COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

FY 2013
CDFI Transaction Level Report: Data Point Guidance

CIIS 11.0

August 23, 2013

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FY 2013 CDFI Transaction Level Report Instructions

This document provides guidance for the Fiscal Year (FY) 2013 CDFI Transaction Level Report (TLR) data points.

The FY 2013 version of CIIS is CIIS 11.0.

In previous versions of CIIS, loans and investments were referred to as "transactions." In CIIS 11.0, individual loans and investments are also referred to as "Financial Notes."

Which Loans and Investments to Include in the 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). ***The reporting period for the FY 2013 TLR is the Organization's fiscal year ending in 2013.***

All data must be reported as of the reporting period end date unless otherwise noted. The data identified as **"Annual Update Required"** (Principal Balance Outstanding, Days Delinquent, etc.) is not static. Please respond "as of" the reporting period end date. *For example, for each loan, report the principal balance outstanding and number of days delinquent on the last day of the reporting period.*

Credit Unions and Banks will now need to report Consumer loans on the ILR instead of the TLR. Only Consumer loans should be provided in the Portfolio Outstanding Table (Q. 62) if Institution Type = Credit Union and Bank and the TLR is required.

Please provide the Total Amount of Consumer Loans Outstanding and the Total Number of Loans Outstanding in the ILR.

QuickStart Instructions

The new "QuickStart" Instructions include basic information about CIIS 11.0 in an Excel spreadsheet. The QuickStart contains summary information that users can sort by topic. Definitions for the columns can be found on the second worksheet. The QuickStart identifies the following for all CIIS 11.0 data points:
- Mandatory data points;
- Conditionally required data points (including conditional requirements);
- Compliance data points;
- Data points that are specific to Transaction Type, Purpose, and Borrower/Investee Type; and
- Special Instructions.

The QuickStart is a supplement to this guidance and are available at www.cdfifund.gov/what_we_do/ciis.asp.

TLR "Project" Guidance

Many CDFIs are financing single Projects with more than one Financial Note (e.g., loan, line of credit, or equity investment). CDFIs will now be able to report which Financial Notes belong to a single Project. The Fund requires that each Financial Note that finances a single project have the same:
- Borrower (indicated by Client ID);
- Investee Address;
- Project Address or set of Project Addresses; and
- Total Project Cost.

Additional CIIS 11.0 Changes

Changes to Existing Data Points
- The max amount for Non-Real Estate Micro Enterprise Loans has been increased to $50,000.

New Data Points
- CIIS 11.0 dos not include any new Data Points that were not included in the previous version.

Understanding the Data Points

Example 1

C	Originator Transaction ID	
	Assign a unique identifier to each Financial Note. The Originator Transaction ID is typically a loan number or tracking number. The Originator Transaction ID is used to track Financial Notes across reporting periods.	
	MANDATORY DATA FIELD	
	Validations:	• Each Originator Transaction ID may only be used for one Financial Note per reporting period. • CDFIs MUST use the same Originator Transaction ID for each reporting period that a particular Financial Note is submitted.
	Excel Data Format	Text (20 characters)

Example 2:

AT	Principal Balance Outstanding	
	For each loan and line of credit, report the principal balance outstanding at the end of the reporting period.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = • Term Loan • Line of Credit OR • Debt with Equity
	Reject If:	Transaction Type = Equity Investment
	COMPLIANCE	
	Annual Update Required	
	Excel Data Format	Numeric

Example 3:

AP	Minority Owned or Controlled		
	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 (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a minority).		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

Excel Column

The Excel Column is found in the first row to the left of the Data Point Box. The Excel Column refers to the column where a data point is located in the Excel Template. The Excel Column is provided for referring, searching, and ordering data points.

- *Example 1:* "Originator Transaction ID" data point is located in Column C.

NEW

"NEW" appears below the Excel column for any data points that are new in CIIS 11.0.

Data Point Name

The Data Point Name is indicated in Bold in the first row of the data point box.

- *Example 1:* Data Point Name is "Originator Transaction ID."

Guidance

Guidance for each data point is provided directly below the Data Point Name.

Mandatory, Conditionally Required, and Optional Data Fields

Mandatory data points must be reported for every transaction. CIIS will not validate transactions that do not include the Mandatory data points.

- Mandatory data points are indicated by "MANDATORY DATA FIELD" and double bold borders around the Data Point Box (as in the *Example 1*).

- The Online entry system displays next to Mandatory fields.

Conditionally Required data points must be reported for a transaction if the noted conditions apply.

- Conditionally Required If data points are indicated by "CONDITIONALLY REQUIRED IF" and a single bold border around the Data Point Box (*as in Example 2*).
- Example 2: If the Transaction Type for the Financial Note is Term Loan, Line of Credit, or Debt with Equity, the user must provide a valid response to Principal Balance Outstanding.

Users are not required to provide responses for Optional data points. Optional data points are indicated by a single border around the data box (*as in Example 3*).

Compliance Data Points

Compliance data points may be used to measure a CDFI's compliance with their Assistance Agreement. Any field that may be used for compliance purposes for any CDFI is identified as a Compliance data point. Awardees must refer to their specific Assistance Agreement(s) to determine if the data point is relevant to their organization's compliance.

- Compliance data points are indicated by "COMPLIANCE" and blue shading (*as in Example 2*).

- The Online entry system displays a next to Compliance fields.

Reject If

CIIS will generate an error message if a response is provided when a "Reject If" condition applies. "Reject If" is intended to eliminate responses that do not make sense: for example, providing an interest rate for an equity investment. When a "Reject If" condition applies, the user should leave the response blank.

- *Example 2:* If the transaction is an Equity Investment, CIIS will not accept Principal Balance Outstanding entry.

Validations

In order to certify and submit the TLR, the data must pass a number of validation rules. Validation rules are provided in the data boxes.

- *Example 1:* CIIS will not accept the same Originator Transaction ID for more than one Financial Note per reporting period.

