

CDFI Program FY 2002 Survey

CDFI Program Awardees' FY 2002 Activity

Who Is Required to Complete This Survey: All CDFI Program awardees under the Core, TA, or SECA programs, whose Assistance Agreements require them to provide an Annual Report for their fiscal year 2002 performance measures. To avoid duplication, Intermediary and Bank Holding Company CDFIs should not complete the survey.

I. ORGANIZATIONAL INFORMATION

The data in this section has been prefilled from the data the Fund has on file for your CDFI. If any of it is incorrect, please go to the CDFI Fund website at www.cdfifund.gov and click on "My CDFI," the Fund's interactive system where CDFIs can update their own contact information at any time. The information will be updated in the Fund's system within minutes of your revisions. **Please note that you cannot update your Organizational Information without going to My CDFI.**

Name of organization	
Taxpayer Identification Number	
Street address	
City	
State	
Zip	
Website address	
Phone number	
Fax number	
Type of Financial Institution	

1 Name of primary person completing survey

2 Phone number (including Extension)

3 E-mail (use lower case, unless upper case required)

4 Is your organization a "faith-based" organization?

A faith-based organization is one whose founding (through capitalization or otherwise), governance, or membership is derived from a religious institution.

5 Did you finance or provide financial services to any religious institutions or faith-based organizations in FY 2002?

6 Date of your CDFI's 2002 Fiscal Year End (month/day)

II. FINANCIAL POSITION

7 Net Assets, Equity, or Net Worth at Fiscal Year End 2002

8 Total Liabilities at Fiscal Year End 2002

III. ACTIVITY & PERFORMANCE

A. FINANCING OUTSTANDING

Financing outstanding includes any debt or equity investments outstanding at Fiscal Year End 2002. The dollar (\$) entries below should match what appears on the Fiscal Year End 2002 balance sheet.

9 Total Loans Outstanding (\$)

10 Total Loans Outstanding (#)

Total Loans Outstanding: The loans for which principal was outstanding as of the last day of the fiscal year. These loans may have originated during the fiscal year or in a previous year. This number should include any loans that have been restructured, but not those that have been written off. Enter the gross outstanding amount, NOT net amount after loan loss reserve.

11 Total Debt with Equity Features Outstanding (\$)

12 Total Debt with Equity Features Outstanding (#)

Debt with Equity Features will appear on the balance sheet as part of the loans outstanding but they are slightly different from traditional loans. Debt with Equity Features include convertible debt, as well as debt with warrants, participation agreements, royalties or any other feature that links the investment's rate of return to the performance of the company that received the investment.

13 Total Equity Investments Outstanding (\$)

14 Total Equity Investments Outstanding (#)

Equity Investments should be valued at cost.

- 15 Total Outstanding Financing (\$)
- 16 Total Outstanding Financing (#)

Total Outstanding Financing = Total Loans Outstanding + Total Debt with Equity Features Outstanding + Total Equity Investments Outstanding

B. FISCAL YEAR 2002 FINANCING CLOSED

In this section you will provide numbers for debt and equity investments made DURING your CDFI's fiscal year 2002. Do not include loans your CDFI packaged or serviced but did not originate.

- 17 Total Loans Closed (\$)
- 18 Total Loans Closed (#)

Loans Closed: A loan is considered closed when a legally binding note has been signed by the borrower in favor of the lender. If such a note has been signed but the loan in question has not actually been disbursed to the borrower, that loan is still considered closed.

- 19 Total Debt with Equity Features Closed (\$)
- 20 Total Debt with Equity Features Closed (#)

- 21 Total Equity Investments Closed (\$)
- 22 Total Equity Investments Closed (#)

An equity investment is considered closed when a legally binding investment document has been signed by the investee in favor of the investor.

- 23 Total Financing Closed (\$)
- 24 Total Financing Closed (#)

Total Financing Closed = Total Loans Closed + Total Debt with Equity Closed + Total Equity Investments Closed

- 25 Total Project Costs for Total Financing Closed in FY 2002:

For the Total Financing Closed reported above, what was the sum of all project costs? Total Project Cost is defined as your financing (Total Financing Closed) plus any other debt or equity contributed to the projects by other sources.

C. TARGET MARKET FINANCING CLOSED IN FISCAL YEAR 2002

Total Financing Closed in Target Market is some portion of your Total Financing Closed. Your Target Market(s) may be comprised of an Investment Area(s), Low-Income Target Population and/or an Other Targeted Population. Every Certified CDFI is required to designate at least one Target Market that meets certain distress criteria. See your Certification letter for a description of your Target Market(s).

- 26 Total Financing Closed in Target Market (\$)
- 27 Total Financing Closed in Target Market (#)

IV. TRAINING & TECHNICAL ASSISTANCE (T&TA)

Training refers to a group forum such as a workshop, while technical assistance is customized to an individual or specific organization. Please record any T&TA offered by affiliates as well as that offered by your institution. An affiliate is defined as any company or entity that your organization controls, is controlled by, or is under common control with your CDFI.

