

CDE Institution Level Report (2005)

I.	ORGANIZATIONAL INFORMATION
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A.	BASIC INFORMATION
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	Date of Organization's Fiscal Year End	
	Organization Type	
	Organizational Structure	
	Year of Organization's Incorporation	
	Year Organization Began Financing Activities	
	Street Address	
	City	
	State	
	Zip	
	Website Address (if available)	
1	Name of Person Responsible for Completing the ILR	
2	Telephone Number of Person Responsible (including Extension if applicable)	
3	E-mail Address of Person Responsible	

B.	ORGANIZATIONAL STRUCTURE / AFFILIATION
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4	Is the Organization a "Faith-Based" Organization?	
5	Did any QLICs Made During the Reporting Period Finance or Provide Services to any Religious Institution(s) or Faith-Based Organization(s)?	
6	Has or Does the Organization Intend to Use Any Other Tax Credit Programs in Conjunction With Its NMTC Program Strategy?	
	* Historic Tax Credit	
	* Empowerment Zone, Enterprise Community or Renewal Community Tax Credits	
	* Other Federal Tax Credit Program	
	-- Name of Other Federal Tax Credit Program (if yes above)	
	* State Tax Credit Program	
	-- Name of Other State Tax Credit Program (if yes above)	
	* Local Tax Credit Program	

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I. ORGANIZATIONAL INFORMATION

C. GEOGRAPHIES FINANCED DURING THE REPORTING PERIOD

7 Which of the Following Geographic Areas were Financed by the Allocatee's QEI Proceeds During the Reporting Period?

* Appalachia	
* Colonias	
* Hot Zones	
* Lower Mississippi Delta	
* Native American Areas	
* Rural Areas	
* Major Urban Area	
* Minor Urban Area	

D. HUMAN RESOURCES DEDICATED TO THE ALLOCATEE'S NMTC PROGRAM

	Total Staff and Consultant Activity Breakout	Staff and Consultants
8	FTEs Dedicated to Lending/Investing	
9	FTEs Dedicated to FCOS	
10	FTEs Dedicated to Administration and Other Activities	
11	Total FTEs	
12	Consultant/Contractor FTEs	

II. FINANCIAL POSITION

A. LENDING/INVESTING POOL

13 [QEI Distribution Table](#)

Please Check Here to Confirm That the Table Below is Complete

14 [Non-QEI Investment Capital Table](#)

15 [Investment Capital Summary Table](#)

16 Off-Balance Sheet Resources Committed to the Organization for NMTC-Related Lending/Investing. \$

B. ADDITIONAL FUNDS LEVERAGED BY THE ORGANIZATION

17 Additional Funds the Organization Was Able to Attract Because of Its QEIs. \$

C. QLICI COMMITMENTS

18 Total Financing Committed for QLICIs (Except FCOS) at Reporting Period End \$

D. REPORTING PERIOD SUMMARY FINANCIAL INFORMATION

Please Check Here to Confirm That the Table Below is Complete

19 [Non-QEI Contributions for Operating Expenses Table](#)

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III. LOAN PURCHASES

Please Check Here to Confirm That the Table Below is Complete

20 [Loan Purchase Table](#)

Sector Breakout for All Loans Purchased During the Reporting Period

Total Amount and Number from the Loan Purchase Table \$

	\$ Paid	# Loans
Sector Breakout for all Loans Purchased		
Real Estate Business		
Non-Real Estate Business		
Other/Unknown Loans		
Totals		

22 Did the Organization Require Each of the CDEs from which it Purchased Loans to Reinvest at least the Designated Percent of the Proceeds (the Percentage Indicated in the Allocation Agreement) of Such Loan Sales in the Form of QLICs?

IV. FINANCIAL COUNSELING AND OTHER SERVICES (FCOS)

Please Check Here to Confirm That the Table Below is Complete

23 [QEI Used for FCOS Table](#)

	Number of Clients	Hours Provided
FCOS Provided Using QEI Funds		
Entrepreneurs and Businesses Receiving Group-Based Training		
Entrepreneurs and Businesses Receiving One-on-One Technical Assistance		

26 Amount of Non-QEIs Used for FCOS, If Any \$

	Number of Clients	Hours Provided
FCOS Provided Using QEI Funds		
Entrepreneurs and Businesses Receiving Group-Based Training		
Entrepreneurs and Businesses Receiving One-on-One Technical Assistance		

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V. DATA COLLECTION SYSTEMS

29	Loan Portfolio Software	
	Other	
30	Borrower Characteristics Software	
	Other	
31	Community Development Impact Software	
	Other	

VI. CREDIT REPORTING AGENCIES USED

32	Credit Scores	
33	Reporting Agency	
	* Equifax	
	* Experian	
	* TransUnion	

VII. ILR FEEDBACK

34	Success Story	
35	How Many Hours Did it Take to Complete the ILR?	
36	Comments	

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VIII. IRS COMPLIANCE QUESTIONS

