



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

Allocatee
TLR Data Point Guidance
CIIS 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 recommended.

Example 1:

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

Location of data point in the excel template

Title of the Data Point

Compliance Check ← Indicates when a data point may be used for compliance purposes (Notes-Investments tab: Column A)

- Description of what information should be entered as a response

Validations:

- ? **Mandatory field**
- Additional validations can be listed

Required format for how the response should be reflected. For example, numeric v. text

This icon indicates an important note from the Help Desk with additional guidance on the data point. Hover 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

(Project tab: Column A)

- Description of what information should be entered as a response

Validations:

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

Please insert a value below:

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

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

Who to contact for help

If you are experiencing any difficulties with the data entry portion of your report, including document errors, system errors, and basic questions, please contact:

CIIS Help Desk

888-341-6570

ciishelp@i360technologies.com

For any questions regarding compliance, 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. These updates will help with the collection and accuracy of data.

Removed

- Project CIMS Code
- Investee CIMS Code
- Disbursements Tab

A new feature added to CIIS 14.0 is the Distribution report. All the information that was previously reported on the Disbursements tab of the TLR can now be found under the Distribution tab on the home screen of CIIS. The new Distribution report combines the Disbursements tab (TLR) and the QEI Distribution Table (question 13, ILR). This new report will help data become more consistent and allow for better accuracy of the information provided.

CDE Transaction Level Report – Data Point Guidance

Notes-Investment Tab

Project Number

(Notes-Investments tab: Column A)

Assign a unique identifier to each Project. Project Number is used to link a Financial Note(s) to a distinct Project and to track Projects across reporting periods.

Validations:



- **Mandatory Field**
- Project number **must** remain the same throughout the life of the loan

Response must be numeric - up to 8 digits

Originator Transaction ID

(Notes-Investments tab: Column B)

Assign a unique identifier to each Financial Note. The Originator Transaction ID is typically a loan number or tracking number. The Originator Transaction ID is used to track Financial Notes across reporting periods.

Validations:



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

Response must be text - up to 20 characters

Date Originated

(Notes-Investments tab: Column C)

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

Validations:

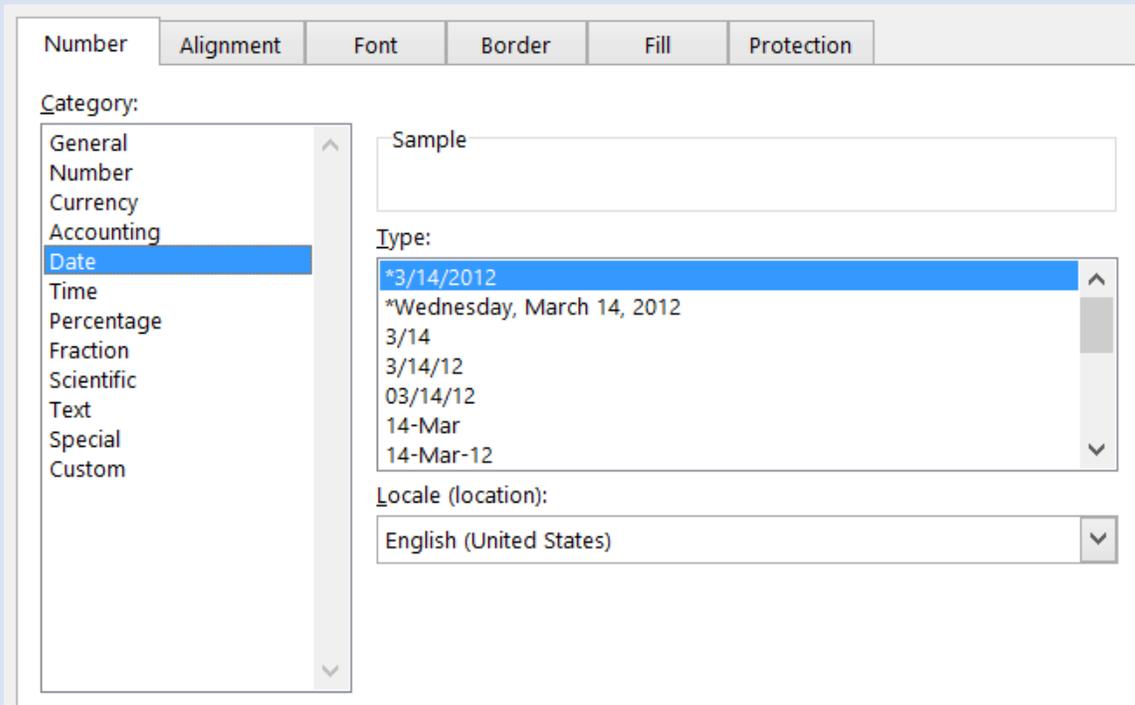
- **Mandatory Field**
- Date Originated must be prior to the current date.
- See the [Date Formatting](#) section for more information

Response must in the format of mm/dd/yyyy

Date Formatting

Common Question: I have uploaded my file but it says that I have not provided a response for this date column/date column is in the incorrect format. I see my date entered, how do I fix it?

