



U.S. Department of Treasury
Community Development Financial Institutions Fund

CDFI
TLR Data Point Guidance
14.0

GUIDANCE ON DATA POINTS IN THE TRANSACTION LEVEL REPORT

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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 to match the excel data template.

	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 highly recommended.

Example 1:

This section will let you know when a field is mandatory or conditionally required as well as provide a clear explanation of 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

(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

Indicates an important note from the Help Desk with additional guidance on the data point. Hoover your mouse over the question mark to view the information.

**Note – To print the Data Point Guidance and its notes, click "Print", then under the Comments & Forms section choose "Document and Markups" and click "Summarize Comments".*

Comments & Forms

Document and Markups ▼

Summarize Comments

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

(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:

CIIS Help Desk

888-341-6570

ciishelp@i360technologies.com

Any questions regarding compliance or compliance related questions, please contact the CDFI Fund directly.

Changes for the CIIS 14.0 release

During the release of CIIS 14.0, the CDFI Fund has made minor updates and additions to the guidance documents as well as the TLR. This updates will help with the collection and accuracy of data.

Removed

- Project CIMS Code
- Investee CIMS Code

Added

- New Originator Transaction ID of Refinanced Loan
 - o To be used when a loan is marked as Refinanced and a new loan is created.

Updates

- Client ID
 - o Mandatory field
- Amount Charged Off
 - o If a Loan Status = CHARGEDOFF then the Amount Charged Off must be a non-zero, positive amount.
 - o If Days Delinquent is greater than or equal to 90 then Amount Charged Off must be a positive value.
- Total Project Cost
 - o If Purpose = CONSUMER, HOMEPURCH, or HOMEIMP then Total Project Cost is not required.
- Gender
 - o If Other Targeted Population and/or OTP End User = YES then Gender is required.
- Race
 - o If Other Targeted Population and/or OTP End User = YES then Race is required.
- Hispanic Origin
 - o If Other Targeted Population and/or OTP End User = YES then Hispanic Origin is required.
- Female-Headed Household
 - o If Other Targeted Population and/or OTP End User = YES then Female-Headed Household is required.

CDFI Transaction Level Report - Data Point Guidance

When filling out your TLR

Include all loans and investments that were outstanding at any time during the reporting period. Exclude loan purchases from the TLR and report them as an aggregate amount in Portfolio Outstanding Table (Q.62) and Loan Purchases Table (Q.68) of the ILR instead. Exclude any New Markets Tax Credit (NMTC) activity that was funded by Qualified Equity Investments (QEIs). All data must be reported as of the reporting period end date unless otherwise noted.

Submitter Transmission ID

(Column A)

- Your Organization can use the Submitter Transmission ID to help identify multiple data files uploaded into CIIS.

Validations:



- Available for the Excel upload and XML upload **only**

Response must be in the following format: mm/dd/yyyy

Project Number

(Column B)

- Your Organization can assign a unique identifier to a project reported in the TLR.

Validations:



- Project number and loans/investments associated with the project **must** remain the same throughout the life of the project.

Response must be numeric - up to 8 digits

Originator Transaction ID

(Column C)

- Your Organization should assign a unique identifier to each loan/investment, and this unique identifier must remain the same throughout the life of the loan/investment. The identifier can be a combination of both letters and numbers and should start with a letter. Do not use names, social security numbers or any other personal identifying information in creating Originator Transaction ID.

Validations:



- o **Mandatory Field**
- o Each Originator Transaction ID must be **unique** to each loan or investment. Duplicate Originator Transaction ID's will cause errors in the file.
- o CDFI's **MUST** use the same Originator Transaction ID for the same loan or investment for each reporting period.
- o Originator Transaction ID's cannot contain any special characters such as, but not limited to, commas and exclamation points.

Response must be text - up to 20 characters

Client ID

(Column D)

- Your Organization can create and report a unique identifier to help distinguish which clients (investees or borrowers) are associated with which loans or investments. A client id can associate with one or more loans/investments. This unique identifier must remain the same throughout the life of the loan/investment. The identifier can be a combination of both letters and numbers and should start with a letter.

Validations:



- o Do not use names, social security numbers or any other personal identifying information

Response must be text up to 20 characters

Investee Type

(Column E)

- Choose one of the pre-defined values below and report whether the transaction is a loan/ investment in an individual, a business or another CDFI. "Investee Type" must remain the same throughout the life of the loan/investment.

Validations:

- **Mandatory field**
- Loans/investments in nonprofit entities, other than CDFI's, should be reported as BUS
- If [Purpose](#) = CONSUMER, HOMEPURCH or HOMEIMP then [Investee Type](#) **must** = IND

Please insert a value below:

IND	Individual
BUS	Business
CDFI	CDFI

Date Originated

(Notes-Investments tab: Column F)

- Report the date that a legally binding note was signed by the borrower/investee in favor of the lender/investor. "Date Originated" must remain the same throughout the life of the loan/investment.

Validations:

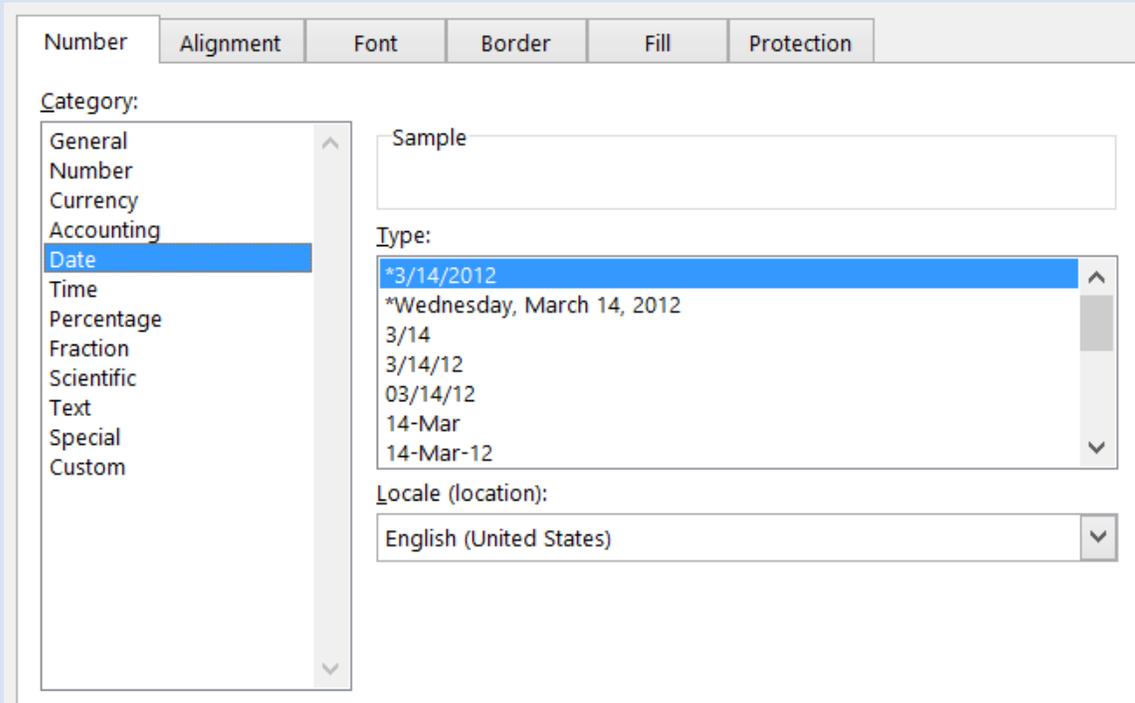
- **Mandatory Field**
- Date Originated must be prior to the current date.
- See the [Date Formatting](#) section for more information

