

Community Development Financial Institutions Program
CDFI Program Awardee and NMTC Allocatee Annual Report
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U.S. Department of Treasury
Community Development Financial Institutions Fund

Allocatee (CDE) Transaction Level Report Data Point Guidance for AMIS

August 2019

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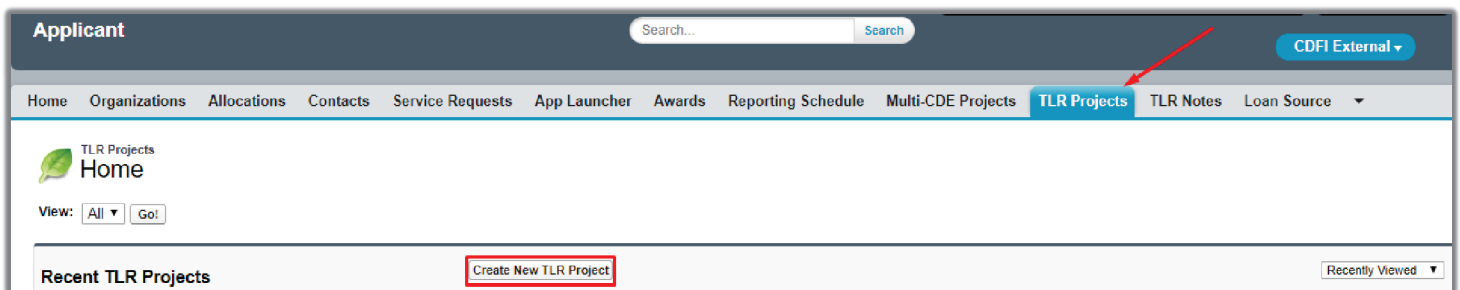
Getting Started

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

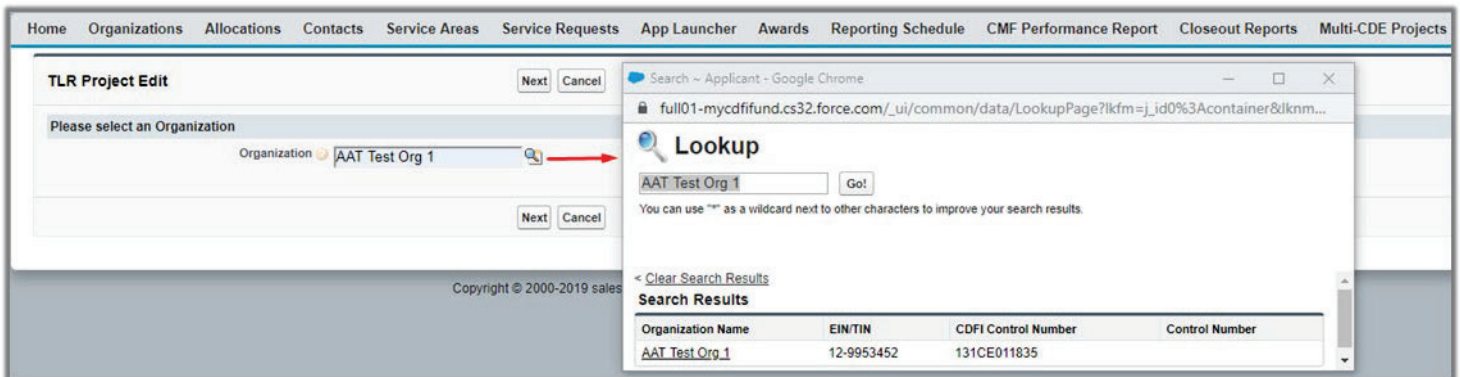
AMIS provides two ways users can create their Transaction Level Report (TLR): 1) Manual entry of your Transaction Level Report (TLR) through the AMIS User Interface (UI); 2) Upload of multiple TLR records through either a CSV file template or an XML schema.

Manual Entry

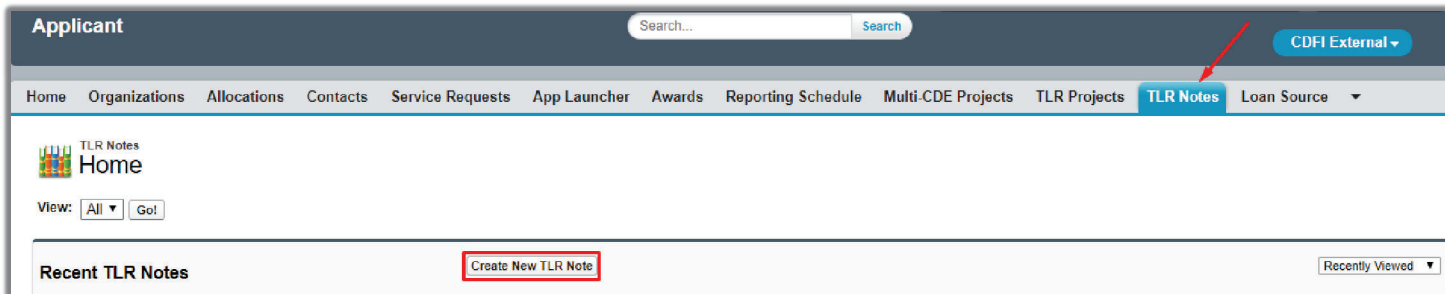
To manually begin your Transaction Level Report (TLR), log into the CDFI Fund’s Awards Management Information System (AMIS) and click on the TLR Projects tab. Once on the TLR Projects Tab, click the “Create New TLR Project” button.



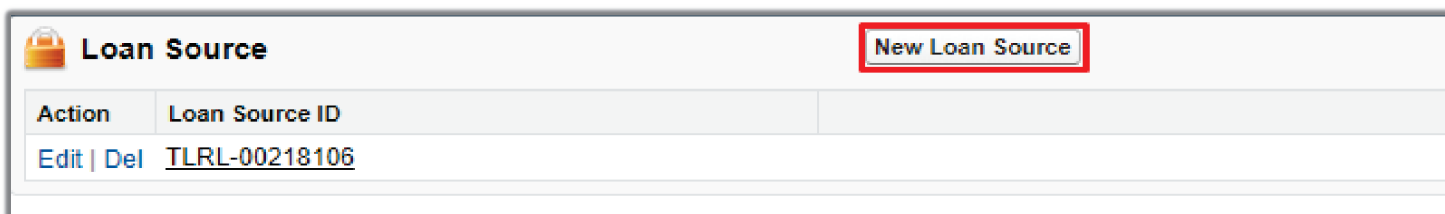
Enter the name of your organization in the “Organization” field and click “Next” which will direct you to the TLR Project detail page where you will fill out the information based on the data points listed in the guide. Note: you can click the search icon to search the organizations you are associated with if you report for more than one organization.



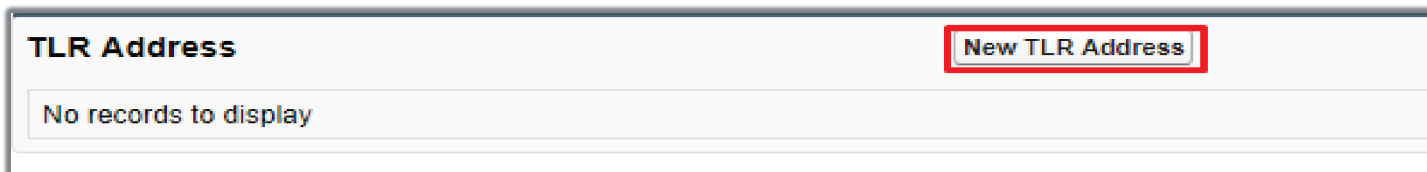
Once you have completed and saved your TLR project record, click on the TLR Notes Tab, click the “Create New TLR Note” button. Fill out the information based on the Data Points listed in the guide.



Once you have finished filling out and saving your TLR Note record, scroll down the page to the Loan Source related list (located on the TLR Note record). Click the “New Loan Source” button. Fill out the information based on the Data Points listed in the guide. Further instructions are located on page 82.



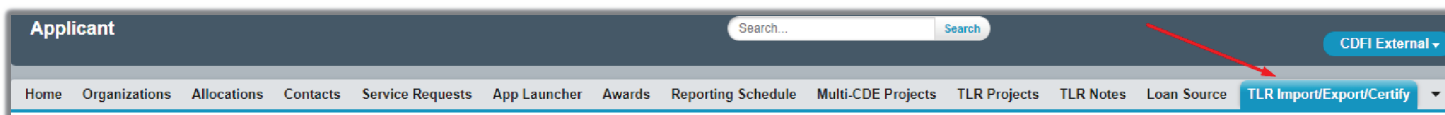
Once you have completed and saved your Loan Source record, click on the TLR Projects Tab again, click on the new record you created and scroll down to the TLR Address related list. Click the “Create New TLR Address” button. Fill out the information based on the Data Points listed in the guide.



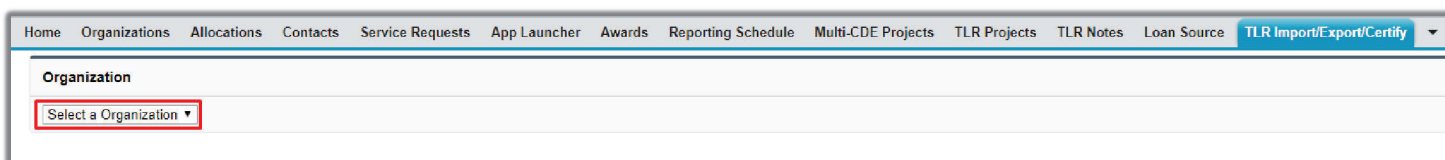
CSV File Upload

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

Note: Please use the “General” cell formatting for CSV file uploads.



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



Click the "New_NMTC_TLR_Project.CSV" link to download the template

TLR Data Export Template		
▼ NMTC CSV		
New_NMTC_TLR_Project.csv		Update NMTC TLR Project.csv
New_NMTC_TLR_Note.csv		Update NMTC TLR Note.csv
New_NMTC_TLR_Address.csv		

Open the CSV file

Take a moment to review what each row represents:

- Row 1 = Labels (aka fields)
- Row 2 = Type of field
- Row 3 = Options to choose from when filling out the labels, if applicable
- Row 4 = Help Text

	A	B	C
1	Label	Project Number	QLICI Type
2	Type	STRING	PICKLIST
3	Options		CDE; QALICB
4	Help Text		Choose one of the pre-defined values and report whether the QLICI is an investment in another CDE or a QALICB.
5			

Use row 5 and on in the CSV file to fill out your answers for the labels (fields) in row 1.

	A	B	C
1	Label	Project Number	QLICI Type
2	Type	STRING	PICKLIST
3	Options		CDE; QALICB
4	Help Text		Choose one of the pre-defined values and report whether the QLICI is an investment in another CDE or a QALICB.
5			
6			

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

	A	B	C
1	Label	Project Number	QLICI Type
2	Type	STRING	PICKLIST
3	Options		CDE; QALICB
4	Help Text		Choose one of the pre-defined values and report whether the QLICI is an investment in another CDE or a QALICB.
5			
6			

After you save the file, back on the AMIS portal, click the "Import New TLR Project" Link.