The most common fix is to make sure the date column is formatted correctly. When entering an answer into a cell that requires a date, make sure to format the cell as below. This can be done by right clicking on the cell(s). Although it may not *fully* appear as if it is in the correct format (March 3, 2014 will appear as 3/3/2014 as opposed to 03/3/2014), rest assured, this is correct.



The image shows the 'Format Cells' dialog box in Microsoft Excel, specifically the 'Date' category. The 'Category' list on the left has 'Date' selected. The 'Type' list on the right shows several date formats, with '*3/14/2012' selected. The 'Locale (location)' dropdown is set to 'English (United States)'. There is a 'Sample' text box at the top right of the dialog.

Original Loan/Investment Amount

(Notes-Investments tab: Column D)

Annual Update Required

Report the amount of the loan/investment.

Validations:



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

Response must be in numeric format

Refinancing

(Notes-Investments tab: Column E)

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

Validations:

- **Mandatory Field**

Please select one of the following:

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

Purpose

(Notes-Investments tab: Column F)

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

Validations:

- **Mandatory Field**

Please select one of the following:

BUSINESS	Non-Real Estate Business: Financing to for-profit and nonprofit businesses with more than five employees or in an amount greater than \$50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
MICRO	Non- Real Estate Microenterprise: Financing to a for-profit or non-profit enterprise that has five or fewer employees (including the proprietor) with an amount no more than \$50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
RECOCOM	Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial: Financial Note is for predevelopment financing, construction or permanent financing, or acquisition without rehabilitation of office, retail, manufacturing, or community facility space. Include mixed-use real estate that combines both commercial and residential use.
RECOMULTI	Real Estate – Construction–Housing-Multi Family: Financial Notes is for predevelopment financing, or construction of multifamily housing.
RECOSINGLE	Real Estate – Construction–Housing-Single Family: Financial Note is for predevelopment financing, or construction of single family housing.
RERHCOM	Real Estate–Rehabilitation–Commercial: Financing is to rehabilitate office, retail, manufacturing, or community facility space. Financial Note may include acquisition costs. Include mixed-use real estate that combines both commercial and residential uses. Exclude acquisitions without rehabilitation.

RERHMULTI	Real Estate – Rehabilitation – Housing – Multi Family: Financing is to rehabilitate or acquire single family housing.
RERHSINGLE	Real Estate – Rehabilitation – Housing – Single Family: Financing is to rehabilitate or acquire single family housing.
OTHER	Other: Financial note purpose does not match any of the purposes defined above.

Construction or Permanent Financing

(Notes-Investments tab: Column G)

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

Validations:

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

Please select one of the following:

CONSTRUCTION	Construction
PERMANENT	Permanent
BOTH	Both construction and permanent

Take-out or Acquisition Financing

(Notes-Investments tab: Column H)

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

Validations:

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

Please select one of the following:

TAKEOUT	Take-out financing
ACQUISITION	Acquisition without rehabilitation

Acquisition or Rehabilitation

(Notes-Investments tab: Column I)

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

Validations:

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

Please select one of the following:

ACQUISITIONREHAB	Acquisition and rehabilitation
REHABILITATION	Rehabilitation only

Rehabilitation Amount

(Notes-Investments tab: Column J)

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

Validations:

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

Response must be in numeric format

Loan Origination Fees

(Notes-Investments tab: Column K)

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

Validations:



- **Conditionally Required** if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity
- Value should be entered in dollars and **must not** be between 0 and 15
- Loan Origination Fees should not be greater than 15% of the [Original Loan/Investment Amount](#)
- Loan Origination Fees **must** be less than [Original Loan/Investment Amount](#)
- **Exclude** points

Response must be in numeric format up to 2 decimal places

Transaction Type

(Notes-Investments tab: Column L)

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

Validations:

- **Mandatory field**

Please select one of the following:

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

Interest Rate at Origination

(Notes-Investments tab: Column M)

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

Validations:

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

Response must be in numeric format up to 3 decimal places

Interest Rate

(Notes-Investments tab: Column N)

Annual Update Required

Report the interest rate in effect at the reporting period end. If the financial note was paid off during the reporting period, report the interest rate at the time of the pay off.

