

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

[www.cdfifund.gov](http://www.cdfifund.gov)



## AMIS User Guide

# Capital Magnet Fund Compliance Reporting Guidance

Updated: December 2025

# Contents

|  |    |
|--|----|
| 1. Introduction .....  | 5  |
| 1.1 CMF Reporting in AMIS .....  | 5  |
| 1.2 Summary of Changes .....   | 5  |
| 2. Types of Reports .....  | 6  |
| 2.1 Organization vs. Award-Specific Reports .....  | 6  |
| 2.2 Reporting Schedule .....   | 6  |
| 3. Complete the Annual Financial Statement Audit Report .....  | 7  |
| 3.1 Complete the Annual Financial Statement Audit Report (if applicable) .....                               | 7  |
| 3.2 Explain Audit Opinion and Corrective Action (if applicable) .....  | 11 |
| 4. Complete the Single Audit Report (if applicable) .....  | 13 |
| 4.1 Upload the Single Audit Report Directly to the CDFI Fund .....   | 13 |
| 4.2 Complete Noncompliance Section for Single Audit .....  | 14 |
| 5. Complete the SF-425 Federal Financial Report .....  | 17 |
| 5.1 Getting Started .....  | 17 |
| 6. Complete the CMF Award Level Report .....   | 19 |
| 6.1 [Updated] Getting Started .....  | 19 |
| 6.2 [New] FY 2016-2023 Awards - Filling out the Award Level Report .....                                     | 20 |
| 6.3 [New] FY 2024 Awards and Later - Filling out the Award Level Report .....                                | 23 |
| 7. Accessing the CMF Performance Report .....  | 28 |
| 7.1 Getting Started .....  | 29 |
| 7.2 Accessing the CMF Performance Report from the CMF Performance Report tab .....                           | 29 |
| 7.3 Accessing the CMF Performance Report from the Award Detail Page .....                                    | 29 |
| 7.4 Essential Information about Project, Annual Project Reports, Error and Warning Messages .....            | 30 |
| 7.5 Warnings and Error Messages .....  | 32 |
| 7.6 Submission of a No Project Activity Report .....   | 33 |
| 8. Reporting Direct Administrative Expense .....   | 34 |
| 8.1 Creating a Direct Administrative Expense Project Record .....  | 34 |
| 8.2 Creating a Direct Administrative Expense Commitment .....  | 36 |
| 8.3 Creating a Direct Administrative Expense Disbursement .....  | 36 |
| 9. Reporting Feasibility Determination Expenses Projects (applicable to ONLY FY 2024 and later Awards) ..... | 39 |
| 9.1 Creating a Feasibility Determination Expense Project Record .....  | 39 |
| 9.2 Creating a Feasibility Determination Expense Commitment .....  | 40 |
| 9.3 Creating a Feasibility Determination Expense Disbursement .....  | 41 |