Types of Training and Technical Assistance provided during the year (check all that apply):

- 28 Consumer Credit Counseling or Financial Literacy
- 29 Business Plan Development
- 30 Other Business Counseling/Training
- 31 Homeownership Counseling/Training
- 32 Other (Any training or TA not captured above)

	<u>Training and Technical Assistance</u>	# Clients Trained by Your Organization	# Clients Trained by Affiliates
33	Individuals receiving group-based training	<input type="text"/>	<input type="text"/>
34	Individuals receiving one-on-one technical assistance	<input type="text"/>	<input type="text"/>
35	Organizations receiving technical assistance	<input type="text"/>	<input type="text"/>

V. OUTPUTS

A. MICROENTERPRISE and BUSINESS

For this section we are trying to identify specific economic development outputs (jobs and housing units) supported by your CDFI's Fiscal Year 2002 financing activities. Microenterprise and business are defined below. Count each microenterprise and business only once. For example, if a business received two loans during the year, it is counted as one business financed.

Microenterprise: A microenterprise, for the purpose of this report, is a for-profit or non-profit businesses that, at the time your CDFI made its investment, had five or fewer employees (including the proprietor), and received a loan/investment amount of no more than \$25,000. The financing could have been for the purpose of start up, expansion, working capital, equipment purchase/rental or commercial real estate development or improvement. To the extent possible, please do not count as microenterprises, entities that received financing for housing and community facilities/services (including child care, home, health care and elder care, home-based or otherwise).

Business: A business is a for-profit or non-profit business that, at the time your CDFI made its investment, had more than 5 employees or received a loan/investment amount greater than \$25,000. The financing could have been for the purpose of start up, expansion, working capital, equipment purchase/rental or commercial real estate development or improvement. To the extent possible, please do not count as businesses, entities that received financing for housing and community facilities/services (including child care, home, health care and elder care, home-based or otherwise).

NUMBER OF MICROENTERPRISES AND BUSINESSES FINANCED DURING FISCAL YEAR 2002

36	Total # of microenterprises financed	<input type="text"/>
37	Total # of businesses financed	<input type="text"/>
38	Total # of microenterprises and businesses financed (= 36 + 37)	<input type="text"/>

NUMBER OF MICROENTERPRISES AND BUSINESSES BY OWNERSHIP OR CONTROL:

39	# of microenterprises and businesses financed that are minority-owned or -controlled	<input type="text"/>
Minority-owned or -controlled: A business that is more than 50% owned or controlled by one or more minorities. If the Business is a for-profit, refer to the owners. If a Business is a non-profit, then if more than 50% of the board of directors are minorities OR if the most senior manager (Executive Director, Chief Executive Officer) is a minority, then the non-profit is minority owned or controlled.		
40	# of microenterprises and businesses financed that are women-owned or -controlled	<input type="text"/>
Women-owned or controlled: A business that is more than 50% owned or controlled by one or more women. If the business is a for-profit, refer to the owners. If a business is a non-profit, then if more than 50% of the Board of Directors are women OR if the most senior manager (e.g., Executive Director, Chief Executive Officer) is a woman, then the non-profit is women-owned or -controlled.		
41	# of microenterprises or businesses financed that are owned or controlled by persons at or below 80% of the area median income	<input type="text"/>
Use the definition for Minority-Owned or Controlled, adapted for persons at or below 80% of the area median income. Calculate the number of microenterprises or businesses financed that are owned or controlled by persons at or below 80% of the area median income (AMI) at the time of financing.		

JOBS CREATED AND MAINTAINED

One full-time equivalent (FTE) is at least a 35-hour work week. In calculating the number of full-time equivalents, part-time employees should be aggregated to full-time equivalents. For example, two part-time employees that each work 17.5 hours/week should be aggregated to count as one full-time equivalent.

42	FTEs in all portfolio microenterprises and businesses at the end of your FY 2001	<input type="text"/>
43	FTEs in all portfolio microenterprises and businesses at the end of your FY 2002	<input type="text"/>

B. HOUSING

HOMES OR HOUSING UNITS ASSISTED DURING FISCAL YEAR 2002

For these questions you will only count housing units resulting from your CDFI's financing products. Therefore you will include all units constructed, projected to be constructed, or renovated by entities financed by your CDFI. If your CDFI also develops or renovates housing units you should not include those units in the answers below.

44	New Homes or Housing Units <u>Created</u> (includes new units constructed--or projected to be constructed--or complete rehabilitation of existing housing units that were previously unoccupied).	<input type="text"/>	<input type="text"/>
45	Homes or Housing Units <u>Renovated or Preserved</u> (preserved includes mark-to-market and similarly preserved units). Include completed and projected renovations or preservations.	<input type="text"/>	<input type="text"/>
46	Total # of Homes or Housing Units Assisted with your CDFI's financing products (= 44 + 45)	<input type="text"/>	<input type="text"/>
47	# of Affordable Homes or Housing Units Assisted. Affordable means rent or homeowner costs are no more than 30% of 80% area median income.	<input type="text"/>	<input type="text"/>

	For-Sale	For-Rent
	<input type="text"/>	<input type="text"/>

MORTGAGES CLOSED DURING FISCAL YEAR 2002

A mortgage is any loan used to purchase a single-family home, including condominiums, cooperatives and manufactured housing.

- 48 Total # of mortgage loans closed
- 49 Total # of mortgage loans closed to first-time homebuyers
- 50 Total # of mortgage loans closed to minorities

C. COMMUNITY FACILITY / SERVICE ORGANIZATIONS

- 51 Total # of community facilities or service organizations financed

IV. DEPOSITORY ACCOUNTS (This question applies to regulated depository institutions only)

- 52 Total number of new accounts opened during FY2002

VII. SURVEY FEEDBACK

- 53 How many hours did it take you to complete this survey?

Comments on this survey:

54