Validations:

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

Response must be in numeric format up to 3 decimal places

Interest Type

(Notes-Investments tab: Column O)

Choose one of the pre-defined values below and report the type of interest.

Validations:

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

Please select one of the following:

FIXED	Fixed
ADJ	Adjustable

Points

(Notes-Investments tab: Column P)

Report the points charged to the borrower at origination.

Validations:



- **Conditionally Required if [Transaction Type](#) = Term Loan or Debt with Equity**
- Report the points as a percentage of the original loan amount
- Include points for the particular financial note reported

Response must be in numeric format up to 3 decimal places

Amortization Type

(Notes-Investments tab: Column Q)

Choose one of the pre-defined values below and report how the financial note is amortized.

Validations:

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

Please select one of the following:

FULLAMORT	Fully Amortized – Amortization schedule includes both interest and principal payments throughout the life of the loan.
PARTAMORT	Partially Amortized – Amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity.
NONAMORT	Non-Amortizing – Amortization schedule includes interest only payments with a single principal payment at maturity.
OTHER	Other

Length of Amortization Period (in months)

(Notes-Investments tab: Column R)

Report the length of the amortization period.

Validations:

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

Response must be in numeric format

Period of Interest Only Payments (in months)

(Notes-Investments tab: Column S)

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

Validations:

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

Response must be in numeric format

Term (in months)

(Notes-Investments tab: Column T)

Annual Update Required

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

Validations:

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

Response must be in numeric format

Guarantee

(Notes-Investments tab: Column U)

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

Validations:

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

Please select one of the following:

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

Lien Position

(Notes-Investments tab: Column V)

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

Validations:



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

Please select one of the following:

FIRST	First
SECOND	Second
UNSECURED	Unsecured Debt
OTHER	Other

Collateral Type

(Notes-Investments tab: Column W)

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

Validations:



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

Please select one of the following:

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

Collateral Value at Origination

(Notes-Investments tab: Column X)

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

Validations:

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

Response must be in numeric format

Equity-Like Features

(Notes-Investments tab: Column Y)

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

Validations:



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

Please select one of the following:

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

Equity Injection Amount

(Notes-Investments tab: Column Z)

Equity injection is an underwriting mechanism used to help borrowers who lack collateral to qualify for a loan. The equity injection measures the amount of the borrower's own assets invested in the business. Report the equity injection amount provided by the investee/borrower (i.e. Down payment for a purchase mortgage or the value of machinery the borrower purchased for the financed project).

Validations:



- Include both cash and non-cash injections

Response must be in numeric format

Advanced Purchase Commitment

(Notes-Investments tab: Column AA)

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

Validations:



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

Response must be YES or NO

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

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

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

<i>Debt with Equity Features</i>	(Notes-Investments tab: Column AE)
<i>Compliance Check</i>	
Report whether the financial note has debt with equity features.	
Validations: <ul style="list-style-type: none"> ○ Mandatory field ○ Reject if Debt with Equity Features = YES & Transaction Type = Term Loan, Equity, Line of Credit or Other 	
<i>Response must be YES or NO</i>	

Subordinated Debt

(Notes-Investments tab: Column AF)

Compliance Check

Report whether the financial note is subordinated debt.

Validations:

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

Response must be YES or NO

Below Market Interest Rate at Origination

(Notes-Investments tab: Column AG)

Compliance Check

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

Validations:

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

Response must be YES, NO, or NA

Comparable Interest Rate at Origination

(Notes-Investments tab: Column AH)

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

Validations:

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

Response must be in numeric format up to 3 decimal places

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

(Notes-Investments tab: Column AI)

Compliance Check

Report whether the financial note was required to have a below market interest rate at origination.

Validations:

- Mandatory field**

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

Below Market Interest Rate (Financial Note)

(Notes-Investments tab: Column AJ)

Compliance Check

Report whether the financial note had a below market interest rate at the end of the reporting period.

Validations:

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

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

What is Interest Rate Comparable?

