

## **PLM Report Submission Guidelines**

### **Populating the Data File**

Note: The first data field is for the ECDFI loan ID number for the Secondary Loan or Other Pledged Loan

Note: The Instructions tab and the Definitions tab are copied from the Office of Management and Budget-approved PLM Report form.

Note: Comments have been inserted into many of the column headings to provide clarification on formatting and/or content restrictions on data entries for a given field.

Data is required every month, in every field, except those for which the column heading is highlighted in blue. A complete form must be submitted even if the data for columns highlighted in orange have not changed. Optional (blue) fields may be left blank if not applicable.

### **Submitting the Data File**

The ECDFI is to post the data file to the Midland SharePoint site by the 20th of each month (or next business day)

The ECDFI is to post a completed and signed .pdf of Page 1 from the official PLM Report form to the Midland SharePoint site by the 20th

The SharePoint site is at:

<https://signon.commlloanservices.com/lp2/login/MDLD/>

The ECDFI will use this template for submission.

The template used can not be altered, other than the data that is input. The columns and headings will remain and all of the tabs will remain and named as is.

The ECDFI should post the files in their respective document library, to at the path [ECDFI name] > "Reports" > "Pledged Loan Monitoring Report" > [year] folder

When the ECDFI posts the file to the SharePoint site, the QI will receive an email informing them that the file has been posted (if the QI has set up a notice)

A courtesy email to the QI, MS/T and CDFI Fund, that the file is available for review, would also be appreciated

The QI is to review the PLM Report data file within 3 business days of it being posted to the SharePoint site

The QI is to post the reviewed final PLM Report data file to the SharePoint site by the 3rd business day. If the QI makes no changes then there is no need to post the report again.

The QI is to post a completed and signed .pdf of Page 1 from the official PLM Report form, with signatures from the ECDFI and the QI, to the Midland SharePoint site by the 3rd business day.

The QI should post the files in the same folder as the ECDFI.

When the QI has posts the file to the SharePoint site, the MS/T and the CDFI Fund will receive an email informing them that the file has been posted.



## PLEGGED LOAN MONITORING REPORT INSTRUCTIONS

OMB Approval No.
1559-0044

Form Expiration Date
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The ECDFI that has received Bond Loan proceeds through the CDFI Bond Guarantee Program should complete this CDFI Pledged Loan Monitoring Report and reflect information pertinent to its own operations, unless otherwise noted. This report should only reflect Pledged Loans with activity during the specified reporting period.

Please refer to the [Definitions](#) section of this form for corresponding definitions of terms identified below in "quotations."