|   |     |
|---|-----|
| 10. Reporting Rental Housing Project .....  | 43  |
| 10.1 Creating a Rental Project .....  | 43  |
| 10.2 [Updated] Creating a Project Locations for Rental Project .....              | 50  |
| 10.3 [Updated] Creating a Rental Project Annual Report Record .....               | 53  |
| 11. Reporting Homeownership Program Portfolio (Housing Program) .....             | 62  |
| 11.1 Creating a Homeownership Housing Program .....                               | 62  |
| 11.2 Creating an Individual Homeownership Project Record .....                    | 63  |
| 11.3 Creating a Homeownership Project Annual Report Record .....                  | 70  |
| 12. Economic Development Activities Project .....                                 | 76  |
| 12.1 Creating an Economic Development Activities Project .....                    | 76  |
| 12.2 Creating an Economic Development Activity Annual Project Report Record ..... | 83  |
| 13. Submitting an Annual Performance Report .....                                 | 88  |
| 13.1 Generating the Performance Scorecard.....                                    | 88  |
| 13.2 Submitting the Scorecard for CDFI Fund Review and Approval.....              | 90  |
| 14. ADVANCED TOPICS and GUIDANCE: Reports Available to Aid in Review of Data..... | 92  |
| 14.1 Rental Projects Reports .....  | 92  |
| 14.2 Rental Annual Project Report .....   | 93  |
| 14.3 Rental Project Location Report .....   | 93  |
| 14.4 Homeownership Project Reports .....  | 94  |
| 14.5 Homeownership Annual Project Report .....                                    | 95  |
| 15. Bulk CMF Project Annual Report Data Upload via .CSV .....                     | 95  |
| 15.1 How to Download CSV Template .....   | 95  |
| 15.2 How to Fill in the Annual Report CSV .....                                   | 96  |
| 15.3 How to Upload and Validate CSV File .....                                    | 98  |
| 16. Bulk CMF Homeownership Project Upload via CSV .....                           | 100 |
| 16.1 How to Download CSV Template .....   | 100 |
| 16.2 How to Fill in the Homeownership Project CSV File .....                      | 101 |
| 16.3 How to Upload and Validate Homeownership Project CSV File .....              | 102 |
| 16.4 How to Report a Homeowners project being replaced as “Terminated”.....       | 104 |
| 16.5 Create the Replacement Project Record and CMF Project Annual Report .....    | 106 |
| 16.6 Viewing the Affordability Period and Gaps on the Project Record.....         | 107 |
| 17. Guidance Regarding Reporting Family Occupancy of Occupied Rental Units.....   | 108 |
| 17.1 Annual Tenant Income Reexamination and Re-categorization .....               | 108 |
| 17.2 Guidance Regarding Reporting Family Occupancy of Vacant Rental Units .....   | 110 |
| 17.3 Guidance Regarding Homeownership Affordability Reporting .....               | 110 |

|  |            |
|--|------------|
| <b>18. Submitting a Service Request in AMIS for Compliance .....</b> | <b>110</b> |
|--|------------|

## 1. Introduction

### 1.1 CMF Reporting in AMIS



*AE101: Getting Started – Navigating AMIS (for CDFI Fund External Users)* is a pre-requisite for this training manual.

Recipients of **Capital Magnet Fund (CMF) Awards** from the **Community Development Financial Institutions Fund (CDFI Fund)** are required to submit annual reports as indicated in the Assistance Agreement.

This training guide provides **CMF Award Recipients** instructions on how to complete and submit annual reports online within the **Awards Management Information System (AMIS)**.

To make the best use of this guidance, Recipients should have their Assistance Agreement available for reference. See **Schedule 1** for more information on the reports that apply to your organization.

CMF Program Recipients will submit compliance reports exclusively in AMIS:

1. Financial Condition Report (annual financial statement audit report)
2. Financial Condition Report (Single Audit Report) – Submit to the Federal Audit Clearinghouse and optionally to the CDFI Fund in AMIS
3. CMF Performance Report
4. SF-425 Federal Financial Report

**NOTE:** Capitalized words are defined in the CMF Assistance Agreement, Interim Rule, or Statute. Reporting field labels, section titles, and other important information appear in **boldface**.

### 1.2 Summary of Changes

The January 2025 CMF Compliance release in AMIS includes several updates and enhancements. Recipients who have previously completed a **CMF Performance Report** (award years 2016-2023) will notice some functionality and field changes. Recipients should be sure to familiarize themselves with these changes before completing their next CMF Performance Report.

The following table summarizes key changes:

| Change   | Section Reference |
|--|-------------------|
| New Award Level Report - ALR   | 6                 |
| New CMF Performance Report Project Record Type – Feasibility Determination Expense | 7.9               |
| New Classification - Family Occupancy of Occupied Rental Units –                   | 12                |

*Table 1: Section References for Key AMIS Changes*

## 2. Types of Reports

### 2.1 Organization vs. Award-Specific Reports

Throughout the Period of Performance, the Recipient must provide to the CDFI Fund an annual report, which is comprised of two parts: the Financial Condition Report and the Performance Report.