(Notes-Investments tab: Column AK)

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

Validations:

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

Please select one of the following:

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

Interest Rate Comparable – Other

(Notes-Investments tab: Column AL)

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

Validations:

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

Response must be text

Lower than Standard Origination Fees (Financial Note)

(Notes-Investments tab: Column AM)

Compliance Check

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

Validations:

- **Mandatory field**

Response must be YES or NO

Standard Origination Fees

(Notes-Investments tab: Column AN)

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

Validations:

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

Response must be numeric

Longer than Standard Period of Interest Only Payments

(Notes-Investments tab: Column AO)

Compliance Check

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

Validations:

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

Response must be YES, NO, or NA

Standard Period of Interest Only Payments

(Notes-Investments tab: Column AP)

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

Validations:

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

Response must be numeric

Longer than Standard Amortization Period

(Notes-Investments tab: Column AQ)

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

Validations:

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

Response must be YES, NO, or NA

Standard Amortization Period

(Notes-Investments tab: Column AR)

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

Validations:

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

Response must be numeric

What is Standard Amortization Period Comparable?

(Notes-Investments tab: Column AS)

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

Validations:

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

Please select one of the following:

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

Standard Amortization Period Comparable – Other

(Notes-Investments tab: Column AT)

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

Validations:

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

Response must be text

Nontraditional Forms of Collateral

(Notes-Investments tab: Column AU)

Compliance Check

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

Validations:

- **Mandatory field**

Response must be YES or NO

Traditional Form of Collateral

(Notes-Investments tab: Column AV)

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

Validations:

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

Please select one of the following:

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

What is Traditional Forms of Collateral Comparable?

(Notes-Investments tab: Column AW)

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

Validations:

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

Please select one of the following:

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

Traditional Form of Collateral Comparable – Other

(Notes-Investments tab: Column AX)

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

Validations:

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

Response must be text

Loan Status

(Notes-Investments tab: Column AY)

Annual Update Required

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

Validations:



- **Mandatory Field**

Please select one of the following:

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

QLICI Level

(Notes-Investments tab: Column AZ)

Annual Update Required

Compliance Check

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

Validations:

- Mandatory Field**

Please select one of the following:

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

Principal Balance Outstanding

(Notes-Investments tab: Column BA)

Annual Update Required

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

Validations:

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

Response must be numeric

Dollar Amount Used to Finance

(Notes-Investments tab: Column BB)

Non-Real Estate Activities

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

Validations:



- Mandatory field**

Response must be numeric up to 2 decimal places

New Originator Transaction ID of Restructured Loan

(Notes-Investments tab: Column BC)

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

Validations:

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

Response must be text

Days Delinquent

(Notes-Investments tab: Column BD)

Annual Update Required

Report the number of days that the required loan payment is past due at the reporting period end. If a borrower made a partial payment on the due date but still owes any part of the payment, report that payment as past due.

Validations:

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

Response must be numeric

Number of Times 60 Days or More Delinquent

(Notes-Investments tab: Column BE)

Annual Update Required

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

Validations:



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

Response must be numeric

Number of Times the Loan was Restructured

(Notes-Investments tab: Column BF)

Annual Update Required

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

Validations:



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

Response must be numeric

Amount Charged Off

(Notes-Investments tab: Column BG)

Annual Update Required

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

Validations:



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

Response must be numeric

Amount Recovered

(Notes-Investments tab: Column BH)

Annual Update Required

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

Validations:

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

Response must be numeric

Actual Rate of Return

(Notes-Investments tab: Column BI)

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

Validations:

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

Response must be numeric format up to 3 decimals

Projected Residual Value of QLICI that may be obtained by the QALICB

(Notes-Investments tab: Column BJ)

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

Validations:

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

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

Projects Tab

Project Number

(Project tab: Column A)

Report the project number for each project that was previously input in [Project Number](#) column on the Notes-Investment tab: Column A.

Validations:

- **Mandatory Field**
- Project Number **must** match a [Project Number](#) reported on the Notes-Investment tab.

Response must be numeric - up to 8 digits

Multi-CDE Project Number

(Project tab: Column B)

Report the Multi-CDE Project Number that was assigned to the project.

Validations:

- **Mandatory Field**
- Additional guidance can be found in the Multi-CDE section of CIIS
- Response must be a valid project number generated by CIIS under the Multi-CDE Project section

*Response must be text or **Not Applicable***

Total Project Cost

(Project tab: Column C)

Report the total cost of the project being funded.

