate or acquire single family housing.
OTHER	Other: Financial note purpose does not match any of the purposes defined above. Loans/Investments to other CDFIs should be reported as “Other”.

Transaction Type

(Column F)

Choose one of the pre-defined values below and report the type of transaction for the financial note. For Loan Guarantee, CDFI recipient is a guarantor for this loan. For Loan Loss Reserve, CDFI recipient is using the FA award to provide loan loss reserve for this loan. For Capital Reserve, CDFI recipient is using the FA award to leverage this loan.

Validations:

- **Mandatory field**

Please select one of the following:

TERM	Term Loan
EQTYINV	Equity Investment
LOC	Line of Credit
DEBTEQTY	Debt with Equity
LNGUARANTEE	Loan Guarantee
LNLSRESERVE	Loan Loss Reserve
CAPRESERVE	Capital Reserve
OTHER	Other

Loan Status

(Column G)

Choose one of the pre-defined values below and report the status of the loan/investment at the reporting period end.

Validations:

- **Mandatory Field**

Please select one of the following:

ACTIVE	Active – a loan/investment was open, on-the-books at the reporting period end.
CLOSED	Closed in good standing – a loan or line of credit that was paid in full (not refinanced) or an equity investment that has been exited at the reporting period end.
SOLD	Sold – a financial note was off-the-books but not paid in full at the reporting period end. It was done due to a transfer to another entity.
CHARGEDOFF	Charged off - a financial note was off-the-books but not paid in full at the reporting period end. It was charged off due to delinquency of borrower.
REFIN	Refinanced - a financial note was off-the-books but not paid in full at the reporting period end. It was refinanced due to changes of loan features.
RESTRUCT	Restructured – a financial note was open, on-the-books at the reporting period end. It was done in response to or to prevent a loan default.

Originator Transaction ID

(Column B)

Your Organization should assign a unique identifier to each loan/investment. The identifier can be a combination of both letters and numbers and should start with a letter. It should not contain any special characters such as, but not limited to, commas and exclamation points. Do not use names, social security numbers or any other personally identifying information in creating Originator Transaction ID.

Validations:

- **Mandatory Field**
- Each Originator Transaction ID must be **unique** to each loan or investment. Duplicate Originator Transaction ID's will cause errors in the file.
- **Note:** If you receive the following error "This Identifier already exists. To update, please use a different link" on your CDFI TLR upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Response must be text - up to 20 characters

Interest Rate

(Column H)

Report the interest rate charged to the borrower at origination.

Validations:

- **Conditionally required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY**
- Enter the percentage as a whole number (i.e. if the Interest Rate is 2.5%, enter 2.5)
- [Interest Rate](#) **must** be equal to or greater than zero if [Transaction Type](#) = TERM, LOC or DEBTEQTY

Response must be in numeric format up to 3 decimal places

Interest Type

(Column I)

Choose one of the pre-defined values below and report the type of interest at origination.

Validations:

- **Conditionally required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY**

Please select one of the following:

FIXED	Fixed
ADJ	Adjustable

Points

(Column J)

Report the points charged to the borrower at origination. Exclude origination fees.

Validations:

- **Conditionally required if [Transaction Type](#) = TERM or DEBTEQTY**
- Report the points as a percentage of the original loan amount. Report it as a number rather than with the percentage sign (i.e. if the point at origination is 2.5%, enter 2.5)
- "Points" must be between 0 and 100.

Response must be in numeric format up to 3 decimal places

Origination Fees

(Column K)

Report the total loan origination fees, including processing, credit report, and other fees that borrowers have to pay at origination. Exclude points. "Origination Fees" should be a positive whole number. However, if there are no fees charged, enter zeros.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY
- [Origination Fees](#) must be less than [Original Loan/Investment Amount](#)

Response must be in numeric format up to 2 decimal places

Amortization Type

(Column L)

Choose one of the pre-defined values below and report how the financial note is amortized at origination.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY.

Please select one of the following:

FULLAMORT	Fully Amortized – Amortization schedule includes both interest and principal payments throughout the life of the loan.
PARTAMORT	Partially Amortized – Amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity.
NONAMORT	Non-Amortizing – Amortization schedule includes interest only payments with a single principal payment at maturity.
OTHER	Other

Equity-Like Features

(Column M)

Choose one of the pre-defined values below and report the type of equity-like feature. If a loan has more than one equity-like features, choose the one appearing first in the loan agreement.

Validations:

- Conditionally required if [Transaction Type](#) = DEBTEQTY

Please select one of the following:

CONVDEBT	Convertible Debt – Loan agreement specifies an option to convert all or part of the loan amount to equity
PERFINT	Performance Based Interest Rate – Loan’s interest rate adjusts based on the borrower’s performance.
ROYALTIES	Royalties – Loan has a royalty participation that gives the investor the right to a percentage of the borrower’s sales or profits.
WARRANTS	Warrants – Loan agreement gives the investor the right to purchase the portfolio company’s stock at a later date at a pre-negotiated price.
OTHER	Other – Loan Agreement specifies an equity-like feature not described above.

Term (in months)

(Column N)

Report the term of a loan at origination. Enter the full term, not the remaining term of the financial note. “Term” must be a non-zero positive number and more likely between 1 and 360 months. If the term is in days rather than months, report as a portion of the month. For example, if the term is 15 days, report as 0.5 month.

Validations:

- [Term](#) **must** be greater than zero if [Transaction Type](#) = TERM

Response must be in numeric format

Guarantee by Third Party

(Column O)

If any portion of the loan is guaranteed, choose one of the pre-defined values below and report the source. Exclude performance guarantees.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY

Please select one of the following:

SBA	Small Business Administration (SBA)
USDA	US Department of Agriculture (USDA)
OTHERGOV	Other Federal Government Source
PERSONAL	Personal Guarantee
OTHER	Other
NONE	None

Forgivable Loan

(Column P)

Report whether the loan or investment agreement stipulates that some or all of the outstanding balance of the loan or the equity may be converted to a grant upon meeting specified conditions. Enter "No" if the information is either unknown or not applicable.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, EQTYINV, LOC, or DEBTEQTY

YES	Yes
NO	No

FA Program Type

(Column Q)

Choose one of the pre-defined values below and report the FA Program Type of the loan/investment. If a loan/investment is used to satisfy Persistent Poverty Counties objective, then select "PPC-FA". If a loan/investment is used to satisfy Healthy Food Financing Initiative objective, then select "HFFI-FA". If a loan/investment is used to satisfy People with Disabilities objective, then select "DF-FA". For other objectives, select "FA". Only one option is allowed for each transaction.

Validations:

- **Mandatory field**

Please select one of the following:

PPC-FA	Persistent Poverty Counties Financial Assistance
HFFI-FA	Healthy Food Financing Initiative Financial Assistance
DF-FA	Disability Funds Financial Assistance
FA	Other Financial Assistance

Client ID

(Column R)

Your Organization can create and report a unique identifier to help distinguish which clients/projects (investees, borrowers, or projects) are associated with which loans or investments. A client/project ID can be associated with one or more loans/investments. The identifier can be a combination of both letters and numbers and should start with a letter. It should not contain any special characters such as, but not limited to, commas and exclamation points. Do not use names, social security numbers or any other personal identifying information in creating Client ID.

Validations:

- **Mandatory field**

Response must be text up to 20 characters

Investee/Borrower Type

(Column S)

Choose one of the pre-defined values below and report whether the transaction is a loan/investment in an individual, a business or a CDFI certified by CDFI Fund. Loans/investments in nonprofit entities or non-certified CDFIs should be reported as "BUS".

Validations:

- **Mandatory field**
- If [Purpose](#) = CONSUMER, HOMEPURCH or HOMEIMP then [Investee Type](#) **must** = IND
- If [Investee Type](#) = CDFI then [Purpose](#) must = OTHER
- If Purpose is not CONSUMER, HOMEPURCH, HOMEIMP, or OTHER then Investee Type must = BUS

Please select one of the following:

IND	Individual
BUS	Business
CDFI	CDFI

NAICS

(Column T)

Report the 6-digit North American Industry Classification (NAICS) Code that reflects investee/borrower's nature of business/activity. Currently, NAICS Version 2017 is used. To determine the NAICS code for the business financed, go to <http://www.census.gov/eos/www/naics/> and use the keyword search.

