



U.S. Department of Treasury
Community Development Financial Institutions Fund

CDFI

TLR Data Point Guidance

CIIS 12.0

FY 2014

September 10, 2014

GUIDANCE ON DATA POINTS IN THE TRANSACTION LEVEL REPORT

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Understanding the Data Point Boxes

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

Each data point is color coded to match the excel data template.

| | |
|--|--|
| | 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 highly recommended. |

Example 1:

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

Location of data point in the excel template

Title of the Data Point

Compliance Check ← Indicates when a data point may be used for compliance purposes

(Column A)

- Description of what information should be entered as a response

Validations:



- **Mandatory field**
- Additional validations can be listed

Required format for how the response should be reflected. For example, numeric v. text

Indicates an important note from the Help Desk with additional guidance on the data point. Hoover your mouse over the question mark to view the information.

**Note – To print the Data Point Guidance and its notes, click “Print”, then under the Comments & Forms section choose “Document and Markups” and click “Summarize Comments”.*

Comments & Forms

Document and Markups ▼

Summarize Comments

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

(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.

Who to contact for help

If you are experiencing any difficulties with the data entry portion of your report including, document errors, system errors, and basic questions, please contact:

CIIS Help Desk

703-373-1516

ciishelp@kearneyco.com

Any questions regarding compliance or compliance related questions, please contact the CDFI Fund directly.

Changes to CIIS 12.0

New Fields –

- 1) Retail Healthy Food Retail Outlet Activity
- 2) Healthy Food Retail Outlet Activity Other
- 3) Year of HFFI Award

CDFI Transaction Level Report - Data Point Guidance

When filling out your TLR

Include all loans and investments that were outstanding at any time during the reporting period. Exclude any New Markets Tax Credit (NMTC) activity that was funded by Qualified Equity Investments (QEIs). All data must be reported as of the reporting period end date unless otherwise noted.

Submitter Transmission ID

(Column A)

- Your Organization can use the Submitter Transmission ID to help identify multiple data files uploaded into CIIS.

Validations:



- Available for the Excel upload and XML upload **only**

Response must be in the following format: mm/dd/yyyy#

Project Number

(Column B)

- Your Organization can assign a unique identifier to a project reported in the TLR.

Validations:



- Project number and loans/investments associated with the project **must** remain the same throughout the life of the project.

Response must be numeric - up to 8 digits

Originator Transaction ID

(Column C)

- Your Organization should assign a unique identifier to each loan/investment, and this unique identifier must remain the same throughout the life of the loan/investment. The identifier can be a combination of both letters and numbers and should start with a letter. Do not use names, social security numbers or any other personal identifying information in creating Originator Transaction ID.

Validations:



- o **Mandatory Field**
- o Each Originator Transaction ID must be **unique** to each loan or investment. Duplicate Originator Transaction ID's will cause errors in the file.
- o CDFI's **MUST** use the same Originator Transaction ID for the same loan or investment for each reporting period.
- o Originator Transaction ID's can not contain any special characters such as but not limited to commas and exclamation points.

Response must be text - up to 20 characters

Client ID

(Column D)

- Your Organization can create and report a unique identifier to help distinguish which clients (investees or borrowers) are associated with which loans or investments. A client id can associate with one or more loans/investments. This unique identifier must remain the same throughout the life of the loan/investment. The identifier can be a combination of both letters and numbers and should start with a letter. Do not use names, social security numbers or any other personal identifying information in creating Client ID.

Validations:



- o **Mandatory field**
- o Do not use names, social security numbers or any other personal identifying information

Response must be text up to 20 characters

Investee Type

(Column E)

- Choose one of the pre-defined values below and report whether the transaction is a loan/ investment in an individual, a business or another CDFI. "Investee Type" must remain the same throughout the life of the loan/investment.

Validations:

- o **Mandatory field**
- o Loans/investments in nonprofit entities, other than CDFI's, should be reported as BUS
- o Exclude loan purchases from the TLR
- o If Investee Type="CDFI" then Purpose (Column H)="OTHER"

Please insert a value below:

| | |
|-------------|------------|
| IND | Individual |
| BUS | Business |
| CDFI | CDFI |

Date Originated

(Notes-Investments tab: Column F)

- Report the date that a legally binding note was signed by the borrower/investee in favor of the lender/investor. "Date Originated" must remain the same throughout the life of the loan/investment.

Validations:

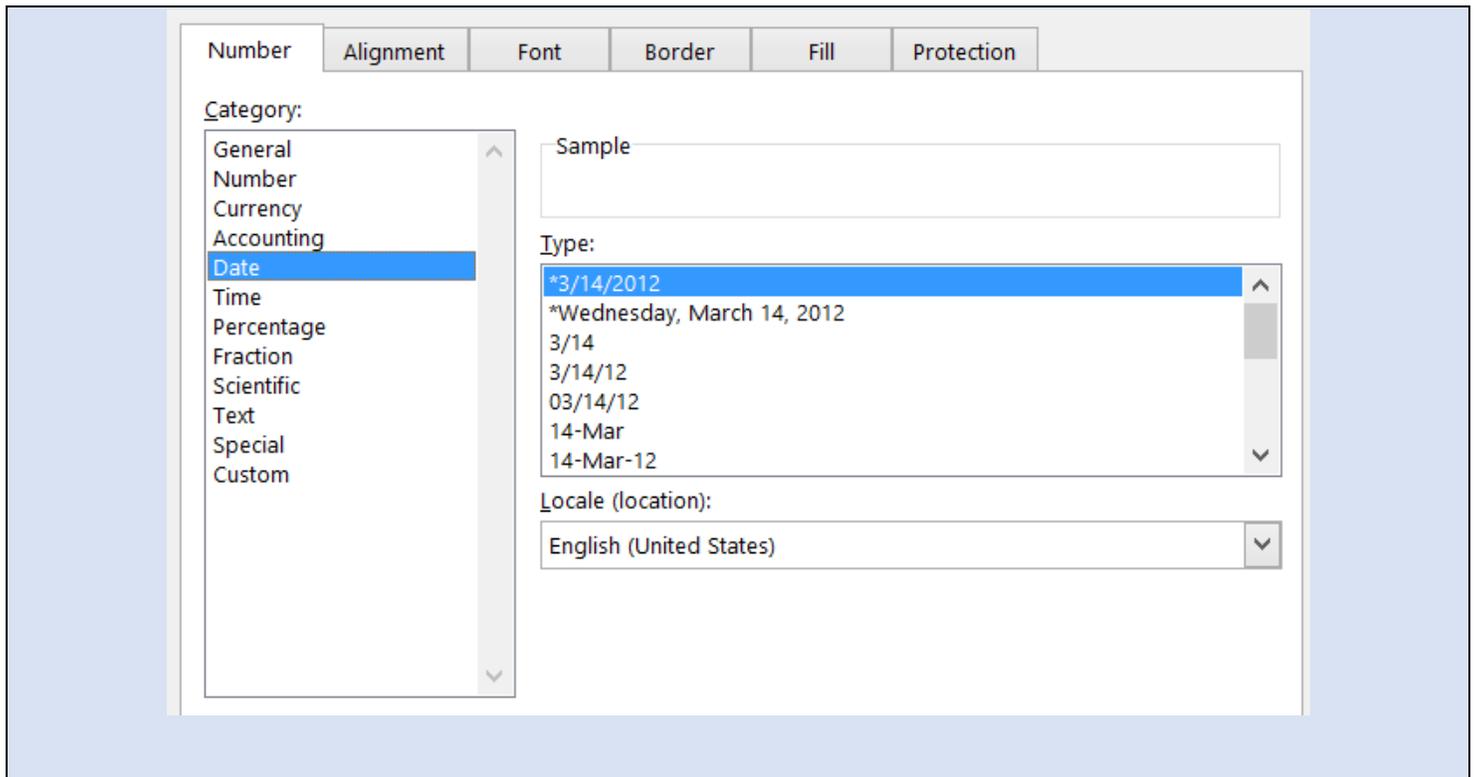
- o **Mandatory Field**
- o Date Originated must be prior to the current date.
- o See the [Date Formatting](#) section for more information

Response must be mm/dd/yyyy

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.



Original Loan/Investment Amount

(Column G)

- Report the amount of the loan/investment. The amount must remain the same throughout the life of the loan or investment and should be a non-zero positive whole number.

Validations:

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

Response must be in numeric format

Purpose

(Column H)

- 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 share of the transaction. "Purpose" must remain the same throughout the life of the loan/investment.

Validations:

- **Mandatory Field**
- **Credit Unions and Banks** will need to report **Consumer loans** in the ILR *instead* of the TLR.

They should be entered in the Portfolio Outstanding Table of the ILR. Credit Unions and Banks continue to report loans other than consumer loans in TLR.

- If Purpose="CONSUMER", "HOMEPURCH", or "HOMEIMP", then Investee Type (Column E)="IND"

Please insert a value below:

| | |
|-------------------|---|
| 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. |
| 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. |
| RECOSINGLE | 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 multi-family 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 I)

- Choose one of the pre-defined values below and report the type of transaction for the financial note. "Transaction Type" must remain the same throughout the life of the loan/investment.

Validations:

- o **Mandatory field**
- o If Transaction Type="LOC" or "DEBTEQTY" then Interest Rate (Column J)>0
- o If Transaction Type="TERM" then Interest Rate (Column J)>0 and Term (Column P)>0

Please insert a value below:

| | |
|-----------------|-------------------|
| TERM | Term Loan |
| EQTYINV | Equity Investment |
| LOC | Line of Credit |
| DEBTEQTY | Debt with Equity |
| OTHER | Other |

Interest Rate

(Column J)

- Report the interest rate in effect at the reporting period end. If the financial note was paid off during the reporting period, report the interest rate at the time of the pay off.

Validations:

- o **Conditionally Required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005**
- o Enter the percentage as a whole number (i.e. if the Interest Rate at Origination is 2.0%, enter 2.0)
- o If Interest Type (Column K)="FIXED" then Interest Rate must remain the same throughout the life of the loan.

Response must be in numeric format up to 3 decimal places

Interest Type

(Column K)

- Choose one of the pre-defined values below and report the type of interest. "Interest Type" must remain the same throughout the life of the loan.

Validations:

- o **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

| | |
|--------------|------------|
| FIXED | Fixed |
| ADJ | Adjustable |

Points

(Column L)

- Report the points charged to the borrower at origination. "Points" must remain the same throughout the life of the loan.

Validations:



- o **Conditionally Required** if [Transaction Type](#) = TERM or DEBTEQTY and [Date Originated](#) > 12/31/2005
- o Report the points of the original loan amount as a number rather than with the percentage sign (i.e. if the point at origination is 2.0%, enter 2.0).
- o Include points for the particular financial note reported
- o "Points" should be between 0 and 100.

Response must be in numeric format up to 3 decimal places

Origination Fees

(Column M)

- Report the total loan origination fees, including processing, credit report, and other fees. "Origination Fees" must remain the same throughout the life of the loan and should be a positive whole number.

Validations:

- o **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- o **Exclude** points
- o Origination Fees < Original Loan or Investment Amount (Column G)

Response must be in numeric format

Amortization Type

(Column N)

- Choose one of the pre-defined values below and report how the financial note is amortized. "Amortization Type" must remain the same throughout the life of the loan.

Validations:

- o **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

| | |
|------------------|--|
| 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 O)

- Choose one of the pre-defined values below and report the type of equity-like feature. "Equity-like Features" must remain the same throughout the life of the loan.