Response must be mm/dd/yyyy

Date Cell 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 G)

- Report the amount of the loan/investment. The amount must remain the same throughout the life of the loan or investment and should be a non-zero positive whole number.

Validations:

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

Response must be in numeric format

Purpose

(Column H)

- 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 share of the transaction. "Purpose" must remain the same throughout the life of the loan/investment.

Validations:

- o **Mandatory Field**
- o **Credit Unions and Banks** will need to report **Consumer loans** in the ILR *instead* of the TLR. They should be entered in the ILR, the Originated Table (Q.59) for consumer loans originated during the reporting period and the Portfolio Outstanding Table (Q.62) for consumer loans outstanding at the reporting period end. Credit Unions and Banks continue to report loans other than consumer loans in the TLR.
- o If [Investee Type](#) = CDFI then [Purpose](#) **must** = OTHER

Please insert a value below:

CONSUMER	Consumer – Loan is a personal (secured or unsecured) loan to one or more individuals for health, education, emergency, credit repair, debt consolidation, or other consumer purposes. Personal loans for business purposes should be identified as Business loans and personal loans for home improvement or repair should be identified as Housing loans.
BUSINESS	Non-Real Estate Business - Financing to for-profit and nonprofit businesses with more than five employees or in an amount greater than \$50,000 for 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.
HOMEPURCH	Home Purchase – Loan is for the purchase of a primary residence.
HOMEIMP	Home Improvement – Loan is for the renovation or other improvement of an owner-occupied home.
RECOCOM	Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial: Financial Note is for 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 multi-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. Loans/investments to other CDFIs should be reported as “Other”.

Transaction Type

(Column I)

- Choose one of the pre-defined values below and report the type of transaction for the financial note. “Transaction Type” must remain the same throughout the life of the loan/investment.

Validations:

- o **Mandatory field**

Please insert a value below:

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

Interest Rate

(Column J)

- 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:

- o **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- o Enter the percentage as a whole number (i.e. if the Interest Rate at Origination is 2.0%, enter 2.0)
- o [Interest Rate](#) **must** be greater than zero if [Transaction Type](#) = LOC or DEBTEQTY
- o [Interest Rate](#) **must** be greater than zero if [Transaction Type](#) = TERM
- o [Interest Rate](#) **must remain the same through the life of the loan** if [Interest Type](#) = FIXED

Response must be in numeric format up to 3 decimal places

Interest Type

(Column K)

- Choose one of the pre-defined values below and report the type of interest. "Interest Type" must remain the same throughout the life of the loan.

Validations:

- **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

FIXED	Fixed
ADJ	Adjustable

Points

(Column L)

- Report the points charged to the borrower at origination. "Points" must remain the same throughout the life of the loan.

Validations:

- **Conditionally Required** if [Transaction Type](#) = TERM or DEBTEQTY and [Date Originated](#) > 12/31/2005
- Report the points of the original loan amount as a number rather than with the percentage sign (i.e. if the point at origination is 2.0%, enter 2.0).
- Include points for the particular financial note reported
- "Points" should be between 0 and 100.



Response must be in numeric format up to 3 decimal places

Origination Fees

(Column M)

- Report the total loan origination fees, including processing, credit report, and other fees. "Origination Fees" must remain the same throughout the life of the loan and should be a positive whole number.

Validations:

- **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- **Exclude** points
- [Origination Fees](#) must be less than [Original Loan/Investment Amount](#)

Response must be in numeric format

Amortization Type

(Column N)

- Choose one of the pre-defined values below and report how the financial note is amortized. "Amortization Type" must remain the same throughout the life of the loan.

Validations:

- **Conditionally Required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005**

Please insert a value below:

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

Equity-Like Features

(Column O)

- Choose one of the pre-defined values below and report the type of equity-like feature. "Equity-like Features" must remain the same throughout the life of the loan.

Validations:

- **Conditionally Required if [Transaction Type](#) = DEBTEQTY and [Date Originated](#) > 12/31/2005**
- If a loan has more than one equity-like feature, choose the one appearing first in the loan agreement

Please insert a value below:

CONVDEBT	Convertible Debt – Loan agreement specifies and 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.

Term

(Column P)

- Report the full term, not the remaining term of the financial note. "Term" must remain the same throughout the life of the loan, and should be non-zero positive whole number and more likely between 1 and 360.

Validations:

- Conditionally Required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- [Term](#) **must** be greater than zero if [Transaction Type](#) = TERM
- Response must be in **months**

Response must be in numeric format

Date First Payment Due

(Column Q)

- If applicable, report the date the first loan payment is due.

Validations:

- Include interest only payments
- See the [Date Formatting](#) section for more information

Response must in the format of mm/dd/yyyy

Guarantee

(Column R)

- If any portion of the loan is guaranteed, choose one of the pre-defined values below and report the source. "Guarantee" must remain the same throughout the life of the loan.

Validations:

- **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- **Exclude** performance guarantees

Please insert a value below:

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 S)

- Choose one of the pre-defined values below and report the CDFI's lien position. "Lien Position" must remain the same throughout the life of the loan.

