



U.S. Department of Treasury

*Community Development Financial Institutions Fund*

*Multi-CDE Reporting  
Guidance*

## ***What is a multi-CDE project and what is the purpose of reporting for multi-CDE projects?***

Multi-CDE projects are Projects that are financed in conjunction with other CDEs, allocatees and sub-allocatees. The purpose of multi-CDE reporting is to allow reporting of NMTC projects financed by multiple allocatees and sub-allocatees in order to avoid double counting impacts or reporting inconsistent data such as total project costs or jobs figures for selected variables for the same project occurring at the same address. The rationale for using the same outcome numbers for TLR reporting is that every organization will report the aggregate impact and the CDFI Fund can then count the impacts once for each identified multi-CDE without risk of double counting.

## ***Where to start***

Communication and coordination among all participating CDEs and sub-CDEs is crucial to the accurate reporting of multi-CDE projects. All participating Organizations will need to decide how to report the Multi-CDE project. Will the project be using the [Lead Approach](#) where one Organization takes charge, enters the data, and tags the others as participants or will the project use the [Collaborative Approach](#) where all the Organizations are able to make changes and updates.

## ***Lead Approach***

Select this option if a CDE (or allocatee or sub-allocatee—which hereafter will be referred to as the organization) has been designated by all participating organizations as the initiating organization to create, enter and edit the applicable Multi-CDE Project information. The “initiating” or “registering” organization **WILL** be automatically listed as a participant in the ‘Multi-CDE Project Table’.

- The Lead CDE coordinates the multi-CDE project data to ensure:
  - **Total project costs** includes all sources of financing for all participating organizations such that Total Project Costs = Total Project Cost Public Sources + Total Project Cost Other CDEs, Affiliates & Related Program + Total Project Cost Private Investment.
  - **Project address** is identically entered
  - 
  - **Total number of organizations participating in the project** is identified by using their respective TINs (see Q. 3 above for dialog box for data entry).
  
- **Key Outcome Measures that should be the same:** Under the Lead CDE approach all participating organizations should report the same data for a limited number of outcomes based upon the total impact of the project of all relevant measures including:
  - **Projected and actual job measures;**
  - **Square footage of all community facilities;**
  - **Housing measures;**
  - **Capacity Measure;**
  - **For business projects, the Annual gross revenue generated by QALICB and the NAICs code should be the same.**

## Collaborative Approach

Select this option if all participating organizations should be able to edit the Multi-CDE Project information. The first registering organization will be automatically listed as a participant in the 'Multi-CDE Project Table' and the project will automatically be assigned a number. The rationale for this approach was some organizations desired to report discrete outcomes related to their individual investments. Under the collaborative approach the CDEs should strive to ensure that the sum of individually reported outcomes should equal the estimated total outcome of the project so that there is no double counting of outcomes.

- Under the Collaborative approach, the organizations agree to report in the Multi-CDE project table the same data for the following:
  - **Total project costs** include all sources of financing for all participating organizations such that Total Project Costs = Total Project Cost Public Sources + Total Project Cost Other CDEs, Affiliates & Related Program + Total Project Cost Private Investment.
  - **Project address** is identically entered
  - **Total number of organizations participating in the project** is identified by using their respective TINs
  
- All participating organizations will still have to report their individual TLR outcome data based on their organization's specific contribution to the project for the following measures:
  - **Projected and actual job measures;**
  - **Square footage of all community facilities;**
  - **Housing measures;**
  - **Capacity Measure;**
  - **For collaborative investments in the same operating business projects, participating organizations should report the same Annual gross revenue generated by QALICB, business description and the NAICs code.**

If the participating organizations do not collect discrete breakouts of outcome data for each organization's contribution to the project outcomes, then the organizations should use a pro-rata share of relevant outcomes as measured by each organization's share of all QEIs in the project. Collaborative Outcomes that may be prorated include all job measures, square footage, housing units, community facilities and capacity measures (see bullet above).