Validations:

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

Response must be numeric

Total Project Cost Public Sources

(Project tab: Column D)

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

Validations:

- Conditionally Required if Date Originated > 12/31/2009**
- Include federal, state, and local government funds
- Exclude foundation grants and NMTC funds
- Response must be in dollar amount

Response must be numeric

Total Project Cost Other CDE's

(Project tab: Column E)

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

Validations:

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

Response must be numeric

Total Project Cost Private Investment

(Project tab: Column F)

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

Validations:

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

Response must be numeric

Loan-to-Value Ratio

(Project tab: Column G)

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

Validations:

- Conditionally required if one or more financial notes associated with this project has a [Transaction Type = Term Loan](#)**
- Enter the percentage as a numeric ratio (i.e. if response is 125%, enter 125)
- Exclude unsecured loans from calculations
- Response must be between 0 and 500

Response must be numeric up to 3 decimal places

Projected Debt Service Coverage Ratio

(Project tab: Column H)

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

Validations:

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

Response must be numeric up to 3 decimal places

Loan Loss Reserve Requirement

(Project tab: Column I)

Report the loan loss reserve requirement for the total project.

Validations:

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

Response must be numeric up to 2 decimal places

Investee (Borrower) Guidance

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

Client ID

(Project tab: Column J)

Your Organization should create and report a unique identifier.

Validations:



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

Response must be text up to 20 characters

QLICI Type

(Projects tab: Column K)

Compliance Check

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

Validations:

- Mandatory field**
- Non-Profit businesses (except CDE's) and Advanced Purchases = QALICB
- Exclude loan purchases (except Advance Purchases), Financial Counseling, and Other Services (FCOS)

Please select one of the following:

CDE	CDE
QALICB	QALICB

Investee Type

(Projects tab: Column L)

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

Validations:

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

Please select one of the following:

BUS	Business
CDE	CDE

Investee TIN

(Project tab: Column M)

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

Validations:

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

Response must be numeric

Investee CDE Certification Number

(Project tab: Column N)

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

Validations:

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

Response must be numeric

Date Business Established

(Projects tab: Column O)

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

Validations:

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

Response must in the format of mm/dd/yyyy

Entity Structure

(Projects tab: Column P)

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

Validations:

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

Please select one of the following:

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

Minority Owned or Controlled

(Projects tab: Column Q)

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

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

Response must be YES or NO

Women Owned or Controlled

(Projects tab: Column R)

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

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

Response must be YES or NO

Low-Income Owned or Controlled

(Projects tab: Column S)

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

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

Response must be YES or NO

Race

(Projects tab: Column T)

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

Validations:

- If there is more than one investee/borrower, select the race of the primary investee/borrower
- If there is more than one primary investee/borrower, select the race of one of them
- If the investee/borrower is of mixed race, report one of the races
- If the investee/borrower did not provide their race, report **NG**
- If the investee/borrower is a corporation, report **NA**

Please select one of the following:

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

Hispanic Origin

(Projects tab: Column U)

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

Validations:

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

Please select one of the following:

YES	Yes
NO	No
NG	Not Given
NA	Not Applicable

Business Description – Primary

(Projects tab: Column V)

Compliance Check

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

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB**
- If a healthy food type project, choose **OTHER** and provide additional detail
- If [QLICI Type](#) = CDE then Business Description – Primary **must** = OTHER

Please select one of the following:

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

Business Description – Other

(Projects tab: Column W)

Provide further explanation for what the business financed is.

Validations:

- **Conditionally required if [Business Description – Primary](#) = OTHER**
- Description cannot exceed 150 characters

Response must be text

NAICS

(Projects tab: Column X)

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

Validations:

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

Response must be numeric

Annual Gross Revenue from Business

(Projects tab: Column Y)

Operations At Time of Loan/Investment

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

Validations:

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

Response must be numeric

Annual Gross Revenue from Business

(Projects tab: Column Z)

Operations Reported During the Reporting Period

Annual Update Required

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

Validations:

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

Response must be numeric

Guidance for 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

Type of Jobs Reported

(Projects tab: Column AA)

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

Validations:



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

Please select one of the following:

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

Full-Time Equivalent Jobs - One FTE is a 35-hour or more work week.

Part-Time employees - When calculating FTE's, part-time employees should be combined (i.e. 2 part-time employees that each work 17.5 hours equals one FTE)

Jobs at Time of Loan/Investment

(Projects tab: Column AB)

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

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction jobs
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business.