Validations:



- **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

FIRST	First
SECOND	Second
UNSECURED	Unsecured Debt
OTHER	Other

Collateral Type

(Column T)

- Choose one of the pre-defined values below and report the type of collateral pledged for the loan. "Collateral Type" must remain the same throughout the life of the loan.

Validations:



- **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005

Please insert a value below:

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 U)

- Estimate and report the fair value of the collateral at the time of origination. The amount must remain the same throughout the life of the loan, and should be a positive whole number.

Validations:

- **Conditionally Required** if [Transaction Type](#) = TERM, LOC, or DEBTEQTY and [Date Originated](#) > 12/31/2005
- [Collateral Value at Origination](#) **must** be greater than zero if [Collateral Type](#) = RE, REOTHER, VEH, EQUIP, INVENTORY, REC, HOMEEQTY, or OTHER

Response must be in numeric format

Equity Injection Amount

(Column V)

- Report the equity injection amount provided by the investee/borrower. The amount must remain the same throughout the life of the loan, and should be a positive whole number.
-

Validations:



- Include both cash and non-cash injections
- Not applicable if [Purpose](#) = CONSUMER or HOMEIMP

Response must be in numeric format

Forgivable Loan

(Column W)



- Report whether the loan agreement stipulates that some or all of the outstanding balance of the loan may be converted to a grant upon meeting specified conditions. "Forgivable Loan" must remain the same throughout the life of the loan.

YES	Yes
NO	No

Addresses

IMPORTANT NOTICE ABOUT ADDRESS INFORMATION

Effective September 1, 2016, all CDFI's are **REQUIRED** to provide the following information for **all new** transactions entered:

Investee X,Y Coordinates

As well as a

Project X,Y Coordinates

HFFI Transactions must report BOTH the Project Address and the Project X, Y Coordinate

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

Reporting Multiple Addresses

When a transaction has more than one project location, multiple addresses will need to be included in the report. This is done by adding rows **directly below** the main transaction for each additional address. In the blank rows, the only fields that should have information are the Originator Transaction ID field and the Project Address fields. The Originator Transaction ID should match the main transaction.

Originator Transaction ID	Investee Type	Date Originated	Project Street Address Line 1	Project Street Address Line 2	Project City	Project State	Project Zip Code 5	Entity Structure	Minority Owned or Controlled	Women Owned or Controlled	Low Income Owned or Controlled	Jobs Loan
ABC123	BUS	12/31/2015	456 Main Street		Washington	DC	20002	531110	08/02/1988	FORPROFIT	NO	NO
ABC123			987 First Street		Alexandria	VA	22314					
ABC123			654 Upper Lane		Chesapeake Beach	MD	20732					
ABC123			321 Lower Street		Bowie	MD	20716					

Only the Originator Transaction ID is repeated on the lines with the additional addresses. All other fields remain empty.

Investee Street Address Line 1

Compliance Check

(Column X)

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be text

Investee Street Address Line 2

(Column Y)

Response must be text

Investee City

Compliance Check

(Column Z)

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be text

Investee State

Compliance Check

(Column AA)

- Report the two letter state abbreviation.

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be text

Investee Zip Code

Compliance Check

(Column AB)

- Report the five digit zip code.

Validations:

- o **Conditionally Required** if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES

Response must be numeric

Investee Zip Code +4

(Column AC)

- Report the four digit zip code extension

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 http://www.cdfifund.gov/what_we_do/mapping.asp.

The results of the geocode system display as:

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

When entered into CIIS, FIPS Codes should appear as:

11001010700

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

Investee FIPS Code

Compliance Check

(Column AD)

- Report the investee's 11-digit FIPS Code. The FIPS Code data points are now *optional* and **cannot** be used as a substitute for a transactions physical address or X,Y coordinate.

Validations:

- o As of August 1, 2014, FIPS Codes can no longer be used in place of an address

Response must be numeric

Investee X-Coordinate

Compliance Check

(Column AE)

- Report the investee's X-Coordinate.

Validations:

- **Conditionally Required if [Date Originated](#) is greater than 12/31/15**

Response must be numeric

Investee Y-Coordinate

Compliance Check

(Column AF)

- Report the investee's Y-Coordinate.

Validations:

- **Conditionally Required if [Date Originated](#) is greater than 12/31/15**

Response must be numeric

Project Street Address Line 1

Compliance Check

(Column AG)

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be text

Project Street Address Line 2

(Column AH)

Response must be text

Project City

Compliance Check

(Column AI)

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be text

Project State

Compliance Check

(Column AJ)

- Report the two letter state abbreviation.

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be text

Project Zip Code

Compliance Check

(Column AK)

- Report the five digit zip code.

Validations:

- **Conditionally Required if [Healthy Food Financing Initiative Financial Assistance \(HFFI-FA\) Awardee](#) = YES**

Response must be numeric

Project Zip Code +4

(Column AL)

- Report the four digit zip code extension

Response must be numeric

Project FIPS Code

Compliance Check

(Column AM)

- Report the project's 11-digit FIPS Code. The FIPS Code data points are now *optional* and **cannot** be used as a substitute for a transactions physical address or X,Y coordinate.

Validations:

- o As of August 1, 2014, FIPS Codes can no longer be used in place of an address

Response must be numeric

Project X-Coordinate

Compliance Check

(Column AN)

- Report the project's X-Coordinate.

Validations:

- o **Conditionally Required** if [Date Originated](#) is greater than 12/31/15

Response must be numeric

Project Y-Coordinate

Compliance Check

(Column AO)

- Report the project's Y-Coordinate.

Validations:

- o **Conditionally Required** if [Date Originated](#) is greater than 12/31/15

Response must be numeric

NAICS

(Column AP)

- Report the 6-digit North American Industry Classification (NAICS) Code that reflects investee/borrower's nature of business/activity. The NAICS code must remain the same throughout the life of the loan/investment.

Validations:

- o **Conditionally required** if [Date Originated](#) is after 12/31/2010
- o [NAICS](#) **must** be greater than zero if [Investee Type](#) = BUS

Response must be numeric

Date Business Established

(Column AQ)

- If applicable, report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred. The date must remain the same throughout the life of the loan/investment.

Validations:

- See the [Date Formatting](#) section for more information
- [Date Business Established](#) must be prior to [Date Originated](#)
- Not applicable if [Investee Type](#) = IND

Response must in the format of mm/dd/yyyy

Entity Structure

(Column AR)

- Choose one of the pre-defined values below and report the investee's/borrower's business or government structure. "Entity structure" must remain the same throughout the life of the loan/investment.