Line	Reporting Item	Instructions
1	Federal Agency and Program to Which Report is Submitted	This is for Agency use only, and the information is pre-filled by the receiving Agency.
2a.	ECDFI Loan ID #	Enter ECDFI Internal loan ID number from the ECDFI's loan system.
2b.	ECDFI ID	Enter the four-letter identification code assigned to the "Eligible CDFI" by the Portfolio Management and Loan Monitoring department of the CDFI Fund Bond Guarantee Program.
3	FFB Bond Identifier	Enter the "Bond Identifier" that the Federal Financing Bank (FFB) assigned to the Bond. This number is listed on the "Advance Request Form."
4	QI Name	Enter the legal name of the "Qualified Issuer" associated with the Guarantee Application.
5a.	Reporting Period - Start	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - corresponding with the reporting period start date for the information being reported on this form.
5b.	Reporting Period - End	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - corresponding with the reporting period end date for the information being reported on this form.
6	ECDFI Name	Enter the "Eligible CDFI's" legal name.
7	ECDFI EIN	Enter the "Eligible CDFI's" Employer Identification Number (EIN), as provided by the Internal Revenue Service (IRS). This should comprise of nine (9) numbers in the following format: ##-#####.
8a.	ECDFI Address 1	Enter the first line of the "Eligible CDFI's" street address.
8b.	ECDFI Address 2	If necessary, enter the second line of the "Eligible CDFI's" street address.
8c.	ECDFI City	Enter the city associated with the "Eligible CDFI's" street address.
8d.	ECDFI State / Territory	From the dropdown menu, select the two letter state or territory abbreviation associated with the "Eligible CDFI's" street address.
8e.	ECDFI Zip Code	Enter the five-digit zip code associated with the "Eligible CDFI's" street address.
<b>ECDFI Signatures</b>		
9a.	Designated Officer Name	Enter the first and last name of the "Eligible CDFI's" approved, "Designated Officer" who is responsible for reviewing and approving this form.
9b.	Officer Title	Enter the title of the "Eligible CDFI's" approved, "Designated Officer" who is responsible for reviewing and approving this form.
9c.	Signature of the Designated Officer	The "Eligible CDFI's" approved, "Designated Officer" responsible for reviewing and approving this form must manually sign in the space associated with line 9c.
9d.	Date (Month/Day/Year)	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year - on which the "Designated Officer" identified in line 9a signed this form.
9e.	Designated Officer Name	Enter the first and last name of the "Eligible CDFI's" approved, "Designated Officer" who is responsible for reviewing and approving this form.
9f.	Officer Title	Enter the title of the "Eligible CDFI's" approved, "Designated Officer" who is responsible for reviewing and approving this form.
9g.	Signature of the Designated Officer	The "Eligible CDFI's" approved, "Designated Officer" responsible for reviewing and approving this form must manually sign in the space associated with line 9g.
9h.	Date (Month/Day/Year)	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year - on which the "Designated Officer" identified in line 9e signed this form.
9i.	Date on Which ECDFI Submitted Report to QI	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year - on which the "Eligible CDFI" submitted this report to the respective "Qualified Issuer."
<b>QI Signatures</b>		
10a.	Designated Officer Name	Enter the first and last name of the "Qualified Issuer's" approved, "Designated Officer" who is responsible for reviewing and approving this form.