Reports that may be required by the Recipient include:

- a. Annual Financial Statement Audit Report (not applicable for regulated financial institutions)
- b. Single Audit Report (for nonprofit Recipients, if applicable, annually)
- c. CMF Performance Report
- d. SF-425 Federal Financial Report

**TIP:** If the Recipient has a requirement to submit the **Annual Financial Statement Audit Report** and **Single Audit Report** for multiple CDFI Fund Award, these reports only need to be submitted once in AMIS for each fiscal year.

### 2.2 Reporting Schedule

The **Reporting Schedule**<sup>1</sup> is a central location in AMIS that allows the Recipient to track and monitor the due dates and submission status of reports that are due to the CDFI Fund, for all of its **Award**. Please note that the CDFI Fund sends the Authorized Representatives listed on the **Award Detail** page reporting reminders 365, 180, 90, 60, 30 and 15 days prior to the reporting deadline for listed reports.

**TIP:** To ensure that you do not miss any important notifications from the CDFI Fund, please confirm that the contact information for the users in your organization's AMIS account is current and correct, and make sure that your e-mail service is not marking communications from [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov) as "junk" or "spam." To access the **Reporting Schedule**:

1. Log into AMIS. [Link to AMIS User Login](#)
2. Click on the **Reporting Schedule** tab.

| Rep...      | Organization          | Allocation       | Compliance Report | Fis... | Due D... | Date Received                | Status    | Sub...                              |
|-------------|-----------------------|------------------|-------------------|--------|----------|------------------------------|-----------|-------------------------------------|
| 1 RS-115589 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr       | ILR    | 2018     | 6/29/2019 9/29/2020 11:27 AM | Submitted | <input checked="" type="checkbox"/> |
| 2 RS-115590 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr       | TLR    | 2018     | 6/29/2019 2/13/2019 7:00 PM  | Submitted | <input checked="" type="checkbox"/> |

Figure 1: Reporting Schedule Home Page

<sup>1</sup> Terms in **BOLD** reference AMIS links, pages, or important terms. To view all reports, choose **ALL** in the dropdown menu. A list of compliance reports that are due is displayed. Note that if your organization has active awards for more than one CDFI Fund program, your list will include reports for other CDFI Fund programs, in addition to those associated with your **CMF Award**.

|   |           |                       |                  |             |                                  |      |           |                   |           |                                     |                                  |
|---|-----------|-----------------------|------------------|-------------|----------------------------------|------|-----------|-------------------|-----------|-------------------------------------|----------------------------------|
| 2 | RS-115590 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr | TLR                              | 2018 | 6/29/2019 | 2/13/2019 7:00 PM | Submitted | <input checked="" type="checkbox"/> | <input type="button" value="▼"/> |
| 3 | RS-115591 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr | Financial Statement Audit Report | 2018 | 6/29/2019 |                   | Overdue   | <input type="checkbox"/>            | <input type="button" value="▼"/> |
| 4 | RS-115592 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr | ILR                              | 2019 | 6/29/2020 |                   | Overdue   | <input type="checkbox"/>            | <input type="button" value="▼"/> |
| 5 | RS-115593 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr | TLR                              | 2019 | 6/29/2020 |                   | Overdue   | <input type="checkbox"/>            | <input type="button" value="▼"/> |
| 6 | RS-115594 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr | Financial Statement Audit Report | 2019 | 6/29/2020 |                   | Overdue   | <input type="checkbox"/>            | <input type="button" value="▼"/> |
| 7 | RS-115595 | Test Applicant Org 01 | NMTCAward-000004 | 20180206ctr | ILR                              | 2020 | 6/29/2021 | 6/28/2021 5:50 PM | Submitted | <input checked="" type="checkbox"/> | <input type="button" value="▼"/> |

Figure 2: Reporting Schedule All List View

3. Any reports that have been rejected by the CDFI Fund will display Rejected under the Status column.

**TIP:** You may need to use the scroll bar at the bottom of the page to view all the columns, including Status.

### 3. Complete the Annual Financial Statement Audit Report

The Financial Statements Audit Report will be reviewed by the CDFI Fund to determine the Recipient's financial and managerial soundness.