Annual Update Required

CIIS requires users to update certain data points each year if they have changed since the previous reporting period. These data points are noted with "Annual Update Required" in a yellow box.

- *Example 2:* Users are expected to update the Principal Balance Outstanding annually.

Excel Data Formats

The Excel Data Format describes the required format to upload the Excel Template. In general, users should refer to the Excel Data Format to determine the type of data CIIS requires.

- *Example 1:* CIIS will accept text entries.

Crosswalk Values/ Definitions

The Crosswalk Values / Definitions provides the valid CIIS responses for data points that are not numeric or open-ended text.

- *Example 3:* "Yes" and "No" are valid responses to Interest Type in CIIS. CIIS will accept the values crosswalked to "YES" and "NO" in an Excel or XML upload.
- XML and Excel uploads: Values will be indicated in the Crosswalk.
- Manual Entry: Values appear in the dropdown menus.

Transaction Identifiers

A	**Submitter Transmission ID**	
	XML and Excel Template users may use the Submitter Transmission ID to distinguish multiple data files uploaded to CIIS. • XML Interface - Include a value for the SubmitterTransmissionId attribute in the Transmission element. • Excel Template - Report the SubmitterTransmissionID in A2 cell of the Excel template. • Manual data entry - Submitter Transmission ID is not relevant.	
	Excel Data Format	MM/DD/YYYY#

B	**Project Number**	
	Assign a unique identifier to each Project. Project Number is used to link a Financial Note(s) to a distinct Project and to track Projects across reporting periods.	
	Validations:	• Each Project Number may only be used for one Project per reporting period. • CDFIs MUST use the same Project Number for each reporting period that a particular Project is submitted.
	Excel Data Format	Numeric (8 digits)

C	**Originator Transaction ID**
	Assign a unique identifier to each Financial Note. The Originator Transaction ID is typically a loan number or tracking number. The Originator Transaction ID is used to track Financial Notes across reporting periods.
	MANDATORY DATA FIELD

	Validations:	• Each Originator Transaction ID may only be used for one Financial Note per reporting period. • CDFIs MUST use the same Originator Transaction ID for each reporting period that a particular Financial Note is submitted.
	Excel Data Format	Text (20 characters)

D	**Client ID**
	Report a unique identifier to each client (investee/borrower). The Client ID is used to track the investee/borrower across Projects and reporting periods. Please do not use any names, social security numbers or any other personal identifying information in formulating the Client ID.
	Excel Data Format Text (20 character limit)

E	**Investee Type**
	• Report whether the Project is an investment in an individual, a business or another CDFI. • Loans/investments in nonprofit entities, other than CDFIs, should be reported as "Business." • *Exclude* loan purchases from the TLR.
	MANDATORY DATA FIELD

	Crosswalk Values	IND	Individual
		BUS	Business
		CDFI	CDFI

Transaction Profile

F	**Date Originated**
	Report the date that a legally binding note was signed by the borrower/investee in favor of the lender/investor.
	MANDATORY DATA FIELD

	Reject If:	• Date Originated > *Current* Date
	Excel Data Format	MM/DD/YYYY

G	**Original Loan/Investment Amount**
	Report the amount of the loan/investment. • For equity investments, if an upward adjuster is used during the reporting period, update the Original Loan/Investment Amount.
	MANDATORY DATA FIELD

	Reject If:	Purpose = Microenterprise, and Original Loan/Investment Amount > $50,000
	Annual Update Required	
	Excel Data Format	Numeric

H	**Purpose** 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. Classify loans/investments in CDFIs as "Other". Credit Unions and Banks will need to report Consumer loans on the ILR instead of the TLR. Consumer loans should be provided in the Portfolio Outstanding Table (Q. 62) of the ILR, if Institution Type = Credit Union and Bank and the TLR is required.		
	MANDATORY DATA FIELD		
	Validations:	**If:** Purpose = Home Purchase or Home Improvement **Then:** Investee Type = Individual	
	Crosswalk Values / Definitions	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 the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
		MICRO	**Non-Real Estate Microenterprise** • Financing to for-profit or non-profit enterprise that has five or fewer employees (including the proprietor) and in an amount no more than $50,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
		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 1) predevelopment financing; 2) construction or permanent financing; or 3) 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 Note 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** • Financial Note 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** • Financial Note is to rehabilitate or acquire multifamily housing.
		RERHSINGLE	**Real Estate - Rehabilitation - Housing - Single Family** • Financial Note is to rehabilitate or acquire single family housing.
		OTHER	**Other** • Financial Note purpose does not match any of the purposes defined above.

I	**Transaction Type**		
	Report the type of transaction.		
	MANDATORY DATA FIELD		
	Crosswalk Values / Definitions	TERM	Term Loan
		EQTYINV	Equity Investment
		LOC	Line of Credit
		DEBTEQTY	Debt with Equity
		OTHER	Other

J	**Interest Rate**	
	For each loan and line of credit, 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. Enter the percentage as a whole number (e.g. if the Interest Rate is 2.0%, enter "2.0").	
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Excel Data Format	Numeric (3 decimal places)

K	Interest Type		
	For each loan and line of credit, report the type of interest.		
	Reject If:	Transaction Type = Equity Investment	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	FIXED	Fixed
		ADJ	Adjustable

L	Points	
	If applicable, report the points charged to the borrower at origination. (Points are upfront fees, separate from interest, but designed to increase the overall yield to the lender.) One point is one percent of the total principal amount of the loan. Report the points as a percentage of the original loan amount.	
	Reject If:	Transaction Type = Equity Investment
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan or Debt with Equity and Date Originated > 12/31/2005
	Excel Data Format	Numeric (3 decimal places)

M	Origination Fees	
	Report the total origination fees, including processing, credit report, and other fees. • *Exclude* Points	
	Reject If:	Origination Fees > Original Loan/Investment Amount
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Excel Data Format	Numeric (2 decimal places)

N	Amortization Type		
	For each loan and line of credit, report how the Financial Note is amortized.		
	Reject If:	Transaction Type = Equity Investment	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	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

O	Equity-Like Features		
	For debt with equity, report the type of equity-like feature. Equity-like features offer some upside potential above the return of principal and interest. The equity-like feature, or "kicker," can be tied either to future revenues (royalties or participation agreements) or to equity (convertible debt or debt with warrants), or may include an interest rate that adjusts based on the borrower's performance. If the loan has more than one equity-like feature, choose the one appearing first in the loan agreement.		
	CONDITIONALLY REQUIRED IF:	Transaction Type = Debt with Equity and Date Originated > 12/31/2005	
	Crosswalk Values / Definitions	NONE	**None**
		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.