10b.	Officer Title	Enter the title of the "Qualified Issuer's" approved, "Designated Officer" who is responsible for reviewing and approving this form.
10c.	Signature of the Designated Officer	The "Qualified Issuer's" approved, "Designated Officer" responsible for reviewing and approving this form must manually sign in the space associated with line 10c.
10d.	Date (Month/Day/Year)	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year - on which the "Designated Officer" identified in line 10a signed this form.
10e.	Date on Which QI Submitted Report to Master Servicer/Trustee	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year - on which the "Qualified Issuer" submitted this report to the Master Servicer/Trustee.
<b>Secondary Borrower Profile</b>		
11a.	Secondary Borrower Name	Enter the "Secondary Borrower's" legal name.
11b.	Secondary Borrower ID	Enter the unique identification number that the "Eligible CDFI" uses to identify the "Secondary Borrower" listed in line 11a.
11c.	Secondary Borrower Type	From the dropdown menu, select the "Secondary Borrower's" organization type ("Individual," "Not-for-Profit," "For-Profit," "Tribal," or "Other").
11d.	Secondary Borrower Address 1	Enter the first line of the "Secondary Borrower's" street address.
11e.	Secondary Borrower Address 2	If necessary, enter the second line of the "Secondary Borrower's" street address.
11f.	Secondary Borrower Address - City	Enter the city associated with the "Secondary Borrower's" street address.
11g.	Secondary Borrower Address - State / Territory	From the dropdown menu, select the two letter state or territory abbreviation associated with the "Secondary Borrower's" street address.
11h.	Secondary Borrower Address - Zip Code	Enter the five-digit zip code associated with the "Secondary Borrower's" street address.
11i.	Secondary Borrower Congressional District	Enter the state-level congressional district number associated with the "Secondary Borrower's" address."
11j.	Secondary Borrower Census Tract / FIPS Code	The CDFI Fund Information and Mapping System (CIMS3) has an integrated feature that allows institutions to extract detailed geographic information about addresses in the United States. CIMS3 may be accessed from the CDFI Fund's website, <a href="http://www.cdfifund.gov">www.cdfifund.gov</a> . Utilize the search features within CIMS3 to report the 11-digit Census Tract identifier, or Federal Information Processing Standards (FIPS) code, that corresponds to the "Secondary Borrower's" indicated address. Please note that, as Census Tract boundaries may change over time, this information should be verified periodically. For more information about CIMS3, contact the CDFI Fund by email at <a href="mailto:ITHelpDesk@cdfi.treas.gov">ITHelpDesk@cdfi.treas.gov</a> , or by phone at (202) 653-0300.
<b>Loan Profile</b>		
12a.	Collateral Type	From the dropdown menu, select the collateral type (either "Secondary Loan" or "Other Pledged Loan.")
12b.	Original Loan Principal Balance	Enter the principal dollar amount of funds listed on the "Secondary Loan" or "Other Pledged Loan" as the original loan amount.
12c.	Origination Date	Enter the numerical date - two digits for the month, two digits for the day and four digits for the year (mm/dd/yyyy) - on which the "Secondary Borrower" (and "Co-Borrower," if applicable) signed a legally binding note in favor of the Eligible CDFI submitting this report.
12d.	Asset Class	From the dropdown menu, select the "Asset Class" corresponding to the loan.
12e.	Outstanding Balance	Report the loan's principal balance outstanding as of the reporting period end date listed in 5b.
12f.	Interest Rate	In the form of a percentage (reported to three decimal places), enter the interest rate in effect on the loan at the reporting period end. If the loan was paid off during the reporting period, report the interest rate at the time that the loan was paid off.
12g.	Maturity Date	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - on which the principal amount of the loan must be repaid in full.
12h.	Loan Debt Service Frequency	From the dropdown, select the frequency (Monthly, Quarterly, Semi-Annual, or Other) with which debt service is paid on the loan.
12i.	Amortization Type	From the dropdown menu, select the amortization type for the loan (either "Full Amortization," "Partial Amortization," "Non-Amortization," or "Other")
12j.	First Payment Due Date	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - on which the "Secondary Borrower" was required to make the initial payment on the loan. Include both principal and interest payments.
12k.	Last Payment Received Date	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - on which the "Secondary Borrower" made the most recent payment on the loan. Include both principal and interest payments.