TLR Data Import Links	
▼ NMTC CSV	
Import New NMTC TLR Project	Import NMTC TLR Project Update
Import New NMTC TLR Note	Import NMTC TLR Note Update
Import New NMTC TLR Address	

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

Click the "Upload File" button

Upload Document

Choose File

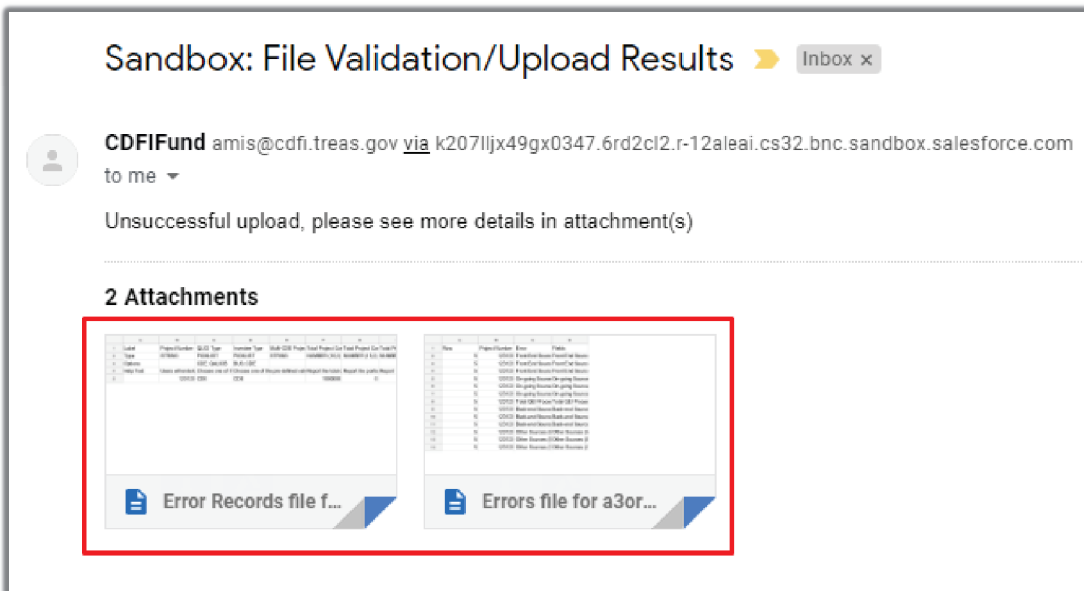
No file chosen

Upload File

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

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

Email:



Portal:

Uploaded Time	Uploaded File	Status	Results	Errors
8/9/2018 8:50 AM	TLR Project TEST 66.csv	Final Validation Errors 100.00%		Download Error Data File Here Download Error Message File Here

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

	A	B	C	D
1	Row	Project Number	Error	Fields
2	5	123123	Standard Origination Fees (Project) is Required.	Standard Origination Fees (Project)
3				

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

	A	B	C	D	E	F	G
1	Label	Project Number	QLICI Type	Investee T	Fiscal Year	Total Project Cost	Total Project Cost Public Sources
2	Type	STRING	PICKLIST	PICKLIST	PICKLIST	NUMBER (16,2)	NUMBER (15,2)
3	Options		CDE; QALICI BUS; CDE	2019; 2018			
4	Help Text	Users will enter/	Choose one	Choose one of the pr	Report the total co:	Report the portion of the Total Pro	
5		123123	CDE	CDE	2018	10000000	1000000
6							

Note: If you receive the following error on the Project Number field “This identifier already exists. To update, please use a different link” when uploading your TLR file, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

The same process is used for the NMTC TLR Note, NMTC TLR Address, and making updates to the NMTC TLR Project and NMTC TLR Note. To make updates to the NMTC TLR Project select the “Update NMTC TLR Project.csv” link, and to make updates to the NMTC TLR Note select the “Update NMTC TLR Note.csv” link. For updating both Project and Note, the export link will provide a template for the user that contains all existing TLR Projects or TLR Notes currently in the system for that user’s organization that they are able to make updates to and will contain the annual update fields they are responsible for updating. Once the user has made the updates needed, they will re-upload the file. Below are examples of what each update file template will contain:

NMTC TLR Project:

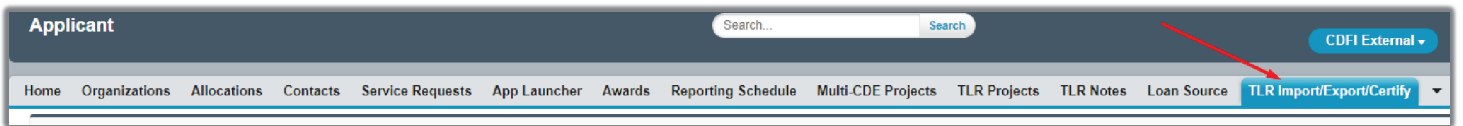
	A	B	C	D	E	F	G	H	I	J	K
1	Label	Project Number	AMIS Project ID	Annual Gross	Blended Inter	Comparable Ble	Actual Jobs C	Actual Job	Actual Jobs Created (Tenant)		
2	Type	STRING	STRING	NUMBER (16,2	NUMBER (15,3	NUMBER (15,3)	NUMBER (18	NUMBER (NUMBER (18,0)		
3	Options										
4	Help Text			Report the inv	Report the ble	Report the com	Report the c	Report the	Report the	Report the cumulative number	
5		26426524562	TLRP-00187254								
6		8672682	TLRP-00187253								
7		5264625	TLRP-00187255								
8		53131315	TLRP-00187260								
9		566513	TLRP-00187251	200			0	0	0		
10		5161215165	TLRP-00187261								
11											

NMTC TLR Note:

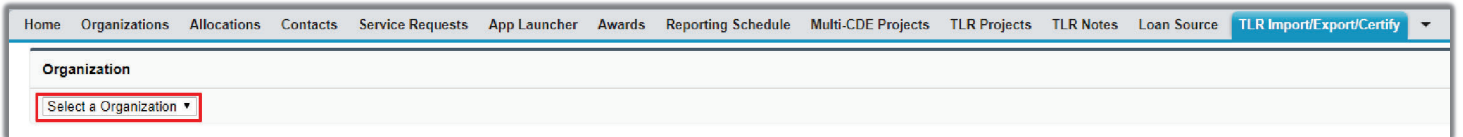
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Label	Project Number	Originator Transaction ID	AMIS Notes ID	QLICI Levs	Original L	Interest R	Term	Loan Statu	Principal f	Days Delir	Number o	Number o	Amount C	Amount Recovered	
2	Type	STRING	STRING	STRING	PICKLIST	NUMBER (PERCENT	NUMBER	PICKLIST	NUMBER (NUMBER (NUMBER (NUMBER (NUMBER (NUMBER (NUMBER (18,0)
3	Options				ORIG; REINVST; ORIGREIN				ACTIVE; ACTIVEEND; CLOSED; SOLD; CHARGEDOFF; REFIN; RESTRUCT							
4	Help Text				Report wh	Please en	Condition	Condition	Report the	Condition	Condition	Condition	Condition	Condition	Conditionally require	
5		566513	564511	TLRN-00124539	ORIG	1100	1	1	ACTIVE	1	1	1	1	1	1	
6		8672682	2642646	TLRN-00124541	ORIG	1000	1	1	ACTIVE	1	1	0	1	1	1	
7		26426524562	25624684	TLRN-00124542	ORIG	1000	1	1	ACTIVE	1	1	1	1	1	1	
8		5264625	5262456	TLRN-00124543	ORIG	1000	1	1	ACTIVE	1	1	1	1	1	0	
9																

XML File Upload

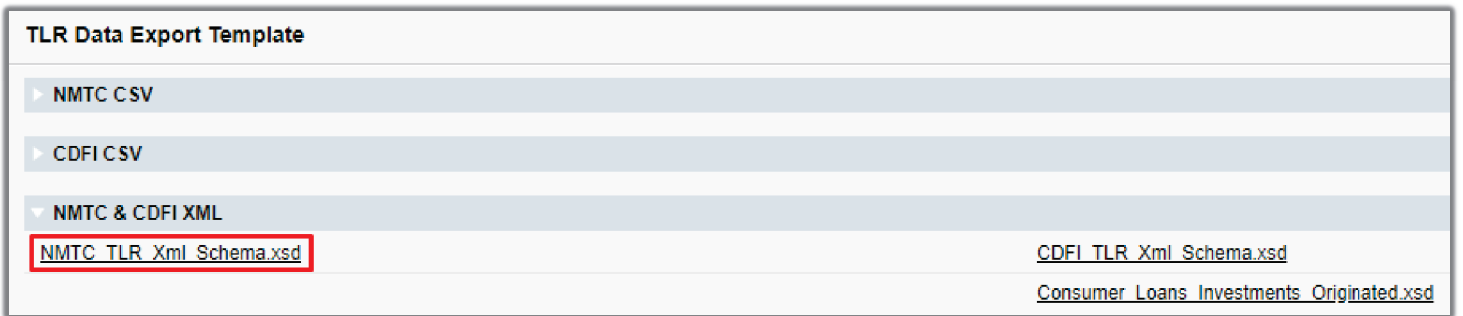
To create multiple TLR records at one time, AMIS allows users to upload files to create those TLR records in an XML file. To get started click on the "TLR Import/Export/Certify" tab in the menu bar.



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



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



Click the "Update_NMTC_TLR_Data.xml" link to download an XML file of current project data already in AMIS to make updates to. For updating TLR Projects, the export link will provide a template for the user that contains all existing TLR Projects currently in the system for that user's organization that they are able to make updates to and will contain the annual update fields they are responsible for updating.

TLR Data Export Template

- ▶ NMTC CSV
- ▶ CDFI CSV
- ▼ NMTC & CDFI XML
 - [NMTC TLR Xml Schema.xsd](#)
 - [CDFI TLR Xml Schema.xsd](#)
 - [Consumer Loans Investments Originated.xsd](#)
- ▼ NMTC Update XML
 - [Update_NMTC_TLR_Data.xml](#)

After you fill out and Save the File, back on the AMIS portal, click the "Import_XML_NMTC_TLR" Link.

TLR Data Import Links

- ▶ NMTC CSV
- ▶ CDFI CSV
- ▼ NMTC & CDFI XML
 - [Import XML NMTC TLR](#)
 - [Import XML CDFI TLR](#)

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

Click the "Upload File" button

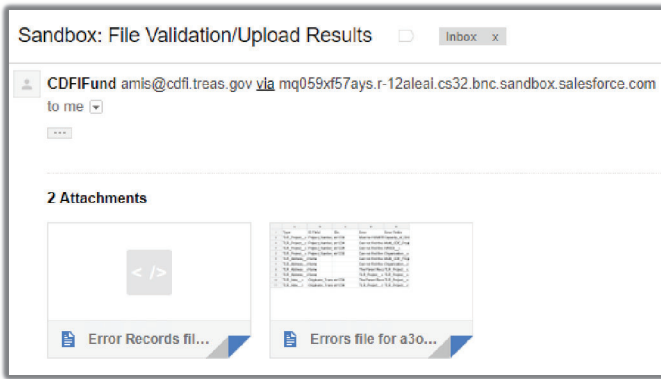
Upload Document

No file chosen

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

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

Email:



Portal:

Uploaded Time	Uploaded File	Status	Results	Errors
8/9/2018 10:21 AM	FORMATTED TLR XML.xml	Final Validation Errors 100.00%		Download Error Data File Here Download Error Message File Here

[Back](#)

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

	A	B	C	D	E
1	Type	ID Field	IDs	Error	Error Fields
2	TLR_Project__c	Project_Number__c	str1234	Must be NUMERIC Value	Capacity_of_Childcare_Community_Facility__c
3					

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

```
<?xml version="1.0" encoding="UTF-8"?>
- <Transmission>
- <TLR_Project__c Women_Owned_or_Controlled__c="YES" Type_of_Jobs_Reported__c="DIRECT" Total_QE1_Proceeds_Retained_by_the_CDE__c="123.45" Total_Project_Cost_Public_Sources__c="123.45" Total_Project_Cost_Private_Investment__c="123.45" Total_Project_Cost_Other_CDE_s__c="123.45" Standard_Origination_Fees_Project__c="123.45" Standard_Loan_to_Value_Ratio__c="123.45" Standard_Loan_Loss_Reserve_Requirement__c="123.45" Standard_Debt_Service_Coverage_Ratio__c="123.45" Square_Feet_of_Real_Estate_Retail__c="123.45" Square_Feet_of_Real_Estate_Office__c="123.45" Square_Feet_of_Real_Estate_Manufacturi__c="123.45" Source_of_Job_Estimates_Other__c="str1234" Source_of_Job_Estimates__c="NEWFINANCING" Race__c="AMIND" QALICB_Type__c="RE" Projected_Permanent_Jobs_Tenant__c="1234" Projected_Permanent_Jobs_Financed__c="1234" Projected_Jobs_to_Be_Created_Construct__c="1234" Projected_Debt_Service_Coverage_Ratio__c="123.45" Other_Sources_Other_Entities__c="123.45" Other_Sources_Investors__c="123.45" Other_Sources_Borrowers_Investees__c="123.45" Organization__c="str1234" On_going_Sources_Other_Entities__c="123.45"
```