Validations:

- Not applicable if [Investee Type](#) = IND

Please insert a value below:

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 AS)

- Report whether the investee/borrower is more than 50% owned or controlled by one or more minorities. “Minority Owned or Controlled” must remain the same throughout the life of the loan/investment.

Validations:

- 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
- Not applicable if [Investee Type](#) = IND

YES	Yes
NO	No

Women Owned or Controlled

(Column AT)

- Report whether the investee/borrower is more than 50% owned or controlled by one or more women. “Women Owned or Controlled” must remain the same throughout the life of the loan/investment.

Validations:

- 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
- Not applicable if [Investee Type](#) = IND

YES	Yes
NO	No

Low-Income Owned or Controlled

(Column AU)

- Report whether the investee/borrower is more than 50% owned or controlled by one or more low-income persons. "Low-Income Owned or Controlled" must remain the same throughout the life of the loan/investment.

Validations:

- 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
- Not applicable if [Investee Type](#) = IND

YES	Yes
NO	No

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 AV)

- Report the number of permanent [full-time equivalent \(FTE\)](#) jobs in the business at the time the loan or investment was originated. The original job number must remain the same throughout the life of the loan/investment, and should be a positive number.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction jobs

Response must be numeric

Principal Balance Outstanding

Compliance Check

(Column AW)

- Report the principal balance outstanding as of at the end of the reporting period. The amount should be a positive whole number, and should be equal or less than Original Loan/Investment Amount (Column G)

Validations:

- **Conditionally required if [Transaction Type](#) = TERM, LOC, or DEBTEQTY**

Response must be numeric

Loan Status

(Column AX)

- Choose one of the pre-defined values below and report the status of the loan/investment at the reporting period end.

Validations:



- **Mandatory Field**

Please insert a value below:

ACTIVE	Active – the financial note was open, on-the-books, and/or had some sort of activity during the reporting year.
CLOSED	Closed in good standing – a loan or line of credit that is paid in full or an equity investment that has been exited.
SOLD	Sold – the financial note is off-the-books but not paid in full, or is still active sometime before the end of reporting period.
CHARGEDOFF	Charged off - the financial note is off-the-books but not paid in full, or is still active sometime before the end of reporting period.
REFIN	Refinanced - the financial note is off-the-books but not paid in full, or is still active sometime before the end of reporting period.
RESTRUCT	Restructured – the financial note was open, on-the-books, and it was done in response to or to prevent a default.

Restructured v. Refinance

Restructured

When a loan is restructured, that means some part of the original loan was changed or updated but no new loan was created. The original loan information remains intact in the TLR and only the portion that was updated is changed.

i.e.

Previous TLR submission of the loan

Originator Transaction ID	Investee Type	Date Originated	Original Loan/Investment Amount	Purpose	Transaction Type	Interest Rate	Interest Type	Loan Status	New Originator Transaction ID of Restructured Loan	Days Delinquent	Number of Times 60 Days or More Delinquent
ABC123	BUS	12/31/2013	400,000.00	RERHSINGLE	LOC	0.00	FIXED	ACTIVE		0	0

Loan Status changes from Active to Restructured

TLR submission when the loan is restructured

Originator Transaction ID	Investee Type	Date Originated	Original Loan/Investment Amount	Purpose	Transaction Type	Interest Rate	Interest Type	Loan Status	New Originator Transaction ID of Restructured Loan	Days Delinquent	Number of Times 60 Days or More Delinquent
ABC123	BUS	12/31/2013	400,000.00	RERHMULTI	LOC	3	FIXED	RESTRUCT		0	0

Terms of the loan that were adjusted are changed in the TLR report.

Refinanced

When a loan is refinanced, that means the original loan was closed out and of-the-books to make a new loan. The original loan will update the Loan Status to Refinanced and report the Originator Transaction ID of the new loan that was created.

	Originator Transaction ID	Investee Type	Date Originated	Original Loan/Investment Amount	Purpose	Transaction Type	Loan Status	New Originator Transaction ID of Refinanced Loan
Original Loan	ABC123	BUS	12/31/2013	400,000.00	RERHSINGLE	LOC	REFIN	ZYX789
New Loan	ZYX789	BUS	6/1/2015	400,000.00	RERHSINGLE	LOC	ACTIVE	

Original loan status changes to Refinanced.

Originator Transaction ID of the new loan is reported in the original loan so that the two can be tied back to one another.

New Originator Transaction ID of Refinanced Loan

(Column AY)

- Report the New Originator Transaction ID of the new loan created out of the funds of the refinanced loan.

Validations:

- **Conditionally required if [Loan Status](#)= REFIN**

Response must be alpha numeric

Days Delinquent

Compliance Check

(Column AZ)

- 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. "Days Delinquent" should be a positive whole number.

Validations:

- **Conditionally required if [Transaction Type](#) = TERM, LOC, DEBTEQTY or OTHER**
- **[Days Delinquent](#) must = 0 if [Loan Status](#) = CLOSED, SOLD, or REFIN**

Response must be numeric

Number of times 60 Days or More Delinquent

(Column BA)

- Report the number of times the loan has been 60 days or more delinquent during the entire life of the loan. The number should be a positive whole number.

Validations:



- **Conditionally required if [Transaction Type](#) = TERM, LOC, DEBTEQTY, or OTHER**
- If [Days Delinquent](#) is greater than 60 then [Number of times 60 days or more delinquent](#) **must** be greater than zero

Response must be numeric

Number of Times the Loan was Restructured

(Column BB)

- Report the number of times the loan was restructured during the entire life of the loan. The number should be a positive whole number.

Validations:



- Conditionally required if [Transaction Type](#) = TERM, LOC, DEBTEQTY, OTHER

Response must be numeric

Number of Times the Loan was Refinanced

(Column BC)

- Report the number of times the loan was refinanced during the entire life of the loan. The number should be a positive whole number.