Validations:

- **Conditionally required if Investee Type=BUS or CDFI**

Response must be numeric

Date Business Established

(Column U)

Report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred.

Validations:

- **Conditionally required if Investee Type = BUS or CDFI**
- [Date Business Established](#) cannot be after [Date Originated](#)
- [Date Business Established](#) must be prior to current date

Response must in the format of mm/dd/yyyy

Entity Structure

(Column V)

Choose one of the pre-defined values below and report the investee's/borrower's business or government structure.

Validations:

- **Conditionally required if Investee Type = BUS or CDFI**

Please select one of the following:

NONPROFIT	Non-Profit or Not-for-Profit – Based on the IRS categorization for tax purposes
FORPROFIT	For-Profit – Based on the IRS categorization for tax purposes
TRIBAL	Tribal or Village Government – Entity is a tribal or village government, whether or not it has been federally recognized
OTHER	Other – All other structures that do not fit the descriptions above, such as a government or quasi-government entity (i.e. a water authority)

Minority Owned or Controlled

(Column W)

Report whether the investee/borrower is more than 50% owned or controlled by one or more minorities. If the business is a for-profit entity, report whether more than 50% of the owners are minorities. If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are minorities. Enter "No" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type=BUS or CDFI**

Please select one of the following:

YES	Yes
NO	No

Women Owned or Controlled

(Column X)

Report whether the investee/borrower is more than 50% owned or controlled by one or more women. If the business is a for-profit entity, report whether more than 50% of the owners are women. If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are women. Enter "No" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type=BUS or CDFI**

Please select one of the following:

YES	Yes
NO	No

Low-Income Owned or Controlled

(Column Y)

Report whether the investee/borrower is more than 50% owned or controlled by one or more low-income persons. If the business is a for-profit entity, report whether more than 50% of the owners are low-income persons. If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are low-income persons. "Low-Income" is defined as having family income is equal or less than 80 percent of the Area Median Family Income. Enter "No" if the information is either unknown or not applicable.

Validations:

- **Conditionally required if Investee Type=BUS or CDFI**

Please select one of the following:

YES	Yes
NO	No

Credit Score

(Column Z)

Report the most recently collected credit score of the primary investee(s)/borrower(s). If there are more than one investee/borrower, use the credit score of the primary investee/borrower. If there is more than one primary investee/borrower, use the average credit score. Primary investee/borrower is the one who maintains the largest ownership share of a business. If investee/borrower does not have a credit score or does not want to provide one or is not applicable, enter "999".

Validations:

- **Conditionally required if Investee Type = IND or BUS**
- Credit Score cannot be less than 300 or greater than 850

Response must be numeric

Gender

(Column AA)

Choose one of the pre-defined values below and report the gender of the investee(s)/borrower(s). If there is more than one investee/borrower, select the gender of the primary investee/borrower. If there is more than one primary investee/borrower, and at least one is male and one is female, report BOTH. If the primary investee/borrower is a business then the response should be based on gender of the individual who maintains the largest ownership share of a business. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally required if Investee Type = IND or BUS**

Please select one of the following:

MALE	Male
FEMALE	Female
BOTH	Both Male and Female
Do Not Know	Do Not Know

Race

(Column AB)

Choose one of the pre-defined values below and report the race of the investee(s)/borrower(s). If there is more than one investee/borrower, select the race of the primary investee/borrower. If there is more than one primary investee/borrower, select the race of one of them. If the investee/borrower is of mixed race, select "other". If the primary investee/borrower is a business then the response should be based on the individual who maintains the largest ownership share of a business. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally required if Investee Type= IND or BUS**

Please select one of the following:

AMIND	American Indian
ALASKAN	Alaskan Native
ASIAN	Asian
BLACK	Black or African American
HAWAIIAN	Native Hawaiian
PACIFIC	Other Pacific Islander
WHITE	White
OTHER	Other
Do Not Know	Do Not Know

Hispanic Origin

(Column AC)

Choose one of the pre-defined values below and report whether the investee/borrower is Hispanic or Latino. If there is more than one investee/borrower, respond for the primary investee/borrower. If there is more than one primary investee/borrower, report whether any of the investee's/borrowers are Hispanic or Latino. If the primary investee or borrower is a business then the response should be based on the individual who maintains the largest ownership share of the business. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally required if Investee Type = IND or BUS**

Please select one of the following:

YES	Yes
NO	No
Do Not Know	Do Not Know

Female-Headed Household

(Column AD)

Report whether the primary investee/borrower is a **single or separated woman** who will be the primary support for a household that includes at least one dependent or other qualifying individual as allowed by IRS regulation. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally required if Investee Type = IND or BUS**

Please select one of the following:

YES	Yes
NO	No
Do Not Know	Do Not Know

First-Time Home Buyer

(Column AE)

Choose one of the pre-defined values below and report whether the homebuyer is a first-time homebuyer (ie. The homebuyer has not owned a home during the three-year period preceding the CDFI-assisted purchase of a principal residence). If more than one investee/borrower, respond for the primary investee/borrower. If there is more than one primary investee/borrower, report whether at least one investee/borrower qualifies as a first-time homebuyer. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally required if Purpose = HOMEPURCH**

Please select one of the following:

YES	Yes
NO	No
Do Not Know	Do Not Know

Banked at Time of Intake

(Column AF)

Report whether the investee/borrower has a bank or credit union account at the time of intake. If more than one investee/borrower, respond for the primary investee/borrower. If there is more than one primary investee/borrower, report whether at least one investee/borrower was banked at the time of intake. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally required if Investee Type = IND or BUS**

Please select one of the following:

YES	Yes
NO	No
Do Not Know	Do Not Know

Annual Gross Revenue from Business Operations At Time of Loan/Investment Origination

(Column AG)

Annual Gross Revenue from Business Oper.

Report the investee's/borrower's annual gross revenue during the most recent 12-month period prior to Loan or investment origination for which the information is available. This is the total gross revenue before tax, depreciation, trading loss, and other expenses. Therefore, the amount should be a positive number. However, if there is no revenue, especially for new businesses, enter zero.

Validations:

- **Conditionally required if Investee Type=BUS or CDFI**

Response must be numeric

Low-Income Status

(Column AH)

Compliance Check

Choose one of the pre-defined values below and report the income status of the investee/borrower. If there is more than one investee/borrower, respond for the primary investee/borrower. If there is more than one primary investee/borrower, select the income status of the highest income primary investee/borrower. If the primary investee/borrower is a business, then the response should be based on the status of the individual who maintains the largest ownership share of a business. Area Median Family Income (AMFI) for an investee/borrower depends on the metropolitan/nonmetropolitan designation of the county where the investee/borrower resides. If the investee/borrower lives in a metropolitan county, then use the greater of either the metropolitan or national metropolitan AMFI. If the investee/borrower lives in a nonmetropolitan county, then use the greater of either the statewide or national non-metropolitan AMFI. Enter "Do Not Know" if the information is not applicable.

Validations:

- **Conditionally Required if Investee Type = IND or BUS**

Please select one of the following:

Extremely Low-Income	Select this option if investee/borrower's family income is less than 30 percent of the Area Median Family Income.
Very Low-Income	Select this option if investee/borrower's family income is equal or greater than 30 percent and less than 50 percent of the Area Median Family Income.
Low-Income	Select this option if investee/borrower's family income is equal or greater than 50 percent and equal or less than 80 percent of the Area Median Family Income.
Middle-Income	Select this option if investee/borrower's family income is greater than 80 percent and less than 120 percent of the Area Median Family Income.
Upper-Income	Select this option if investee/borrower's family income is equal or greater than 120 percent of the Area Median Family Income.
Do Not Know	Do Not Know

Other Targeted Populations

(Column AJ)

Compliance Check

Report whether the transaction serves another Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement.

Validations:

- **Mandatory field**

Please select one of the following:

African American/Black

American Indian

Native Alaskan

Native Hawaiian

Native Pacific Islander

Hispanic Origin

People with Disability

Other Approved OTP

NA

Description of Other Approved OTP

(Column AJ)

Desc. Of Other Approved OTP

If "Other Approved OTP" was selected above, report the description of that targeted population.