Note: If you receive the following error on the Project Number field “This identifier already exists. To update, please use a different link” when uploading your TLR file, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

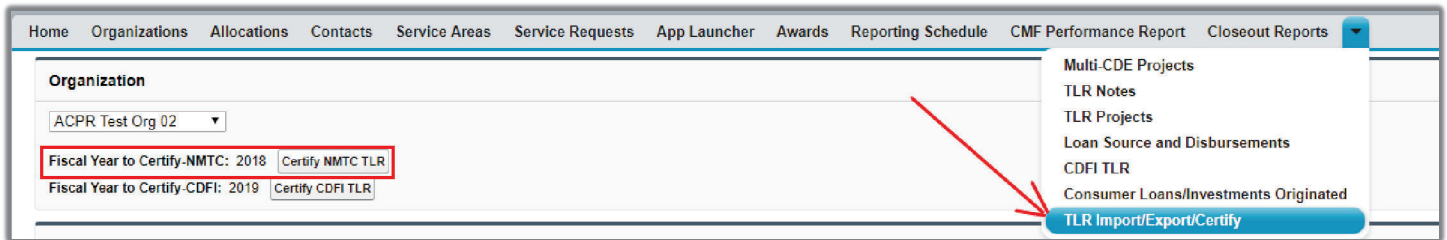
Note: If you are having trouble with the XML upload, at the top of the page is a link to “NMTC Import/Export Guidance” or refer to the “XML Vendor Guide for NMTC & CDFI TLR NACA”.

Organization	
Organization Name: AAT Test Org 1	Change Organization
Certify NMTC TLR	Fiscal Year to Certify-NMTC: 2018
Certify CDFI TLR	Fiscal Year to Certify-CDFI: 2018

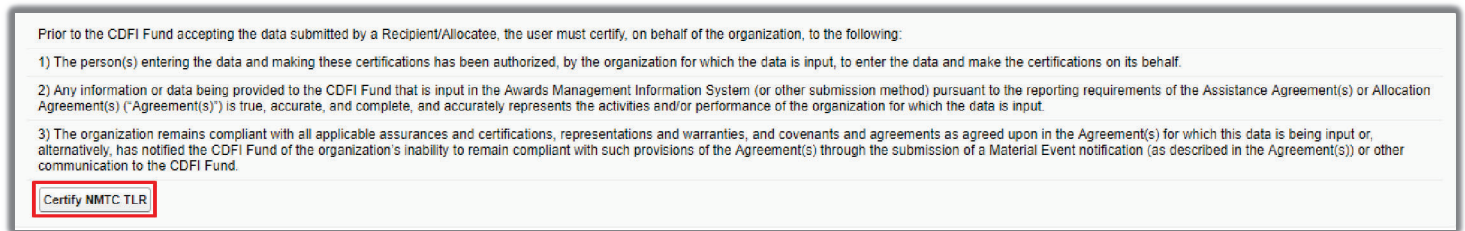
Import/Export Guidance	
NMTC Import/Export Guidance	CDFI Import/Export Guidance

Certifying TLRs

To 'Certify' your TLRs, navigate to the "TLR Import/Export/Certify" tab and select the name of your organization from the "Select an Organization from the drop-down field and click the "Certify NMTC TLR" button. Adjacent to the "Certify NMTC TLR" button will be displayed the earliest Fiscal Year available for certification.



Upon clicking the "Certify NMTC TLR" button the user will be directed to the certification statement page and once they click "Certify NMTC TLR" all TLRs needing certification that pass all validations will be certified.



TLR Certification is due 180 days after the end of an Organization's Fiscal Year. Once submitted, the TLR records that have been certified will be locked from any editing, outside of annual updates. The user will still be able to create new TLR records but will not be able to certify any records until the next fiscal year.

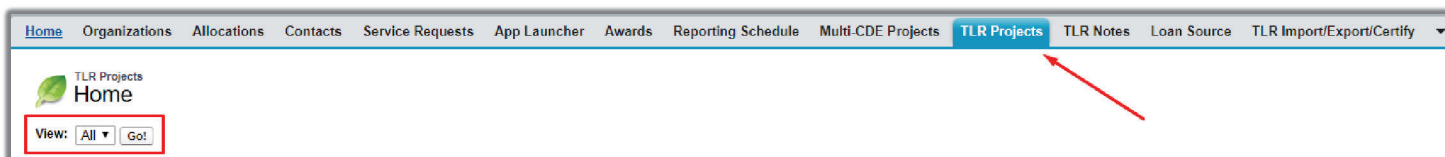
At the beginning of an Organization's fiscal year, the TLRs that were entered and certified previously will be unlocked, so the user can update "Annual Update" fields (These are the only fields the user will be able to successfully edit). Once the user has made the appropriate annual updates to the TLR, they will be able to certify the TLR.

With respect to the job fields for any project, one must enter a response in the job fields (non-real estate, construction and tenant) either for the projected job fields or the actual fields. Actual jobs can be left blank and filled out at a later time, however once data is entered, the record is closed. The objective is to provide the best estimate of the actual jobs once the project is complete and mature (usually in year three or so). However, previously entered actual jobs can be updated via service request. One can enter "0" for projected jobs. If one doesn't know the actual jobs yet, best to leave these fields blank.

Again, once the user certifies the TLR data, all the records will be locked from editing until the next fiscal year.

Object	Annual Update Fields
TLR Project	-Actual Jobs Created (Construction) -Actual Jobs Created (Financed) -Actual Jobs Created (Tenant) -Annual Gross Revenue (Reporting Period) -Blended Interest Rate -Comparable Blended Interest Rate
TLR Note	-Amount Charged Off -Amount Recovered -Days Delinquent -Interest Rate -Loan Status -Number of 60 Days or More Delinquent -Number of Times the Loan Restructured -Original Loan/Investment Amount -Principle Balance Outstanding -Term -QLICI Level
Loan Source	-Active

To check if the users NMTC TLRs are certified or not yet, the user can navigate to the “TLR Projects” tab and select “All” from the “View:” drop-down field and click “Go!” to see a list of the organizations TLR Projects that displays the “Last Certified Date” to be able to distinguish which TLR Projects are certified and which have not yet been certified.



Action	AMIS Project ID	Project Number	Last Certified Date	Total Project Cost	Client ID	Organization	Created Date
Edit Del	TLRP-00187251	566513	7/31/2018	\$1,000,000.00	5161	DLunsford_Test_Org	7/31/2018
Edit Del	TLRP-00187253	8672682	7/31/2018	\$1,000,000.00	2672546	DLunsford_Test_Org	8/2/2018
Edit Del	TLRP-00187254	26426524562		\$1,000,000.00	264256	DLunsford_Test_Org	8/3/2018
Edit Del	TLRP-00187255	5264625		\$100,000.00	52462456	DLunsford_Test_Org	8/3/2018
Edit Del	TLRP-00187260	53131315		\$1,000,000.00	3451515	DLunsford_Test_Org	8/8/2018
Edit Del	TLRP-00187261	5161215165		\$1,000,000.00	24533	DLunsford_Test_Org	8/8/2018

Note: Do not certify your TLR until you are ready to submit for the year. If you happen to certify your TLR before you are ready to, please contact the help desk so that they can assist you in unlocking it.

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 according to its related requirements.

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

Example 1:

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

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

(Notes-Investments tab: 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

Example 2:

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

Location of data point in the excel template

Title of the Data Point

(Project tab: Column A)

- Description of what information should be entered as a response

Validations:

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

Please insert a value below:

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

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

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 the AMIS Helpdesk. **The most effective means of requesting support is submitting a Service Request. From the AMIS Service Request tab, select the “Create New Service Request” button. Select “Continue” to accept the default record type of “General Inquiry”. Ensure that “NMTC-AMIS technical problem” is selected for the Type drop-down field.**

Alternatively, the Allocatee may send an email to AMIS@cdfi.treas.gov. Please type, “NMTC: TLR Assistance Needed” in the subject line of the email. A technical support staff person will generally reply within 24 hours on weekdays. Allocatees may also phone the CDFI Fund IT Help Desk at (202) 653-0422. If a technical support staff person is unavailable to immediately assist, please leave a message and a staff person will return the call within 36 hours on weekdays.

CDE Transaction Level Report – Data Point Guidance

Notes-Investments

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

Project Number

(Column B)

TLR Project is used to link a Financial Note(s) to a distinct Project and to track Projects across reporting periods. This field is also used for navigational purposes.

Validations:

- **Mandatory Field (Automatically Generated for the user by the system)**
- This field allows the users to easily navigate back to the associated TLR Project via the “TLR Project” field hyperlink.

Response must be numeric - up to 8 digits

Originator Transaction ID

(Column C)

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.

Validations:

- **Mandatory Field**
- Each Originator Transaction ID must be **unique** to each financial note. Duplicate Originator Transaction ID's will cause errors in the file.
- Allocates **MUST** use the same Originator Transaction ID for each reporting period.
- 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

Last Certified Date

AMIS will populate this field with the date the TLR object was certified.

Validations:

- This field will only populate when the user has certified the TLR object

Format of mm/dd/yyyy

Purpose

(Column D)

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

Validations:

- **Mandatory Field**

Please select one of the following:

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.
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 single 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.

Transaction Type

(Column E)

Report the type of transaction for the financial note by choosing one of the options below.

Validations:

- **Mandatory field**

Please select one of the following:

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

Loan Status

(Column F)

Annual Update Required

Report the status of the loan/investment amount at the reporting period end.

Validations:

- **Mandatory Field**

Please select one of the following:

ACTIVE	Active – the financial note was open, on-the-books, and/or had some sort of activity during the reporting year.
ACTIVEEND	Active but the financial note has reached the end of its seven-year compliance reporting period.
CLOSED	Closed in good standing – a loan or line of credit that is paid in full (not refinanced) or an equity investment that has been exited.
SOLD	Sold – the financial note is off-the-books but not paid in full.
CHARGEDOFF	Charged off - the financial note is off-the-books but not paid in full.
REFIN	Refinanced - the financial note has been paid in full and the remaining principal amount has been refinanced by another lender.
RESTRUCT	Restructured with charge off.

Date Originated

(Column G)

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

Validations:

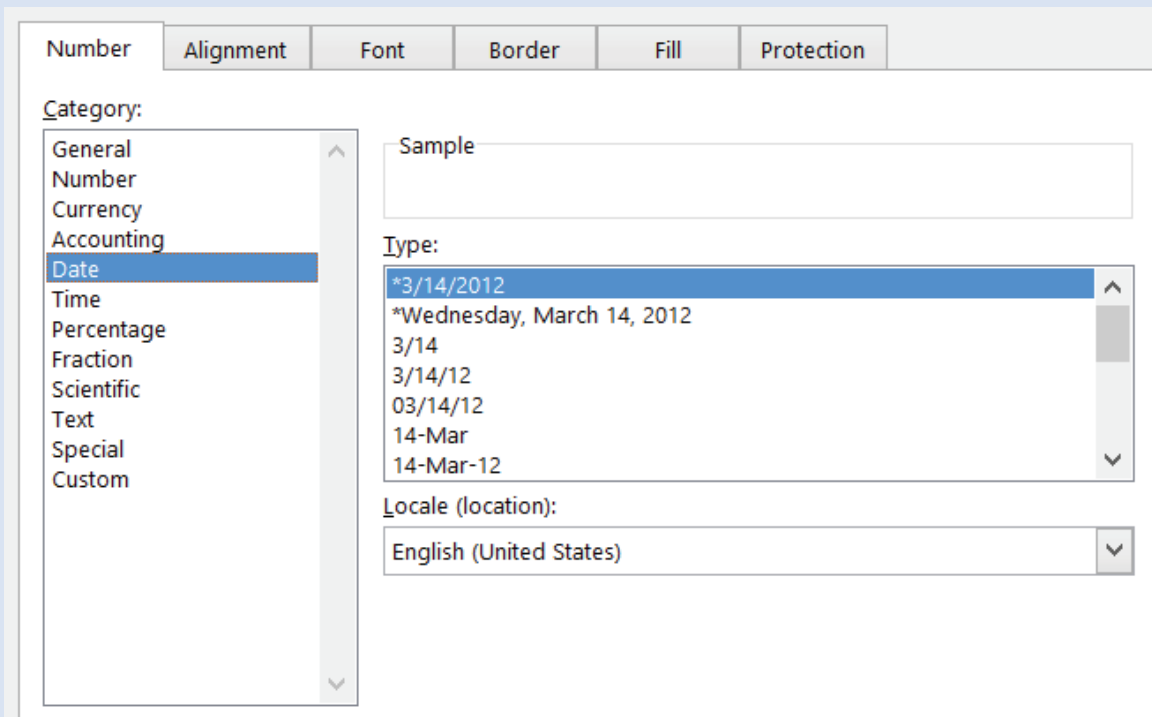
- **Mandatory Field**
- Date Originated must be prior to the current date.
- See the [Date Formatting](#) section for more information

Response must in the format of mm/dd/yyyy

Date 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 H)

Annual Update Required

Report the amount of the loan/investment.