P	Term (in months)	
	For each loan and line of credit, report the full term in months. Report the full term, not the remaining term. If the loan was restructured during the reporting period and the loan term changed, update the new loan term.	
	Annual Update Required	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Excel Data Format	Numeric

Q	Date First Payment Due	
	If applicable, report the date the first loan payment is due.	
	• *Include* interest only payments.	
	Excel Data Format	MM/DD/YYYY

R	Guarantee	
	For each loan and line of credit, if any portion of the loan is guaranteed, report the source.	
	• "Personal Guarantee" option was added in CIIS 4.0.	
	• *Exclude* performance guarantees.	
	Reject If:	Transaction Type = Equity Investment
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Crosswalk Values / Definitions	SBA	Small Business Administration (SBA)
		USDA	US Dept of Agriculture (USDA)
		OTHERGOV	Other Federal Government Source
		PERSONAL	Personal Guarantee
		OTHER	Other
		NONE	None

S	Lien Position	
	For each loan and line of credit, report the CDFI's lien position.	
	• If no other lender has priority over the CDFI in the case of default, the lien position is first. Report a loan with a shared first position as first.	
	• If another lender receives priority in the case of a default, the lien position is second.	
	• If more than one other lender receives priority, the lien position is "Other."	
	Reject If:	Transaction Type = Equity Investment
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Crosswalk Values / Definitions	FIRST	First
		SECOND	Second
		UNSECURED	Unsecured Debt
		OTHER	Other

T	Collateral Type	
	For each loan and line of credit, report the type of collateral pledged for the loan/investment. Collateral is an asset pledged to a lender until a loan is repaid. If more than one type of collateral was pledged, choose the option with the highest estimated value. Rents or leases pledged as collateral should be included as "Receivables."	
	• The "Personal Guarantee" option was removed from Collateral Type in CIIS 4.0. Personal Guarantees are now reported under the Guarantee (R) data point.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Crosswalk Values / Definitions	RE	Real Estate
		REOTHER	Other Real Estate
		VEH	Vehicle

		EQUIP	Equipment
		INVENTORY	Inventory
		REC	Receivables
		HOMEEQTY	Home Equity
		OTHER	Other
		NONE	None

U	**Collateral Value at Origination**	
	For each loan and line of credit, estimate the fair value of the collateral at the time of origination.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Term Loan, Line of Credit, or Debt with Equity and Date Originated > 12/31/2005
	Excel Data Format	Numeric

V	**Equity Injection Amount**	
	If applicable, report the equity injection amount provided by the investee/borrower. Equity injection is an underwriting mechanism used to help borrowers who lack collateral to qualify for a loan. The equity injection measures the amount of the borrower's own assets invested in the business. • *Include* both cash and non-cash injections. *Example 1:* Down payment for a purchase mortgage. *Example 2:* Value of machinery the borrower purchased for the financed project.	
	Reject If:	Purpose = • Consumer • Home Improvement
	Excel Data Format	Numeric

W	**Forgivable Loan**		
	For each loan, 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. *Example:* Some CDFI mortgages state that if the borrower resides in the purchased home for a given number of years and then sells it back to a nonprofit organization, the loan will be forgiven.		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

Addresses

Address Guidance

Users must report one Investee Address (or FIPS Code) and one or more Project Addresses (or FIPS Codes). Users may provide the same address for the Investee Address and Project Address, if appropriate.

- Investee Address/FIPS Code refers to the investee's/borrower's address. Investee Address is the home address when the borrower is an individual and the business address when the borrower is a business.
- Project Address/FIPS Code refers to the location of the business or other real estate for which the loan or investment is being used. For business investees/borrowers, if the Project Address is different from the Investee Address please provide the Project address. If the loan or investment is funding multiple projects at different locations please provide the address of each location.

- FIPS Code refers to the 11-digit Federal Information Processing Standards codes that indicate state (first 2 digits), county (next 3 digits), and census tract (last 6 digits). FIPS codes must be provided if CIIS is unable to geocode an address. For additional information about FIPS codes, visit www.census.gov/geo/www/fips/fips.html.
- X, Y Coordinates specify an exact geographic location using longitude and latitude. The X-coordinate refers to longitude. The Y-coordinate refers to latitude. For the United States and most of its territories, longitude (i.e. X-coordinate) is negative and latitude (i.e. Y-coordinate) is positive. XY Coordinates should not be rounded. CIIS requires that both the coordinates be reported to five (5) decimal points.

Example of X- and Y-coordinates:
   X-coordinate: -103.85272 ←   Longitude
   Y-coordinate: 44.67451 ←   Latitude

Longitude and latitude can be found using a variety of tools, such as using a Global Positioning System (GPS), an address locator, or a map-based tool. The Fund offers the following suggestions:

ESRI's Address Locator:
http://tasks.arcgisonline.com/ArcGIS/rest/services/Locators/TA_Address_NA/GeocodeServer/findAddressCandidates

ESRI's Map-Based "Latitude-Longitude Finder" Tool:
http://edcommunity.esri.com/maps/geocoder/AGS_EdComm_Geocoder.html

During the TLR address verification process, CIIS will attempt to geocode each address (identify the location on a digital map). CIIS will notify the user of each transaction address that the system was not able to geocode, if any.