Validations:

- **Conditionally required if the user answered, "Other Approved OTP" for "Other Targeted Populations".**

Response must be text

End Users:

Loans to businesses: End users are third party entities. For example, CDFI X (first party) makes a loan to Business Y (second party), then Business Y (second party) hires Entities Z (third party). If the majority of the Entities Z (the third party) are low- income as defined in the Low-Income Status section, then select “YES” for LITP End Users. If the majority of the Entities Z (the third party) belong to an “other target populations”, then select “YES” for OTP End Users. If the majority of the Entities Z (the third party) live in investment areas as defined by the CDFI Fund, then select “YES” for IA End Users.

Loans for Facilities and Multi-family Housing: Reporting End Users for OTP, LITP or IA designated loans to fund facilities or multi-family housing or apartments should reflect the majority of the demographic or socioeconomic characteristics of the target population.

LITP End Users

(Column AK)

Compliance Check

Report whether the transaction serves Low-Income Targeted Population (LITP) End Users as defined in the CDFI’s Certification or Assistance Agreement. “Low-Income” is defined as having family income is equal or less than 80 percent of the Area Median Family Income.

Validations:

- **Mandatory field**

Please select one of the following:

YES	Yes
NO	No
NA	Not Applicable

OTP End Users

(Column AL)

Compliance Check

Report whether the transaction serves Other Targeted Population (OTP) End Users as defined in the CDFI's Certification or Assistance Agreement.

Validations:

- **Mandatory field**

Please select one of the following:

African American/Black

American Indian

Native Alaskan

Native Hawaiian

Native Pacific Islander

Hispanic Origin

People with Disability

Other Approved OTP

NA

Description of Other Approved OTP-End Users

(Column AM)

Desc. Of Other Approved OTP-End Users

If "Other Approved OTP" was selected above, report the description of that targeted population.

Validations:

- **Conditionally required if the user answered, "Other Approved OTP" for "OTP End Users-CC".**

Response must be text

IA End Users

(Column AN)

Compliance Check

Report whether the transaction serves Investment Area (IA) End Users. Consult the “CDFI Program 2011-2015 ACS Eligible Investment Areas” table for identifying eligible investment areas (IA) Census tracts -- <https://www.cdfifund.gov/research-data/Pages/default.aspx>.

Validations:

- **Mandatory field**

Please select one of the following:

YES	Yes
NO	No
NA	Not Applicable

Total Project Cost

(Column AO)

Report the total cost of the project being funded by the reported loans/investments. The amount should be non-zero positive whole number.

Validations:

- **Not applicable if Purpose = CONSUMER, HOMEPURCH, or HOMEIMP**
- **Total Project Cost *must* be greater than or equal to Original Loan/Investment Amount**

Response must be numeric

How to report impact data: (number of jobs, people served by community facilities, square footage of commercial real estate projects, housing units, and others)

- Report a Gross number of units, not Pro-rated one. For example, if a construction project, where your financing only makes up 20 percent of the total, creates 100 housing units, report 100, not 20.
- If impact data of a project is reported, always and also report its client/project ID and the total project cost.
- If multiple loans finance the same project, make sure impact data, ID, and the total cost of that project are the same for those loans involved. For example, if Loan A (\$100,000) and Loan B (\$300,000) finance the same Project Z, which costs \$1million to build and that project creates 100 housing units, report as shown below:

Originator Transaction ID	Original Loan/Investment Amount	Client ID	Total Project Cost	Housing Units
Loan A	\$100,000	Project Z	\$1,000,000	100
Loan B	\$300,000	Project Z	\$1,000,000	100

How to convert jobs to permanent full-time equivalent (FTE):

Full-Time Equivalent Jobs – One FTE is a 35-hour or more work week

Part-Time Employees – When calculating FTE’s, part-time employees should be combined (i.e. 2 part-time employees that each works 17.5 hours equals one FTE)

Permanent Jobs – Employers expect to hire employees for at least one year

Temporary Jobs – When calculating permanent jobs, temporary jobs should be combined (i.e. 2 temporary employees that each has a contract to works for 6 months equals one permanent job.

Direct Jobs – CDFI A provides a loan to Business B. Due to this financing, Business B is able to hire Individual X. Individual X is an example of a direct job.

Indirect Jobs - CDFI A provides a loan to Business B. Due to this financing, Business B is able to buy more supplies from Business C. Due to a need of more supplies, Business C hires Individual Y to produce more supplies. Individual Y is an example of an indirect job.

Jobs Created – CDFI A provides a loan to Business B. Due to this financing, Business B is able to hire Individual X. Individual X is an example of a job created.

Jobs Retained – Business B plans to lay off Individual Y. However, due to a new loan from CDFI A, Business B cancels that laying-off plan. Individual Y is an example of a job retained.

Report a **Gross** number of jobs, not **Pro-rated** one. For example, if a construction project, where your financing only makes up 20 percent of the total, creates 10 jobs. Report 10, not 2.

Type of Jobs Reported

(Column AP)

Choose one of the pre-defined values below and indicate whether the types of jobs being reported are direct or direct and indirect.

Validations:

- Conditionally required if **Purpose** = BUSINESS, MICRO, or any Real Estate option

Please select one of the following:

DIRECT	Direct jobs
DWINDIRECT	Direct jobs and Indirect jobs
Do Not Know	Do Not Know

Projected Permanent Jobs to be Created at Business Financed

Proj. Perm. Jobs to be Created/Financed

(Column AQ)

Report the number of **permanent full-time equivalent (FTE)** jobs, both created and retained, projected to be created in the business due to this financing. The job number should be a non-zero positive number. However, if there are no jobs created, enter zeros. Exclude construction jobs. Include direct and indirect jobs. If "DIRECT" was selected above, then only report direct jobs. If "DWINDIRECT" was selected above, then report both direct and indirect jobs. Convert both temporary and/or part-time jobs into permanent and/or full-time jobs before reporting.

Validations:

- Conditionally required if [Purpose](#) = BUSINESS or MICRO

Response must be numeric

Projected Jobs to be Created-Construction

(Column AR)

Projected Jobs to be Created-Constr.

Report the number of **permanent full-time equivalent (FTE)** construction jobs, both created and retained, projected to be created due to this financing. The job number should be a non-zero positive number. However, if there are no jobs created, enter zeros. Include direct and indirect jobs. If "DIRECT" was selected above, then only report direct jobs. If "DWINDIRECT" was selected above, then report both direct and indirect jobs. Convert both temporary and/or part-time jobs into permanent and/or full-time jobs before reporting.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option

Response must be numeric

Projected Permanent Jobs to be Created at Tenant Businesses

Proj. Perm. Jobs Created Tenant Bus.

(Column AS)

Report the number of **permanent full-time equivalent (FTE)** jobs, both created and retained, projected to be created in businesses located at the property financed. The job number should be a non-zero positive number. However, if there are no jobs created, enter zeros. Exclude construction jobs. Include direct and indirect jobs. If "DIRECT" was selected above, then only report direct jobs. If "DWINDIRECT" was selected above, then report both direct and indirect jobs. Convert both temporary and/or part-time jobs into permanent and/or full-time jobs before reporting.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option

Response must be numeric

Source of Job Estimates

(Column AT)

Choose one of the pre-defined values below and report the source of the job estimates reported.

Validations:

- Conditionally required if [Purpose](#) = BUSINESS, MICRO, or any Real Estate option

Please select one of the following:

NEWFINANCING	New hires that the project business expects to be able to make as a result of the new financing
WAGEDATA	Estimates based on state or local wage data and projected wage and salary expenditures attributable to project financing
ECONOMICIMPACT	Estimates based on economic impact modeling systems such as IMPLAN, RIMSII, or REMI
RULEOFTHUMB	Estimates based on developers “rules of thumb” about jobs created by type of business and square-footage built.
OTHER	Other – Please provide further explanation in Source of Job Estimates – Other

Source of Job Estimates – Other

(Column AU)

If “OTHER” was selected above, provide further explanation for what the source of job estimates is.

Validations:

- Conditionally required if [Source of Job Estimates](#) = OTHER

Response must be text

Community Facility

(Column AV)

Report whether the project financed is a community facility.