Validations:

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

Response must be in numeric format

Refinancing

(Column I)

Report whether the loan/investment is a new origination or a refinance of an existing loan/investment with QEI funds.

Validations:

- **Mandatory Field**

Please select one of the following:

NEWORIGINATION	New Origination
REFINANCEALLOC	Refinance of Allocatee (or Affiliate) Loan/Investment
REFINANCEUNAFF	Refinance of Un-Affiliated Third-Party Loan/Investment

Construction or Permanent Financing

(Column J)

Report whether the loan/investment is for construction or permanent financing.

Validations:

- **Conditionally Required if [Purpose](#) = RECOCOM**

Please select one of the following:

CONSTRUCTION	Construction
PERMANENT	Permanent
BOTH	Both construction and permanent

Take-out or Acquisition Financing

(Column K)

Report whether the loan/investment is for take-out or acquisition financing.

Validations:

- **Conditionally Required if [Construction or Permanent Financing](#) = PERMANENT or BOTH**

Please select one of the following:

TAKEOUT	Take-out financing
ACQUISITION	Acquisition without rehabilitation

Acquisition or Rehabilitation

(Column L)

Report whether the loan/investment includes financing for the acquisition of the property.

Validations:

- **Conditionally Required if [Purpose](#) = RERHCO**

Please select one of the following:

ACQUISITIONREHAB	Acquisition and rehabilitation
REHABILITATION	Rehabilitation only

Rehabilitation Amount

(Column M)

Report the portion of the Original Loan/Investment Amount that was used for the rehabilitation.

Validations:

- **Conditionally Required if [Acquisition or Rehabilitation](#) = AQUISITIONREHAB**
- Response must be in dollars greater than zero
- **Exclude** leveraged dollars.

Response must be in numeric format

Loan Origination Fees

(Column N)

Report the total loan origination fees, including processing, credit report, and other fees.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity** Loan Origination Fees should not be greater than 15% of the [Original Loan/Investment Amount](#)
- Loan Origination Fees **must** be less than [Original Loan/Investment Amount](#)
- **Exclude** points

Response must be in numeric format up to 2 decimal places

Interest Rate at Origination

(Column O)

Report the interest rate in effect at origination of the loan.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity**
- Enter the percentage as a whole number (i.e. if the Interest Rate at Origination is 2.0%, enter 2.0)

Response must be in numeric format up to 3 decimal places

Interest Rate

(Column P)

Annual Update Required

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:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity**
- Enter the percentage as a whole number (i.e. if the Interest Rate at Origination is 2.0%, enter 2.0)

Response must be in numeric format up to 3 decimal places

Interest Type (Column Q)	
Choose one of the pre-defined values below and report the type of interest.	
Validations: <ul style="list-style-type: none"> Conditionally Required if Transaction Type = Term Loan, Line of Credit, or Debt with Equity 	
Please select one of the following:	
FIXED	Fixed
ADJ	Adjustable

Points (Column R)
Report the points charged to the borrower at origination.
Validations: <ul style="list-style-type: none"> Conditionally Required if Transaction Type = Term Loan or Debt with Equity Report the points as a percentage of the original loan amount Include points for the particular financial note reported
Response must be in numeric format up to 3 decimal places

Amortization Type (Column S)	
Choose one of the pre-defined values below and report how the financial note is amortized.	
Validations: <ul style="list-style-type: none"> Conditionally Required if Transaction Type = Term Loan, Line of Credit, or Debt with Equity 	
Please select one of the following:	
FULLAMORT	Fully Amortized – Amortization schedule includes both interest and principal payments throughout the life of the loan.
PARTAMORT	Partially Amortized – Amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity.
NONAMORT	Non-Amortizing – Amortization schedule includes interest only payments with a single principal payment at maturity.
OTHER	Other

Length of Amortization Period (in months)

(Column T)

Report the length of the amortization period.

Validations:

- **Conditionally Required if [Amortization Type](#) = FULLAMORT or PARTAMORT**
- Report the Length of Amortization Period in months

Response must be in numeric format

Period of Interest Only Payments (in months)

(Column U)

Report the number of interest only payments at the time of origination.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan**
- Report the Period of Interest Only Payments in months
- Period of Interest Only Payments must be less than the amount reported as the [Term](#)

Response must be in numeric format

Term (in months)

(Column V)

Annual Update Required

For each loan and line of credit, report the full term in months. Report the full term, not the remaining term.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity**

Response must be in numeric format

Guarantee

(Column W)

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

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity**
- **Exclude** performance guarantees

Please select one of the following:

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

Lien Position

(Column X)

Choose one of the pre-defined values below and report the CDE's lien position.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity**

Please select one of the following:

FIRST	First
SECOND	Second
UNSECURED	Unsecured Debt
OTHER	Other

Collateral Type

(Column Y)

Choose one of the pre-defined values below and report the type of collateral pledged for the loan/investment.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity

Please select one of the following:

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 Z)

Estimate and report the fair value of the collateral at the time of origination.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity

Response must be in numeric format

Equity-Like Features

(Column AA)

Choose one of the pre-defined values below and report the type of equity-like feature.

Validations:

- **Conditionally Required if [Transaction Type](#) = Debt with Equity**
- If a loan has more than one equity-like feature, choose the one appearing first in the loan agreement

Please select one of the following:

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

Equity Injection Amount

(Column AB)

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. Report the equity injection amount provided by the investee/borrower (i.e. Down payment for a purchase mortgage or the value of machinery the borrower purchased for the financed project).

Validations:

- **Optional field**
- Include both cash and non-cash injections

Response must be in numeric format

Advanced Purchase Commitment

(Column AC)

Report whether the loan/investment is an advance purchase commitment.

Validations:

- **Conditionally Required if QLICI Type = QALICB**

Response must be **YES** or **NO**

Seller Organization	<i>(Column AD)</i>
Report the seller organization.	
Validations:	
<ul style="list-style-type: none"> • Conditionally Required if Advance Purchase Commitment = YES 	
Response must be text	

Equity Product	<i>(Column AE)</i>
<u>Compliance Check</u>	
Report whether the financial note is an equity product.	
Validations:	
<ul style="list-style-type: none"> • Mandatory field • Reject if Equity Product = YES & Transaction Type = Term Loan, Line of Credit, Debt with Equity or Other 	
Response must be YES or NO	

Equity-Equivalent Terms & Conditions	<i>(Column AF)</i>
<u>Compliance Check</u>	
Report whether the financial note has equity-equivalent terms and conditions.	
Validations:	
<ul style="list-style-type: none"> • Mandatory field 	
Response must be YES or NO	

Debt with Equity Features

(Column AG)

Compliance Check

Report whether the financial note has debt with equity features.

Validations:

- **Mandatory field**
- Reject if Debt with Equity Features = YES & [Transaction Type](#) = Term Loan, Equity, Line of Credit or Other

Response must be **YES** or **NO**

Subordinated Debt

(Column AH)

Compliance Check

Report whether the financial note is subordinated debt.

Validations:

- **Mandatory field**
- If [Lien Position](#) = FIRST then Subordinated Debt must = NO

Response must be **YES** or **NO**

Below Market Interest Rate at Origination

(Column AI)

Compliance Check

Report whether the financial note had below market interest rate at origination.

Validations:

- **Mandatory field**
- Reject if Below Market Interest Rate at Origination = YES AND [Interest Rate at Origination](#) >= [Comparable Interest Rate at Origination](#)

Response must be **YES, NO, or NA**

Comparable Interest Rate at Origination

(Column AJ)

Report the comparable market interest rate at origination that the Allocatee used to determine that the financial note had a below market interest rate.

Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES**
- Comparable Interest Rate at Origination **must** be greater than [Interest Rate at Origination](#)
- Enter the percentage as a whole number (i.e. if the Comparable Interest Rate at Origination is 2.0%, enter 2.0)

Response must be in numeric format up to 3 decimal places

Below Market Interest Rates or Flexible Terms Required under Allocation Agreement (Financial Note)

Below Market Rates or Flexible Terms

Compliance Check

(Column AK)

Below Market Interest Rates or Flexible Terms required under Allocation Agreement (Financial Note). Report whether the financial note was required to have a below market interest rate at origination.

Validations:

- **Mandatory field**

Response must be **YES, NO, or NA**

Below Market Interest Rate (Financial Note)

(Column AL)

Below Market Interest Rate

Compliance Check

Below Market Interest Rate (Financial Note). Report whether the financial note had a below market interest rate at the end of the reporting period.

Validations:

- **Mandatory field**
- If [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity then Below Market Interest Rate **must** = YES or NO

Response must be **YES, NO, or NA**

What is Interest Rate Comparable?

(Column AM)

Choose one of the pre-defined values below and report the interest rate comparable at the end of the reporting period.

Validations:

- Conditionally Required if [Below Market Interest Rate \(Financial Note\)](#) = YES

Please select one of the following:

NONNMTC	CDE's Non-NMTC Transaction
PARENT	CDE's Parent/Affiliate
BANKS	Banks
OTHER	Other

Interest Rate Comparable – Other

(Column AN)

Provide further explanation for what the interest rate is comparable to.

Validations:

- Conditionally Required if [What is Interest Rate Comparable](#) = OTHER

Response must be text

Lower than Standard Origination Fees (Financial Note) (Column AO)

Lower than Standard Origination Fees

Compliance Check

Report whether the financial note has lower than standard origination fees.

Validations:

- **Mandatory field**

Response must be **YES** or **NO**

Standard Origination Fees

(Column AP)

Report the comparable market origination fees that the Allocatee used as a benchmark to determine that the financial note has lower than standard origination fees.

Validations:

- **Conditionally required if [Lower than Standard Origination Fees \(Financial Note\)](#) = YES**
- Value should be entered in dollars and **must not** be between 0 and 15
- Standard Origination Fees should not be greater than 15% of the Original Loan Amount
- Standard Origination Fees **must** be greater than [Loan Origination Fees](#)

Response must be numeric

Longer than Standard Period of Interest Only Payments (Column AQ)

Compliance Check

Report whether the financial note has longer than standard period of interest only payments.

Validations:

- **Mandatory field**
- If [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity or Other then Longer than Standard Period of Interest Only Payments must = YES or NO

Response must be **YES, NO, or NA**

Standard Period of Interest Only Payments

(Column AR)

Report the comparable market period of interest only payments. Provide the benchmark period, in months, that the Allocatee used to determine that the financial note has a longer than standard period of interest only payments.

Validations:

- **Conditionally Required if [Longer than Standard Period of Interest Only Payments](#) = YES**
- Report amount in months
- Standard Period of Interest Only Payments **must** be less than [Period of Interest Only Payments](#)

Response must be numeric

Longer than Standard Amortization Period

(Column AS)

Compliance Check

Report whether the financial note has a longer than standard amortization period.