#### 3.1 Complete the Annual Financial Statement Audit Report (if applicable)

A new **Annual Financial Statement Audit Report** can be created using the Organizations tab found on the Organization's homepage. Locate the Organization record within the Organizations tab to find the record for which a report needs to be created.

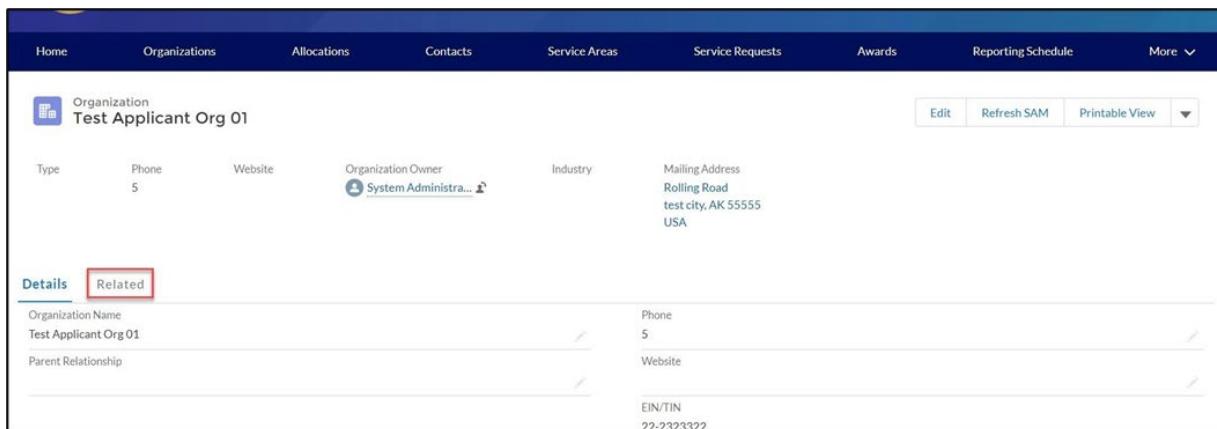
1. Click on the **Organizations** tab or use the **Global Search** to locate the Organization.

Figure 3: Home Page

2. Click on the **Organization Name** link for the reporting organization.

Figure 4: Organizations Tab

3. From the **Organization Detail** page, click on the **Related** tab.



The screenshot shows the 'Organization Detail' page. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the navigation bar, the organization details are displayed: Type (Organization), Phone (5), Website, Organization Owner (System Administrator), Industry, and Mailing Address (Rolling Road, test city, AK 55555, USA). Below this, there are two tabs: 'Details' and 'Related'. The 'Related' tab is highlighted with a red box. Under the 'Related' tab, there are fields for Organization Name (Test Applicant Org 01), Phone (5), Website, and EIN/TIN (22-2323322). At the top right of the page, there are buttons for 'Edit', 'Refresh SAM', 'Printable View', and a dropdown menu.

Figure 5: Organization Page - Related Tab

4. Navigate to the **Financial Statement Audits** section and click the **New** button.



The screenshot shows the 'Financial Statement Audits' section. At the top, there is a header with a 'New' button highlighted with a red box. Below the header, there is a table with four columns: 'FS Audit Report ID', 'Fiscal Year trigger', 'Upload Financial Statement (FS) Audit?', and 'Does the FS Audit include A-133 Audit?'. There are three rows in the table, each with a red bar next to the 'Fiscal Year trigger' field. At the bottom right of the section, there is a 'View All' link.

Figure 6: Financial Statement Audits Section - New

5. Enter all applicable information. Please note that fields with red bars next to them are required fields. Once completed, select the **Save** button.

- When selecting the fiscal year, please select the corresponding fiscal year to be reported on. For example, if the Performance Period End Date is 6/30/2021, then you would select 2021.
- The following questions (boxed in red) under the **Financial and Audit Report Information Sections** must be completed with either Yes, No, or N/A:
  - Material Weaknesses Resolved by FYE?
  - If FS Audit not submitted, why not?
  - Upload Auditor Correction Confirmation

**TIP:** The questions (boxed in red) under the **Audit Opinion and Corrective Actions** section must be completed. You may put N/A for the textboxes, however, the **Audit Opinion Corrected by FYE** date must be either **Yes** or **No**; this box cannot be left with the default selection of **None**.