Validations:

- Mandatory field

Please select one of the following:

YES	Yes
NO	No
Don't Know	Don't Know

Capacity of Educational Community Facility

(Column AW)

Capacity of Educational Community Fac.

If the project financed includes an educational facility, report the projected number of students served per year. The estimate should be a non-zero positive whole number. However, if the number is not known, enter zero.

Validations:

- Conditionally required if [Community Facility](#) = YES

Response must be numeric

Capacity of Childcare Community Facility

(Column AX)

Capacity of Childcare Community Fac.

If the project financed includes a childcare facility, report the projected number of children served per year. The estimate should be a non-zero positive whole number. However, if the number is not known, enter zero.

Validations:

- Conditionally required if [Community Facility](#) = YES

Response must be numeric

Capacity of Healthcare Community Facility

(Column AY)

Capacity of Healthcare Community Fac.

If the project financed includes a healthcare facility, report the projected number of patients served or visits per year. The estimate should be a non-zero positive whole number. However, if the number is not known, enter zero.

Validations:

- Conditionally required if [Community Facility](#) = YES

Response must be numeric

Capacity of Arts Center Community Facility

(Column AZ)

Capacity of Arts Center Community Fac.

If the project financed includes an arts center, report the projected number of people served or visits per year. The estimate should be a non-zero positive whole number. However, if the number is not known, enter zero.

Validations:

- Conditionally required if [Community Facility](#) = YES

Response must be numeric

Capacity of Other Community Facility

(Column BA)

Capacity of Other Community Fac.

If the project financed is a community facility that serves a purpose other than education, childcare, healthcare, or arts, report the projected number of people served or visits per year. The estimate should be a non-zero positive whole number. However, if the number is not known, enter zero.

Validations:

- Conditionally required if [Community Facility](#) = YES

Response must be numeric

Square Feet of Real Estate – Total

(Column BB)

Sq FT of Real Estate – Total

Report the total number of gross square feet that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage, enter zero.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option
- Response must be greater than or equal to [Square Feet of Real Estate – Manufacturing](#) + [Square Feet of Real Estate – Office](#) + [Square Feet of Real Estate - Retail](#)

Response must be numeric

Square Feet of Real Estate – Manufacturing

(Column BC)

Sq Ft of Real Estate – Manufacturing

Report the total number of gross square feet of manufacturing space that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage, enter zero.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option

Response must be numeric

Square Feet of Real Estate – Office

(Column BD)

Sq Ft of Real Estate – Office

Report the total number of gross square feet of office space that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage, enter zero.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option

Response must be numeric

Square Feet of Real Estate – Retail

(Column BE)

Sq Ft of Real Estate – Retail

Report the total number of gross square feet of retail space that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there is not any square footage, enter zero.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option

Response must be numeric

Housing Units – Sale

(Column BF)

Report the total number of for-sale housing units that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there are no units, enter zero.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Housing Units – Rental

(Column BG)

Report the total number of rental housing units that are projected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate should be a non-zero positive whole number. However, if there are no units, enter zero.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Affordable Housing Units – Sale

(Column BH)

Of the total Housing Units - Sale reported above, report the number that are projected to be affordable housing units. The estimate should be a positive whole number. However, if there are no units, enter zero.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**
- [Affordable Housing Units – Sale](#) **must** be less than or equal to [Housing Unit – Sale](#)

Response must be numeric

Affordable Housing Units – Rental

(Column BI)

Of the total Housing Units – Rental reported above, report the number that are projected to be affordable housing units. The estimate should be a positive whole number. However, if there are no units, enter zero.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**
- [Affordable Housing Units – Rental](#) **must** be less than or equal to [Housing Units – Rental](#)

Response must be numeric

Other Impact (1)-Explain

(Column BJ)

If the Organization measures a community development impact(s) that is not covered above, Users may report this as an “Other Impact”. Include only quantitative impacts that the CDFI has measured during the reporting period.

Validations:

- Cannot exceed 150 characters

Response must be text

Other Impact (1)-Number of Units

(Column BK)

Report the number of units accomplished for this impact during the reporting period.

Validations:

- **Conditionally required if [Other Impact \(1\) – Explain](#) = explanation reported**

Response must be numeric

Other Impact (2)-Explain

(Column BL)

If the Organization measures a community development impact(s) that is not covered above, Users may report this as an “Other Impact”. Include only quantitative impacts that the CDFI has measured during the reporting period.

Validations:

- Cannot exceed 150 characters

Response must be text

Other Impact (2)-Number of Units

(Column BM)

Report the number of units accomplished for this impact during the reporting period.

Validations:

- **Conditionally required if [Other Impact \(2\) – Explain](#) = explanation reported**

Response must be numeric

Additional HFFI Guidance:

Please note that HFFI-FA awardees are responsible for splitting up and reporting separately HFFI Activity transactions that include non-HFFI Activity purposes, have multiple HFFI Activity types (both retail and non-retail HFFI activities) or have multiple locations. Awardees may use either the total dollar amount targeted toward each financing purpose (or location) or total square footage of each activity (or location) financed to prorate the transaction.

Example 1: A \$1M loan for the development of a mixed-use facility comprising 4,000 square feet of HFFI retail space, 3,000 square feet of residential units and 3,000 square feet for a healthy food production facility should be reported as 3 separate transactions. Each transaction must have a unique Originator Transaction ID. The following examples show select fields from the CIIS TLR and use the square footage prorating method.

Originator Transaction ID	Original Loan/Investment Amount	Healthy Food Financing Initiative Financial Assistance (HFFI-FA) Awardee	HFFI-FA Activity
Loan_0001-A	400,000.00	YES	RETAIL
Loan_0001-B	300,000.00	NO	
Loan_0001-C	300,000.00	YES	NONRETAIL

Example 2: A \$2M loan for capital improvements for the purpose of expanding healthy food offerings at 2 grocery stores in 2 different locations should be reported as 2 separate transactions. Each transaction must have a unique Originator Transaction ID.

Originator Transaction ID	Original Loan/Investment Amount	HFFI-FA Activity	Project Street Address Line 1	Project City	Project State
L_100-A	1,000,000.00	RETAIL	456 Main Street	Washington	DC
L_100-B	1,000,000.00	RETAIL	654 Upper Lane	Chesapeake Beach	MD

Year of HFFI Award

(Column BN)

Report the fiscal year of the HFFI-FA award being used to finance this transaction. The fiscal year of the HFFI-FA award can be found in the CDFI Program Assistance Agreement under Date of Notice of Award (Performance Period Start Date). In the event an awardee has several HFFI awards, the awardee must link each HFFI transaction to the HFFI-FA award used to fund the transaction in a manner that will allow the awardee to meet the minimum deployment goals set forth for each award in the CDFI Program Assistance Agreement.

Validations:

- **Conditionally required if [FA Program Type](#)= HFFI-FA**

Response must be numeric (4 places)

HFFI-FA Activity

(Column BO)

Report whether the type of HFFI-FA Activity is Retail or Nonretail. The CDFI Program Assistance Agreement defines eligible HFFI activities as follows: Eligible HFFI Activities require that the majority of the HFFI-supported loan or investment must be devoted to offering a range of Healthy Food choices, which may include, among other activities, investments supporting an existing retail store or wholesale operation upgrading to offer an expanded range of Healthy Food choices, or supporting a non-profit organization that expands the availability of Healthy Foods in underserved areas. Healthy Foods include unprepared, nutrient-dense foods and beverages as set forth in the USDA/HHS Dietary Guidelines for Americans 2015-2020, including whole fruits and vegetables, whole grains, fat free or low-fat dairy foods, lean meats and poultry (fresh, refrigerated, frozen or canned). Healthy Foods should have low or no added sugars, and be low- sodium, reduced sodium, or no-salt-added. (See USDA Dietary Guidelines: <https://health.gov/dietaryguidelines/2015/guidelines/>).

Validations:

- **Conditionally required if [FA Program Type](#)= HFFI-FA**
- Please review the terms of your Assistance Agreement for further instruction.