Validations:

- **Mandatory field**
- If [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity or Other then Longer than Standard Period of Interest Only Payments must = YES or NO

Response must be **YES, NO, or NA**

Standard Amortization Period

(Column AT)

Report the comparable market amortization period. Provide the benchmark period, in months, that the Allocatee used to determine that the financial note has a longer than standard amortization period.

Validations:

- **Conditionally Required if [Longer than Standard Amortization Period](#) = YES**
- Report amount in months
- Standard Amortization Period **must** be less than [Length of Amortization Period](#)

Response must be numeric

What is Standard Amortization Period Comparable?

(Column AU)

Standard Amortization Period Comparable?

Choose one of the pre-defined values below and report the standard amortization period comparable.

Validations:

- **Conditionally Required if [Longer than Standard Amortization Period](#) = YES**

Please select one of the following:

NONNMTC	CDE's Non-NMTC Transaction
PARENT	CDE's Parent/Affiliate
BANKS	Banks
OTHER	Other

Standard Amortization Period Comparable – Other (Column AV)

Provide further explanation for what the standard amortization period is comparable to.

Validations:

- Conditionally required if [What is Standard Amortization Period Comparable?](#) = OTHER

Response must be text

Nontraditional Forms of Collateral (Column AW)

Compliance Check

Report whether the financial note has a nontraditional form of collateral.

Validations:

- **Mandatory field**

Response must be YES or NO

Traditional Form of Collateral (Column AX)

Choose one of the pre-defined values below and report the comparable market form of collateral that the Allocatee used as a benchmark to determine that the financial note has a nontraditional form of collateral.

Validations:

- Conditionally Required if [Nontraditional Forms of Collateral](#) = YES

Please select one of the following:

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

What is Traditional Forms of Collateral Comparable?

(Column AY)

Traditional Collateral Comparable?

Choose one of the pre-defined values below and report the traditional form of collateral comparable.

Validations:

- **Conditionally Required if [Nontraditional Forms of Collateral](#) = YES**

Please select one of the following:

NONNMTC	CDE's Non-NMTC Transaction
PARENT	CDE's Parent/Affiliate
BANKS	Banks
OTHER	Other

Traditional Form of Collateral Comparable – Other

(Column AZ)

Traditional Collateral Comparable Other

Provide further explanation for what traditional form of collateral is comparable.

Validations:

- **Conditionally required if [What is Traditional Forms of Collateral Comparable?](#) = OTHER**

Response must be text

QLICI Level

(Column BA)

Annual Update Required

Compliance Check

Report whether the financial note was funded with original QEI funds (QEI funds invested for the first time), a reinvestment of repaid QLICI(s), or both by choosing an option below.

Validations:

- **Mandatory Field**

Please select one of the following:

ORIG	Original QEI funds
REINVST	Reinvestment or repaid QLICI's
ORIGREIN	Both

Principal Balance Outstanding

(Column BB)

Annual Update Required

Report the principal balance outstanding at the end of the reporting period.

Validations:

- **Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity**

Response must be numeric

Dollar Amount Used to Finance Non-Real Estate Activities

NRE Activities Finance Amount

(Column BC)

Report, in dollars, the portion of proceeds of the financial notes provided by the CDE that financed non-real estate uses. Non-real estate uses include working capital, inventory, equipment, or any other activity **not connected** to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), acquisition, management, or leasing of real estate.

Validations:

- **Mandatory field**

Response must be numeric up to 2 decimal places

New Originator Transaction ID of Restructured Loan

(Column BD)

New Restructured Loan Transaction ID

Report the new Originator Transaction ID for each financial note that was restructured.

Validations:

- **Conditionally required if Loan Status = RESTRUCT**
- Information provided must match a current or previously submitted Originator Transaction ID

Response must be text

Days Delinquent

(Column BE)

Annual Update Required

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.

Validations:

- Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER

Response must be numeric

Number of Times 60 Days or More Delinquent

(Column BF)

Number of 60 Days or More Delinquent

Annual Update Required

Report the number of times the loan has been 60 days or more delinquent during the life of the loan.

Validations:

- Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER
- Number of Times 60 Days or More Delinquent must be equal to or greater than the value reported the previous year.

Response must be numeric

Number of Times the Loan was Restructured

(Column BG)

Number of Times the Loan Restructured

Annual Update Required

Report the number of times the loan was restructured during the life of the loan.

Validations:

- Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER
- [Number of Times the Loan was Restructured](#) must be equal to or greater than the value reported the previous year.

Response must be numeric

Amount Charged Off

(Column BH)

Annual Update Required

Report the amount charged off during the life of the loan.

Validations:

- Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER
- Amount Charged Off + [Amount Recovered](#) must be less than or equal to [Original Loan/Investment Amount](#)

Response must be numeric

Amount Recovered

(Column BI)

Annual Update Required

Report the amount recovered as of the reporting period end date.

Validations:

- Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER and [Loan Status](#) = ACTIVEEND, CLOSED, SOLD, CHARGEDOF, REFIN, or RESTRUCT.
- Amount Recovered must be equal to or greater than the value reported the previous year.

Response must be numeric

Actual Rate of Return

(Column BJ)

Report the investor's internal rate of return at the end of the initial reporting period.

Validations:

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

Response must be numeric format up to 3 decimals

Projected Residual Value of QLICI that May be Obtained by the QALICB

Projected Residual Value of QLICI

(Column BK)

Report the amount of any equity or debt investment which may be acquired by the QALICB as the result of a put/call option or other arrangement.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB and [Date Originated](#) is > 12/31/2010**
- When [Loan Status](#) = CLOSED, please place the final value of the QLICI obtained by the QALICB through a put/call option or other arrangement.

Response must be numeric

TLR Projects Tab

<h2 style="margin: 0;">Project Number (Column B)</h2>
Assign a unique identifier to each Project.
<p>Validations:</p> <ul style="list-style-type: none"> Mandatory field Report the TLR Project Number Note: <i>If you receive the following error on the Project Number field “This identifier already exists. To update, please use a different link” when uploading your TLR file, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.</i>
Response must be numeric

<h2 style="margin: 0;">QLICI Type (Column C)</h2>				
<u>Compliance Check</u>				
Choose one of the pre-defined values below and report whether the QLICI is an investment in another CDE or a QALICB.				
<p>Validations:</p> <ul style="list-style-type: none"> Mandatory field Non-Profit businesses (except CDE’s) and Advanced Purchases = QALICB Exclude loan purchases (except Advance Purchases), Financial Counseling, and Other Services (FCOS) <p>Please select one of the following:</p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center; background-color: #D3D3D3;">CDE</td> <td>CDE</td> </tr> <tr> <td style="width: 25%; text-align: center; background-color: #D3D3D3;">QALICB</td> <td>QALICB</td> </tr> </table>	CDE	CDE	QALICB	QALICB
CDE	CDE			
QALICB	QALICB			

Investee Type

(Column D)

Choose one of the pre-defined values below and report whether the project is an investment in a business or another CDE.

Validations:

- **Mandatory field**
- If [QLICI Type](#) = CDE then Investee Type **must** = CDE
- If [QLICI Type](#) = QALICB then Investee Type **must** = BUS

Please select one of the following:

BUS	Business
CDE	CDE

Multi-CDE Project ID

(Column E)

Multi-CDE Project Number

Report the Multi-CDE Project Number that was assigned to the Multi-CDE Project. Use the lookup function to identify and report the Multi-CDE Project ID associated with the project.

Validations:

- **Conditionally Required if TLR Project is part of Multi-CDE Project**
- Additional guidance can be found in the Multi-CDE section of AMIS
- Response must be a valid project number generated by AMIS under the Multi-CDE Project section
- Use the lookup icon to view a list of Multi-CDE Projects associated with the organization that the TLR Project can be linked to.

Response must be text

Organization

Report the Organization name associated with the loans/investments reported in the TLR. Use the lookup function to identify and report the Organization associated with the project.

Validations:

- **Mandatory field**
- The user **must** be authorized to submit TLR reporting for the Organization in question.

Response must be text

Fiscal Year

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

Validations:

- **Mandatory Field**

Last Certified Date

AMIS will populate this field with the date the TLR object was certified.

Validations:

- This field will only populate when the user has certified the TLR object

format of mm/dd/yyyy

Total Project Cost

(Column F)

Report the total cost of the project being funded.

Validations:

- **Mandatory Field**
- Include all sources of financing as well as the CDE's portion of the financing
- Response cannot be less than:
 - Total Project Cost \geq [Total Project Cost Public Sources](#)
 - Total Project Cost \geq [Total Project Cost Private Investment](#)
 - Total Project Cost \geq [Total Project Cost Other CDE's](#) + [Original Loan/Investment Amount](#)
 - Total Project Cost \geq [Total Project Cost Public Sources](#) + [Total Project Cost Other CDE's](#) + [Original Loan Investment Amount](#) + [Total Project Cost Private Investment](#)

Response must be numeric

Total Project Cost Public Sources

(Column G)

Report the portion of the [Total Project Cost](#) provided by public sources.

Validations:

- **Conditionally Required if Date Originated > 12/31/2009**
- Include federal, state, and local government funds
- Exclude foundation grants and NMTC funds
- Exclude public sources used within the QEI structure (e.g. leverage loan to the investment fund)
- Response must be in dollar amount

Response must be numeric

Total Project Cost Other CDE's

(Column H)

Report the portion of the total QLICI investments made by other CDE's into the project from QEI proceeds.

Validations:

- **Conditionally Required if Date Originated > 12/31/2009**
- Response must be in dollar amount

Response must be numeric

Total Project Cost Private Investment

(Column I)

Report the portion of the private investment in the project (i.e. CDE's using non-QEI proceeds, direct bank loans, direct equity, and other investments).

Validations:

- **Conditionally Required if Date Originated > 12/31/2009**
- **Exclude** all investments utilizing QEI proceeds
- Response must be in dollar amount

Response must be numeric

Loan-to-Value Ratio

(Column J)

Report the loan-to-value ratio at origination for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type](#) = Term Loan**
- Enter the percentage as a numeric ratio (i.e. if response is 125%, enter 125)
- Exclude unsecured loans from calculations
- Response must be >10 AND <500

Response must be numeric up to 3 decimal places OR NA

Projected Debt Service Coverage Ratio

(Column K)

Report the projected debt service coverage ratio at origination for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type](#) = Term Loan**
- Enter the percentage as a numeric ratio (i.e. if response is 125%, enter 1.25)
- The value entered must be greater than 0 and less than 10.

Response must be numeric up to 3 decimal places OR NA

Loan Loss Reserve Requirement

(Column L)

Report the loan loss reserve requirement for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type](#) = Term Loan**
- Enter the percentage as a whole number (i.e. if response is 25%, enter 25)
- The Loan Loss Reserve Requirement must be less than or equal to 100%.

Response must be numeric up to 2 decimal places OR NA

Investee (Borrower) Guidance

- If the QALICB is a real estate developer, the Investee is the developer.
- If the QALICB is an operating business (non-real estate), the Investee is the business.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, the Investee is the parent business

Client ID

(Column M)

Report a unique identifier to each client (investee/borrower). The Client ID is used to track the investee/borrower across Projects. Please do not use any names, social security numbers or any other personal identifying information in formulating the Client ID.

Validations:

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

Response must be text up to 20 characters

Investee TIN

(Column N)

Report the Tax Identification Number (TIN) of the CDE investee/borrower.

Validations:

- **Conditionally required if [QLICI Type](#) = CDE**

Response must be numeric

Investee CDE Certification Number

(Column O)

If the Project is an investment in another CDE, report the Certification Number of the CDE investee/borrower.

Validations:

- **Conditionally required if [QLICI Type](#) = CDE**
- The Investee CDE Certification Number must be a valid CDE Certification Number.