Validations:



- o **Conditionally Required** if [Transaction Type](#) = DEBTEQTY and [Date Originated](#) > 12/31/2005
- o If a loan has more than one equity-like feature, choose the one appearing first in the loan agreement

Please insert a value below:

| | |
|-----------------|--|
| CONVDEBT | Convertible Debt – Loan agreement specifies and 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

(Column P)

- Report the full term, not the remaining term of the financial note. "Term" must remain the same throughout the life of the loan, and should be non-zero positive whole number.

Validations:

- o **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- o Response must be in *months*

Response must be in numeric format

Date First Payment Due

(Column Q)

- If applicable, report the date the first loan payment is due.

Validations:

- o Include interest only payments
- o See the [Date Formatting](#) section for more information

Response must in the format of mm/dd/yyyy

Guarantee

(Column R)

- If any portion of the loan is guaranteed, choose one of the pre-defined values below and report the source. "Guarantee" must remain the same throughout the life of the loan.

Validations:

- o **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- o **Exclude** performance guarantees

Please insert a value below:

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

Lien Position

(Column S)

- Choose one of the pre-defined values below and report the CDFI's lien position. "Lien Position" must remain the same throughout the life of the loan.

Validations:



- Conditionally Required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

| | |
|------------------|----------------|
| FIRST | First |
| SECOND | Second |
| UNSECURED | Unsecured Debt |
| OTHER | Other |

Collateral Type

(Column T)

- Choose one of the pre-defined values below and report the type of collateral pledged for the loan. "Collateral Type" must remain the same throughout the life of the loan.

Validations:



- Conditionally Required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

| | |
|------------------|-------------------|
| RE | Real Estate |
| REOTHER | Other Real Estate |
| VEH | Vehicle |
| EQUIP | Equipment |
| INVENTORY | Inventory |
| REC | Receivables |
| HOMEEQTY | Home Equity |
| OTHER | Other |
| NONE | None |

Collateral Value at Origination

(Column U)

- Estimate and report the fair value of the collateral at the time of origination. The amount must remain the same throughout the life of the loan, and should be a positive whole number.

Validations:

- o Conditionally Required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- o If Collateral Type (Column T) <> "None" then Collateral Value>0

Response must be in numeric format

Equity Injection Amount

(Column V)

- Report the equity injection amount provided by the investee/borrower. The amount must remain the same throughout the life of the loan, and should be a positive whole number.
-

Validations:



- Include both cash and non-cash injections
- Not applicable if [Purpose](#) = CONSUMER or HOMEIMP

Response must be in numeric format

Forgivable Loan

(Column W)

- Report whether the loan agreement stipulates that some or all of the outstanding balance of the loan may be converted to a grant upon meeting specified conditions. “Forgivable Loan” must remain the same throughout the life of the loan.



| | |
|------------|-----|
| YES | Yes |
| NO | No |

Addresses

The CDFI Fund requires that Organizations confirm that all addresses are geocodable in CIMS (the Fund's CDFI Information and Mapping System) prior to reporting in CIIS. CIMS is available through the "Mapping" link in your organizations' myCDFIFund account.

IMPORTANT NOTICE ABOUT ADDRESS INFORMATION

Effective August 1, 2014, all CDFI's are **REQUIRED** to provide the following information for **each** transaction entered:

FULL Investee Address AND Investee X,Y Coordinates

As well as a

FULL Project Address AND Project X,Y Coordinates

The FIPS Code data points are now optional and **cannot** be used as a substitute for a transactions physical address or X,Y coordinate. FIPS Codes are now simply a way for Organizations to report additional address information to the CDFI Fund.

FIPS Code – refers to the 11-digit Federal Information Processing Standards codes. FIPS Codes must be provided if CIIS is unable to geocode an address. The FIPS Code is a combination of the State, County, and Tract Code. To find a FIPS Code visit http://www.cdfifund.gov/what_we_do/mapping.asp.

The results of the geocode system display as:

| | | | |
|--------------------|--------------|-------------|---------|
| 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 |

When entered into CIIS, FIPS Codes should appear as:

11001010700

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

X, Y Coordinates – specify an exact geographic location using longitude and latitude. X, Y Coordinates should not be rounded and CIIS requires that both the coordinates be reported to five (5) decimal points. The latitude and longitude can be found using a variety of tools such as a GPS, an address locator, or a map-based tool.

Example:

X Coordinate (Longitude, typically displayed as negative): **-77.04201**

Y Coordinate (Latitude, typically displayed as positive): **38.90397**

Investee Street Address Line 1

Compliance Check

(Column X)

Validations:

- Mandatory field**

Response must be text

Investee Street Address Line 2

(Column Y)

Response must be text

Investee City

Compliance Check

(Column Z)

Validations:

- Mandatory field**

Response must be text

Investee State

Compliance Check

(Column AA)

- Report the two letter state abbreviation.

Validations:

- Mandatory field**

Response must be text

Investee Zip Code

Compliance Check

(Column AB)

- Report the five digit zip code.

Validations:

- Mandatory field**

Response must be numeric

Investee Zip Code +4

(Column AC)

- Report the four digit zip code extension

Response must be numeric

Investee FIPS Code

Compliance Check

(Column AD)

- Report the investee's 11-digit FIPS Code.

Validations:

- As of August 1, 2014, FIPS Codes can no longer be used in place of an address

Response must be numeric

Investee X-Coordinate

Compliance Check

(Column AE)

- Report the investee's X-Coordinate.