**New Financial Statement Audit: Statement Audit**

**Financial and Audit Report Information**

\* Upload Financial Statement (FS) Audit?

--None--

\* FS Audit Report Type of Finding

--None--

\* Does the FS Audit include A-133 Audit?

--None--

\* Will you submit an A-133 Audit this FYE?

--None--

IF FS Audit not submitted, why not?

--None--

Describe why FS Audit not completed

Date to be completed and submitted

If "Other" please describe

Cancel Save & New Save

Figure 7: New Financial Statement Audit #1

**TIP:** If you are including A-133, ensure the proper response to “**Does the FS Audit include A-133 Audit**”. If “**Yes**”, then for the question “**Will you submit an A-133 Audit this FYE**”, select “**No**”.

**New Financial Statement Audit: Statement Audit**

Anticipate having Material Weaknesses

--None--

Material Weaknesses resolved by FYE

--None--

**Audit Opinion and Corrective Actions**

What caused audit opinion

Audit opinion corrected by FYE

--None--

Actions to address audit opinion

If not corrected, explain why

Current status of corrective actions

Cancel Save & New Save

Figure 8: New Financial Statement Audit #2

6. After saving, you will be forwarded to the Financial Statement Audit Detail page with a message stating the **“Financial Statement Audit has been saved”**.

If you answered “**Yes**” to “**Upload Financial Statement FS Audit?**” a Financial Statement Audit Report attachment will be required to submit the report.

7. Click the **Related** tab and navigate to the **Notes & Attachments** section and click **Upload Files** to attach any Financial Statement Audit Report documents.

- The attached file should be displayed under the Notes & Attachments related list. If you have a separate **Single Audit Report** and would like to submit it to the CDFI Fund, please include this as an attachment under this section.

Figure 9: Financial Statement Audit Upload Files

8. Select the desired file from your computer and click **Done**.

Figure 10: Upload Files Done

- The attached file should be displayed under the Notes & Attachments section.
- If you have a separate **Single Audit Report** and would like to submit it to the CDFI Fund at this time, please include this as an attachment here. Repeat the steps above to attach another file such as the **Single Audit Report**.

9. You will receive a message stating the “Attachment(s) added.” Select the **Submit Report** button to submit your report to the CDFI Fund.

Figure 11: Financial Statement Audit- Submit Report

10.A “**Do you want to Submit?**” pop-up confirmation box will appear, select the **OK** button to submit the **Financial Statement Audit Report**.



Figure 12: Submit Confirmation

### 3.2 Explain Audit Opinion and Corrective Action (if applicable)

Once the Financial Statement Audit Report has been reviewed by the CDFI Fund, a compliance determination will be made. If the Financial Statement Audit Report is found to be noncompliant, the Authorized Representative of the award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance and describe the corrective action(s) taken.

**TIP:** To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization’s AMIS account is current and correct, and make sure that your e-mail service is not marking communications from [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov) as “junk” or “spam.”

To Access the **Financial Statement Audit Report** and complete the corrective action section:

1. Login to AMIS and click on the **Organizations** tab.

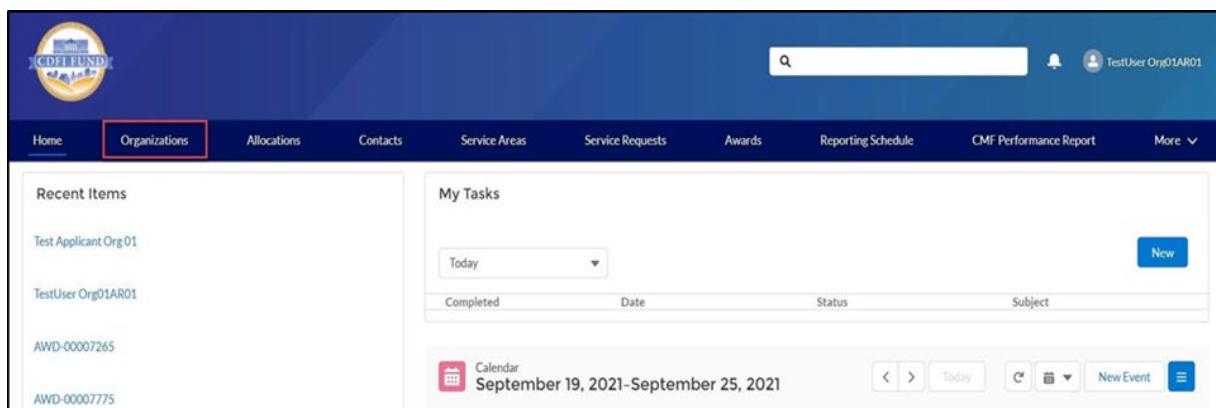


Figure 13: Home Page - Organization Tab

2. Click on the **Organization Name** link.

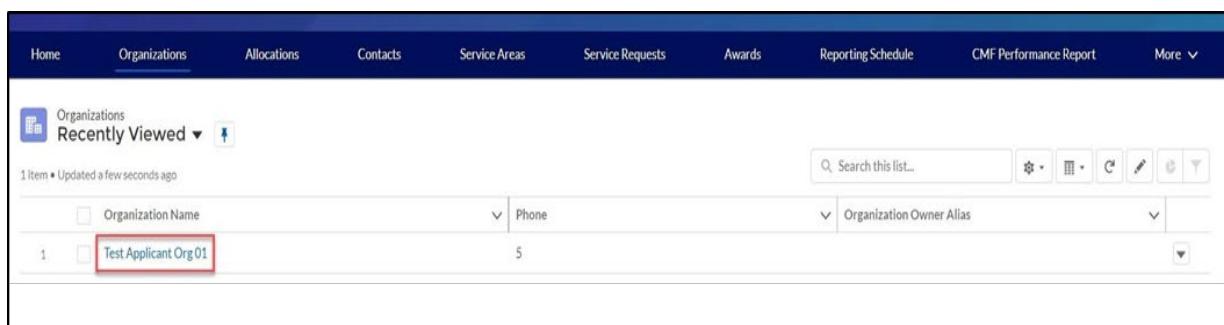
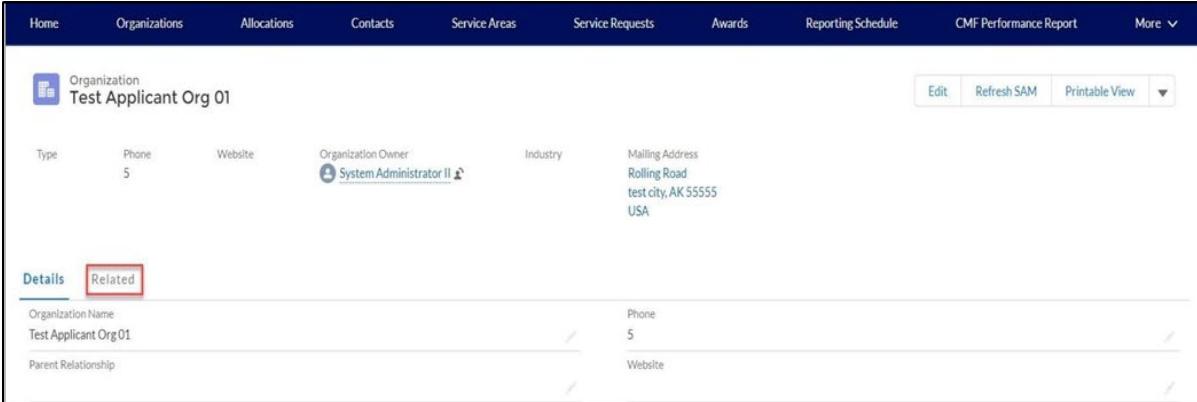


Figure 14: Organization Name Link

3. From the **Organization Detail** page, click on the **Related** tab.



The screenshot shows the 'Organization Detail' page. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, the organization's name is displayed: 'Organization Test Applicant Org 01'. On the right side of this section are buttons for Edit, Refresh SAM, and Printable View. The main content area shows organization details: Type (5), Phone (5), Website, Organization Owner (System Administrator II), Industry, and Mailing Address (Rolling Road, test.city.AK 55555, USA). Below this, there are two tabs: 'Details' (selected) and 'Related'. The 'Related' tab is highlighted with a red box. Under the 'Related' tab, there are sections for Organization Name (Test Applicant Org 01), Phone (5), and Website. The 'Details' tab is also visible.