- ***CIIS cannot geocode rural or "new" addresses that are not available in the geocoding database***.

The Fund recommends that organizations confirm that all addresses are geocodable in CIMS (the Fund's CDFI Information and Mapping System) prior to reporting in CIIS.
This extra step will save the organization time and effort in the reporting process. CIMS is available through the "Mapping" link in your organization's myCDFIFund account. For more information about CIMS, please visit www.cdfi.treas.gov/mapping.

The 11-Digit FIPS
CIIS collects an 11-digit FIPS:
- **State:** The **first two digits** of the FIPS represent the state.
  - A list of state codes is available at: www.census.gov/geo/www/cenpop/statecenters.txt
- **County:** The next **three digits** of the FIPS represent the county.
  - A list of county codes available at: www.census.gov/geo/www/cenpop/county/ctyctrpg.html
- **Tract:** The last **six digits** of the FIPS represent the census tract.
  - The directions below provide one option for identifying the census tract using the U.S. Census Bureau's website.
  - If only four digits are provided for the census tract code, add two zeros after the tract number.
  - If only three digits are provided for the census tract code, add one zero before the tract number and two zeros after.
  - If only two digits are provided for the census tract code, add two zeros before the tract number and two zeros after the tract number.

How to Obtain a Census Tract for the FIPS Code
The Fund offers the following suggestion for obtaining a FIPS for addresses that cannot be geocoded in CIIS:

- Visit the U.S. Census Bureau's website at www.census.gov.
- Select "American Fact Finder" from the left column of the Census Bureau's Homepage.
- Select the "street address" hyperlink from the right under "Address Search..."
- Enter the specific address and click the "Go" button.
   - If the census is unable to geocode the address, you will need to enter the address of a nearby site.
   - Continue to enter nearby addresses until the Census website is able to geocode the address.
- Select "Census Tract" from the list of geographic options and select "Map"
- Select "Census Tract" under the Geographies
- Click on a selection tool to select a section within the map
- The Census Tract will display under select geographies.
- To display the census tract on the map, select "Boundaries and Features" and place a check-mark next to Census Track for Boundary and Label and click on update
- Please print out a copy of the map for future reference.
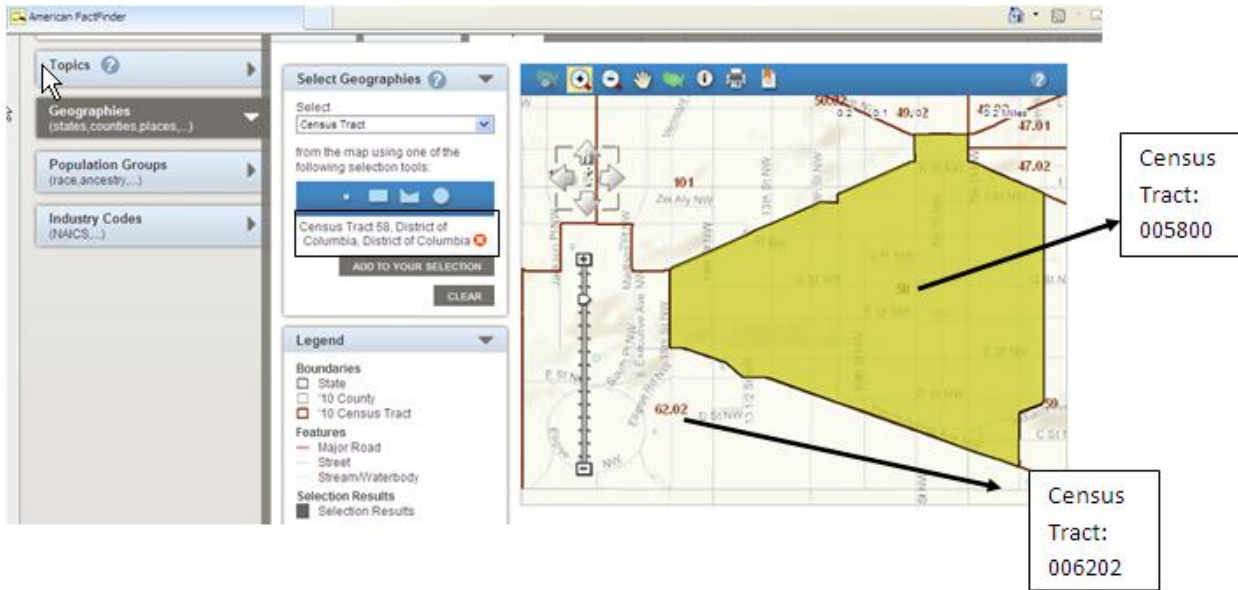
Investee Address

X	Investee Street Address Line 1 Report the first line of the investee's street address.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

Y	Investee Street Address Line 2 Report the second line of the investee's street address, if necessary.	
	Excel Data Format	Text

Z	Investee City	
	Report the investee's city.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

AA	Investee State	
	Report the investee's two letter state abbreviation.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

AB	Investee Zip Code 5	
	Report the investee's five digit zip code.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Numeric

AC	Investee Zip Code+4	
	Report the investee's four digit zip code extension. To look up the four digit extension for any United States address, see the "Zip Code Lookup" function at www.usps.gov.	
	Excel Data Format	Numeric

AD	Investee FIPS Code	
	Report the investee's 11-digit FIPS code.	
	MANDATORY DATA FIELD (or Investee Address or X,Y Coordinates)	
	COMPLIANCE	
	Excel Data Format	Numeric

AE	Investee X-Coordinates	
	Report the investee's X-Coordinates.	
	MANDATORY DATA FIELD (or Investee Address or FIPS Codes)	
	COMPLIANCE	
	Excel Data Format	Numeric

AF	Investee Y-Coordinates	
	Report the investee's Y-Coordinates.	
	MANDATORY DATA FIELD (or Investee Address or FIPS Codes)	
	COMPLIANCE	
	Excel Data Format	Numeric