Validations:

- Mandatory field**

Response must be numeric

Investee Y-Coordinate

Compliance Check

(Column AF)

- Report the investee's Y-Coordinate.

| | |
|--|--|
| | |
| Validations: | |
| <input type="radio"/> Mandatory field | |
| <i>Response must be numeric</i> | |

| | |
|--|--|
| Project Street Address Line 1 <i>Compliance Check</i> (Column AG) | |
| Validations: | |
| <input type="radio"/> Mandatory field | |
| <i>Response must be text</i> | |

| | |
|---|--|
| Project Street Address Line 2 (Column AH) | |
| | |
| <i>Response must be text</i> | |

| | |
|---|--|
| Project City <i>Compliance Check</i> (Column AI) | |
| Validations: | |
| <input type="radio"/> Mandatory field | |
| <i>Response must be text</i> | |

| | |
|--|--|
| Project State <i>Compliance Check</i> (Column AJ) | |
|--|--|

| |
|---|
| - Report the two letter state abbreviation. |
| Validations: <ul style="list-style-type: none"> <input type="radio"/> Mandatory field |
| <i>Response must be text</i> |

| | |
|---|-------------|
| <i>Project Zip Code</i> <u>Compliance Check</u> | (Column AK) |
| - Report the five digit zip code. | |
| Validations: <ul style="list-style-type: none"> <input type="radio"/> Mandatory field | |
| <i>Response must be numeric</i> | |

| | |
|--|-------------|
| <i>Project Zip Code +4</i> | (Column AL) |
| - Report the four digit zip code extension | |
| <i>Response must be numeric</i> | |

| | |
|--|-------------|
| <i>Project FIPS Code</i> <u>Compliance Check</u> | (Column AM) |
| - Report the project's 11-digit FIPS Code. | |
| Validations: <ul style="list-style-type: none"> <input type="radio"/> As of August 1, 2014, FIPS Codes can no longer be used in place of an address | |
| <i>Response must be numeric</i> | |

Project X-Coordinate

Compliance Check

(Column AN)

- Report the project's X-Coordinate.

Validations:

- **Mandatory field**

Response must be numeric

Project Y-Coordinate

Compliance Check

(Column AO)

- Report the project's Y-Coordinate.

Validations:

- **Mandatory field**

Response must be numeric

NAICS

(Column AP)

- Report the 6-digit North American Industry Classification (NAICS) Code that reflects investee/borrower's nature of business/activity. The NAICS code must remain the same throughout the life of the loan/investment.

Validations:



- **Conditionally required if [Date Originated](#) is after 12/31/2010**
- **If Investee Type (Column E) = "Business" then NAICS>0**

Response must be numeric

Date Business Established

(Column AQ)

- If applicable, report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred. The date must remain the same throughout the life of the loan/investment.

Validations:

- See the [Date Formatting](#) section for more information
- Date Business Established < Date Originated (Column F)
- Not applicable if Investee Type (Column E) = "IND"

Response must in the format of mm/dd/yyyy

Entity Structure

(Column AR)

- Choose one of the pre-defined values below and report the investee's/borrower's business or government structure. "Entity structure" must remain the same throughout the life of the loan/investment.

Validations:

- o Not applicable if [Investee Type](#) = IND

Please insert a value below:

| | |
|------------------|---|
| 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 AS)

- Report whether the investee/borrower is more than 50% owned or controlled by one or more minorities. "Minority Owned or Controlled" must remain the same throughout the life of the loan/investment.

Validations:

- o If the business is a for-profit entity, report whether more than 50% of the owners are minorities
- o If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are minorities
- o Not applicable if [Investee Type \(Column E\)](#) =" IND"

| | |
|------------|-----|
| YES | Yes |
| NO | No |

Women Owned or Controlled

(Column AT)

- Report whether the investee/borrower is more than 50% owned or controlled by one or more women. "Women Owned or Controlled" must remain the same throughout the life of the loan/investment.

Validations:

- o If the business is a for-profit entity, report whether more than 50% of the owners are women
- o If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are women
- o Not applicable if [Investee Type \(Column E\)](#) = "IND"

| | |
|------------|-----|
| YES | Yes |
| NO | No |

Low-Income Owned or Controlled

(Column AU)

- Report whether the investee/borrower is more than 50% owned or controlled by one or more low-income persons. "Low-Income Owned or Controlled" must remain the same throughout the life of the loan/investment.

Validations:

- o If the business is a for-profit entity, report whether more than 50% of the owners are low-income persons
- o If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are low-income persons
- o Not applicable if [Investee Type \(Column E\)](#) = "IND"

| | |
|------------|-----|
| YES | Yes |
| NO | No |

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 work 17.5 hours equals one FTE)

Jobs at Time of Loan/Investment

(Column AV)

- Report the number of [full-time equivalent \(FTE\)](#) jobs in the business at the time the loan or investment was originated. The original job number must remain the same throughout the life of the loan/investment, and should be a positive number.

| |
|--|
| |
| <p>Validations:</p> <ul style="list-style-type: none"> ○ Conditionally required if <u>Purpose</u> = BUSINESS or MICRO ○ Exclude construction jobs |
| <i>Response must be numeric</i> |

| |
|---|
| <h2 style="margin: 0;">Principal Balance Outstanding</h2> <p style="margin: 0;"><u>Compliance Check</u> (Column AW)</p> <p style="margin: 0;">- Report the principal balance outstanding as of at the end of the reporting period. The amount should be a positive whole number, and should be equal or less than Original Loan/Investment Amount (Column G)</p> |
| <p>Validations:</p> <ul style="list-style-type: none"> ○ Conditionally required if <u>Transaction Type</u> = TERM, LOC, or DEBTEQTY |
| <i>Response must be numeric</i> |