Validations:

- Conditionally required if [Transaction Type](#) = TERM, LOC, DEBTEQTY or OTHER and [Loan Status](#) = REFIN

Response must be numeric

Amount Charged Off

(Column BD)

- Report the total cumulative amount charged off of a loan at reporting period end. The amount should be a positive whole number. **If no money has been charged off then zero is an acceptable answer.**

Validations:

- Conditionally required if [Days Delinquent](#) is greater than 90, [Transaction Type](#) = TERM, LOC, DEBTEQTY or OTHER and [Loan Status](#) = CHARGEDOFF
- [Amount Charged Off](#) **must** be greater than zero if [Loan Status](#) = CHARGEDOFF
- [Amount Charged Off](#) **must** be greater than zero but cannot exceed [Original Loan/Investment Amount](#)
- [Amount Charged Off](#) **must** = 0 if [Loan Status](#) = CLOSED
- If no money has been charged off but [Amount Charged Off](#) is required and [Loan Status](#) **DOES NOT** = CHARGEDOFF then 0 is an acceptable response

Response must be numeric

Amount Recovered

(Column BE)

- Report the total cumulative amount recovered of a loan at reporting period end. The amount should be a positive whole number.

Validations:

- **Conditionally required if [Loan Status](#) = CHARGEDOFF**
- Not applicable if [Transaction Type](#) = EQTYINV
- [Amount Recovered](#) **cannot** exceed [Amount Charged Off](#)

Response must be numeric

Fair Value at Origination

(Column BF)

- Report the estimated fair value of the investment at the time of origination. The amount must remain the same throughout the life of the investment, and should be a non-zero positive whole number.

Validations:

- **Conditionally required if [Transaction Type](#) = EQTYINV**

Response must be numeric, Don't Know or Not Applicable

Fair Value at End of Reporting Period

Compliance Check

(Column BG)

- Report the estimated fair value of the investment as of at the end of the reporting period. The amount should be a positive whole number.

Validations:

- **Conditionally required if [Transaction Type](#) = EQTYINV**

Response must be numeric, Don't Know or Not Applicable

Annual Gross Revenue from Business Operations Reported During the Reporting Period

(Column BH)

- Report the investee's/borrower's annual gross business revenue during the most recent 12-month period for which the information is available. The number should be a non-zero positive whole number.

Validations:

- Not applicable if [Investee Type](#)= IND

Response must be numeric

Jobs at Reporting Period End

(Column BI)

- Report the number of permanent [full-time equivalent \(FTE\)](#) jobs in the business at the reporting period end. The job number should be a non-zero positive number.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction jobs

*Response must be numeric or **Not Applicable***

Low-Income Status

Compliance Check

(Column BJ)

- Choose one of the pre-defined values below and report the income status of the investee/borrower. See the CIIS Glossary for detailed definitions of "Low-Income" and "Very Low-Income."

Validations:



- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- If there is more than one investee/borrower, respond for the primary
- If there is more than one primary investee/borrower, select the income status of the highest income primary investee/borrower

Please insert a value below:

LOW	Low-Income investee/borrower
VERYLOW	Very low-income investee/borrower
OTHER	Other
NA	Not Applicable

Other Targeted Populations

Compliance Check

(Column BK)

- Report whether the transaction serves an Other Targeted Population (OTP) as defined in the CDFI's Certification or Assistance Agreement. "OTP" must remain the same throughout the life of the loan/investment. If "Yes" is selected then one of the OTP fields must be selected to identify the relevant category: Gender; Race; Hispanic Origin; or Female-Headed Household. Select the category that applies and put NA or No for those that don't apply.

Validations:

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

YES	Yes
NO	No
NA	Not Applicable

End Users

Loans to Individuals or Households: End users are third party entities. For example, CDFI X (first party) makes a loan to Business Y (second party), then Business Y (second party) hires Entity Z (third party). If Entity Z (the third party) is low-income, then select "YES" for LITP End Users. If Entity Z (the third party) is an "other target populations", then select "YES" for OTP End Users. If Entity Z (the third party) lives in investment areas as defined by the CDFI Fund, then select "YES" for IA End Users.

Loans for Facilities and Multi-family Housing: Reporting End Users for OTP, LITP or IA designated loans to fund facilities or multi-family housing or apartments should reflect the majority of the demographic or socioeconomic characteristics of the target population.

LITP End Users

Compliance Check

(Column BL)

- Report whether the transaction serves Low-Income Targeted Population (LITP) End Users as defined in the CDFI's Certification or Assistance Agreement. "LITP End User" must remain the same throughout the life of the loan/investment.

Validations:



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

YES	Yes
NO	No
NA	Not Applicable

OTP End Users

Compliance Check

(Column BM)

- Report whether the transaction serves Other Targeted Population (OTP) End Users as defined in the CDFI's Certification or Assistance Agreement. "OTP End User" must remain the same throughout the life of the loan/investment. If "Yes" is selected then one of the OTP fields must be selected to identify the relevant category: Gender; Race; Hispanic Origin; or Female-Headed Household. Select the category that applies and put NA or No for those that don't apply.

Validations:

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

YES	Yes
NO	No
NA	Not Applicable

IA End Users

Compliance Check

(Column BN)

- Report whether the transaction serves Investment Area (IA) End Users. "IA end user" must remain the same throughout the life of the loan/investment.

Validations:

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



YES	Yes
NO	No
NA	Not Applicable

Credit Score

(Column B0)

- If applicable, report the most recently collected credit score of the primary investee(s)/borrower(s)

Validations:

- Not applicable if [Investee Type](#) = CDFI or if the borrower is a corporation
- If there are more than one investee/borrower, use the credit score of the primary investee/borrower
- If there is more than one primary investee/borrower, use the average credit score.

Response must be numeric

Gender

(Column BP)

- Choose one of the pre-defined values below and report the gender of the investee(s)/borrower(s). "Gender" must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Other Targeted Population](#) and/or [OTP End User](#) = YES and [Date Originated](#) is greater than 12/31/15**
- If there are more than one investee/borrower, select the gender of the primary investee/borrower
- If there is more than one primary investee/borrower, and at least one is male and one is female, report BOTH
- Not applicable if [Investee Type](#) = CDFI or if the investee/Borrower is a corporation

Please insert a value below:

MALE	Male
FEMALE	Female
BOTH	Both Male and Female
NA	Not Applicable

Race

(Column BQ)

- Choose one of the pre-defined values below and report the race of the primary investee(s)/borrower(s). "Race" must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Other Targeted Population](#) and/or [OTP End User](#) = YES and [Date Originated](#) is greater than 12/31/15**
- 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, select "other".
- If the investee/borrower did not provide their race, report **NG**
- If the investee/borrower is a corporation, report **NA**
- Not applicable if [Investee Type](#) = CDFI or if the Investee/Borrower is a corporation

Please insert a value below:

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 BR)

- Choose one of the pre-defined values below and report whether the primary investee/borrower is Hispanic or Latino. "Hispanic Origin" must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Other Targeted Population](#) and/or [OTP End User](#) = YES and [Date Originated](#) is greater than 12/31/15**
- If there is more than one investee/borrower, respond for the primary investee/borrower
- If there is more than one primary investee/borrower, report whether any of the investee's/borrower's are Hispanic or Latino
- If the investee/borrower did not provide their information, report **NG**
- If the investee/borrower is a corporation, report **NA**
- Not applicable if [Investee Type](#) = CDFI.