Please select one of the following:

RETAIL	Commercial sellers of healthy foods including, but not limited to, a grocery store, mobile food retailer, farmers market, cooperative, corner store, bodega or a store that sells other food and non-food items along with a full range of healthy foods. A healthy food retail outlet might also be an existing retail store that upgrades to offer a full range of healthy food choices, or a nonprofit organization that expands the availability of healthy foods, particularly fresh fruits and vegetables, in underserved areas. Exclude restaurants and other prepared food sellers.
NONRETAIL	Any activity financed by the Awardee that supports the production, distribution, sale or consumption of healthy foods that does not fit the description of a retail project above. Include restaurants and other prepared food sellers.

Healthy Food Outlet Activity

(Column BP)

Report the specific type of Healthy Food Activity.

Validations:

- Conditionally required if **FA Program Type**= HFFI-FA

Please select one of the following:

GROCERystore	Grocery Store – can only be chosen when HFFI-FA Activity = RETAIL
MOBILEFOODMKT	Mobile Food Market – can only be chosen when HFFI-FA Activity = RETAIL
FARMERSMKT	Farmers Market – can only be chosen when HFFI-FA Activity = RETAIL
COOPERATIVE	Cooperative – can only be chosen when HFFI-FA Activity = RETAIL
CORNERSTORE	Corner Store – can only be chosen when HFFI-FA Activity = RETAIL
BODEGA	Bodega – can only be chosen when HFFI-FA Activity = RETAIL
PRODUCTION	Production – can only be chosen when HFFI-FA Activity = NONRETAIL
DISTRIBUTION	Distribution – can only be chosen when HFFI-FA Activity = NONRETAIL
SALE	Sale – can only be chosen when HFFI-FA Activity = NONRETAIL
CONSUMPTION	Consumption – can only be chosen when HFFI-FA Activity = NONRETAIL
OTHER	Other – can only be chosen when HFFI-FA Activity = RETAIL
NA	Not Applicable

Healthy Food Outlet Activity-Other

(Column BQ)

If you selected 'OTHER' in the previous question, provide a description of the specific type of healthy food activity financed.

Validations:

- Conditionally required if **Health Food Outlet Activity** = OTHER

Response must be text

Food Desert Identifier Source

(Column BR)

Report the source of the methodology used to identify the Food Desert where the HFFI-FA Activity is taking place. The CDFI Program Assistance Agreement defines Food Deserts as distressed geographic areas where either a substantial number or percentage of residents has low access to a supermarket or large grocery store.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Please select one of the following:

ERS	USDA Economic Research Service (ERS): http://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx
TRF	https://www.reinvestment.com/policy-solutions/limited-supermarket-access/
OTHER	Other

Food Desert Identifier Source-Other

(Column BS)

If you selected ER' in the previous question, provide a description of the Food Desert Identifier Source that shows the project location has been identified as a place having low access to a supermarket or grocery store through a methodology that has been adopted for use by another governmental or philanthropic healthy food initiative. The full Food Desert definition is detailed in the CDFI Program Assistance Agreement.

Validations:

- Conditionally required if [Food Desert Identifier Source](#) = OTHER

Response must be text

Healthy Foods Project Description

(Column BT)

Provide a detailed description of the HFFI Activity and include as much detail as is necessary to show that it complies with the HFFI Deployment Goal restrictions in the CDFI Program Assistance Agreement. The CDFI Fund reserves the right to request additional supporting documentation.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Response must be text

Total Number of New Retail Healthy Food Outlets

Total Number of New Retail Healthy Food

(Column BU)

Report the total number of distinct **new** retail Healthy Food outlets. Exclude Retail Healthy Food Outlets that existed prior to receiving HFFI-FA financing.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Response must be numeric

Total Number of New Non-Retail Healthy Food Lending Activities

New Non-Retail Healthy Food Lending Actv

(Column BV)

Report the total number of distinct **new** Non-Retail Healthy Food Activities which may include production, distribution or other eligible non-retail healthy food lending activities. Exclude Non-Retail Healthy Food Activities that existed prior to receiving HFFI-FA financing.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Response must be numeric

Square Footage of New Retail Healthy Food Outlets

(Column BW)

Square Footage of New Healthy Food Outlets

Report the total square footage of **new** Healthy Food Retail Outlets. Exclude square footage of Retail Healthy Food Outlets that existed prior to receiving HFFI-FA financing.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Response must be numeric

Square Footage of New Non-Retail Healthy Food Outlets (Column BX)

Square Ft of Non-Retail Food Outlets

Report the square footage of **new** non-retail Healthy Food Retail Outlets. Exclude square footage of Non-Retail Healthy Food Activities that existed prior to receiving HFFI-FA financing.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Response must be numeric

Target Market

(Column BY)

Report the method used to determine that the project location is within the Target Market of the HFFI-FA Awardee.

Validations:

- Conditionally required if [FA Program Type](#)= HFFI-FA

Please select one of the following:

INVESTMENTAREAS	The project is located in an Investment Area.
TARGETEDPOP	The project is located in a census tract where at least 50% of the population is comprised of members of the Targeted Population.
NA	Not Applicable

CDFI TLR Address

Manual Entry

To add a CDFI TLR Address, simply locate the “CDFI TLR Address” related list on the CDFI TLR and click “New CDFI TLR Address”. If another address needs to be recorded in the case of multiple address transactions, just repeat this step. CDFI TLR Project report and CDFI TLR Address report go together. In other words, if you include a loan in the CDFI TLR Project report, then you need to include its address(es) in the CDFI TLR Address report.

CDFI TLR Address		New CDFI TLR Address	
Action	CDFI TLR Address ID	Project FIPS Code	Project Address Accuracy Rate
Edit	TLRA-115	01234567890	94

You will be directed to the following page to enter information for the CDFI TLR Address:

**CDFI TLR Address Edit**

New CDFI TLR Address

CDFI TLR Address Edit Save Save & New Cancel

Information

Project Street Address Line

Project Street Address Line 2

Project City

Project State

Project Zip Code 5

Project Zip Code Plus 4

Project FIPS Code

Project X Coordinates

Project Y Coordinates

CDFI TLR ID 

Project Address Latitude

Project Address Longitude

Project Address Accuracy Rate

Save Save & New Cancel

Note: If PURPOSE = COMSUMER, HOMEPURCH, HOMEIMP only provide the FIPS Code. Address and X-Y Coordinate will not be accepted.

The following data points will be collected in the UI, XML, and CSV:

Project Street Address Line (Column C) <u>Compliance Check</u>
Report the location of the business or other real estate for which the loan or investment is being used. Only enter the address number and street name, nothing else. For example, "357 Bluff Rd". P.O. Box addresses are not accepted. Unit/Suite # can only be entered on "Project Street Address Line 2" below.
Validations: <ul style="list-style-type: none">• Conditionally required if PURPOSE IS NOT CONSUMER, HOMEPURCH, or HOMEIMP
<i>Response must be text</i>

Project Street Address Line 2 (Column D)
Report the second line of the project's street address such as Unit/Suite #, if necessary.
Validations: <ul style="list-style-type: none">• Optional field
<i>Response must be text</i>

Project City (Column E) <u>Compliance Check</u>
Report the project's city.
Validations: <ul style="list-style-type: none">• Conditionally required if PURPOSE IS NOT CONSUMER, HOMEPURCH, or HOMEIMP
<i>Response must be text</i>

Project State (Column F) <u>Compliance Check</u>
Report the two-letter state abbreviation.
Validations: <ul style="list-style-type: none">• Conditionally required if PURPOSE IS NOT CONSUMER, HOMEPURCH, or HOMEIMP
<i>Response must be text</i>

Project Zip Code 5

(Column G)

Compliance Check

Report the five-digit zip code.