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

Projected Permanent Jobs to Be Created at Businesses Financed

(Projects tab: Column AC)

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

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO**
- Exclude construction and induced jobs
- Include direct and indirect jobs
- **The number of jobs should not change after the transaction's initial year of being reported**

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

Projected Jobs to Be Created – Construction

(Projects tab: Column AD)

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

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option**
- Exclude induced jobs
- Include direct and indirect jobs
- **The number of jobs should not change after the transaction's initial year of being reported**

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

Projected Permanent Jobs to Be Created at Tenant Businesses

(Projects tab: Column AE)

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

Validations:

- **[Purpose](#) must = any Real Estate option**
- Exclude construction and induced jobs
- Include direct and indirect jobs
- **The number of jobs should not change after the transaction's initial year of being reported**

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

Actual Permanent Jobs Created at Businesses Financed

(Projects tab: Column AF)

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

Validations:

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

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

Actual Jobs Created – Construction

(Projects tab: Column AG)

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

Validations:

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

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

Actual Jobs to Be Created at Tenant Businesses

(Projects tab: Column AH)

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

Validations:

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

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

Source of Job Estimates

(Projects tab: Column AI)

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

Validations:

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

Please select one of the following:

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

Source of Job Estimates – Other

(Projects tab: Column AJ)

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

Validations:

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

Response must be text

Square Feet of Real Estate – Total

(Projects tab: Column AK)

Report the total number of gross square feet that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.

Validations:

- Conditionally required if [Purpose](#) = any Real Estate option
- 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 or **Not Applicable***

Square Feet of Real Estate – Manufacturing

(Projects tab: Column AL)

Report the total number of gross square feet of manufacturing space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.

Validations:

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

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

Square Feet of Real Estate – Office

(Projects tab: Column AM)

Report the total number of gross square feet of office space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.

Validations:

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

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

Square Feet of Real Estate – Retail

(Projects tab: Column AN)

Report the total number of gross square feet of retail space that are expected to be constructed, rehabilitated, or acquired with funding from the transaction.

Validations:

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

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

Housing Units – Sale

(Projects tab: Column AO)

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

Validations:

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

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

Housing Units – Rental

(Projects tab: Column AP)

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

Validations:

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

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

Affordable Housing Units – Sale

(Projects tab: Column AQ)

Of the total Housing Units - Sale to be constructed, rehabilitated, or acquired with funding from the transaction, report the number that are projected to be affordable housing units

Validations:

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

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

Affordable Housing Units – Rental

(Projects tab: Column AR)

Of the total Housing Units - Rental to be constructed, rehabilitated, or acquired with funding from the transaction, report the number that are projected to be affordable housing units

Validations:

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

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

Community Facility

(Projects tab: Column AS)

Report whether the project financed is a community facility.

Validations:

- **Mandatory field**

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

Capacity of Educational Community Facility

(Projects tab: Column AT)

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

Validations:

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

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

Capacity of Childcare Community Facility

(Projects tab: Column AU)

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

Validations:

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

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

Capacity of Healthcare Community Facility

(Projects tab: Column AV)

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

Validations:

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

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

Capacity of Arts Center Community Facility

(Projects tab: Column AW)

If the project financed includes an arts center, report the capacity of the arts center (i.e. if the project is a theater, report the seating capacity). If not, report 0.

Validations:

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

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

QALICB TYPE GUIDANCE

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

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

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

QALICB Type

(Projects tab: Column AX)

Compliance Check

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

Validations:



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

Please select one of the following:

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

NMTC Eligibility Criteria

(Projects tab: Column AY)

Compliance Check

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

Validations:



- **Mandatory field**

Please select one of the following:

CENSUS1990	1990 Census – transaction must have been closed by a specific date outlined in section 3.2 of the Allocation Agreement
CENSUS2000	2000 Census – May only apply to QLICI closed on or before June 30, 2013
TARGETAREA	CDFI Fund approved target area or other area (<i>can only be selected if Date Originated is prior to 12/31/2012</i>)
TARGETPOP	Targeted population
TRACTS	Tracts with low population
HIGHMIGRATION	High migration rural county
2006-2010ACS	American Community Survey 2006-2010 – May apply to QLICI closed on or after May 1, 2012

Related Entity

(Projects tab: Column AZ)

Compliance Check

Report whether the investee (entity receiving the financing) is a related entity.

Validations:

- **Mandatory field**

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

Total QEI Proceeds Retained by the CDE

(Projects tab: Column BA)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- QEI proceeds retained by the CDE + Amount of the QLICI should equal the total QEI

Response must be numeric

Front End Sources of Compensation and Profits Charged to Investors

(Projects tab: Column BB)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue charged prior to or during the close of the transaction (i.e. origination fees, brokerage fees, legal fees, etc.)