- 1 For each Qualified Equity Investment received during the fiscal year have you notified the investor that their investment qualifies for the New Markets Tax Credit?
- 2 At any time during the fiscal year did the total dollar amount of QEIs received exceed the amount of the NMTC allocation awarded by the CDFI Fund?
- a. If yes, what was the amount of QEIs received that exceeded the amount authorized in the Allocation Agreement? \$
- 3 During the fiscal year did a recapture event, as described in 26 CFR #1.45D-1T(e)(2) occur?
- Please Check Here to Confirm That the Table Below is Complete
- a. [If yes, complete the following chart for each QEI subject to recapture.](#)
- 4 For QLICIs made during the fiscal year, was each QLICI made within 12 months of originally receiving the QEI?
- a. If no, what was the aggregate dollar amount of QLICIs not made within the required timeframe? \$
- 5 Did you receive any principal repayments on a QLICI (equity or debt), for which these amounts were not reinvested within the timeframe required by IRS regulations?
- a. If yes, what was the aggregate dollar amount of QLICI repayments not reinvested within the required timeframe? \$
- 6 For any QLICIs that you made during the fiscal year to Qualified Active Low-Income Community Businesses, did the businesses qualify as QALICBs (per 26 CFR #1.45D-1T(d)(4)) at the time of the initial investment?
- a. If NO, please describe below.
-
- 7 If you invested in or lent to other CDEs, did you ensure that these entities:
- a. Were in fact certified as CDEs by the CDFI Fund?
- b. Invested the funds received into eligible QALICBs?
- 8 If you purchased loans from other CDEs, did those loans meet the loan purchasing criteria (per 26 CFR #1.45D-1T(d)(1)(ii))?
- 9 Did you establish reserves in accordance with 26 CFR #1.45D-1T(d)(3)?
- a. If yes, what was the aggregate amount of reserves established? \$
- 10 Did you use the direct tracing or safe harbor method for determining substantially all?
- Please Check Here to Confirm That the Table Below is Complete
- [IRS Question 10 Table](#)
- 11 Please use the narrative box below to provide any further information regarding your responses to Question 1-10 of this IRS compliance survey:
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CERTIFICATION STATEMENT - CIIS DATA SUBMISSION

Prior to the Fund accepting the data submitted by an organization, the user must certify, on behalf of the organization, to the following:

CIIS DATA SUBMISSION

- 1 The person(s) entering the data and making these certifications has been authorized, by the organization for which the data is input, to enter the data and make the certifications.
- 2 The institution and transaction level reports to be submitted to the CDFI Fund through CIIS is true, accurate, and complete, and accurately represents the activities and/or performance of the organization for which data is input.

ASSURANCES

- 3 If the organization received a 2003 or 2004 Native American Technical Assistance (NATA) or Native American CDFI Development (NACD) award, then 50 percent or more of the Awardee's or the Awardee's Partner's activities primarily serve Native American, Alaska Native and/or Native Hawaiian communities.
- 4 If the organization has received an award from the CDFI Fund, none of the proceeds of said award has been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.
- 5 As applicable, the organization maintains its existence as an Insured Credit Union, an Insured Depository Institution, or a Depository Institution Holding Company, as defined by the Appropriate Federal Banking Agency.
- 6 If the organization has transferred any portion of its NMTC allocation authority to a subsidiary Allocatee and said subsidiary Allocatee has issued a Qualified Equity Investment (QEI), the Allocatee hereby certifies that said subsidiary Allocatee has obtained an unqualified opinion on its most recently completed audited financial statement. The certification applies to the year in which the subsidiary Allocatee issued the QEI and each year thereafter until termination of the allocation agreement.

CDFI/CDE CERTIFICATION

- 7 If the organization is a certified CDFI, the organization continues to meet the eligibility requirements for certification as a CDFI.
- 8 If the organization is a certified CDE, the organization continues to meet the eligibility requirements for certification as a CDE. The term "Organization" shall include the Allocatee and all of its subsidiary Allocatees, if applicable.

If the organization is unable to comply with all applicable assurances and certifications, the organization must advise the Fund as such in writing in reasonable detail. Such correspondence should be addressed to the Fund's Grants Manager at grantsmanagement@cdfi.treas.gov.

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13 QEI Distribution Table

Award Control Number	QEI Identifier	Date QEI Issued	Amount of QEI at Original Issue	QLICI USAGE(\$\$)				Other Eligible Usages			Original Term of QEI (months)
				QALICB Loans and Investments	Loans and Investments in Other CDEs	Loan Purchases from Other CDEs	FCOS	Operations	Reserves for Additional Investments in Existing QLICIs	Reserves for Loan Losses	
TOTALS											

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14 Non-QEI Investment Capital Table

Source of Capital	Type of Capital	Amount	Interest Rate	Remaining Term (in months)
Grand Total				
Debt Subtotal				

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15 Investment Capital Summary Table

Type of Capital	Amount	Percentage of Total Capital	Weighted Average Interest Rate of Debt	Weighted Average Term (months) for Debt
Grand Total				
Debt Subtotal				

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19 Non-QEI Contributions for Operating Expenses Table

Type of Contributor	Amount
TOTAL	

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20 Loan Purchase Table

Purchase #	Purchase Date	Seller Organization	Total \$ Paid	Total # Loans	Presale Book Value
TOTALS					

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20 Loan Purchases (Source of Funds) Table

Purchase #	Purchase Date	Seller Organization	Total # Loans	Presale Book Value
		Source of Funds	Loan Purchases from Other CDEs	Actual \$ Paid
TOTAL				

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23 QEIs used for FCOS Table

QEI	Amount Set Aside for FCOS	Amount Used for FCOS During Reporting Period

34 Success Story

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IRS 3 Recapture Event Table

QEI	Date Recapture was Triggered	Reason for Recapture	Amount Subject to Recapture	Did you Inform the Appropriate Investors of the Recapture Event?

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IRS 10 Substantially All Methodology Table

Name of the CDE	Substantially All Methodology Used

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Notes

Question No.	User	Date	Note
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