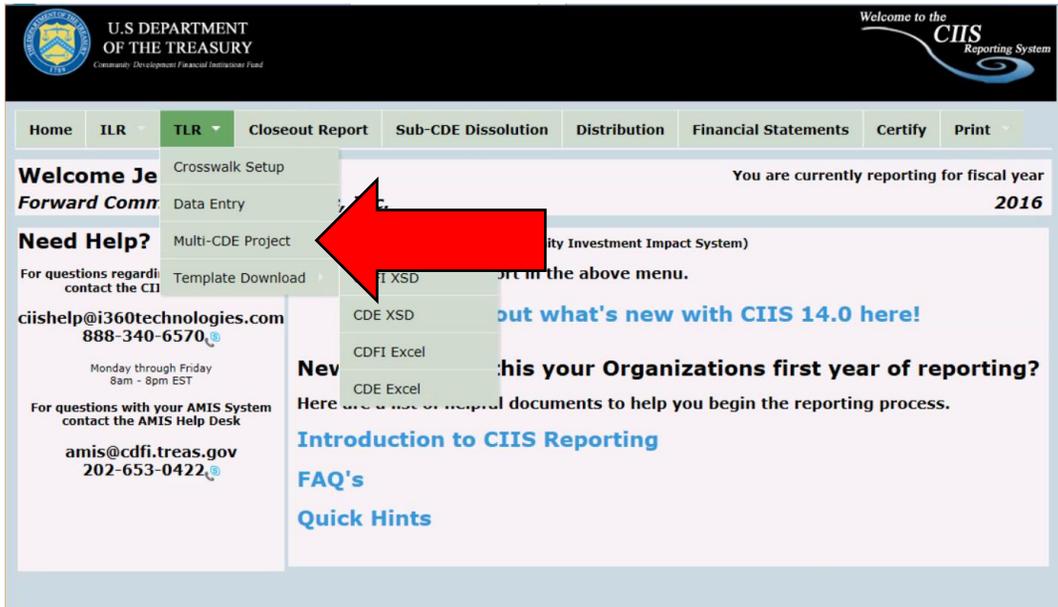
It is recognized that prorating outcomes based on the share of total QEIs does not account for the non-New Markets financing portion of the project; however the collection of the detailed breakout of total project cost components will allow the CDFI Fund to make this calculation in analyzing project leverage and the attribution of outcomes.

### **What if each Organization has a different fiscal year end?**

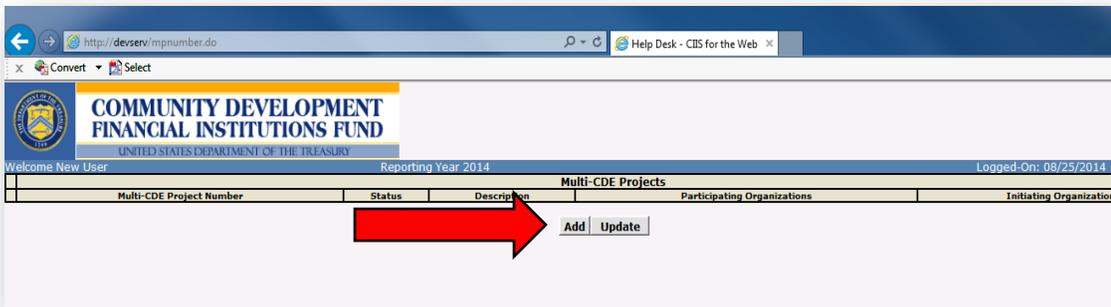
It is recognized that not all participating organizations will have the same FYE to estimate outcome data for the Multi-CDE project; however slight differences in outcome reporting will average out over the life of the project. Please use the most recent available outcome data even if the end-of-fiscal-year dates vary among organizations.

## Creating Multi-CDE Project numbers in CIIS

To begin, select the Multi-CDE Project link under the TLR menu of the CIIS Homepage.



Click on Add to add a new multi-CDE project. The resulting popup window will assign a multi-CDE project number to the new project. Enter the rest of the details for the new project in the window.



The screenshot shows the 'Add' popup window for creating a new Multi-CDE project. The form includes fields for Participating CDE, Contact Name, Contact Email, and Contact Phone. Below these are buttons for 'Add', 'Update', and 'Delete'. The form also includes sections for Project Description, Administration Type, Number of Participating Awardees, Total Project Cost, Address Line 1, Address Line 2, City / State, and Zip Code. At the bottom, the Multi-CDE Project Number is displayed as 'MP-00000914' with a red arrow pointing to it. There are 'Save' and 'Cancel' buttons at the bottom.

A pop up will display with the new Multi-CDE Project Number displayed at the bottom. This is the number that **MUST** be entered in the TLR – Projects tab, Column B.

CIS for Web - Internet Explorer

Participating CDE	Contact Name	Contact Email	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Description:

Administration Type:

Number of Participating Awardees:

Total Project Cost:

Address Line 1:

Address Line 2:

City / State:

Zip Code:

Multi-CDE Project Number: **MP-00000914**

To add all the CDEs, allocatees and/or sub-allocatees participating in the multi-CDE project, click the Add button and a new window will appear. Make sure to save and verify all your entries.