| | | | | | | | | | | |
|--|--|---|---------------|---|-------------|--|-------------------|--|--------------|---|
| <h2 style="margin: 0;">Loan Status</h2> <p style="text-align: right; margin: 0;">(Column AX)</p> <p style="margin: 0;">- Choose one of the pre-defined values below and report the status of the loan/investment at the reporting period end.</p> | | | | | | | | | | |
| <p>Validations:</p> <ul style="list-style-type: none"> ○ Mandatory Field ○ If Loan Status="CHARGEDOFF" then Amount Charged Off (Column BD) > 0 and Amount Charged Off (Column BD) <= Original Loan/Investment Amount (Column G) ○ If Loan Status="CLOSED" then Amount Charged Off (Column BD) = 0 | | | | | | | | | | |
| <p> Please insert a value below:</p> | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; background-color: #e0e0e0;">ACTIVE</td> <td>Active – the financial note was open, on-the-books, and/or had some sort of activity during the reporting year.</td> </tr> <tr> <td style="text-align: center; background-color: #e0e0e0;">CLOSED</td> <td>Closed in good standing – a loan or line of credit that is paid in full or an equity investment that has been exited.</td> </tr> <tr> <td style="text-align: center; background-color: #e0e0e0;">SOLD</td> <td>Sold – the financial note is off-the-books but not paid in full, or is still active sometime before the end of reporting period.</td> </tr> <tr> <td style="text-align: center; background-color: #e0e0e0;">CHARGEDOFF</td> <td>Charged off - the financial note is off-the-books but not paid in full , or is still active sometime before the end of reporting period.</td> </tr> <tr> <td style="text-align: center; background-color: #e0e0e0;">REFIN</td> <td>Refinanced - the financial note is off-the-books but not paid in full , or is still active sometime before the end of reporting period.</td> </tr> </table> | ACTIVE | Active – the financial note was open, on-the-books, and/or had some sort of activity during the reporting year. | CLOSED | Closed in good standing – a loan or line of credit that is paid in full or an equity investment that has been exited. | SOLD | Sold – the financial note is off-the-books but not paid in full, or is still active sometime before the end of reporting period. | CHARGEDOFF | Charged off - the financial note is off-the-books but not paid in full , or is still active sometime before the end of reporting period. | REFIN | Refinanced - the financial note is off-the-books but not paid in full , or is still active sometime before the end of reporting period. |
| ACTIVE | Active – the financial note was open, on-the-books, and/or had some sort of activity during the reporting year. | | | | | | | | | |
| CLOSED | Closed in good standing – a loan or line of credit that is paid in full or an equity investment that has been exited. | | | | | | | | | |
| SOLD | Sold – the financial note is off-the-books but not paid in full, or is still active sometime before the end of reporting period. | | | | | | | | | |
| CHARGEDOFF | Charged off - the financial note is off-the-books but not paid in full , or is still active sometime before the end of reporting period. | | | | | | | | | |
| REFIN | Refinanced - the financial note is off-the-books but not paid in full , or is still active sometime before the end of reporting period. | | | | | | | | | |

Days Delinquent

Compliance Check

(Column AY)

- Report the number of days that the required loan payment is past due at the reporting period end. If a borrower made a partial payment on the due date but still owes any part of the payment, report that payment as past due. "Days Delinquent" should be a positive whole number.

Validations:

- Conditionally required if **Transaction Type** = TERM, LOC, DEBTEQTY or OTHER
- If Loan Status (Column AX) = "CLOSED", "SOLD", or "REFIN" then Days Delinquent=0

Response must be numeric

Number of times 60 Days or More Delinquent

(Column AZ)

- Report the number of times the loan has been 60 days or more delinquent during the entire life of the loan. The number should be a positive whole number.

Validations:



- Conditionally required if **Transaction Type** = TERM, LOC, DEBTEQTY, or OTHER
- If Days Delinquent (Column AY) > 60 then Number of times 60 days or more delinquent > 0

Response must be numeric

Number of Times the Loan was Restructured

(Column BA)

- Report the number of times the loan was restructured during the entire life of the loan. The number should be a positive whole number.

Validations:



- Conditionally required if **Transaction Type** = TERM, LOC, DEBTEQTY, OTHER

Response must be numeric

Number of Times the Loan was Refinanced

(Column BB)

- Report the number of times the loan was refinanced during the entire life of the loan. The number should be a positive whole number.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, LOC, DEBTEQTY or OTHER and [Loan Status](#) = REFIN

Response must be numeric

Refinanced – Originator Transaction ID

(Column BC)

- If the loan or line of credit was refinanced, report the new Originator Transaction ID for the refinanced loan or line of credit.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, LOC, DEBTEQTY or OTHER and [Loan Status](#) = REFIN
- Information provided must match a current or previously submitted Originator Transaction ID

Response must be text - up to 20 characters

Amount Charged Off

(Column BD)

- Report the amount charged off during the reporting period. The amount should be a non-zero positive whole number.

Validations:



- Conditionally required if [Days Delinquent](#) is greater than 90, [Transaction Type](#) = TERM, LOC, DEBTEQTY or OTHER and [Loan Status](#) = CHARGEDOFF

Response must be numeric

Amount Recovered

(Column BE)

- Report the amount recovered during the reporting period. The amount should be a positive whole number.

Validations:

- Conditionally required if [Loan Status](#) = CHARGEDOFF
- Not applicable if [Transaction Type](#) = EQTYINV
- Amount Recovered <= Amount Charged Off

Fair Value at Origination

(Column BF)

- Report the estimated fair value of the investment at the time of origination. The amount must remain the same throughout the life of the investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric, **Don't Know** or **Not Applicable**

Fair Value at End of Reporting Period

Compliance Check

(Column BG)

- Report the estimated fair value of the investment as of at the end of the reporting period. The amount should be a positive whole number.

Validations:

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

Response must be numeric, **Don't Know** or **Not Applicable**

Annual Gross Revenue from Business Operations Reported During the Reporting Period

(Column BH)

- Report the investee's/borrower's annual gross business revenue during the most recent 12-month period for which the information is available. The number should be a non-zero positive whole number.

Validations:

- o Not applicable if [Investee Type \(Column E\)](#) = "IND"

Response must be numeric

Jobs at Reporting Period End

(Column BI)

- Report the number of [full-time equivalent \(FTE\)](#) jobs in the business at the reporting period end. The job number should be a non-zero positive number.