12l.	Loan Financing Structure Type	From the dropdown menu, select the loan's financing structure type (Origination, Refinance - Origination, or Refinance - Acquisition) (see <a href="#">Definitions</a> tab for "Refinance").
12m.	Was Secondary Borrower or Co-Borrower previously unable to access affordable, conventional sources of capital?	From the dropdown menu, select either Yes or No as to whether the "Secondary Borrower" or "Co-Borrower" was previously unable to access affordable, conventional sources of capital, prior to receiving the loan in question.
<b>Risk Profile</b>		
13a.	ECDFI Internal Loan Risk Rating	Report the risk rating that the "Eligible CDFI" assigns to the loan in question.
13b.	Payment Status	From the dropdown menu, select the appropriate loan payment status at the reporting period end - either "Current" or "Past Due." If a "Secondary Borrower" made a partial payment on the due date, or if any of the required amount remains outstanding, report that payment as past due.
13c.	Total Days Payment Past Due	If the response listed on line 13b is " Past Due," report the number of days by which the "Secondary Borrower's" loan payment is "Past Due."
13g.	Loan Restructured, Rescheduled, or Modified?	From the dropdown menu, select either Yes or No as to whether the loan has been "Restructured, Rescheduled, or Modified" within the current reporting period.
13h.	Date of Loan Restructure, Reschedule, or Modification	If the response listed on line 13g is Yes, enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - on which the loan was "Restructured, Rescheduled, or Modified."
13i.	Description of Loan Restructure, Reschedule, or Modification	If the response listed on line 13g is Yes, provide a brief description (255 characters maximum) as to why the loan was "Restructured, Rescheduled, or Modified," and report the new loan terms.
<b>Underlying Asset Profile</b>		
14a.	Underlying Asset Description	Provide a brief description (255 characters maximum) of the underlying asset(s) that is used to secure the loan. This description should note the location of the asset (city and state), asset type (e.g., real property, personal property, fixtures), building use (e.g., office building, residential building), and include a brief description of any third-party guarantees provided on the Secondary Loan (e.g., value, guarantor name). For Secondary Loans that are supported by tertiary or quaternary loans, please limit the information listed in 14a to that which concerns the underlying physical asset(s) securing the loan and do not provide information on any underlying loans (e.g., loan balance, borrower). Should multiple assets be used to secure the loan, such that the descriptive content requested here exceeds the character limitation, supplementary documentation may be provided to the CDFI Fund and Master Servicer/Trustee in a format approved previously by the CDFI Fund.
14b.	Appraisal or Valuation Method	From the dropdown menu, select the method ("Book Value," "Independent Third Party Appraisal," or "Other Valuation Method") that the ECDFI used to appraise or value the underlying asset for the loan in question, as required and outlined in the "Secondary Loan Requirements."
14c.	Most Recent Appraisal or Valuation Date	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - on which the underlying asset that is used to secure the loan (and described in line 14a) was most recently appraised or valued. In instances where multiple assets are used to secure the loan, only one appraisal or valuation date may be listed. Such date should correspond to the date on which the value listed in line 14e was generated.
14d.	Most Recent Inspection Date	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - on which the underlying asset securing the loan (and described in line 14a) was most recently inspected. Underlying assets should be re-inspected according to the frequency outlined in the ECDFI's policies and procedures. In instances where multiple assets are used to secure the loan, only one inspection date may be listed. Such date should correspond to the date on which the majority of the assets listed in line 14a were inspected.
14e.	Most Recent Appraised Value	Most Recent Appraised Value.
14f.	Pledged Loan Date	Enter the numerical date - two digits for the month, two digits for the day, and four digits for the year (mm/dd/yyyy) - Date loan was pledged as part of a requisition or the date a loan was substituted for another loan that was pledged to the BG program.



## PLEGGED LOAN MONITORING REPORT DEFINITIONS

OMB Approval No.	Form Expiration Date
1559-0044	11/30/2021

Term	Definition
Advance Request Form	The QI submits this form to the FFB to make an advance of funds under, pursuant to, and in accordance with the applicable terms of the Bond.
Asset Class	Approved lending categories for Secondary Loan funds, as outlined in the Secondary Loan Requirements.
Bond Identifier	The FFB assigns a unique number to each Bond.
Book Value	As defined in the Secondary Loan Requirements, "book value" appraisals shall value collateral using the cost approach, net of depreciation, and shall be required for the following: inventory; accounts receivable; machinery, equipment, and movables less than or equal to an aggregate value of \$250,000; and fixtures.
Co-Borrower	The individual or entity that is a co-applicant to the Secondary Loan.
Current	Loans for which payments are not currently outstanding beyond the indicated number of days, as of the reporting period end. Loans are considered "current" if a payment was made within the ECDFI's provided loan payment cure period.
Designated Officer	An organizational representative who is listed on the Designated Officers List and is approved to sign programmatic reports that do not require a legally authorized signatory.
Eligible CDFI (ECDFI)	As defined in 12 C.F.R. 1808, a Certified CDFI that has applied through a QI for a Bond Loan, been deemed creditworthy based on the Bond Loan Requirements, has been approved and certified by the Secretary of the Treasury, and has received a Bond Loan.
For-Profit	Based on the IRS categorization for tax purposes.
Full Amortization	Amortization that includes both principal and interest payments throughout the life of the loan.
Independent Third Party Appraisal	As defined in the Secondary Loan Requirements, "independent third party appraisals" shall conform to the standards set forth in The Uniform Standards of Professional Appraisal Practice (USPAP) established by The Appraisal Foundation. Independent third party appraisals shall be required for the following: real estate; all fixtures, machinery and equipment and movables stock valued in excess of an aggregate value of \$250,000; and contracted revenue streams from non-federal creditworthy counterparties provided the Secondary Borrower pledges all assets, rights and interests necessary to generate such revenue stream.
Individual	Based on the IRS categorization for tax purposes.
Itemization of Collateral Form	As defined in the Bond Loan Agreement, this means an itemized schedule of Secondary Loans and Other Pledged Loans.
Non-Amortization	An amortization schedule that is structured with interest-only payments, and a single principal or balloon payment at maturity.
Not-for-Profit	Based on the IRS categorization for tax purposes.
Other	All other entity types that do not fit the descriptions of "Not-for-Profit Organization," "For-Profit Business," or "Tribal" are considered to fall under the category of "Other." This includes government or quasi-governmental entities.
Other Pledged Loan	As defined in the Bond Loan Agreement, this refers to other loans pledged as Bond Loan Collateral, owned by the ECDFI, the terms of which comply with the requirements for Secondary Loans such that they would be classified as Secondary Loans if they were made from Bond Loan proceeds.