Response must be numeric

Date Business Established

(Column P)

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

Validations:

- **Optional field**
- Date Business Established **must be** \geq to [Date Originated](#)
- See the [Date Formatting](#) section for more information

Response must be in the format of mm/dd/yyyy

Entity Structure

(Column Q)

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

Validations:

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

Please select one of the following:

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

Minority Owned or Controlled

(Column R)

Report whether the investee/borrower is more than 50% owned or controlled by one or more minorities.

Validations:

- **Optional field**
- 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

Response must be **YES** or **NO**

Women Owned or Controlled

(Column S)

Report whether the investee/borrower is more than 50% owned or controlled by one or more women.

Validations:

- **Optional field**
- If the business is a for-profit entity, report whether more than 50% of the owners are women
- If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are women

Response must be **YES** or **NO**

Low-Income Owned or Controlled

(Column T)

Report whether the investee/borrower is more than 50% owned or controlled by one or more low-income persons.

Validations:

- **Optional field**
- If the business is a for-profit entity, report whether more than 50% of the owners are low-income persons
- If the business is a nonprofit entity, report whether more than 50% of its Board of Directors are low-income persons

Response must be **YES** or **NO**

Race

(Column U)

Choose one of the pre-defined values below and report the race of the primary investee(s)/borrower(s)

Validations:

- **Optional field**
- 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**

Please select one of the following:

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

Hispanic Origin

(Column V)

Choose one of the pre-defined values below and report whether the primary investee/borrower is Hispanic or Latino.

Validations:

- **Optional field**
- If there is more than one investee/borrower, respond for the primary investee/borrower
- If the investee/borrower did not provide their information, report **NG**
- If the investee/borrower is a corporation, report **NA**

Please select one of the following:

YES	Yes
NO	No
NG	Not Given
NA	Not Applicable

Business Description – Primary

(Column W)

Choose one of the pre-defined values below and report the primary description of the business of the QALICB.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB**
- If [QLICI Type](#) = CDE then Business Description – Primary **must** = OTHER

Please select one of the following:

FOOD	Includes groceries, bakeries, food wholesalers, and farmers' markets
OFFICE	Financial, professional, scientific, management, business, or other office space
INDUSTRIAL	Industrial, manufacturing, transportation, logistics, or warehousing space
HOUSING	Housing
HEALTH	Health, human, and social service facilities
COMMUNITY	Education and community facilities
ARTS	Facilities or space for the performing arts, cultural, entertainment, or other amenities
RETAIL	Retail
HOTEL	Hotel
MIXED	Includes combinations of office/retail, housing, and community spaces.
OTHER	Other

Business Description – Narrative

(Column X)

Provide an additional description of the type of business that is being financed (e.g. grocery store, Federally Qualified Health Center, charter school, manufacturing company, etc.) and of the products or services provided by the operating business (e.g. manufacture of farm equipment, early childhood education, primary healthcare, etc.).

Validations:

- **Conditionally required if [QLICI Type = QALICB](#)**
- Description cannot exceed 255 characters

Response must be text

NAICS

(Column Y)

Report the 6-digit North American Industry Classification (NAICS) Code of the QALICB.

Validations:

- **Conditionally required if [QLICI Type = QALICB](#)**

Guidance:

- For investments in leased buildings, the NAICS code for the end user of the leased building should be reported. **Avoid using the NAICS codes for Lessors of Real Estate** (i.e. 6-digit NAICS codes beginning with 531).
- To determine the NAICS code for the QALICB financed, go to <http://www.census.gov/eos/www/naics/> and use the keyword search for the latest version of NAICS.
- Please note that the NAICS code should match the business described in the Business Description field.

Response must be numeric

Annual Gross Revenue from Business Operations at Time of Loan/Investment

Annual Gross Revenue (Loan/Investment)

(Column Z)

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.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB**
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report the revenue of the parent business

Response must be numeric

Annual Gross Revenue from Business Operations Reported During the Reporting Period

(Column AA)

Annual Gross Revenue (Reporting Period)

Annual Update Required

Report the investee's/borrower's annual gross business revenue during the most recent 12-month period prior to project origination for which the information is available.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB**
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report the revenue of the parent business

Response must be numeric

Guidance for Reporting Jobs Projected/Actual Created or Maintained

The CDFI Fund will be issuing a request for comment on methods to report jobs created or maintained, both projected and actual. In the interim, Allocatees may rely on the methods that they have used for reporting previously. Currently in AMIS, values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. The Actual Job fields can be left blank and filled out in the future if the 3 Projected job fields have been completed. Once filled out, the Actual Job fields can only be updated via service request.

Type of Jobs Reported

(Column AB)

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

Validations:

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

Please select one of the following:

DIRECT	Direct jobs
DIRECT/INDIRECT	Direct/Indirect jobs
NA	Not Applicable

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 AC)

Report the number of full-time equivalent (FTE) jobs in the business at the time the project was originated.

Validations:

- **Mandatory Field**
- Exclude construction jobs
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business.

Response must be numeric

Projected Jobs to Be Created - Construction

(Column AE)

Projected Jobs (Construction)

Report the number of construction jobs projected to be created due to this financing.

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**
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. User may enter a "0" in this field if it does not apply.**

Response must be numeric

Projected Permanent Jobs to Be Created at Businesses Financed

Projected Permanent Jobs (Financed)

(Column AD)

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

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- 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**
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. User may enter a "0" in this field if it does not apply.**

Response must be numeric

Projected Permanent Jobs to Be Created at Tenant Businesses

Projected Permanent Jobs (Tenant)

(Column AF)

Report the number of [full-time equivalent \(FTE\)](#) jobs projected to be created in businesses located at the property financed.

Validations:

- **Optional field**
- **[Purpose](#) must = any Real Estate option**
- 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**
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. User may enter a "0" in this field if it does not apply.**

Response must be numeric

Actual Jobs Created at Businesses Financed

(Column AG)

Actual Jobs Created (Financed)

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

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction and induced jobs
- Include direct and indirect jobs
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. Note that you will not be able to change the Actual Jobs information once it is entered. This field can be left blank and filled out in the future if all projected job fields are filled out. Please submit a service request if previously entered values need to be updated.**

Response must be numeric

Actual Jobs Created (Construction)

(Column AH)

Report the cumulative number of construction jobs created due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**
- Exclude induced jobs
- Include direct and indirect jobs
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. Note that you will not be able to change the Actual Jobs information once it is entered. This field can be left blank and filled out in the future if all projected job fields are filled out. Please submit a service request if previously entered values need to be updated.**

Response must be numeric

Actual Jobs to Be Created at Tenant Businesses

(Column AI)

Actual Jobs Created (Tenant)

Report the cumulative number of [full-time equivalent \(FTE\)](#) jobs created in businesses located at the property financed.

Validations:

- **Optional field**
- **[Purpose](#) must = any Real Estate option**
- Exclude construction and induced jobs
- Include direct and indirect jobs
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. Note that you will not be able to change the Actual Jobs information once it is entered. This field can be left blank and filled out in the future if all projected job fields are filled out. Please submit a service request if previously entered values need to be updated.**

Response must be numeric

Source of Job Estimates

(Column AJ)

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

Validations:

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

Please select one of the following:

NEWFINANCING	New hires that the project business expects to be able to make as a result of the new financing
WAGEDATA	Estimates based on state or local wage data and projected wage and salary expenditures attributable to project financing
ECONOMICIMPACT	Estimates based on economic impact modeling systems such as IMPLAN, RIMSII, or REMI
RULEOFTHUMB	Estimates based on developers “rules of thumb” about jobs created by type of business and square-footage built.
OTHER	Other – Please provide further explanation in Source of Job Estimates – Other
NA	Not Applicable

Source of Job Estimates – Other

(Column AK)

Provide further explanation for what the source of job estimates is.

Validations:

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

Response must be text

Square Feet of Real Estate – Manufacturing

(Column AL)

Square Feet of Real Estate – Manufacture

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.

Validations:

- **Mandatory Field**

Response must be numeric

Square Feet of Real Estate – Office

(Column AM)

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.

Validations:

- **Mandatory Field**

Response must be numeric

Square Feet of Real Estate – Retail

(Column AN)

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.

Validations:

- **Mandatory Field**

Response must be numeric

Housing Units – Sale

(Column AO)

Compliance Check

Report the number of for-sale housing units to be constructed, rehabilitated, or acquired with funding from the transaction.

Validations:

- **Mandatory Field**
- Housing Units – Sale **must be** greater than or equal to [Affordable Housing Units - Sale](#)

Response must be numeric

Housing Units – Rental

(Column AP)

Compliance Check

Report the number of rental housing units to be constructed, rehabilitated, or acquired with funding from the transaction.

Validations:

- **Mandatory Field**
- Housing Units – Rental **must be** greater than or equal to [Affordable Housing Units - Rental](#)

Response must be numeric

Affordable Housing Units – Sale

(Column AQ)

Compliance Check

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

Validations:

- **Mandatory Field**

Response must be numeric

Affordable Housing Units – Rental

(Column AR)

Compliance Check

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.

Validations:

- **Mandatory Field**

Response must be numeric

Community Facility

(Column AS)

Report whether the project financed is a community facility.

Validations:

- **Mandatory field**

Response must be **YES, NO, or Don't Know**

Capacity of Educational Community Facility

(Column AT)

Capacity of Educational Community

If the project financed includes an educational facility, report the number of student seats available in the school. If not, report 0.

Validations:

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

Response must be numeric

Capacity of Childcare Community Facility

(Column AU)

If the project financed includes a childcare facility, report the number of childcare slots available. If not, report 0.

Validations:

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

Response must be numeric

Capacity of Healthcare Community Facility

(Column AV)

Capacity of Healthcare Community

If the project financed includes a healthcare facility, report the projected number of visits per year. If not, report 0.

Validations:

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

Response must be numeric

Capacity of Arts Center Community Facility

(Column AW)

Capacity of Arts Center Community

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). If not, report 0.

Validations:

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

Response must be numeric

QALICB Type

(Column AX)

Compliance Check

Choose one of the pre-defined values below and report the QALICB type that describes the investee/borrower.

Validations:

- Conditionally required if [QLICI Type](#) = QALICB

Please select one of the following:

RE	Real Estate QALICB
NRE	Non-Real Estate QALICB
SPE	Special Purpose Entity QALICB

QALICB TYPE GUIDANCE

Real Estate QALICB: Financing provided to a Real Estate QALICB refers to entities whose predominant business activity (e.g. more than 50 percent of gross income) is the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate that will be sold or leased to third parties.

Non-Real Estate QALICB: Transactions with QALICBs whose predominant business activity includes all other types of business activities other than those listed above should be classified as Non-Real Estate QALICBs regardless of: 1) how the business intends to use the proceeds of the transaction; or 2) whether the business intends to use any real estate owned as collateral for a loan.

Special Purpose Entity QALICB: Loans or investments made to a special purpose entity that is controlled by or under common control with an Operating Business, and that was set up specifically to lease the property back to the Operating Business such that the Operating Business is the principal user of the property, must be classified as a Special Purpose Entity QALICB. An Operating Business is considered the principal user of the QALICB's property if it is the occupant of a majority (i.e., greater than 50%) of the rentable square footage of the QALICB's property. The QALICB may lease the balance of its property to one or more third parties. The term "Operating Business" is defined in the glossary of the 2014 MTC Allocation Application.

NMTC Eligibility Criteria

(Column AY)

Compliance Check

Choose one of the pre-defined values below and report which geographic criteria qualifies this transaction as a NMTC eligible transaction.

Validations:

- **Mandatory field**

Please select one of the following:

TARGETAREA	CDFI Fund approved target area or other area (can only be selected if Date Originated is prior to 12/31/2012)
TARGETPOP	Targeted population
TRACTS	Tracts with low population
HIGHMIGRATION	High migration rural county
2006-2010ACS	American Community Survey 2006-2010 – May apply to QLICs closed between May 1, 2012 and October 31, 2018.
2011-2015ACS	American Community Survey 2011-2015 – May apply to QLICs closed between and including October 31, 2017 and October 31, 2018. Exclusively applies to QLICs closed on or after November 1, 2018.

Related Entity

(Column AZ)

Compliance Check

Report whether the investee (entity receiving the financing) is a related entity as defined under the applicable allocation agreement.