Validations:

- **Conditionally required if PURPOSE IS NOT CONSUMER, HOMEPURCH, or HOMEIMP**

Response must be numeric

Project Zip Code +4

(Column H)

Report the four-digit zip code extension

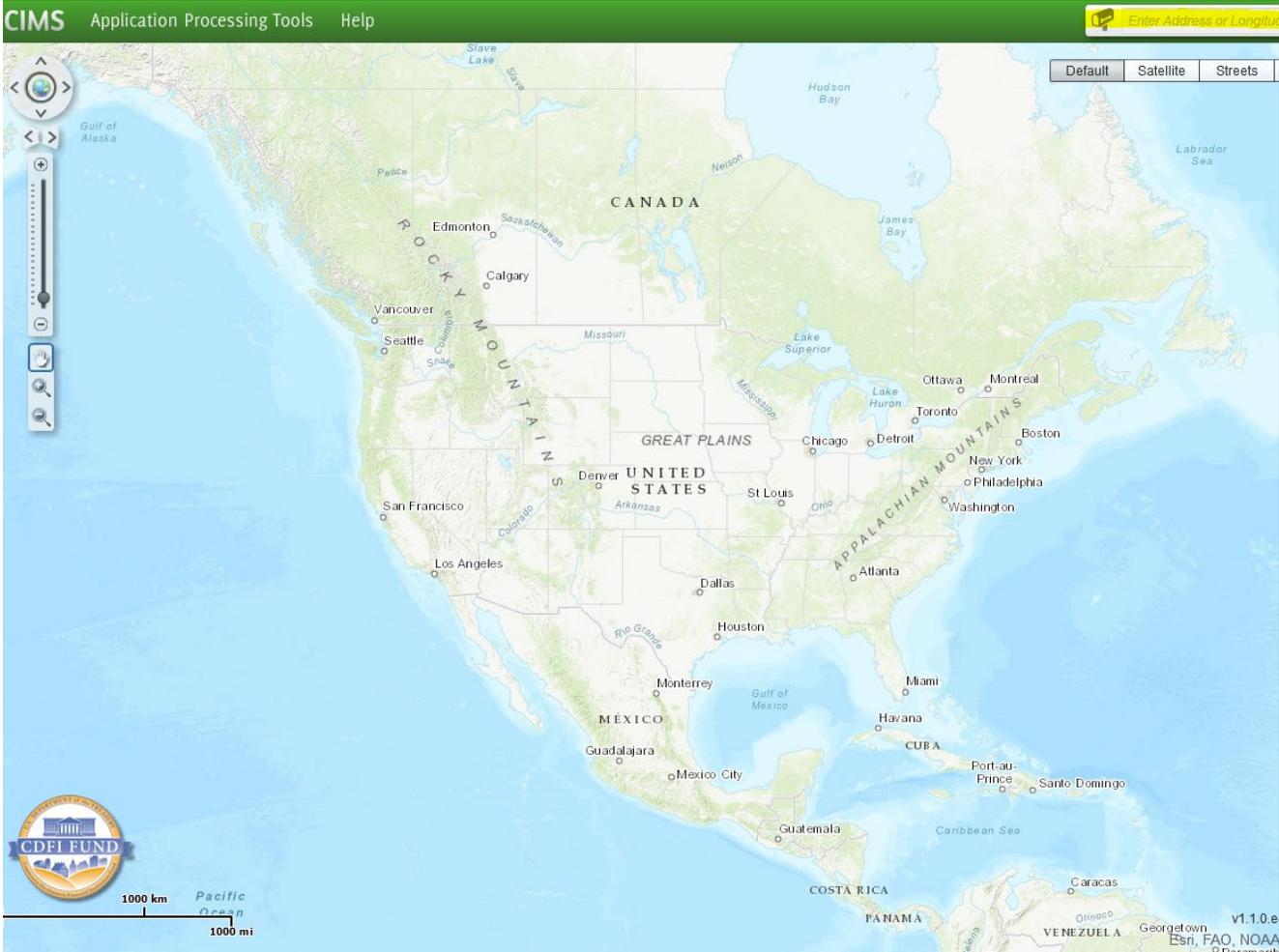
Validations:

- **Optional field**

Response must be numeric

How to find X-Y coordinate and the FIPS code for a single address:

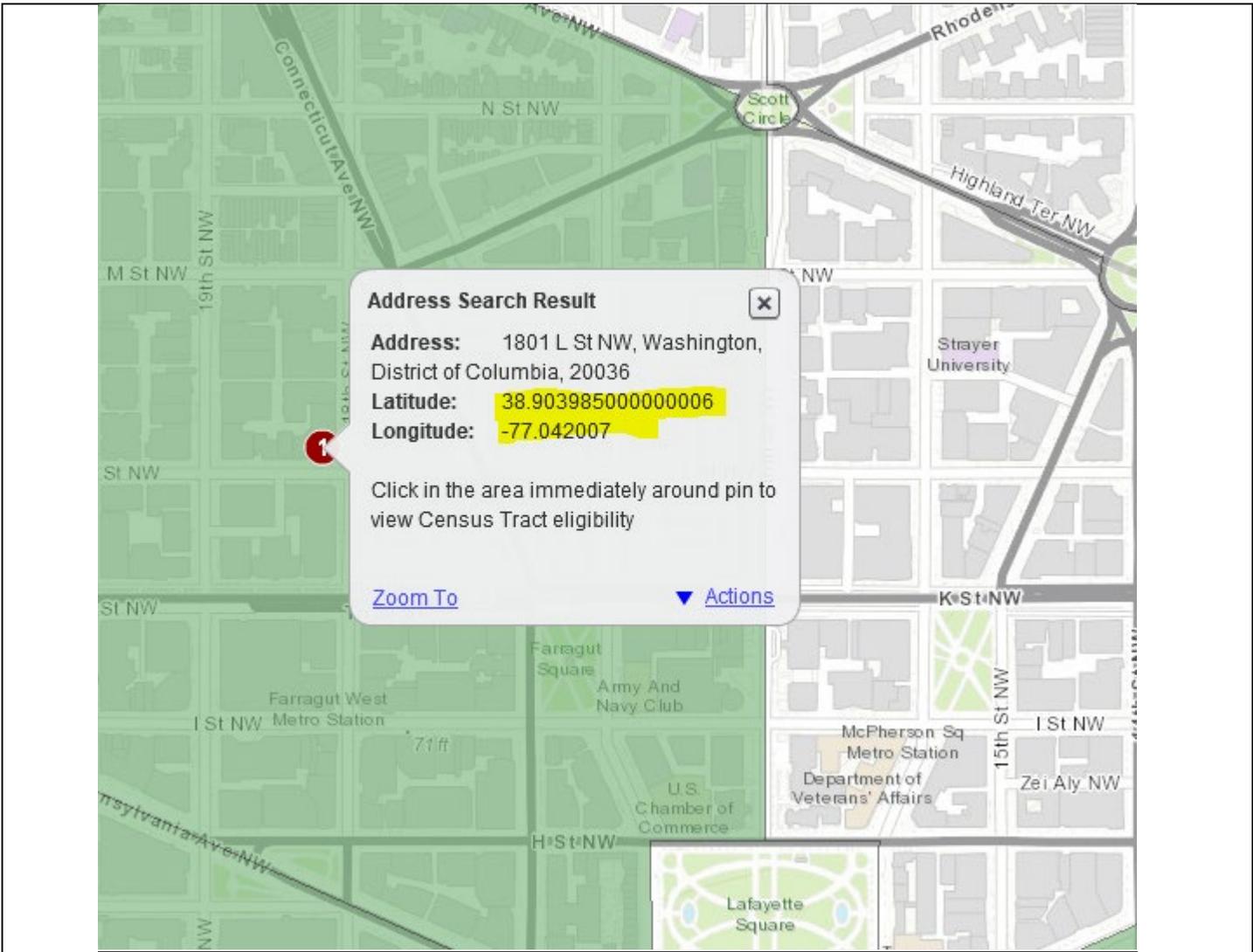
1. **Log in and open the CDFI Information Mapping System (CIMS)--<https://www.cdfifund.gov/Pages/mapping-system.aspx>**
2. **Enter a single address line such as “1801 L St NW, Washington, DC, 20036” in the highlighted Search Box.**