Response must be numeric

Front End Sources of Compensation and Profits Charged Borrowers/Investees

(Projects tab: Column BC)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue charged prior to or during the close of the transaction (i.e. origination fees, brokerage fees, legal fees, etc.)

Response must be numeric

Front End Sources of Compensation and Profits Charged Other Entities

(Projects tab: Column BD)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue charged prior to or during the close of the transaction (i.e. origination fees, brokerage fees, legal fees, etc.)

Response must be numeric

On-going Sources of Compensation and Profits Charged to Investors

(Projects tab: Column BE)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue collected throughout the allocation compliance period (i.e. asset management fees, compliance fees, interest rate spread, etc.) with the exception of ordinary interest or dividend payments pass through investors

Response must be numeric

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

(Projects tab: Column BF)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue collected throughout the allocation compliance period (i.e. asset management fees, compliance fees, interest rate spread, etc.) with the exception of ordinary interest or dividend payments pass through investors

Response must be numeric

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

(Projects tab: Column BG)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue collected throughout the allocation compliance period (i.e. asset management fees, compliance fees, interest rate spread, etc.) with the exception of ordinary interest or dividend payments pass through investors

Response must be numeric

Back-end Sources of Compensation and Profits Charged to Investors

(Projects tab: Column BH)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue collected at time of investment exit or after the investment exit (i.e. success, residuals, exit fees, carried interest, etc.)

Response must be numeric

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

(Projects tab: Column BI)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue collected at time of investment exit or after the investment exit (i.e. success, residuals, exit fees, carried interest, etc.)

Response must be numeric

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

(Projects tab: Column BJ)

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

Validations:

- **Conditionally required if [Date Originated](#) is greater than 12/31/2010**
- Include any and all revenue collected at time of investment exit or after the investment exit (i.e. success, residuals, exit fees, carried interest, etc.)

Response must be numeric

Other Sources of Compensation and Profits Charged to Investors

(Projects tab: Column BK)

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

Validations:

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

Response must be numeric

Other Sources of Compensation and Profits Charged to Borrowers/Investees

(Projects tab: Column BL)

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

Validations:

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

Response must be numeric

Other Sources of Compensation and Profits Charged to Other Entities

(Projects tab: Column BM)

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

Validations:

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

Response must be numeric

Below Market Interest Rate

(Projects tab: Column BN)

Compliance Check

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

Validations:

- **Mandatory field**

Response must be YES or NO

Blended Interest Rate

(Projects tab: Column BO)

Annual Update Required

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

Validations:

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

Response must be numeric up to 3 decimal places

Comparable Blended Interest Rate

(Projects tab: Column BP)

Annual Update Required

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

Validations:

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

Response must be numeric up to 3 decimal places

Lower than Standard Origination Fees

(Projects tab: Column BQ)

Compliance Check

Report whether the project has lower than standard origination fees.

Validations:

- **Mandatory field**

Response must be YES or NO

Standard Origination Fees (Project)

(Projects tab: Column BR)

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

Validations:

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

Response must be numeric

Higher than Standard Loan to Value Ratio

(Projects tab: Column BS)

Compliance Check

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

Validations:

- **Mandatory field**

Response must be YES or NO

Standard Loan to Value Ratio

(Projects tab: Column BT)

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

Validations:

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

Response must be numeric up to 3 decimal places

More Flexible Borrower Credit Standards

(Projects tab: Column BU)

Compliance Check

Report whether the project has more flexible borrower credit standards.

Validations:

- **Mandatory field**

Response must be YES or NO

Lower than Standard Debt Service Coverage Ratio

(Projects tab: Column BV)

Compliance Check

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

Validations:

- **Mandatory field**

Response must be YES or NO

Standard Debt Service Coverage Ratio

(Projects tab: Column BW)

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

Validations:

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

Response must be numeric up to 3 decimal places

Lower than Standard Loan Loss Reserve Requirement

(Projects tab: Column BX)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES or NO

Standard Loan Loss Reserve Requirement

(Projects tab: Column BY)

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

Validations:

- Conditionally required if [Lower than Standard Loan Loss Reserve Requirement](#) = YES**

Response must be numeric

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

(Projects tab: Column BZ)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

Poverty Rates Greater than 30%

(Projects tab: Column CA)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

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

(Projects tab: Column CB)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

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

(Projects tab: Column CC)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

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

(Projects tab: Column CD)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

Unemployment rates at least 1.5 times the national average

(Projects tab: Column CE)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

Designated for Redevelopment

(Projects tab: Column CF)

Compliance Check

Designated for redevelopment by a governmental agency.