Please insert a value below:

YES	Yes
NO	No
NG	Not Given
NA	Not Applicable

Female Headed Household

(Column BS)

- Report whether the primary investee/borrower is a single or separated woman who will be the primary support for a household that includes at least one dependent or other qualifying individual as allowed by IRS regulation. "Female Headed Household" must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Other Targeted Population](#) and/or [OTP End User](#) = YES and [Date Originated](#) is greater than 12/31/15**
- Not applicable if [Investee Type](#) = CDFI or if the Investee/Borrower is a corporation.

YES	Yes
NO	No

First-Time Homebuyer

(Column BT)

- Choose one of the pre-defined values below and report whether the homebuyer is a first-time homebuyer (has not owned a home during the three-year period preceding the CDFI-assisted purchase of a principal residence). “First-Time Homebuyer” must remain the same throughout the life of the loan/investment.

Validations:

- **Conditionally required if [Purpose](#) = HOMEPURCH**
- If more than one investee/borrower, respond for the primary investee/borrower
- If there is more than one primary investee/borrower, report whether at least one investee/borrower qualifies as a first-time homebuyer

YES	Yes
NO	No
DK	Don't Know
NA	Not Applicable

Banked at Time of Intake

(Column BU)

- Report whether the investee/borrower has a bank or credit union account at the time of intake. “Banked at Time of Intake” must remain the same throughout the life of the loan/investment.

Validations:

- If more than one investee/borrower, respond for the primary investee/borrower
- If there is more than one primary investee/borrower, report whether at least one investee/borrower was banked at the time of intake

YES	Yes
NO	No

Annual Gross Revenue from Business Operations At Time of Loan/Investment Origination

(Column BV)

- Report the investee's/borrower's annual gross revenue during the most recent 12-month period prior to loan/investment origination for which the information is available. The amount must remain the same throughout the life of the loan/investment, and should be a positive whole number.

Validations:

- Not applicable if [Investee Type](#) = CDFI or if the Investee/Borrower is a corporation.

Response must be numeric

Total Project Cost

(Column BW)

- Report the total cost of the project being funded by the reported loans/investments. The amount should be non-zero positive whole number.

Validations:



- **Conditionally required if [Date Originated](#) is after 12/31/2010**
- Not applicable if [Purpose](#) = CONSUMER, HOMEPURCH, or HOMEIMP
- [Total Project Cost](#) **must** be greater than or equal to [Original Loan/Investment Amount](#)

Response must be numeric

Type of Jobs Reported

(Column BX)

- Choose one of the pre-defined values below and indicate whether the types of jobs being reported are direct or direct and indirect. The type must remain the same throughout the life of the loan/investment.

Validations:



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

Please insert a value below:

DIRECT	Direct jobs
DWINDIRECT	Direct jobs and Indirect jobs
NA	Not Applicable

Guidance for Calculating Jobs Projected/Actual Created or Maintained

The reporting organization should calculate or prorate the unique contribution of jobs created or maintained by the loans that they make based on the share that the loan constitutes of the given project or business operation.

Jobs and Business Loans. There are three broad categories of business loans:

- **Business Working Capital:** A loan or investment that will be used to cover any ongoing operating expenses of a business such as payroll, rent or utility expenses.
 - *To calculate jobs supported or maintained by a working capital loan, the reporting organization should prorate the “jobs maintained” based on how much of the shortfall between current expenses and revenues for the business is covered by the loan or line of credit. For example the business has 12 FTEs employed throughout the year, and the working capital loan covers the equivalent of one month of expenses, so the net job effect is 1 FTE.*
- **Business Fixed Asset:** A loan or investment that will be used to pay for any tangible property used in the operation of a business, but not expected to be consumed or converted into cash in the ordinary course of events. Commonly financed fixed assets include machinery and equipment, furniture and fixtures, and leasehold improvements.
 - *No jobs should be reported for the purchase of fixed assets or equipment*
- **Business Expansion or Startup:** A loan to support the expansion or startup of a business or develop a new product line or service.
 - *To calculate jobs created or added, the reporting organization should estimate the total FTEs to be created or added and then prorate the job effect based on the share of the loan as part of the total business expansion financing package (i.e. as reported under the total project cost).*

Micro-Loans. Micro-loan job impacts should be calculated by the same methods as indicated for business loans, although in general micro-loan impacts are generally sole-proprietors and most often are working capital loans. Thus, a working capital loan would often represent less than one FTE or “job year.” If one job is reported it is implied that this is a business expansion or start up loan that fully supports the operation for a year.

Construction Jobs. To calculate temporary construction jobs as FTEs, prorate the total employment to compute an annualized impact. For example, if a construction project takes 2 months to complete and employs 12 people full-time for that period, then it accounts for 2 annualized FTEs or “job years”. Alternately if the two month project employs various people for 10,000 hours of work, then divide by 1,820 (35 hours a week for a year) for 5.5 FTEs

Projected Permanent Jobs to Be Created at Businesses Financed

(Column BY)

- Report the number of permanent [full-time equivalent \(FTE\)](#) jobs projected to be created in the business due to this financing. The job number must remain the same throughout the life of the loan/investment and should be non-zero positive number.

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***

*Response must be numeric or **Not Applicable***

Projected Jobs to Be Created - Construction

(Column BZ)

- Report the number of construction jobs projected to be created due to this financing. The job number must remain the same throughout the life of the loan/investment, and should be non-zero positive number.

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***

*Response must be numeric or **Not Applicable***

Projected Permanent Jobs to Be Created at Tenant Businesses

(Column CA)

- Report the number of permanent [full-time equivalent \(FTE\)](#) jobs projected to be created in businesses located at the property financed. The job number must remain the same throughout the life of the loan/investment, and should be non-zero positive number.