Project Address

AG	**Project Street Address Line 1** Report the first line of the project's street address.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text
AH	**Project Street Address Line 2** Report the second line of the project's street address, if necessary.	
	Excel Data Format	Text

AI	**Project City** Report the project's city.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

AJ	**Project State** Report the project's two letter state abbreviation.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Text

AK	**Project Zip Code 5** Report the project's five digit zip code.	
	MANDATORY DATA FIELD	
	COMPLIANCE	
	Excel Data Format	Numeric

AL	**Project Zip Code+4** Report the project's four digit zip code extension. To look up the four digit extension for any United States address, see the "Zip Code Lookup" function at www.usps.gov.	
	Excel Data Format	Numeric

AM	**Project FIPS Code** Report the project's 11-digit FIPS code.	
	MANDATORY DATA FIELD (or Project Address)	
	COMPLIANCE	
	Excel Data Format	Numeric

AN	Project X-Coordinates	
	Report the project's X-Coordinates.	
	MANDATORY DATA FIELD (or Investee Address or FIPS Codes)	
	COMPLIANCE	
	Excel Data Format	Numeric

AO	Project Y-Coordinates	
	Report the project's Y-Coordinates.	
	MANDATORY DATA FIELD (or Investee Address or FIPS Codes)	
	COMPLIANCE	
	Excel Data Format	Numeric

Borrower/Investee Profile

AP	NAICS		
	If applicable, report the 6-digit North American Industry Classifications (NAICS) Code. The NAICS code replaced the former Standard Industrial Classification (SIC) system and is used to report business revenue on the federal tax return. For additional information, see IRS Schedule C Form, question B or www.census.gov/epcd/www/naics.html.		
	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010	
	Excel Data Format	Numeric	

AQ	Date Business Established		
	If applicable, report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred.		
	Reject If:	Date Business Established >= Date Originated	
	Excel Data Format	MM/DD/YYYY	

AR	Entity Structure		
	If applicable, report the borrower/investee's business or government structure.		
	Reject If:	Investee Type = Individual	
	Crosswalk Values / Definitions	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).

AS	**Minority Owned or Controlled**		
	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 (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a minority).		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

AT	**Women Owned or Controlled**		
	Report whether if the investee/borrower is more than 50% owned or controlled by women. • If the business is a for-profit entity, report whether more than 50% of its owners are women. • If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are women (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a woman).		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

AU	**Low-Income Owned or Controlled**		
	Report whether the investee/borrower is more than 50% owned or controlled be low-income persons. • If the business is a for-profit entity, report whether more than 50% of its 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 (or, if the Chief Executive Officer, Executive Director, General Partner, or Managing Member is a low income person).		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

AV	**Jobs at Time of Loan/Investment**	
	For business Projects, report the number of full-time equivalent (FTE) jobs in the business at the time the Project was originated. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. Example: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). • *Exclude* construction jobs.	
	CONDITIONALLY REQUIRED IF:	Purpose = Business or Microenterprise
	Excel Data Format	Number or "Not Applicable"

Transaction Status

AW	**Principal Balance Outstanding** For each loan and line of credit, report the principal balance outstanding at the end of the reporting period.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = - Term Loan - Line of Credit OR - Debt with Equity
	Reject If:	Transaction Type = Equity Investment
	COMPLIANCE	
	Annual Update Required	
	Excel Data Format	Numeric

AX	**Loan Status** For each Financial Note, report the status of the loan/investment at the reporting period end. "Active" refers to a Financial Note that is on-the-books or open. "Closed in Good Standing" refers a loan or line of credit that is paid in full or an equity investment that has been exited. "Sold," "Charged Off," and "Refinanced" refers to a loan or line of credit that is off-the-books, but not paid in full.		
	MANDATORY DATA FIELD		
	Annual Update Required		
	Crosswalk Values / Definitions	ACTIVE	Active
		CLOSED	Closed in Good Standing
		SOLD	Sold
		CHARGEDOFF	Charged Off
		REFIN	Refinanced

AY	**Days Delinquent** For each loan and line of credit, report the number of days that a 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.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = - Term Loan - Line of Credit OR - Other
	COMPLIANCE	
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric

AZ	**Number of Times 60 Days or More Delinquent** For each loan and line of credit, report the number of times the loan has been 60 days or more delinquent during the life of the loan.	
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	

	Excel Data Format	Numeric

BA	**Number of Times the Loan was Restructured** For each loan and line of credit, report the number of times the loan was restructured during the life of the loan. Restructured refers to a change to the original terms of the loan (i.e., amount, interest rate or type, term, or payment schedule). Restructuring amends the original loan agreement, but does not pay it off.	
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric

BB	**Number of Times the Loan was Refinanced** For each loan and line of credit, report the number of times the loan was refinanced during the life of the debt. Refinanced refers to origination a new loan that pays of an existing loan.	
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric

BC	**Refinanced-Original Transaction ID** If the loan or line of credit was refinanced, report the Originator Transaction ID for the refinanced loan or line of credit.	
	Reject If:	Transaction Type = Equity Investment
	Excel Data Format	Text

BD	**Amount Charged Off** If applicable, report the amount charged off during the reporting period. Please note that 0 (Zero) is an acceptable response if no amount has been charged off.	
	CONDITIONALLY REQUIRED IF:	Day's Delinquent > 90
	Reject If:	Transaction Type = Equity Investment
	Annual Update Required	
	Excel Data Format	Numeric (Positive Value)

BE	**Amount Recovered** If applicable, report the amount recovered during the reporting period.	
	Reject If:	Transaction Type = Equity Investment OR Loan Status = Active
	Annual Update Required	
	Excel Data Format	Numeric (Positive Value)

BF	Fair Value at Origination	
	For equity investments, report the estimated fair value of the investment at the time origination.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Equity Investment
	Reject If:	Transaction Type = • Term Loan • Line of Credit
	Excel Data Format	Numeric, "Don't Know", or "Not Applicable"