Validations:

- **Mandatory field**

Response must be **YES** or **NO**

Front End Sources of Compensation and Profits Charged to Investors

Front End Sources (Investors)

(Column BA)

Report the amount of front-end sources of compensation and profits charged to investors in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue charged prior to or during the close of the transaction (i.e. origination fees, brokerage fees, legal fees, etc.)
- Fees should be in basis points of 0 to 10000

Response must be numeric

Front End Sources of Compensation and Profits Charged Borrowers/Investees

Front End Sources (Borrowers/Investees)

(Column BB)

Report the amount of front-end sources of compensation and profits charged to borrowers/investees in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue charged prior to or during the close of the transaction (i.e. origination fees, brokerage fees, legal fees, etc.)
- Fees should be in basis points of 0 to 10000

Response must be numeric

Front End Sources of Compensation and Profits Charged to Other Entities

Front End Sources (Other Entities)

(Column BC)

Report the amount of front-end sources of compensation and profits charged to other entities in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue charged prior to or during the close of the transaction (i.e. origination fees, brokerage fees, legal fees, etc.)
- Fees should be in basis points of 0 to 10000

Response must be numeric

On-going Sources of Compensation and Profits Charged to Investors

On-going Sources (Investors)

(Column BD)

Report the amount of on-going sources of compensation and profits charged to investors in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue collected throughout the allocation compliance period (i.e. asset management fees, compliance fees, interest rate spread, etc.) with the exception of ordinary interest or dividend payments pass through investors
- Fees should be in basis points of 0 to 10000

Response must be numeric

On-going Sources of Compensation and Profits Charged to Borrowers/Investees

On-going Sources (Borrowers/Investees)

(Column BE)

Report the amount of on-going sources of compensation and profits charged to borrowers/investees in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue collected throughout the allocation compliance period (i.e. asset management fees, compliance fees, interest rate spread, etc.) with the exception of ordinary interest or dividend payments pass through investors
- Fees should be in basis points of 0 to 10000

Response must be numeric

On-going Sources of Compensation and Profits Charged to Other Entities

On-going Sources (Other Entities)

(Column BF)

Report the amount of on-going sources of compensation and profits charged to other entities in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue collected throughout the allocation compliance period (i.e. asset management fees, compliance fees, interest rate spread, etc.) with the exception of ordinary interest or dividend payments pass through investors
- Fees should be in basis points of 0 to 10000

Response must be numeric

Total QEI Proceeds Retained by the CDE

(Column BG)

Report the total amount of the QEI proceeds retained by the CDE expressed in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- QEI proceeds retained by the CDE + Amount of the QLICI should equal the total QEI
- Fees should be in basis points of 0 to 10000

Response must be numeric

Back-end Sources of Compensation and Profits Charged to Investors

Back-end Sources (Investors)

(Column BH)

Report the amount of back-end sources of compensation and profits charged to investors in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue collected at time of investment exit or after the investment exit (i.e. success, residuals, exit fees, carried interest, etc.)
- Fees should be in basis points of 0 to 10000

Response must be numeric

Back-end Sources of Compensation and Profits Charged to Borrowers/Investors

Back-end Sources (Borrowers/Investees)

(Column BI)

Report the amount of back-end sources of compensation and profits charged to borrowers/investees in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue collected at time of investment exit or after the investment exit (i.e. success, residuals, exit fees, carried interest, etc.)
- Fees should be in basis points of 0 to 10000

Response must be numeric

Back-end Sources of Compensation and Profits Charged to Other Entities

Back-end Sources (Other Entities)

(Column BJ)

Report the amount of back-end sources of compensation and profits charged to other entities in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Include any and all revenue collected at time of investment exit or after the investment exit (i.e. success, residuals, exit fees, carried interest, etc.)
- Fees should be in basis points of 0 to 10000

Response must be numeric

Other Sources of Compensation and Profits Charged to Investors

Other Sources (Investors)

(Column BK)

Report the amount of other sources of compensation and profits charged to investors that have not been disclosed as front-end, on-going, or back-end sources of compensation and profit in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Fees should be in basis points of 0 to 10000

Response must be numeric

Other Sources of Compensation and Profits Charged to Borrowers/Investees

Other Sources (Borrowers/Investees)

(Column BL)

Report the amount of other sources of compensation and profits charged to borrowers/investees that have not been disclosed as front-end, on-going, or back-end sources of compensation and profit in **basis points of the QEI provided by the CDE.**

Validations:

- **Mandatory field**
- Fees should be in basis points of 0 to 10000

Response must be numeric

Other Sources of Compensation and Profits Charged to Other Entities

Other Sources (Other Entities)

(Column BM)

Report the amount of other sources of compensation and profits charged to other entities that have not been disclosed as front-end, on-going, or back-end sources of compensation and profit in **basis points of the QEI provided by the CDE**.

Validations:

- **Mandatory field**
- Fees should be in basis points of 0 to 10000

Response must be numeric

Below Market Interest Rate

(Column BN)

Compliance Check

Report whether the project had a below market interest rate at the end of the initial reporting period.

Validations:

- **Mandatory field**

Response must be **YES** or **NO**

Blended Interest Rate

(Column BO)

Annual Update Required

Report the blended interest rate in effect at the reporting period end.

Validations:

- **Conditionally required if [Below Market Interest Rate](#) = YES**
- When calculating the blended interest rate, users may treat equity investments as 0% interest loans
- If the project was paid off, report the interest rate at the time of the pay off
- Enter the percentage as a whole number (i.e. if the Blended Interest Rate is 2%, enter 2.0)

Response must be numeric up to 3 decimal places

Comparable Blended Interest Rate

(Column BP)

Annual Update Required

Report the comparable market rate at the end of the reporting period that the Allocatee used as a benchmark to determine that the project has a below market interest rate.

Validations:

- **Conditionally required if [Below Market Interest Rate](#) = YES**
- Enter the percentage as a whole number (i.e. if the Blended Interest Rate is 2%, enter 2.0)
- Comparable Blended Interest Rate **must** be greater than [Blended Interest Rate](#)

Response must be numeric up to 3 decimal places

Lower than Standard Origination Fees

(Column BQ)

Compliance Check

Report whether the project has lower than standard origination fees.

Validations:

- **Mandatory field**

Response must be YES or NO

Standard Origination Fees (Project)

(Column BR)

Report the comparable market origination fees that the Allocatee used as benchmark to determine that the project has lower than standard origination fees.

Validations:

- **Conditionally required if [Lower than Standard Origination Fees](#) = YES**
- Value must be entered in dollars and **must not** be between 0 and 15

Response must be numeric

Higher than Standard Loan to Value Ratio

(Column BS)

Compliance Check

Report whether the project has a higher than standard loan to value ratio.

Validations:

- **Mandatory field**

Response must be YES or NO

Standard Loan to Value Ratio

(Column BT)

Report the comparable market loan to value ratio that the Allocatee used as benchmark to determine that the project has higher than standard loan to value ratio.

Validations:

- **Conditionally required if [Higher than Standard Loan to Value Ratio](#) = YES**
- Enter the percentage as a whole number (i.e. if 2%, enter 2.0)

Response must be numeric up to 3 decimal places

More Flexible Borrower Credit Standards

(Column BU)

Compliance Check

Report whether the project has more flexible borrower credit standards.

Validations:

- **Mandatory field**

Response must be **YES** or **NO**

Lower than Standard Debt Service Coverage Ratio

(Column BV)

Lower than Standard Debt Service Ratio

Compliance Check

Report whether the project has a lower than standard debt service coverage ratio.

Validations:

- **Mandatory field**

Response must be **YES** or **NO**

Standard Debt Service Coverage Ratio

(Column BW)

Report the comparable market debt service coverage ratio that the Allocatee used as benchmark to determine that the project has a lower than standard debt service coverage ratio.

Validations:

- **Conditionally required if [Lower than Standard Debt Service Coverage Ratio](#) = YES**
- Enter the percentage as a whole number (i.e. if 2%, enter 2.0)

Response must be numeric up to 3 decimal places

Lower than Standard Loan Loss Reserve Requirement

Lower than Standard Loan Loss Req

(Column BX)

Compliance Check

Report whether the project has a lower than standard loan loss reserve requirement.

Validations:

- **Mandatory field**

Response must be **YES** or **NO**

Standard Loan Loss Reserve Requirement

(Column BY)

Report the comparable standard loan loss reserve requirement that the Allocatee used as benchmark to determine that the project has a lower than standard debt service coverage ratio.

Validations:

- **Conditionally required if Lower than Standard Loan Loss Reserve Requirement = YES**
- Expressed in percentage points, enter percentage as a whole number (e.g. if the LLR requirement is 5%, enter "5")

Response must be numeric

Poverty Rates Greater than 25% but less than or equal to 30%

Poverty Rates Greater > 25% and < 30%

(Column BZ)

Compliance Check

Poverty Rates Greater than 25% but less than or equal to 30%.

Validations:

- **Mandatory field**

Response must be **YES**, **NO** or **NA**

Poverty Rates Greater than 30%

(Column CA)

Compliance Check

Poverty Rates Greater than 30%

Validations:

- **Mandatory field**

Response must be **YES**, **NO** or **NA**

Median Income Less than or Equal to 60% of Area Median Income

Median Income Rates \leq 60% of Area Median Income

(Column CB)

Compliance Check

If located within a non-metropolitan area, median family income does not exceed 60% of statewide median family income or if located within a metropolitan area, median family income does not exceed 60% of the statewide median family income or the metropolitan area median family income.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Median Income Greater than 60% of Area Median Income but less than 70%

Median Income 60-70% Area Median Income

(Column CC)

Compliance Check

If located within a non-metropolitan area, median family income is greater than 60% but less than 70% of statewide median family income or if located within a metropolitan area, median family income greater than 60% but less than or equal to 70% of the statewide median family income or the metropolitan area median family income.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Unemployment rates equal to or greater than 1.25 but less than 1.5 times the national average

Unemployment rates 1.25 – 1.5 Nation AVG

(Column CD)

Compliance Check

Unemployment rates equal to or greater than 1.25 but less than 1.5 times the national average.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Unemployment rates at least 1.5 times the national average

Unemployment rates equal 1.5X national average

(Column CE)

Compliance Check

Unemployment rates at least 1.5 times the national average.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Designated for Redevelopment

(Column CF)

Compliance Check

Designated for redevelopment by a governmental agency.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Designated EZ, EC, or RC

(Column CG)

Compliance Check

Federally designated Empowerment Zone, Enterprise Communities, or Renewal Communities.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

SBA Designated HUB Zone

(Column CH)

Compliance Check

U.S. Small Business Administration (SBA) designated HUB Zones, to the extent that the QLICI's will support businesses that obtain HUB Zone certification from the SBA.

Validations:

- **Mandatory field**
- Round 1 and Round 2 Allocatees – For a project to qualify as an eligible AHD under this criterion, the project must only be located in an SBA designated HUB Zone
- Round 3, Allocatees and all Allocatees thereafter – For a project to qualify as an eligible AHD under this criteria, the project must be located in an SBA designated HUB Zone and the QLICs support businesses that obtain HUB Zone certification from the SBA

Response must be **YES, NO** or **NA**

Designated Native American or Alaska Native Area, Hawaiian Homeland, or Redevelopment Area by Tribe or Other Authority

Designated Native American

(Column CI)

Compliance Check

Federally designated as Native American or Alaskan areas, Hawaiian Homelands, or redevelopment areas by the appropriate tribal or other authority.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Brownfield Redevelopment Area

(Column CJ)

Compliance Check

Federally designated Brownfields redevelopment areas.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Encompassed by HOPE VI Redevelopment Plan

(Column CK)

Compliance Check

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Located in a Hot Zone

(Column CL)

Compliance Check

Located in a Hot Zone. This is defined as geographic areas designated by the Fund as having greater levels of economic distress.