CIS for Web - Internet Explorer

Organization TIN:

Contact Name:

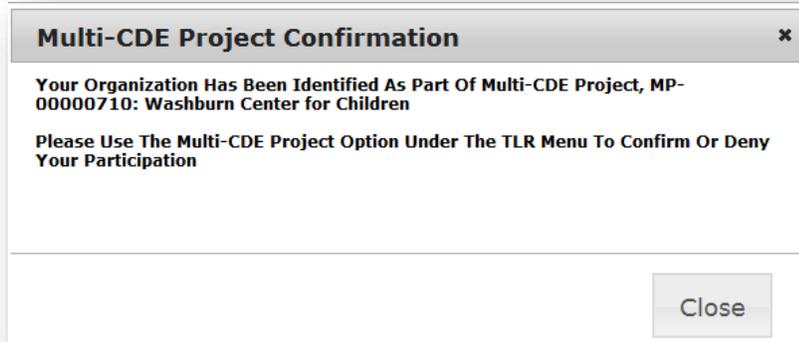
Contact Email:

Contact Phone:

***Please note that the multi-CDE table which assigns the Multi-CDE project number is a separate reporting table used to link multiple transactions across participating organizations. The multi-CDE table is not meant to collect the data on the individual transactions of participating organizations which must still be reported separately in the TLR by each organization.***

## How do I add my organization to an existing multi-CDE group in CIIS?

If you are participating in a multi-CDE project but another CDE has taken the lead in reporting, you will not need to create a new multi-CDE project number. Instead, when you log into CIIS, you will see the notification below informing you that your organization has been identified as part of a multi-CDE project and you will be prompted to confirm or deny your participation. Follow the steps below to confirm your organization's participation.



To begin, select the Multi-CDE Project link under the TLR menu of the CIIS Homepage.

The top section lists multi-CDE projects in which your organization has confirmed its participation.

The screenshot shows the CIIS homepage with the "COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND" header. Below the header, there are two tables. The top table, titled "Multi-CDE Projects", lists projects where participation has been confirmed. The bottom table, titled "Confirm The Following Multi-Projects", lists projects where participation needs to be confirmed or denied. A radio button is selected next to the project "MP-00000710" in the bottom table. Arrows from the text boxes point to the top table and the selected radio button in the bottom table.

Multi-CDE Projects				
Multi-CDE Project Number	Status	Description	Participating Organizations	Initiating Organization
<input type="radio"/> MP-00000486	Active	The East Side Health Clinic project involves a construction of a new health clinic.	Local Initiatives Support Corporation CAPITAL CITY PROPERTIES Capital City New Markets Fund III, LLC New Markets Investment 69, LLC	Local Initiatives Support Corporation
<a href="#">Add</a>   <a href="#">Update</a>				

Confirm The Following Multi-Projects				
Multi-CDE Project Number	Description	Participating Organizations	Initiating Organization	
<input checked="" type="radio"/> MP-00000710	Washburn Center for Children	USBCDE, LLC National Community Fund I, LLC CAPITAL CITY PROPERTIES	USBCDE, LLC	
<a href="#">Confirm</a>   <a href="#">Deny</a>				

The lower section lists multi-CDE projects where your organization has yet to confirm or deny its participation. Select the radio button next to project you want to highlight and then click 'Confirm' or 'Deny'. If confirmed, the project will move to the top.

## ***Which fields are required for identifying a multi-CDE project?***

The following required fields are unique to multi-CDE reporting:

- Multi-CDE Project Number
- Project Description
- Administration Type
- Number of Participating Awardees

The following fields are required for single-CDE and multi-CDE projects; however, CDEs participating in multi-CDE projects must report these fields in coordination with one another:

- Total Project Cost
- Address Line 1
- Address Line 2
- City
- State
- Zip Code

## ***Can projects with distinct investors and distinct phases be reported as separate projects rather than as multi-CDE projects?***

In instances where a Multi-CDE project occurs at an address or location where a NMTC financed project was previously funded, the succeeding phase may be construed as a new and distinct project if and only if the total project costs can be disaggregated between reporting phases and none of the participating CDEs' Qualified Equity Investments would be comingled between project phases. Moreover, if there are different QALICBs in these separate phases it should be straightforward to separate costs and impacts between phases.

## ***At what point in the reporting process do I create a multi-CDE project number?***

CIIS allows organizations to create Multi-CDE Project Numbers at any time regardless of where an organization is in the reporting process (in progress or submitted). Organizations can access the Multi-CDE Project Number creation page any time to establish a new Multi-CDE Project Number. If you have any questions please call the CIIS Help Desk at 1-888-341-6570 or [ciishelp@i360technologies.com](mailto:ciishelp@i360technologies.com).

## ***I don't have any multi-CDE projects, but CIIS is requiring a response in the 'Multi-CDE Project Number' field?***

A response to the Multi-CDE project number question is mandatory for all projects, however projects that are funded by a single CDE should provide a response of "Not Applicable" in the 'Multi-CDE Project Number' field of the TLR.