BG	Fair Value at End of Reporting Period	
	For equity investments, report the estimated fair value of the Financial Note at the reporting period end.	
	CONDITIONALLY REQUIRED IF:	Transaction Type = Equity Investment
	COMPLIANCE	
	Reject If:	Transaction Type = • Term Loan • Line of Credit
	Annual Update Required	
	Excel Data Format	Numeric, "Don't Know", or "Not Applicable"

BH	Annual Gross Revenue from Business Operations Reported During the Reporting Period	
	For business transactions, report the investee's/borrower's annual gross business revenue during the most recent 12-month period for which the information is available.	
	Annual Update Required	
	Excel Data Format	Numeric

BI	Jobs at Reporting Period End	
	For business Projects, report the number of full-time equivalent (FTE) jobs in the business at the reporting period end. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. *Example*: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). • *Exclude* construction jobs.	
	CONDITIONALLY REQUIRED IF:	Purpose = • Business • Microenterprise
	Annual Update Required	
	Excel Data Format	Number or "Not Applicable"

Impact Profile

BJ	**Low-Income Status**		
	Report the income status of the investee/borrower. See the CIIS Glossary for detailed definitions of "Low-Income" and "Very Low-Income." - 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.		
	COMPLIANCE		
	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010	
	Reject If:	Investee Type = CDFI	
	Crosswalk Values / Definitions	LOW	Low-income investee/borrower
		VERYLOW	Very low-income investee/borrower
		OTHER	Other
		NA	Not Applicable

BK	**Other Targeted Populations**		
	Report whether the transaction serves an Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement. See the CIIS glossary for a detailed definition of "Other Targeted Population."		
	COMPLIANCE		
	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010	
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		NA	Not Applicable

BL	**LITP End Users**		
	Report whether the transaction serves Low-Income Targeted Population (LITP) End Users. LITP End Users are low-income and very low-income persons that benefit from a loan/investment made to another investee/borrower. *Example*: Residents of housing for which the CDFI made a construction or rehabilitation loan may qualify as LITP End Users.		
	COMPLIANCE		
	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010	
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		NA	Not Applicable

BM	**OTP End users**		
	Report whether the transaction serves Other Targeted Population (OTP) End Users. OTP End Users are persons of OTPs that benefit from a loan/investment made to another investee/borrower. *Example*: Residents of housing for which the CDFI made a construction or rehabilitation loan may qualify as OTP End Users.		
	COMPLIANCE		

	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010	
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		NA	Not Applicable

BN	**IA End users**		
	Report whether the transaction serves Investment Area (IA) End Users. IA End Users are residents of an IA that benefit from a loan/investment made to another investee/borrower for a service or facility.		
	• *Example*: Employees of a business or users of a community facility located in the IA may qualify as IA End Users.		
	COMPLIANCE		
	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010	
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		NA	Not Applicable

BO	**Credit Score**		
	If applicable, report the most recently collected credit score of the primary investee(s)/borrower(s).		
	• If there is more than one investee/borrower, use the credit score of the primary investee/borrower.		
	• If there is more than one primary investee/borrower, report the highest credit score.		
	• Credit Score is not applicable if the borrower is a corporation.		
	Validations:	Investee Type = • Individual • Business	
	Excel Data Format	Numeric	

BP	**Gender**		
	If applicable, report the gender of the primary 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 investee/borrower is a corporation, report "Not Applicable."		
	Crosswalk Values / Definitions	MALE	Male
		FEMALE	Female
		BOTH	Both
		NA	Not Applicable

BQ	**Race**		
	Report the race of the primary investee/borrower. • 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 "Not Given." • If the investee/borrower is a corporation, report "Not Applicable."		
	Crosswalk Values / Definitions	AMIND	American Indian
		ALASKAN	Alaska 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

BR	**Hispanic Origin**		
	Report whether the primary investee/borrower is Hispanic or Latino. • If there is more than one investee/investee, 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 whether they are of Hispanic origin, report "Not Given." • If the investee/borrower is a corporation, report "Not Applicable."		
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		NG	Not Given
		NA	Not Applicable

BS	**Female Headed Household**		
	Report whether the homebuyer 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 regulations. A single woman with no dependents does not qualify.		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

BT	First-Time Homebuyer		
	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). • If there is more than one borrower, respond for the primary borrower. • If there is more than one primary borrower, report whether at least one borrower qualifies as a first-time homebuyer.		
	CONDITIONALLY REQUIRED IF:	Purpose = Home Purchase	
	Crosswalk Values / Definitions	YES	Yes
		NO	No
		DK	Don't Know
		NA	Not Applicable

BU	Banked at Time of Intake		
	Report whether the investee/borrower had a bank or credit union account at the time of intake. • 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 at least one investee/borrower was banked at the time of intake.		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

BV	Annual Gross Revenue from Business Operations At Time of Loan/Investment	
	For business transactions, report the investee's/borrower's annual gross revenue during the most recent 12-month period prior to Project origination for which the information is available.	
	Excel Data Format	Numeric

BW	Total Project Cost	
	Report the total cost of the Project being financed. • *Include* all sources of financing • *Include* the CDFI's portion of the financing.	
	CONDITIONALLY REQUIRED IF:	Date Originated > 12/31/2010
	Reject If:	Purpose = Consumer
	Validations:	• Total Project Cost >= Original Loan/Investment Amount
	Excel Data Format	Numeric

Projected Impacts

<table>
<tr>
<td>BX</td>
<td colspan="3">Type of Jobs Reported
Indicate whether the types of jobs being reported are "Direct" or "Direct and Indirect". Typically such job estimates are based on new hires that the project business expects to be able to make as a result of the new financing. If, however, the project is large and complex, the business or developer may estimate the job effects based on economic models that may include both direct and indirect jobs.</td>
</tr>
<tr>
<td></td>
<td>CONDITIONALLY REQUIRED IF:</td>
<td colspan="2">Purpose =
• Business
• Microenterprise
• Real Estate</td>
</tr>
<tr>
<td></td>
<td>Reject If:</td>
<td colspan="2">Purpose ≠ Business, Microenterprise or Real Estate</td>
</tr>
<tr>
<td></td>
<td>Crosswalk Values / Definitions</td>
<td>DIRECT</td>
<td>Direct jobs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DWINDIRECT</td>
<td>Direct jobs and Indirect jobs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NA</td>
<td>Not Applicable</td>
</tr>
</table>

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.