Validations:

- **Mandatory field**
- **Must be NO or NA if Date Originated is after 12/31/12**

Response must be **YES, NO** or **NA**

Appalachian Regional Commission or Delta Regional Authority

Appalachian Commission/Delta Authority

(Column CM)

Compliance Check

Areas designated as distressed by the Appalachian Regional Commission or Delta Regional Authority.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Colonias

(Column CN)

Compliance Check

Areas as designated by the U.S. Department of Housing and Urban Development.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Medically Underserved Area

(Column CO)

Compliance Check

Federally designated medically underserved areas, to the extent that QLICI activities will support health related services.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

TIF District or Enterprise Zone Program

(Column CP)

Compliance Check

State or local tax-increment financing districts, enterprise zone programs, or other similar state/local programs targeted towards particularly economically distressed communities.

Validations:

- **Mandatory field**
- TIF District or Enterprise Zone Program ≠ [Designated for Redevelopment](#)

Response must be **YES, NO** or **NA**

High Migration Rural County

(Column CQ)

Compliance Check

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Non-Metropolitan Census Tract

(Column CR)

Compliance Check

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

FEMA

(Column CS)

Compliance Check

Counties for which the Federal Emergency Management Agency (FEMA) has (a) issues a “major disaster declaration” since July 15, 2005; and (b) made a determination that such County is eligible for both “individual and public assistance;” provided that, for areas not located within the GO Zone, the initial project investment was made within 24 months of the disaster declaration.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

TAA Program

(Column CT)

Compliance Check

Businesses certified by the Department of Commerce as eligible for assistance under the Trade Adjustment Assistance for Firms (TAA) Program.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Food Desert

(Column CU)

Compliance Check

A low-income census tract where a substantial number or share of residents has low access to a supermarket or large grocery store. Census tracts qualify as food deserts if they meet low-income and low-access thresholds established by the USDA and can be found using the Food Access Research Atlas at <http://www.ers.usda.gov/data-products/food-access-research-atlas.aspx>. **Note:** This option may only be selected to the extent QLICI activities will increase access to healthy food.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Targeted Populations

(Column CV)

Compliance Check

As permitted by IRS and related CDFI Fund guidance materials, projects serving Targeted Populations to the extent that: (a) such projects are 60 percent owned by Low-Income Persons (LIPs); or (b) at least 60 percent of employees are LIPs; or (c) at least 60 percent of customers are LIPs.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

Other Areas of Higher Distress

(Column CW)

Compliance Check

Report any responses applicable to the transaction in the same text as appears in the Allocation Agreement. In addition to the Standard List outlined above, some Allocations may have additional targeted areas approved in their Allocation Agreement.

Validations:

- **Mandatory field**

Response must be **YES, NO** or **NA**

TLR Address

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 AMIS. CIMS is available through the "Mapping" link on the CDFI Fund's Tools and Resources page: < <https://www.cdfifund.gov/pages/tools-resources.aspx>>

FIPS Code – refers to the 11-digit Federal Information Processing Standards codes. FIPS Codes must be provided if AMIS 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: < <https://www.cdfifund.gov/pages/tools-resources.aspx>>

The results of the geocode system display as:

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

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

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

X, Y Coordinates – specify an exact geographic location using longitude and latitude. X, Y Coordinates should not be rounded, and AMIS 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**

Project Number

(Column B)

Compliance Check

Report the project number for each address that was previously input in Project Number column on the Notes-Investment tab: Column A.

Validations:

- **Mandatory Field (System will automatically populate the number of the associated TLR Project)**
- Project Number **must** match a Project Number reported on the Notes-Investment tab.

Response must be numeric - up to 8 digits

Multi-CDE Project Number

(Column C)

Report the Multi-CDE Project Number that was assigned to the project. Use the lookup function to identify and report the Multi-CDE Project ID associated with the project.

Validations:

- **Conditionally Required** if the TLR Project that the TLR Address is being entered for is part of a Multi-CDE Project
- Additional guidance can be found in the Multi-CDE section of AMIS
- Response must be a valid project number generated by AMIS under the Multi-CDE Project section
- Use the lookup icon to view a list of Multi-CDE Projects associated with the organization that the TLR Project can be linked to.

Investee Street Address Line 1

(Column D)

Compliance Check

Report the address for the investee/borrower.

Validations:

- **Mandatory Field**
- No Post Office Boxes or Rural Routes

Response must be text

Investee Street Address Line 2

(Column E)

Report the second line of the investee's street address, if necessary.

Validations:

- **Optional Field**
- No Post Office Boxes or Rural Routes

Response must be text

<h2>Investee City</h2> <p><i>(Column F)</i></p> <p><u>Compliance Check</u></p> <p>Report the investee's city.</p>
Validations:
<ul style="list-style-type: none">• Mandatory Field
Response must be text

<h2>Investee State</h2> <p><i>(Column G)</i></p> <p><u>Compliance Check</u></p> <p>Report the two-letter state abbreviation.</p>
Validations:
<ul style="list-style-type: none">• Mandatory Field
Response must be text

<h2>Investee Zip Code</h2> <p><i>(Column H)</i></p> <p><u>Compliance Check</u></p> <p>Report the five-digit zip code.</p>
Validations:
<ul style="list-style-type: none">• Mandatory Field
Response must be numeric

<h2>Investee Zip Code +4</h2> <p><i>(Column I)</i></p> <p><u>Compliance Check</u></p> <p>Report the four-digit zip code extension</p>
Validations:
<ul style="list-style-type: none">• Optional Field
Response must be numeric

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

The results of the geocode system display as:

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

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

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

Investee FIPS Code

(Column J)

Report the investee’s 11-digit FIPS Code.

Validations:

- **Conditionally required if primary address fields are not entered.**

Response must be numeric

Investee Longitude

(Column K)

Report the Investee Longitude.

Validations:

- **Conditionally required if primary address fields are not entered.**

Response must be numeric

Investee Latitude

(Column L)

Report the Investee Latitude.

Validations:

- **Conditionally required if primary address fields are not entered.**

Response must be numeric

Project Street Address Line 1

(Column M)

Compliance Check

Report the location of the business or other real estate for which the loan or investment is being used.

Validations:

- **Mandatory Field**
- No Post Office Boxes or Rural Routes

Response must be text

Project Street Address Line 2

(Column N)

Report the second line of the project's street address, if necessary.

Validations:

- **Optional Field**
- No Post Office Boxes or Rural Routes

Response must be text

Project City

(Column O)

Compliance Check

Report the project's city.

Validations:

- **Mandatory Field**

Response must be text

Project State

(Column P)

Compliance Check

Report the two-letter state abbreviation.

Validations:

- **Mandatory Field**

Response must be text

Project Zip Code

(Column Q)

Compliance Check

Report the five-digit zip code.

Validations:

- **Mandatory Field**

Response must be numeric

Project Zip Code +4

(Column R)

Compliance Check

Report the four-digit zip code extension

Validations:

- **Optional Field**

Response must be numeric

Project FIPS Code

(Column S)

Report the project's 11-digit FIPS Code.

Validations:

- **Conditionally required if primary address fields are not entered.**

Response must be numeric

Project Longitude

(Column T)

Report the Project Longitude.

Validations:

- **Conditionally required if primary address fields are not entered.**

Response must be numeric

Project Latitude

(Column U)

Report the Project Latitude.

Validations:

- **Conditionally required if primary address fields are not entered.**

Response must be numeric

Loan Source and Disbursements

The Loan Source section in AMIS collects data previously reported in the QEI Distribution Report in CIIS. This includes data related to the source of QLICI funds (i.e. QEIs/RQIs used and amount used from each QEI/RQI) and disbursement information (i.e. amount of disbursement(s) and date of disbursement(s)).

Loan Source information is required.

For the time being, AMIS does not allow users to report Loan Source information via CSV or XML upload. **This data must be reported via the user interface in AMIS.**

Various warnings and validations rules are built in to the Loan Source user interface in AMIS to ensure that loan source and disbursement data is entered accurately. For example, the fields Disbursement Date and Disbursement Amount are expected to be identical for all Loan Sources with the same Disbursement ID and same TLR Note. In the case that a Loan Source is entered with inconsistent values, the user will not be able to save the data.

TLR Note

The system will auto-populate this field with the TLR Note ID of the TLR Note if one was previously selected. If this field is not prepopulated, the user will be required to look-up the TLR Note.

Validations:

- **Mandatory Field**
- Will auto-populate with the TLR Note number. If this field is not prepopulated, the user will be required to look-up the TLR Note.
- Once Loan Source data is saved, this field allows the users to easily navigate back to the associated TLR Note via the “TLR Note” field hyperlink.

Alphanumeric

Revolving Loan

Report if the Disbursement is made to a revolving loan or loan fund.

Validations:

- **Optional field**
- Checkbox for the user to mark when a loan is revolving.

Checkbox

Disbursement ID

Users are required to group Loan Sources that are tied to the same Disbursement using an identical Disbursement ID. This value is user entered, but the system will check to ensure that all Loan Sources with the same Disbursement ID have the same Disbursement Date and the same Disbursement Amount.

Validations:

- **Mandatory Field**
- Loan Source records may have the same disbursement ID, but the fields Disbursement Date and Disbursement Amount are expected to be identical for all Loan Sources with the same Disbursement ID and same TLR Note.

Response can be alphanumeric

Disbursement Amount

For each Disbursement ID, report the total disbursement amount. Users do not need to provide a disbursement amount for disbursements that are “Not Yet Disbursed”.

Validations:

- **Mandatory Field**
- The sum of Disbursement Amounts from each Unique Disbursement ID cannot exceed the Original Loan/Investment Amount.

Response Must Be Numeric

Disbursement Date

Report the Disbursement date.

Validations:

- **Mandatory Field**

Format of mm/dd/yyyy

Record Type of New Record

Choose one of the pre-defined values below and indicate whether the Loan Source record type being reported is a QEI, RQI, or Other.

Validations:

- **Mandatory Field**

Please select one of the following:

1. QEI	QEI
2. RQI	RQI
3. Other	Other

Picklist Selection

QEI

Report the QEI that the Loan Source is associated with.

Validations:

- **Conditionally required:** If “QEI” was selected as the disbursement type
- QEI Identifier should be in the following format: QEI12345678 (“QEI” followed by eight numbers)

Lookup Field to QEIs

Loan Source and Disbursements Edit Save Save and New Cancel

Information

Disbursement ID TLR Note

Disbursement Amount Revolving Loan

Disbursement Date Last Certified Date

Source Information

QEI QEI Amount

Source Amount Cumulative Total Source Amounts for QEI

Save Save and New Cancel

Note: Click on the search icon to search for the QEI the Loan Source record is associated with.

RQI

Report the allocation the Loan Source is associated with. Allocatees that have received repayments from prior QLICs and have closed reinvestment QLICs should adhere to the following instructions to report such transactions. Allocatees can create a Reinvestment Qualified Equity Investment (RQI) ID for each allocation in ATS. The RQI represents the aggregate amount of repayments received from prior QLICs as of the reporting period end date.

Validations:

- **Conditionally Required:** If “RQI” was selected as the disbursement type

Lookup Field to RQIs

Loan Source and Disbursements Edit [Save] [Save and New] [Cancel]

Information

Disbursement ID [] TLR Note [TLRN-00034765] [Search]

Disbursement Amount [] Revolving Loan []

Disbursement Date [8/15/2019] [Calendar] Last Certified Date []

Source Information

Allocation [] [Search] (highlighted with a red box)

Source Amount []

[Save] [Save and New] [Cancel]

Note: Click on the search icon to search for the Allocation the Loan Source record is associated with.

Source Amount

For each Loan Source, report the QEI that sourced (funded) the disbursement, or if “RQI” is selected, report the allocation that contains the RQI that sourced (funded) the disbursement. The Source Amount represents the portion of the QEI used to fund the associated disbursements.

Validations:

- **Mandatory Field**
- Reported QEIs must be a valid QEI for the Allocatee in the Allocation and QEI Tracking module in AMIS.
- Reported Allocations containing the RQI must be a valid Allocation for the Allocatee Allocation and QEI Tracking module in AMIS.
- The sum of Source Amounts for each Unique Disbursement ID cannot exceed the Disbursement Amount

Response Must Be Numeric