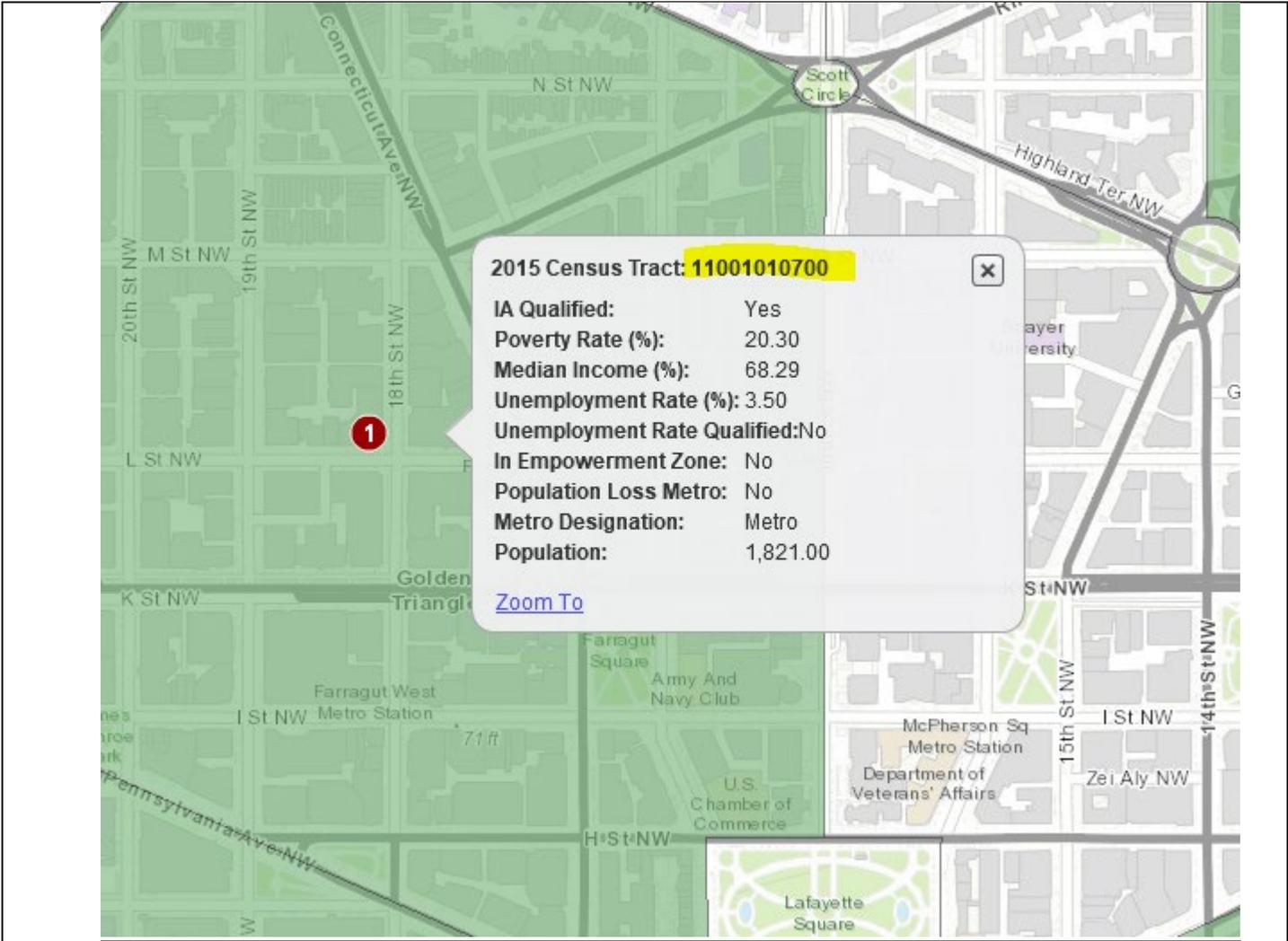
3. **Click “Zoom To” to zoom in on that address.**



4. X-Y coordinate can be found below. X-coordinate is a negative number and Y-coordinate is a positive number.



5. **FIPS code can be found below by clicking on a nearby area around that address. A correct FIPS code should have 11 digits. If it has only 10 digits, then there should be a leading zero.**



How to find X-Y coordinates and the FIPS codes for multiple addresses:

Please consult on Pages 38-44 of the guidance below.

<https://www.cdfifund.gov/Documents/CIMS%20USER%20FINAL%20Aug%2025%202017.pdf>

FIPS Code – refers to the 11-digit Federal Information Processing Standards codes. The FIPS Code is a combination of the State, County, and Tract Code. To find a FIPS Code visit <https://www.cdfifund.gov/Pages/mapping-system.aspx>

The results of the geocode system display as:

When entered into AMIS, FIPS Codes should appear as: **11001010700**

Street Address	1801 L ST NW	MSA/MD Code	47894
City Name	WASHINGTON	State Code	11
State Abbreviation	DC	County Code	001
Zip Code	20036	Tract Code	0107.00

As of June 25, 2014, AMIS has updated with the most recent census data. Please use the most current census information when obtaining and reporting FIPS Codes.

Project FIPS Code

(Column I)

Compliance Check

Report the project's 11-digit FIPS Code. If in the case that the FIPS code has only 10 digits, enter a leading "0" to the code to make it 11 digits. For csv uploading, please save the code in custom format in order to keep that leading "0". If loan purpose is consumer, home purchase, or home improvement, only provide the FIPS Code. Do not provide address and X-Y coordinate. For banks and credit unions, do not report the FIPS codes of consumer loans here because they are already reported in the separate Consumer Loans/Investments Originated report.

Validations:

- **Mandatory field**

Response must be numeric

Project X-Coordinate

(Column J)

Compliance Check

Report the Projects X-Coordinate. It should be a negative number such as -77.04201.

Validations:

- **Conditionally required if PURPOSE IS NOT CONSUMER, HOMEPURCH, or HOMEIMP**
- X-Coordinate must be between -60 and -180 and reported to five (5) decimal points.

Response must be numeric

Project Y-Coordinate

(Column K)

Compliance Check

Report the Projects Y-Coordinate. It should be a positive number such as 38.90397.

Validations:

- **Conditionally required if PURPOSE IS NOT CONSUMER, HOMEPURCH, or HOMEIMP**
- Y-Coordinate must be between 17 and 72 and reported to five (5) decimal points.

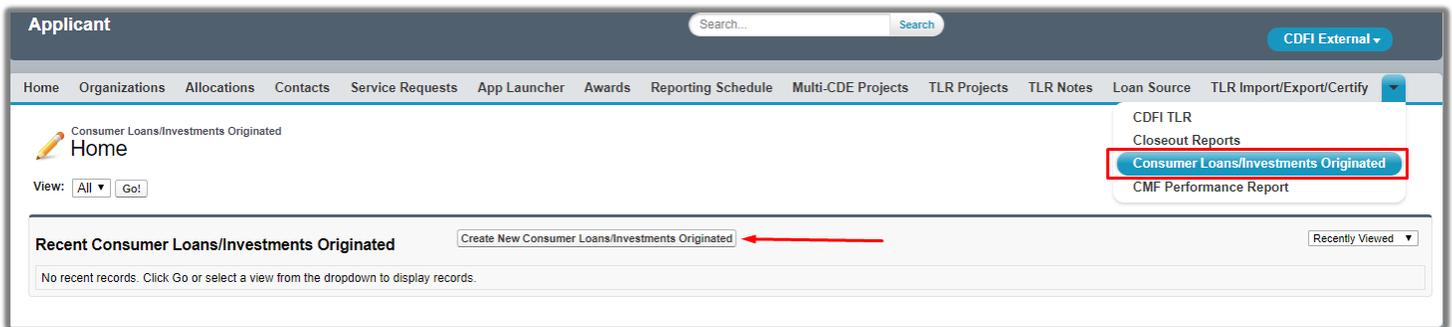
Response must be numeric

Note: If you receive the following error “Please enter another CDFI TLR Address as this is already in use” on your CDFI TLR Address upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Consumer Loans/Investments Originated Table

The Consumer Loans/Investments Originated Table captures information on all consumer loans and investments the Organization originated during the reporting period. This table only applies to banks and credit unions.

Exception for Banks and Credit Unions: Credit Unions and Banks will now need to report consumer loans on 'Consumer Loans/Investments Originated' tab instead of the TLR. Only Consumer loans should be provided in this table if Institution Type = Credit Union and Bank. Banks and Credit Unions are still required to report loans other than consumer loans in the TLR. Once the Consumer Loans/Investments Originated table has been certified the user is no longer able to make edits.