<table>
<tr>
<td>BY</td>
<td colspan="2">Projected Permanent Jobs to Be Created at Businesses Financed
For business Projects, report the number of full-time equivalent (FTE) jobs projected to be created in the business due to this financing.   One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. *Example*: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours).
The number of Projected Permanent Jobs for a transaction should not change after the transaction's initial year of being reported.
• *Exclude* construction jobs.
• *Include direct jobs.*
• *Include indirect jobs, if applicable.*
• *Exclude induced jobs.*</td>
</tr>
<tr>
<td></td>
<td>CONDITIONALLY REQUIRED IF:</td>
<td>Purpose =
• Business
• Microenterprise</td>
</tr>
<tr>
<td></td>
<td>Reject If:</td>
<td>Purpose = Real Estate</td>
</tr>
<tr>
<td></td>
<td>Excel Data Format</td>
<td>Number or "Not Applicable"</td>
</tr>
</table>

BZ	**Projected Jobs to Be Created - Construction**	
	For real estate Projects, report the number of construction jobs projected to be created in the due to this financing. The number of Projected Construction Jobs for a transaction should not change after the transaction's initial year of being reported. • *Include direct jobs.* • *Include indirect jobs, if applicable.* • *Exclude induced jobs.*	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = • Business Microenterprise
	Excel Data Format	Number or "Not Applicable"

CA	**Projected Permanent Jobs to Be Created at Tenant Businesses**	
	For real estate Projects, report the number of full-time equivalent (FTE) jobs projected to be created in business located at the property financed. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. *Example*: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). The number of Projected Permanent Jobs for a transaction should not change after the transaction's initial year of being reported. • *Exclude* construction jobs. • *Include direct jobs.* • *Include indirect jobs, if applicable.* • *Exclude induced jobs.*	
	Reject If:	Purpose NOT = Real Estate
	Excel Data Format	Number or "Not Applicable"

CB	**Actual Jobs Created at Businesses Financed**	
	For business Projects, report the number of full-time equivalent (FTE) jobs created in the business due to this financing. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. *Example*: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). • *Exclude* construction jobs. • *Include direct jobs.* • *Include indirect jobs, if applicable.* • *Exclude induced jobs.*	
	CONDITIONALLY REQUIRED IF:	Purpose = • Business • Microenterprise
	Reject If:	Purpose = Real Estate
	Excel Data Format	Number or "Not Applicable"

CC	**Actual Jobs Created - Construction**	
	For real estate Projects, report the number of actual construction jobs created due to this financing. • *Include direct jobs.* • *Include indirect jobs, if applicable.* • *Exclude induced jobs.*	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = • Business Microenterprise
	Excel Data Format	Number or "Not Applicable"

CD	**Actual Jobs Created at Tenant Businesses**	
	For real estate Projects, report the actual number of full-time equivalent (FTE) jobs created in business located at the property financed. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined. *Example*: 2 part-time employees that each work 17.5 hours equals one FTE (2 employees x 17.5 hours = 35 hours). • *Exclude* construction jobs. • *Include direct jobs.* • *Include indirect jobs, if applicable.* • *Exclude induced jobs.*	
	Reject If:	Purpose NOT = Real Estate
	Excel Data Format	Number or "Not Applicable"

CE	**Source of Job Estimates**		
	Select the source of the job estimates that are reported in the TLR		
	CONDITIONALLY REQUIRED IF:	Purpose = • Business • Microenterprise • Real Estate	
	Reject If:	Purpose ≠ Business, Microenterprise or Real Estate	
	Crosswalk Values / Definitions	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
		NA	Not Applicable

CF	**Source of Job Estimates - Other** Report Source of Job Estimates not covered above.	
	CONDITIONALLY REQUIRED IF:	Source of Job Estimates = Other
	Excel Data Format	Text

CG	**Community Facility** Report whether the project financed is a community facility. If the project is a community facility, CIIS requires the user to provide a numeric response greater than zero or "Don't Know" to at least one of the Community Facility Capacity data points that follow.		
	Crosswalk Values	YES	Yes
		NO	No
	Excel Data Format	Don't Know	

CH	**Capacity of Educational Community Facility** If the project financed includes an educational facility, report the number of student seats available in the school.	
	CONDITIONALLY REQUIRED IF:	- Community Facility = YES AND - All other Capacity of Community Facility data points are blank or "Not Applicable."
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

CI	**Capacity of Childcare Community Facility** If the project financed includes a childcare facility, report the number of childcare slots available in the facility.	
	CONDITIONALLY REQUIRED IF:	- Community Facility = YES AND - All other Capacity of Community Facility data points are blank or "Not Applicable."
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

CJ	**Capacity of Healthcare Community Facility** If the project financed includes a healthcare facility, report the projected number of patients served per year.	
	CONDITIONALLY REQUIRED IF:	- Community Facility = YES AND - All other Capacity of Community Facility data points are blank or "Not Applicable."
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

CK	Capacity of Arts Center Community Facility	
	If the project financed includes an arts center, report the capacity of the arts center.	
	Example: If the project is a theater, report the seating capacity	
	CONDITIONALLY REQUIRED IF:	• Community Facility = YES AND • All other Capacity of Community Facility data points are blank or "Not Applicable."
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

CL	Capacity of Other Community Facility	
	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.	
	CONDITIONALLY REQUIRED IF:	• Community Facility = YES AND • All other Capacity of Community Facility data points are blank or "Not Applicable."
	Excel Data Format	Number, "Don't Know", or "Not Applicable"