Validations:

- **Conditionally required if Purpose = BUSINESS or MICRO**
- Exclude construction jobs

*Response must be numeric or **Not Applicable***

Low-Income Status

Compliance Check

(Column BJ)

- Choose one of the pre-defined values below and report the income status of the investee/borrower. See the CIIS Glossary for detailed definitions of “Low-Income” and “Very Low-Income.”

Validations:



- **Conditionally required if Date Originated is greater than 12/31/2010**
- If there is more than one investee/borrower, respond for the primary
- If there is more than one primary investee/borrower, select the income status of the highest income primary investee/borrower

Please insert a value below:

| | |
|----------------|-----------------------------------|
| LOW | Low-Income investee/borrower |
| VERYLOW | Very low-income investee/borrower |
| OTHER | Other |
| NA | Not Applicable |

Other Targeted Populations

Compliance Check

(Column BK)

- Report whether the transaction serves an Other Targeted Population (OTP) as defined in the CDFI’s Certification or Assistance Agreement. “OTP” must remain the same throughout the life of the loan/investment.

Validations:



- **Conditionally required if Date Originated is greater than 12/31/2010**

| | |
|------------|----------------|
| YES | Yes |
| NO | No |
| NA | Not Applicable |

LITP End Users

Compliance Check



(Column BL)

- Report whether the transaction serves Low-Income Targeted Population (LITP) End Users. “LITP End User” must

remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**

| | |
|------------|----------------|
| YES | Yes |
| NO | No |
| NA | Not Applicable |

OTP End Users

Compliance Check

(Column BM)

- Report whether the transaction serves Other Targeted Population (OTP) End Users. "OTP End User" must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**



| | |
|------------|----------------|
| YES | Yes |
| NO | No |
| NA | Not Applicable |

IA End Users

Compliance Check

(Column BN)

- Report whether the transaction serves Investment Area (IA) End Users. "IA end user" must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**



| | |
|------------|----------------|
| YES | Yes |
| NO | No |
| NA | Not Applicable |

Credit Score

(Column BO)

- If applicable, report the most recently collected credit score of the primary investee(s)/borrower(s)

Validations:

- o Not applicable if [Investee Type](#) = CDFI or if the borrower is a corporation
- o If there are more than one investee/borrower, use the credit score of the primary investee/borrower
- o If there is more than one primary investee/borrower, use the average credit score.

Response must be numeric

Gender

(Column BP)

- Choose one of the pre-defined values below and report the gender of the investee(s)/borrower(s). "Gender" must remain the same throughout the life of the loan/investment.

Validations:

- o If there are more than one investee/borrower, select the gender of the primary investee/borrower
- o If there is more than one primary investee/borrower, and at least one is male and one is female, report BOTH
- o Not applicable if [Investee Type](#) = "CDFI" or if the investee/borrower is a corporation

Please insert a value below:

| | |
|---------------|----------------------|
| MALE | Male |
| FEMALE | Female |
| BOTH | Both Male and Female |
| NA | Not Applicable |

Race

(Column BQ)

- Choose one of the pre-defined values below and report the race of the primary investee(s)/borrower(s). "Race" must remain the same throughout the life of the loan/investment.

Validations:

- 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, report one of the races
- If the investee/borrower did not provide their race, report **NG**
- If the investee/borrower is a corporation, report **NA**
- Not applicable if [Investee Type](#) = "CDFI" or if the investee/borrower is a corporation

Please insert a value below:

| | |
|-----------------|---------------------------|
| AMIND | American Indian |
| ALASKAN | Alaskan Native |
| ASIAN | Asian |
| BLACK | Black or African American |
| HAWAIIAN | Native Hawaiian |
| PACIFIC | Other Pacific Islander |
| WHITE | White |
| OTHER | Other |
| NG | Not Given |
| NA | Not Applicable |

Hispanic Origin

(Column BR)

- Choose one of the pre-defined values below and report whether the primary investee/borrower is Hispanic or Latino. "Hispanic Origin" must remain the same throughout the life of the loan/investment.

Validations:

- 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/borrower's are Hispanic or Latino
- If the investee/borrower did not provide their information, report **NG**
- If the investee/borrower is a corporation, report **NA**
- Not applicable if [Investee Type](#) = "CDFI" or if the investee/borrower is a corporation.

Please insert a value below:

| | |
|------------|-----------|
| YES | Yes |
| NO | No |
| NG | Not Given |

| | |
|----|----------------|
| NA | Not Applicable |
|----|----------------|

Female Headed Household

(Column BS)

- 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. "Female Headed Household" must remain the same throughout the life of the loan/investment.

Validations:

Not applicable if [Investee Type](#) = "CDFI" or if the investee/borrower is a corporation

| | |
|-----|-----|
| YES | Yes |
| NO | No |

First-Time Homebuyer

(Column BT)

- Choose one of the pre-defined values below and report whether the homebuyer is a first-time homebuyer (has not owned a home during the three-year period preceding the CDFI-assisted purchase of a principal residence). "First-Time Homebuyer" must remain the same throughout the life of the loan/investment.

Validations:

- o **Conditionally required if [Purpose](#) = HOMEPURCH** If more than one investee/borrower, respond for the primary investee/borrower
- o If there is more than one primary investee/borrower, report whether at least one investee/borrower qualifies as a first-time homebuyer

| | |
|-----|----------------|
| YES | Yes |
| NO | No |
| DK | Don't Know |
| NA | Not Applicable |

Banked at Time of Intake

(Column BU)

- Report whether the investee/borrower has a bank or credit union account at the time of intake. "Banked at Time of Intake" must remain the same throughout the life of the loan/investment.