Validations:

- Not applicable if [Purpose](#) = CONSUMER, BUSINESS, MICRO, HOMEPURCH, HOMEIMP, or OTHER
- 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***

Response must be numeric

Actual Jobs Created at Businesses Financed

(Column CB)

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

Validations:

- Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction and induced jobs
- Include direct and indirect jobs

Response must be numeric

Actual Jobs Created - Construction

(Column CC)

- Report the number of construction jobs created due to this financing. The job number should be positive number.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option**
- Exclude induced jobs
- Include direct and indirect jobs

Response must be numeric

Actual Jobs to Be Created at Tenant Businesses

(Projects tab: Column CD)

- Report the number of permanent [full-time equivalent \(FTE\)](#) jobs created in businesses located at the property financed. The job number should be positive number.

Validations:

- Not applicable if [Purpose](#) = CONSUMER, BUSINESS, MICRO, HOMEPURCH, HOMEIMP, or OTHER
- Exclude construction and induced jobs
- Include direct and indirect jobs

Response must be numeric

Source of Job Estimates

(Column CE)

- Choose one of the pre-defined values below and report the source of the job estimates reported. The source must remain the same throughout the life of the loan/investment.

Validations:

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

Please insert a value below:

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 CF)

- Provide further explanation for what the source of job estimates are. The source must remain the same throughout the life of the loan/investment.

Validations:

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

Response must be text

Community Facility

(Column CG)

- Report whether the project financed is a community facility.

YES	Yes
NO	No
DON'T KNOW	Don't Know

Capacity of Educational Community Facility

(Column CH)

- If the project financed includes an educational facility, report the number of student seats available in the school. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

*Response must be numeric or **Don't Know***

Capacity of Childcare Community Facility

(Column CI)

- If the project financed includes a childcare facility, report the number of childcare slots available. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

*Response must be numeric or **Don't Know***

Capacity of Healthcare Community Facility

(Column CJ)

- If the project financed includes a healthcare facility, report the projected number of visits per year. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

*Response must be numeric or **Don't Know***

Capacity of Arts Center Community Facility

(Column CK)

- 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). The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

*Response must be numeric or **Don't Know***

Capacity of Other Community Facility

(Column CL)

- If the project financed is a community facility that serves a purpose other than education, childcare, healthcare, or arts, report the capacity related to that other purpose. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

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

*Response must be numeric or **Don't Know***

Square Feet of Real Estate - Total

(Column CM)

- Report the total number of square feet that are expected to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

- o **Conditionally required if [Purpose](#) = any Real Estate option**
- o Response must be greater than or equal to [Square Feet of Real Estate – Manufacturing](#) + [Square Feet of Real Estate – Office](#) + [Square Feet of Real Estate - Retail](#)

Response must be numeric

Square Feet of Real Estate - Manufacturing

(Column CN)

- 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. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Square Feet of Real Estate - Office

(Column CO)

- 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. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Square Feet of Real Estate - Retail

(Column CP)

- 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. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Housing Units - Sale

(Column CQ)

- Report the number of for-sale housing units to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Housing Units - Rental

(Column CR)

- Report the number of rental housing units to be constructed, rehabilitated, or acquired with funding from the transaction. The estimate must remain the same throughout the life of the loan/investment, and should be a non-zero positive whole number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**

Response must be numeric

Affordable Housing Units - Sale

(Column CS)

- 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. The estimate must remain the same throughout the life of the loan/investment, and should be a positive whole number.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**
- [Affordable Housing Units – Sale](#) **must** be less than or equal to [Housing Unit – Sale](#)

Response must be numeric

Affordable Housing Units - Rental

(Column CT)

- 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. The estimate must remain the same throughout the life of the loan/investment, and should be a positive whole number.

Validations:

- o **Conditionally required if [Purpose](#) = any Real Estate option**
- o [Affordable Housing Units – Rental](#) **must** be less than or equal to [Housing Units – Rental](#)

Response must be numeric

Other Impact (1) - Explain

(Column CU)

- If the Organization measures a community development impact(s) that is not covered above, Users may report this as an “Other Impact”.

Validations:

- o Include only quantitative impacts that the CDFI has measured during the reporting period.
- o Cannot exceed 150 characters

Response must be text

Other Impact (1) – Number of Units

(Column CV)

- Report the number of units accomplished for this impact during the reporting period.

Validations:

- o **Conditionally required if [Other Impact \(1\) – Explain](#) = explanation reported**

Response must be numeric

Other Impact (2) - Explain

(Column CW)

- If the Organization has additional measures of community development impact(s) that is not covered above, Users may report this as an "Other Impact".

Validations:

- Include only quantitative impacts that the CDFI has measured during the reporting period.
- Cannot exceed 150 characters

Response must be text

Other Impact (2) – Number of Units

(Column CX)

- Report the number of units accomplished for this impact during the reporting period.

Validations:

- **Conditionally required if [Other Impact \(2\) – Explain](#) = explanation reported**

Response must be numeric

Healthy Food Financing Initiative Financial Assistance (HFFI-FA) Awardee

(Column CY)

- Report whether or not the loan/investment is an HFFI-FA transaction. HFFI-FA awardees are encouraged to reference the HFFI-FA Frequently Asked Questions document, containing information pertaining to the HFFI-FA compliance rules, as they complete the following TLR fields.

YES	Yes
NO	No

Year of HFFI Award

(Column CZ)

- Report the fiscal year of the HFFI-FA award being used to finance this transaction. The fiscal year of the HFFI-FA award can be found in the CDFI Program Assistance Agreement under Date of Notice of Award (Performance Period Start Date).
- In the event an awardee has several HFFI awards, the awardee must link each HFFI transaction to the HFFI-FA award used to fund the transaction in a manner that will allow the awardee to meet the minimum deployment goals set forth for each award in the CDFI Program Assistance Agreement.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**

Response must be numeric (4 places)

HFFI-FA Activity

(Column DA)

- Choose one of the pre-defined values below and report the HFFI_FA Activity. The CDFI Program Assistance Agreement defines healthy foods as whole foods such as fruit, vegetables, whole grains, fat free or low-fat dairy, and lean meats that are perishable (fresh, refrigerated, or frozen) or canned as well as nutrient-dense foods and beverages encouraged by the 2010 Dietary Guidelines for Americans (DGA).