CM	Square Feet of Real Estate - Total	
	For real estate Projects, report the total number of square feet that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	Square Feet of Real Estate - Total >= (Square Feet of Real Estate - Manufacturing) + (Square Feet of Real Estate - Office) + (Square Feet of Real Estate - Retail)
	Reject If:	Purpose = • Business • Microenterprise
	Excel Data Format	Number or "Not Applicable"

CN	Square Feet of Real Estate - Manufacturing	
	For real estate Projects, report the number of square feet of manufacturing space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = • Business • Microenterprise
	Excel Data Format	Number or "Not Applicable"

CO	**Square Feet of Real Estate - Office**	
	For real estate Projects, report the number of square feet of office space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = • Business • Microenterprise
	Excel Data Format	Number or "Not Applicable"

CP	**Square Feet of Real Estate - Retail**	
	For real estate Projects, report the number of square feet of retail space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	Purpose = • Business • Microenterprise
	Excel Data Format	Number or "Not Applicable"

CQ	**Housing Units - Sale**	
	For real estate Projects, report the number of for-sale housing units to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	• Housing Units - Sale < Affordable Housing Units - Sale
	Excel Data Format	Number or "Not Applicable"

CR	**Housing Units - Rental**	
	For real estate projects, report the number of rental housing units to be constructed, rehabilitated, or acquired with funding from the transaction.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Reject If:	• Housing Units - Rental < Affordable Housing Units - Rental
	Excel Data Format	Number or "Not Applicable"

CS	**Affordable Housing Units - Sale**	
	Of the total Housing Units - Sale to be rehabilitated, constructed, or acquired with funding from this transaction, report the number that are projected to be affordable housing units.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	Purpose = Real Estate
	Excel Data Format	Number or "Not Applicable"

CT	Affordable Housing Units - Rental Of the total Housing Units - Rental to be rehabilitated, constructed, or acquired with funding from this transaction, report the number that are projected to be affordable housing units.	
	CONDITIONALLY REQUIRED IF:	Purpose = Real Estate
	Validations:	Purpose = Real Estate
	Excel Data Format	Number or "Not Applicable"

CU	Other Impact (1) - Explain 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.	
	Excel Data Format	Text

CV	Other Impact (1) - Number of Units If the Organization reported an Other Impact (1) - Explain, report the number of units accomplished for this impact during the reporting period.	
	CONDITIONALLY REQUIRED IF:	Other Impact (1) - Explain reported.
	Excel Data Format	Numeric

CW	Other Impact (2) - Explain 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.	
	Excel Data Format	Text

CX	Other Impact (2) - Number of Units If the Organization reported an Other Impact (2) - Explain, report the number of units accomplished for this impact during the reporting period.	
	CONDITIONALLY REQUIRED IF:	Other Impact (2) - Explain reported.
	Excel Data Format	Numeric

CY	Healthy Food Financing Initiative Financial Assistance (HFFI-FA) Transaction Report whether or not the loan/investment is a HFFI-FA transaction.		
	MANDATORY DATA FIELD		
	Crosswalk Values / Definitions	YES	Yes
		NO	No

CZ	HFFI-FA Activity		
	Report the Type of HFFI-FA Activity		
	CONDITIONALLY REQUIRED IF:	HFFI-FA Transaction = YES	
	Reject If:	HFFI-FA Transaction = NO	
	Crosswalk Values / Definitions	Retail	Retail
		NonRetail	Non-Retail

DA	Food Desert Identifier Source		
	Report the Food Desert Identifier Source		
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES	
	Reject If:	HFFI-FA Awardee = NO	
	Crosswalk Values / Definitions	ERS	http://www.ers.usda.gov/data/fooddesert/fooddesert.html
		TRF	http://www.trfund.com/TRF-LSA-widget.html
		Other	Other

DB	Food Desert Identifier Source Other	
	Report the Food Desert Identifier Source Other. Provide a description and citation (and link) of the non-USDA Food Desert methodology that has been adapted for use by another governmental or philanthropic initiative.	
	CONDITIONALLY REQUIRED IF:	Food Desert Identifier Source = Other
	Reject If:	Food Desert Identifier Source <>Other
	Excel Data Format	Text

DC	Healthy Food Project Description	
	Enter a Description of the Healthy Foods Project	
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES
	Reject If:	HFFI-FA Awardee = NO
	Excel Data Format	Text

DD	Total Number of New Retail Healthy Food Outlets	
	Enter the Total Number of New Retail Healthy Food Outlets	
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES
	Reject If:	HFFI-FA Awardee = NO

	Excel Data Format	Number or Not Applicable	

DE	**Total Number of New Non-Retail Healthy Food Lending Activities** Enter 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.		
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES	
	Reject If:	HFFI-FA Awardee = NO	
	Excel Data Format	Number or Not Applicable	

DF	**Square Footage of New Retail Healthy Food Outlets** Enter the Square Footage of New Retail Healthy Food Outlets		
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES	
	Reject If:	HFFI-FA Awardee = NO	
	Excel Data Format	Number or Not Applicable	

DG	**Square Footage of New Non-Retail Healthy Food Activities (if applicable as measure of non-retail healthy food activity).** Enter the Square Footage of New Non-Retail Healthy Food Outlets		
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES	
	Reject If:	HFFI-FA Awardee = NO	
	Excel Data Format	Number or Not Applicable	

DH	**Target Market** Report the area of the HFFI-FA Activity		
	CONDITIONALLY REQUIRED IF:	HFFI-FA Awardee = YES	
	Reject If:	HFFI-FA Awardee = NO	
	Crosswalk Values / Definitions	INVESTMENTAREAS	The project is located in the investment areas.
		CDFITARGETMARKETS	The project is located in a food desert and is a CDFI designated low-income census tract or adjacent to a CDFI designated low-income census tract.
		TARGETEDPOP	The project is located in a census tract where at least 50% of the population is comprised of members of the targeted

		population.