Validations:

- o If more than one investee/borrower, respond for the primary investee/borrower
- o If there is more than one primary investee/borrower, report whether at least one investee/borrower was banked at the time of intake

| | |
|-----|-----|
| YES | Yes |
| NO | No |

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

(Column BV)

- Report the investee's/borrower's annual gross revenue during the most recent 12-month period prior to loan/investment origination for which the information is available. The amount must remain the same throughout the life of the loan/investment, and should be a positive whole number.

Validations:

- Not applicable if [Investee Type \(Column E\)](#) = "IND"
-

Response must be numeric

Total Project Cost

(Column BW)

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

Validations:



- o **Conditionally required if [Date Originated](#) is after 12/31/2010**
- o Not applicable if [Purpose](#) = CONSUMER
- o Total Project Cost **must** be greater than or equal to [Original Loan/Investment Amount](#)

Response must be numeric

Type of Jobs Reported

(Column BX)

- Choose one of the pre-defined values below and indicate whether the types of jobs being reported are direct or direct and indirect. The type must remain the same throughout the life of the loan/investment.

Validations:



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

Please insert a value below:

| | |
|-------------------|-------------------------------|
| DIRECT | Direct jobs |
| DWINDIRECT | Direct jobs and Indirect jobs |
| NA | Not Applicable |

To ensure consistency of annual reporting by all CDFIs, 2009 Recovery Act FA and TA Awardees should follow ILR (and TLR) instructions for annual reporting.

2009 Recovery Act FA and TA Awardees will note that ILR Questions 79-81 (TLR Questions BY-CD) allow awardees to report both direct and indirect jobs. As indicated in *Reporting Outreach for Awardees* and related instructions for Recovery Act reporting, quarterly reports completed by Recovery Act awardees collect a subset of these jobs.

- The Quarterly Institution Level Report (QILR) completed and submitted by Recovery Act awardees to the CDFI Fund only allows awardees to report **direct jobs** funded by and resulting from the use of Recovery Act funds.

- The report submitted via the FederalReporting.gov portal only allows Recovery Act Awardees to reported **Recovery Act funded jobs** or those jobs for which wages and salaries are paid for by the Recovery Act funds.

Projected Permanent Jobs to Be Created at Businesses Financed

(Column BY)

- Report the number of permanent [full-time equivalent \(FTE\)](#) jobs projected to be created in the business due to this financing. The job number must remain the same throughout the life of the loan/investment and should be non-zero positive number.

Validations:

- o **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- o Exclude construction and induced jobs
- o Include direct and indirect jobs
- o ***The number of jobs should not change after the transaction's initial year of being reported***

*Response must be numeric or **Not Applicable***

Projected Jobs to Be Created - Construction

(Column BZ)

- Report the number of construction jobs projected to be created due to this financing. The job number must remain the same throughout the life of the loan/investment, and should be non-zero positive number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**
- Exclude induced jobs
- Include direct and indirect jobs
- ***The number of jobs should not change after the transaction's initial year of being reported***

*Response must be numeric or **Not Applicable***

Projected Permanent Jobs to Be Created at Tenant Businesses

(Column CA)

- Report the number of [full-time equivalent \(FTE\)](#) jobs projected to be created in businesses located at the property financed. The job number must remain the same throughout the life of the loan/investment, and should be non-zero positive number.

Validations:

- Not applicable if [Purpose](#) = **CONSUMER, BUSINESS, MICRO, HOMEPURCH, HOMEIMP, or OTHER**
- Exclude construction and induced jobs
- Include direct and indirect jobs
- ***The number of jobs should not change after the transaction's initial year of being reported***

Response must be numeric

Actual Jobs Created at Businesses Financed

(Column CB)

- Report the number of [full-time equivalent \(FTE\)](#) jobs created in the business due to this financing. The job number should be positive number.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction and induced jobs
- Include direct and indirect jobs

Response must be numeric

Actual Jobs Created - Construction

(Column CC)

- Report the number of construction jobs created due to this financing. The job number should be positive number.

Validations:

- Conditionally required if **Purpose** = any Real Estate option
- Exclude induced jobs
- Include direct and indirect jobs

Response must be numeric

Actual Jobs to Be Created at Tenant Businesses

(Projects tab: Column CD)

- Report the number of **full-time equivalent (FTE)** jobs created in businesses located at the property financed. The job number should be positive number.

Validations:

- Not applicable if **Purpose** = CONSUMER, BUSINESS, MICRO, HOMEPURCH, HOMEIMP, or OTHER
- Exclude construction and induced jobs
- Include direct and indirect jobs

Response must be numeric

Source of Job Estimates

(Column CE)

- Choose one of the pre-defined values below and report the source of the job estimates reported. The source must remain the same throughout the life of the loan/investment.

Validations:

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

Please insert a value below:

| | |
|---------------------|---|
| 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 |
| NA | Not Applicable |

Source of Job Estimates - Other

(Column CF)

- Provide further explanation for what the source of job estimates are. The source must remain the same throughout the life of the loan/investment.

Validations:

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

Response must be text

Community Facility

(Column CG)

- Report whether the project financed is a community facility.

| | |
|-------------------|------------|
| YES | Yes |
| NO | No |
| DON'T KNOW | Don't Know |

Capacity of Educational Community Facility

(Column CH)

- If the project financed includes an educational facility, report the number of student seats available in the school. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Capacity of Childcare Community Facility

(Column CI)

- If the project financed includes a childcare facility, report the number of childcare slots available. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric, **Don't Know**

Capacity of Healthcare Community Facility

(Column CJ)

- If the project financed includes a healthcare facility, report the projected number of visits per year. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric, **Don't Know** or **Not Applicable**

Capacity of Arts Center Community Facility

(Column CK)

- If the project financed includes an arts center, report the capacity of the arts center (i.e. if the project is a theater, report the seating capacity). The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric, **Don't Know**