Other Valuation Method	All other valuation methods that are provided for in the Secondary Loan Requirements and do not fit the description of "Independent Third Party Appraisal" or "Book Value" are considered to fall under the category of "Other Valuation Method." The use of such "Other Valuation Method" is subject to the CDFI Fund's review and approval.
Partial Amortization	An amortization schedule that is structured with some principal payments through the life of the loan, with a larger principal payment at maturity.
Past Due	Loans for which payments are currently outstanding beyond the indicated number of days, exclusive of charge-offs, as of the reporting period end.
Pledge Loan Date	The date which the loan was first pledged to the Trust Estate.
Qualified Issuer (QI)	An entity that has applied, and received approval as a QI under the requirements set forth in 12 C.F.R. 1808.200. The QI issues Bonds on behalf of ECDFIs. The FFB purchases these Bonds.
Refinance	As defined in the Bond Loan Agreement, this refers to the use of Bond Proceeds to refinance an ECDFI's or Secondary Borrower's existing loan, which loan must have been used for an Eligible Purpose. Refinancing may include origination or acquisition.
Restructured, Rescheduled, or Modified	Loans for which one or more terms has been modified to accommodate borrower hardship or difficulty, or to avoid default. This includes forbearance or forgiveness of principal amounts owed, and the origination of any new loans that replace the outstanding balance of an older or existing loan for such purposes.
Secondary Borrower	An entity that has made application to the ECDFI for a Secondary Loan, been deemed creditworthy by the ECDFI, meets the criteria set forth in the applicable Secondary Loan Requirements to receive a Secondary Loan, and has received a Secondary Loan.
Secondary Loan	The use of Bond Loan proceeds by an Eligible CDFI to finance or "Refinance" a loan to a Secondary Borrower for Eligible Purposes (as defined in 12 C.F.R. 1808), which meets the applicable Secondary Loan Requirements.
Secondary Loan Requirements	As defined in the Bond Loan Agreement, the minimum required criteria, such as is in effect at the time the loan is made or when it becomes an Other Pledged Loan or Secondary Loan established by the CDFI Fund and used by the Borrower (in addition to the Borrower's underwriting criteria) to evaluate a request by a Secondary Borrower applicant for a Secondary Loan.
Target Market	As defined in the CDFI Fund's Community Investment Impact System (CIIS) Glossary, for the CDFI program, an Investment Area(s), a Low-Income Targeted Population, or an Other Targeted Population.
Tribal	An entity may be a tribal or village government, whether or not it has been federally recognized.