Validations:

- Mandatory field**

Response must be YES, NO or NA

Designated EZ, EC, or RC

(Projects tab: Column CG)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

SBA Designated HUB Zone

(Projects tab: Column CH)

Compliance Check

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

Validations:

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

Response must be YES, NO or NA

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

(Projects tab: Column CI)

Compliance Check

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

Validations:

- **Mandatory field**

Response must be YES, NO or NA

Brownfield Redevelopment Area

(Projects tab: Column CJ)

Compliance Check

Federally designated Brownfields redevelopment areas.

Validations:

- **Mandatory field**

Response must be YES, NO or NA

Encompassed by HOPE VI Redevelopment Plan

(Projects tab: Column CK)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

Located in a Hot Zone

(Projects tab: Column CL)

Compliance Check

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

Validations:

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

Response must be YES, NO or NA

Appalachian Regional Commission or Delta Regional Authority

(Projects tab: Column CM)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

Colonias

(Projects tab: Column CN)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

Medically Underserved Area

(Projects tab: Column CO)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

TIF District or Enterprise Zone Program

(Projects tab: Column CP)

Compliance Check

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

Validations:

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

Response must be YES, NO or NA

High Migration Rural County

(Projects tab: Column CQ)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

Non-Metropolitan Census Tract

(Projects tab: Column CR)

Compliance Check

Validations:

- Mandatory field**

Response must be YES, NO or NA

FEMA

(Projects tab: Column CS)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

TAA Program

(Projects tab: Column CT)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

Food Desert

(Projects tab: Column CU)

Compliance Check

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

Note: This option may only be selected to the extent *QLICI* activities will increase access to healthy food.

Validations:

- Mandatory field**

Response must be YES, NO or NA

Targeted Populations

(Projects tab: Column CV)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

Other Areas of Higher Distress

(Projects tab: Column CW)

Compliance Check

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

Validations:

- Mandatory field**

Response must be YES, NO or NA

Addresses Tab

The CDFI Fund requires that Organizations confirm that all addresses are geocodable in CIMS (the Fund's CDFI Information and Mapping System) prior to reporting in CIIS. CIMS is available through the "Mapping" link in your organizations' myCDFIFund account.

FIPS Code – refers to the 11-digit Federal Information Processing Standards codes. FIPS Codes must be provided if CIIS is unable to geocode an address. The FIPS Code is a combination of the State, County, and Tract Code. To find a FIPS Code visit 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.

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**

Project Number

(Addresses tab: Column A)

Compliance Check

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

Validations:

- **Mandatory Field**
- Project Number **must** match a Project Number reported on the Notes-Investment tab.

Response must be numeric - up to 8 digits

Investee Street Address Line 1

(Addresses tab: Column B)

Compliance Check

Report the address for the investee/borrower.

Validations:



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

Response must be text

Investee Street Address Line 2

(Addresses tab: Column C)

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

Validations:

- No Post Office Boxes or Rural Routes

Response must be text

Investee City

(Addresses tab: Column D)

Compliance Check

Report the investee's city.

Validations:

- Mandatory field**

Response must be text

Investee State

(Addresses tab: Column E)

Compliance Check

Report the two letter state abbreviation.

Validations:

- Mandatory field**

Response must be text

Investee Zip Code

(Addresses tab: Column F)

Compliance Check

Report the five digit zip code.

Validations:

- Mandatory field**

Response must be numeric

Investee Zip Code +4

(Addresses tab: Column G)

Report the four digit zip code extension

Response must be numeric

Project Street Address Line 1

(Addresses tab: Column H)

Compliance Check

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

Validations:



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

Response must be text

Project Street Address Line 2

(Addresses tab: Column I)

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

Validations:

- No Post Office Boxes or Rural Routes

Response must be text

Project City

(Addresses tab: Column J)

Compliance Check

Report the project's city.

Validations:

- Mandatory field**

Response must be text

Project State

(Addresses tab: Column K)

Compliance Check

Report the two letter state abbreviation.

Validations:

- Mandatory field**

Response must be text

Project Zip Code

(Addresses tab: Column L)

Compliance Check

Report the five digit zip code.

Validations:

- Mandatory field**

Response must be numeric

Project Zip Code +4

(Addresses tab: Column M)

Report the four digit zip code extension

Response must be numeric