Explanation of the Data Points for Consumer Loans/ Investments Originated Table

Fiscal Year: Mandatory Field

CDFI's reporting period fiscal year during which loans/investments were originated. This is not the same as "TLR Submission Year". For example, if your Organization's Fiscal Year ends on 12/31, then you should select "Fiscal Year=2017" for loans originated between 1/1/2017 and 12/31/2017 and "Fiscal Year=2018" for loans originated between 1/1/2018 and 12/31/2018.

Purpose: Mandatory Field

Consumer - Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans.

FIPS Code: Mandatory Field

Distinct FIPS code or Census tract -11-digit code where the first two digits represent a state. The first five digits represent a county. The last six digits represent a tract. User will receive an error if they use the same FIPS Code for two different Consumer Loans/Investments Originated records within the same fiscal year. In other words, FIPS codes must be unique within the same fiscal year for each Organization.

Total Originated Amount: Mandatory Field

The total dollar amount of loans or investments originated in the Census tract during the reporting period. User needs to aggregate the total amount of loans per the Census tract.

Total Originated Number: Mandatory Field

The total number of loans or investments originated in the Census tract during the reporting period. User needs to aggregate the total number of loans per the Census tract.

LITP Amount:

Of the Total Originated Amount, enter the amount of loans serving an approved Low-Income Targeted Population (LITP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total amount of loans per the Census tract.

LITP Number:

Of the Total Originated Number, enter the number of loans serving an approved Low-Income Targeted Population (LITP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total number of loans per the Census tract.

OTP Amount:

Of the Total Originated Amount, enter the amount of loans serving an approved Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total amount of loans per the Census tract.

OTP Number:

Of the Total Originated Number, enter the number of loans serving an approved Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement. User needs to aggregate the total number of loans per the Census tract.

Organization: Mandatory Field

Use the lookup function to identify and report the Organization associated to the Consumer Loans/Investments Origination record.

Applicant Search... Search CDFI External

Home Organizations Allocations Contacts Service Requests App Launcher Awards Reporting Schedule Multi-CDE Projects TLR Projects TLR Notes Loan Source

Consumer Loans/Investments Originated Edit
 **New Consumer Loans/Investments Originated**

Consumer Loans/Investments Originated Edit Save Save & New Cancel

Information = Required Information

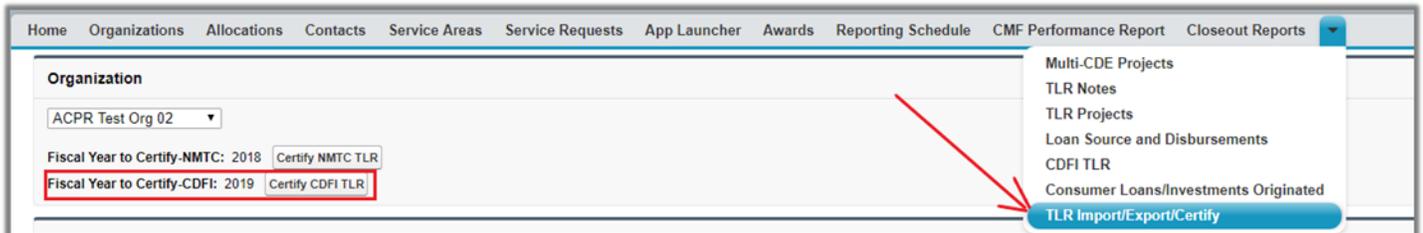
Fiscal Year
 Purpose
 FIPS code
 Total Originated Amount
 Total Originated Number
 LITP Amount
 LITP Number
 OTP Amount
 OTP Number
 CDFI TLR Status
 Organization 🔍

Save Save & New Cancel

Note: If you receive the following error “This FIPS code is already in use for this year” on your Consumer Loans/Investments Originate” file upload, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Certifying CDFI TLRs

To certify your CDFI TLRs, navigate to the “TLR Import/Export/Certify” tab and select the name of your organization from the “Select an Organization” drop-down field and click the “Certify CDFI TLR” button. Adjacent to the “Certify CDFI TLR” button will be displayed the earliest Fiscal Year available for certification. Upon clicking the “Certify CDFI TLR” button the user will be directed to the Certification Statement page and must fill out two fields. Once the user has filled out the Certification Statement and clicked “Certify”, all CDFI TLRs, addresses, and Consumer Loans/Investments Originated needing certification that pass all validations will be certified.

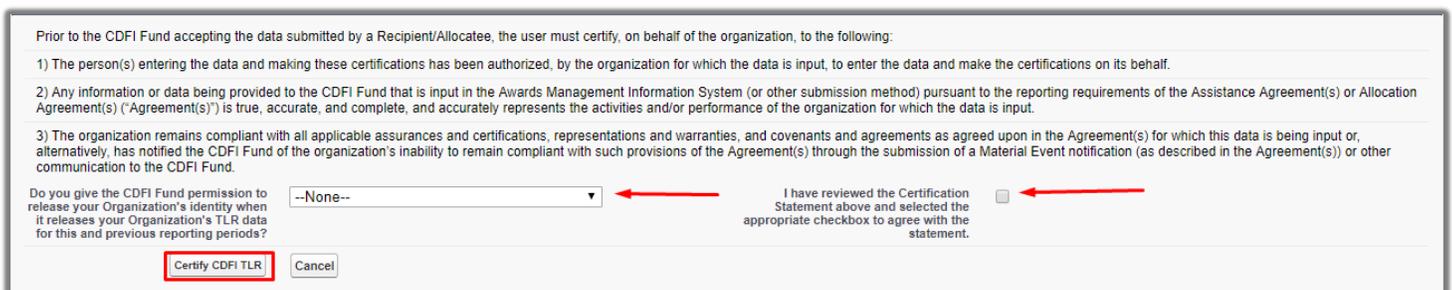


Note: The “Certify CDFI TLR” button also certifies Consumer Loans/Investments Originated records.

Certification of CDFI TLRs can also be done on each individual record by clicking the “Certify & Submit” button located at the top and bottom of the CDFI TLR Project page.



Note: Once “Certify & Submit” or “Certify CDFI TLR” have been clicked to certify the CDFI TLRs, the user will be directed to a page to review the Certification Statement. Once the user has acknowledged they have reviewed the Certification Statement by filling out two fields, the CDFI TLR will be certified. Once certified, user no longer can edit the data.



Note: the “CIIS DATA SUBMISSION”, “ASSUREANCES” and “REPRESENTATIONS AND WARRANTIES” sections will contain information pertaining to certification. They are just minimized for fitting the entire page in the image.

To view the status of your CDFI TLRs, navigate to the “CDFI TLR” tab and from the “View:” drop-down field select “All” and click “Go!”. You will be directed to a page that lists all of your organizations CDFI TLRs along with the “CDFI TLR Status”, “CDFI TLR Date Time Submitted”, and “User Submitted” fields.

After the Transaction Level Report (CDFI-TLR) is submitted to the CDFI Fund, the CDFI Fund will review the report and send any questions to the Recipient if the data reported is deemed not complete and accurate. If the Recipient fails to respond to such questions within the CDFI Fund’s required timeframe, the report will be considered not submitted.

Action	CDFI TLR ID ↑	CDFI TLR Status	CDFI TLR Date Time Submitted	User Submitted
Edit	TLRP-4291197	🔒 Certified	7/31/2018 7:36 AM	CDFI External
Edit	TLRP-4291199	Certified	7/27/2018 10:47 AM	CDFI External
Edit	TLRP-4291200	Certified	7/27/2018 10:54 AM	CDFI External
Edit	TLRP-4291201	Certified	7/30/2018 7:33 AM	CDFI External
Edit	TLRP-4291203	Certified	7/31/2018 7:37 AM	CDFI External
Edit	TLRP-4291212	Certified	7/31/2018 8:31 AM	CDFI External
Edit	TLRP-4291213	Certified	8/1/2018 10:35 AM	CDFI External
Edit	TLRP-4291214	Certified	8/1/2018 10:32 AM	CDFI External
Edit	TLRP-4291215	Certified	8/1/2018 10:31 AM	CDFI External
Edit	TLRP-4291228	Certified	8/6/2018 7:54 AM	CDFI External