**CDFI Bond Guarantee Program**  
 Phone: (202) 653-0421 Email: BGP@cdfi.treas.gov



**PLEGGED LOAN MONITORING REPORT**  
 (Follow form instructions)

OMB Approval No.  
1559-0044

Form Expiration Date  
11/30/2021

This Pledged Loan Monitoring Report is filed by an Eligible CDFI (ECDFI) that has received Bond Loan proceeds through the CDFI Bond Guarantee Program. The report must be filed no later than five (5) calendar days after the Bond Loan Deposit Date, and must be signed by two approved, designated officers of the reporting ECDFI and one approved, designated officer of the respective Qualified Issuer (QI).

1. Agency use only: Federal Agency and Program to Which Report is Submitted		2b. ECDFI ID	
United States Department of the Treasury, Community Development Financial Institutions (CDFI) Fund, Bond Guarantee Program			
3. FFB Bond Identifier	4. QI Name	5. Reporting Period	
		5a. Start	5b. End
6. ECDFI Name		7. ECDFI EIN	
8. ECDFI Address			
8a. Line 1		8b. Line 2	
8c. City		8d. State / Territory	8e. Zip Code

**9. ECDFI Signatures: By signing this report, we the undersigned approved, designated officers of the named ECDFI, attest that the Pledged Loan Monitoring Report for the specified reporting period has been prepared in conformance with the instructions issued by the CDFI Fund and is true and correct to the best of our knowledge and belief.**

9a. Designated Officer Name	9b. Officer Title
9c. Signature of the Designated Officer	9d. Date (Month/Day/Year)
	___/___/_____
9e. Designated Officer Name	9f. Officer Title
9g. Signature of the Designated Officer	9h. Date (Month/Day/Year)
	___/___/_____
9i. Date on Which ECDFI Submitted Report to QI	___/___/_____

**10. QI Signature: By signing this report, I the undersigned approved, designated officer of the named QI, attest that the Pledged Loan Monitoring Report for the indicated reporting period has been prepared in conformance with the instructions issued by the CDFI Fund and, to the best of my knowledge and belief, is complete, contains reasonable entries, and has been signed by two approved, designated officers of the named ECDFI.**

10a. Designated Officer Name	10b. Officer Title
10c. Signature of the Designated Officer	10d. Date (Month/Day/Year)
	___/___/_____
10e. Date on Which QI Submitted Report to Master Servicer/Trustee	___/___/_____

**Paperwork Burden Statement**

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Approval Number. Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Community Development Financial Institutions Fund, 1801 L St NW, 6th Floor, Washington, D.C. 20036.





9i	10a	10b	10c	10d	10e	11a	11b	11c	11d	11e	11f	11g	11h	11i	11j	12a	12b	12c	12d
NA	NA	NA	NA	NA	NA	Secondary Borrower Name	Secondary Borrower ID	Secondary Borrower Type	Secondary Borrower Address 1	Secondary Borrower Address 2	Secondary Borrower Address - City	Secondary Borrower Address - State/Territory	Secondary Borrower Address - Zip Code	Secondary Borrower Congressional District Number	Secondary Borrower Census Tract/FIPS Code	Collateral Type	Original Loan Principal Balance	Origination Date	Asset Class

12e	12f	12g	12h	12i	12j	12k	12l	12m	13a	13b	13c	13g	13h	13i	14a	14b	14c	14d	14e	14f
Outstanding Balance	Interest Rate	Maturity Date (mm/dd/yyyy)	Loan Debt Service Frequency	Amorization Type	First Payment Due Date (mm/dd/yyyy)	Last Payment Received Date (mm/dd/yyyy)	Loan Financing Structure Type	Was Borrower unable to access conventional capital?	ECDFI Internal Loan Risk Rating	Payment Status	Total Days Payment Past Due	Loan Restructured, Rescheduled or Modified?	Date of Restructure, Resched or Mod (mm/dd/yyyy)	Description of Loan Restructure, Resched or Mod	Underlying Asset Description	Appraisal or Valuation Method	Most Recent Appraisal or Valuation Date (mm/dd/yyyy)	Most Recent Inspection Date (mm/dd/yyyy)	Most Recent Appraised Value	Pledged Loan Date