Capacity of Other Community Facility

(Column CL)

- If the project financed is a community facility that serves a purpose other than education, childcare, healthcare, or arts, report the capacity related to that other purpose. The estimate must remain the same throughout the

life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

*Response must be numeric, **Don't Know***

Square Feet of Real Estate - Total

(Column CM)

- Report the total number of square feet that are expected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

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 CN)

- Report the total number of gross square feet of manufacturing space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric

Square Feet of Real Estate - Office

(Column CO)

- Report the total number of gross square feet of office space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric

Square Feet of Real Estate - Retail

(Column CP)

- Report the total number of gross square feet of retail space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric

Housing Units - Sale

(Column CQ)

- Report the number of for-sale housing units to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Response must be numeric

Housing Units - Rental

(Column CR)

- Report the number of rental housing units to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

Affordable Housing Units - Sale

(Column CS)

- Of the total Housing Units - Sale to be constructed, rehabilitated, or acquired with funding from the transaction, report the number that are projected to be affordable housing units. The estimate must remain the same throughout the life of the loan/investment, and should be a positive whole number.

Validations:

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

Response must be numeric

Affordable Housing Units - Rental

(Column CT)

- Of the total Housing Units - Rental to be constructed, rehabilitated, or acquired with funding from the transaction, report the number that are projected to be affordable housing units. The estimate must remain the same throughout the life of the loan/investment, and should be a positive whole number.

Validations:

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

Response must be numeric

Other Impact (1) - Explain

(Column CU)

- If the Organization measures a community development impact(s) that is not covered above, Users may report this as an "Other Impact".

Validations:

- o Include only quantitative impacts that the CDFI has measured during the reporting period.

Response must be text

Other Impact (1) – Number of Units

(Column CV)

- 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 CW)

- If the Organization has additional measures of community development impact(s) that is not covered above, Users may report this as an “Other Impact”.

Validations:

- Include only quantitative impacts that the CDFI has measured during the reporting period.

Response must be text

Other Impact (2) – Number of Units

(Column CX)

- 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

Healthy Food Financing Initiative Financial Assistance (HFFI-FA) Transaction

(Column CY)

- Report whether or not the loan/investment is an HFFI-FA transaction.

| | |
|------------|-----|
| YES | Yes |
| NO | No |

Year of HFFI Award

(Column CZ)

- Report the fiscal year of the HFFI-FA award which can be found in the applicable CDFI Program Assistance Agreement.

Validations:

- Conditionally required if [HFFI-FA Transaction](#) = YES

Response must be numeric (4 places)

HFFI-FA Activity

(Column DA)

Choose one of the pre-defined values below and report the HFFI-FA Activity. The CDFI Program Assistance Agreement defines healthy foods as whole foods such as fruits, vegetables, whole grains, fat free or low-fat dairy, and lean meats that are perishable (fresh, refrigerated, or frozen) or canned as well as nutrient-dense foods and beverages encouraged by the 2010 Dietary Guidelines for Americans (DGA).

Validations:

- Conditionally required if [HFFI-FA Transaction](#) = YES

Please insert a value below:

| | |
|------------------|--|
| 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. |
| 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. |

Healthy Food Activity

(Column DB)

- Choose one of the pre-defined values below to report the type of Healthy Food activity.

Validations:

- Conditionally required if [HFFI-FA Transaction](#) = YES

Please insert a value below:

| | |
|----------------------|--|
| 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 |

Healthy Food Activity – Other

(Column DC)

- Provide a description of the type of healthy food activity financed.

Validations:

- o Conditionally required if [Health Food Outlet Activity](#) = OTHER

Response must be text

Food Desert Identifier Source

(Column DD)

- Choose one of the pre-defined values below and report the food desert identifier source.

Validations:

- o Conditionally required if [HFFI-FA Awardee](#) = YES

Please insert a value below:

| | |
|--------------|---|
| ERS | http://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx |
| TRF | http://www.trfund.com/TRF-LSA-widget.html |
| OTHER | Other |

Food Desert Identifier Source - Other

(Column DE)

- Provide a description of the Food Desert Identifier Source.

Validations:

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

Response must be text

Healthy Food Description

(Column DF)

- Provide a detailed description of the Healthy Food project.

Validations:

- o **Conditionally required if [HFFI-FA Transaction](#) = YES**

Response must be text

Total Number of New Retail Healthy Food Outlets

(Column DG)

- Report the total number of new retail healthy food outlets.

Validations:

- o **Conditionally required if [HFFI-FA Transaction](#) = YES**
- o Must be greater than zero if [HFFI-FA Activity](#) = Retail

*Response must be numeric or **Not Applicable***

Total Number of New Non-Retail Healthy Food Lending Activities

(Column DH)

- Report the total number of new non-retail healthy food activities which may include production, distribution, aggregation or other eligible non-retail healthy food lending activities.

Validations:

- o **Conditionally required if [HFFI-FA Transaction](#) = YES**
- o Must be greater than zero if [HFFI-FA Activity](#) = Non Retail

*Response must be numeric or **Not Applicable***

Square Footage of New Retail Healthy Food Outlets

(Column DI)

- Report the square footage of new retail healthy food outlets.

Validations:

- o **Conditionally required if [HFFI-FA Transaction](#) = YES**
- o Must be greater than zero if [HFFI-FA Activity Healthy Food Outlet Activity](#) = Retail

Response must be numeric or **Not Applicable**

Square Footage of New Non-Retail Healthy Food Outlets

(Column DJ)

- Report the square footage of new non-retail healthy food outlets.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**
- Must be greater than zero if [HFFI-FA Activity](#) = Non Retail

Response must be numeric or **Not Applicable**

Target Market

(Projects tab: Column DK)

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

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**

Please insert a value below:

| | |
|------------------------|---|
| INVESTMENTAREAS | The project is located in the 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. |