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**
- Please review the [Additional HFFI Guidance](#) for further instruction

Please insert a value below:

RETAIL	Commercial sellers of healthy foods including, but not limited to, a grocery store, mobile food retailer, farmers market, cooperative, corner store, bodega or a store that sells other food and non-food items along with a full range of healthy foods. A healthy food retail outlet might also be an existing retail store that upgrades to offer a full range of healthy food choices, or a nonprofit organization that expands the availability of healthy foods, particularly fresh fruits and vegetables, in underserved areas.
NONRETAIL	Any activity financed by the Awardee that supports the production, distribution, sale or consumption of healthy foods that does not fit the description of a retail project above.

Additional HFFI Guidance

Please note that HFFI-FA awardees are responsible for splitting up and reporting separately HFFI Activity transactions that include non-HFFI Activity purposes, have multiple HFFI Activity types (both retail and non-retail HFFI activities) or have multiple locations. Awardees may use either the total dollar amount targeted toward each financing purpose (or location) or total square footage of each activity (or location) financed to prorate the transaction.

Example 1: A \$1M loan for the development of a mixed-use facility comprising 4,000 square feet of HFFI retail space, 3,000 square feet of residential units and 3,000 square feet for a healthy food production facility should be reported as 3 separate transactions. Each transaction must have a unique Originator Transaction ID. The following examples show select fields from the CIIS TLR and use the square footage prorating method.

Originator Transaction ID	Original Loan/Investment Amount	Healthy Food Financing Initiative Financial Assistance (HFFI-FA) Awardee	HFFI-FA Activity
Loan_0001-A	400,000.00	YES	RETAIL
Loan_0001-B	300,000.00	NO	
Loan_0001-C	300,000.00	YES	NONRETAIL

Example 2: A \$2M loan for capital improvements for the purpose of expanding healthy food offerings at 2 grocery stores in 2 different locations should be reported as 2 separate transactions. Each transaction must have a unique Originator Transaction ID.

Originator Transaction ID	Original Loan/Investment Amount	HFFI-FA Activity	Project Street Address Line 1	Project City	Project State
L_100-A	1,000,000.00	RETAIL	456 Main Street	Washington	DC
L_100-B	1,000,000.00	RETAIL	654 Upper Lane	Chesapeake Beach	MD

Healthy Food Outlet Activity

(Column DB)

- Choose one of the pre-defined values below to report the type of Healthy Food activity.

Validations:

- o Conditionally required if [HFFI-FA Transaction](#) = YES

Please insert a value below:

GROCERystore	Grocery Store – can only be chosen when HFFI-FA Activity = RETAIL
MOBILEFOODMKT	Mobile Food Market – can only be chosen when HFFI-FA Activity = RETAIL
FARMERSMKT	Farmers Market – can only be chosen when HFFI-FA Activity = RETAIL
COOPERATIVE	Cooperative – can only be chosen when HFFI-FA Activity = RETAIL
CORNERSTORE	Corner Store – can only be chosen when HFFI-FA Activity = RETAIL
BODEGA	Bodega – can only be chosen when HFFI-FA Activity = RETAIL
PRODUCTION	Production – can only be chosen when HFFI-FA Activity = NONRETAIL
DISTRIBUTION	Distribution – can only be chosen when HFFI-FA Activity = NONRETAIL
SALE	Sale – can only be chosen when HFFI-FA Activity = NONRETAIL
CONSUMPTION	Consumption – can only be chosen when HFFI-FA Activity = NONRETAIL
OTHER	Other – can only be chosen when HFFI-FA Activity = RETAIL

Healthy Food Outlet Activity – Other

(Column DC)

- Provide a description of the type of healthy food activity financed.

Validations:

- o Conditionally required if [Health Food Outlet Activity](#) = OTHER

Response must be text

Food Desert Identifier Source

(Column DD)

- Choose one of the pre-defined values below and report the Food Desert identifier source.

Validations:

- **Conditionally required if [HFFI-FA Awardee](#) = YES**

Please insert a value below:

ERS	http://www.ers.usda.gov/data-products/food-access-research-atlas/go-to-the-atlas.aspx
TRF	http://www.trfund.com/TRF-LSA-widjet.html
OTHER	Other

Food Desert Identifier Source - Other

(Column DE)

- Provide a description of the Food Desert Identifier Source that shows it has been identified as a place having low access to a supermarket or grocery stores through a methodology that has been adopted for use by another governmental or philanthropic healthy food initiative. The full Food Desert definition is listed in the CDFI Program Assistance Agreement.

Validations:

- **Conditionally required if [Food Desert Identifier Source](#) = OTHER**

Response must be text

Healthy Foods Project Description

(Column DF)

- Provide a detailed description of the HFFI Activity and include as much detail as is necessary to show that it complies with the HFFI Deployment Goal restrictions in the CDFI Program Assistance Agreement. The CDFI Fund reserves the right to request additional supporting documentation.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**

Response must be text

Total Number of New Retail Healthy Food Outlets

(Column DG)

- Report the total number of new retail Healthy Food outlets.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**
- Must be greater than zero if [HFFI-FA Activity](#) = Retail

*Response must be numeric or **Not Applicable***

Total Number of New Non-Retail Healthy Food Lending Activities

(Column DH)

- Report the total number of new non-retail healthy food activities which may include production, distribution or other eligible non-retail healthy food lending activities.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**
- Must be greater than zero if [HFFI-FA Activity](#) = Non Retail

*Response must be numeric or **Not Applicable***

Square Footage of New Retail Healthy Food Outlets

(Column DI)

- Report the square footage of new Healthy Food Retail Outlets.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**
- Must be greater than zero if [HFFI-FA Activity Healthy Food Outlet Activity](#) = Retail

*Response must be numeric or **Not Applicable***

Square Footage of New Non-Retail Healthy Food Outlets

(Column DJ)

- Report the square footage of new non-retail healthy food outlets.

Validations:

- **Conditionally required if [HFFI-FA Transaction](#) = YES**
- Must be greater than zero if [HFFI-FA Activity](#) = Non Retail

*Response must be numeric or **Not Applicable***

Target Market

(Projects tab: Column DK)

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

Validations:

- o Conditionally required if [HFFI-FA Transaction](#) = YES

Please insert a value below:

INVESTMENTAREAS	The project is located in the investment area.
TARGETEDPOP	The project is located in a census tract where at least 50% of the population is comprised of members of the targeted population.