Figure 15: Organization Detail Page - Related Tab

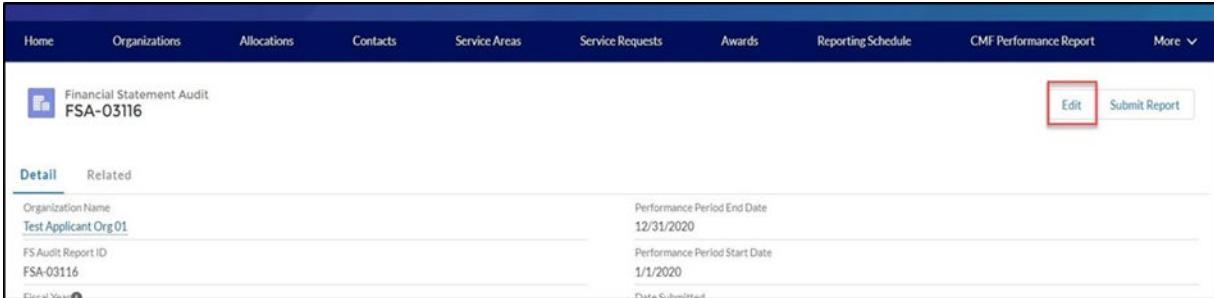
4. Navigate to the **Financial Statements Audits** section and click on the **FS Audit Report ID** link to access the report.



The screenshot shows the 'Financial Statement Audits' section. At the top, there is a header with a 'New' button. Below the header, there is a table with four columns: 'FS Audit Report ID', 'Fiscal Year trigger', 'Upload Financial Statement (FS) Audit?', and 'Does the FS Audit include A-133 Audit?'. There are three rows in the table. The first row contains 'FSA-04272', '2019', 'No', and 'N/A'. The second row contains 'FSA-03045', '2018', 'Yes', and 'No'. The third row, 'FSA-03116', is highlighted with a red box and contains '2020', 'No', and 'N/A'. At the bottom right of the table, there is a 'View All' link.

Figure 16: Financial Statement Audits - FS Audit Report Link

5. You will be forwarded to the **Financial Statement Audit Report Detail** page. Select the **Edit** button.



The screenshot shows the 'Financial Statement Audit Report Detail' page. At the top, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, the audit's name is displayed: 'Financial Statement Audit FSA-03116'. On the right side of this section are buttons for Edit (highlighted with a red box) and Submit Report. The main content area shows audit details: Organization Name (Test Applicant Org 01), FS Audit Report ID (FSA-03116), and Fiscal Year (2020). To the right of these details are performance period dates: End Date (12/31/2020) and Start Date (1/1/2020). Below these dates is a 'Due & Submitted' section.

Figure 17: Edit Button

6. Scroll down to the **Audit Opinion and Corrective Actions** section.
7. Complete the required information in the **“Explain Audit Opinion and Corrective Actions”** section and select the **Save** button.

**Edit FSA-03116**

---

**Audit Opinion and Corrective Actions**

|   |  |
|---|--|
| What caused audit opinion<br>Sample Info            | Audit opinion corrected by FYE<br>Yes        |
| Actions to address audit opinion<br>Sample Info     | If not corrected, explain why<br>Sample Info |
| Current status of corrective actions<br>Sample Info |  |

**Attestation**

Attestation

Figure 18: Explain Audit Opinion and Corrective Actions

8. Submit your report to the CDFI Fund, by clicking the **Submit Report** button displayed on the Financial Statement Detail page. A “**Confirm to Submit**” pop-up box will appear, click **OK**.

Home    Organizations    Allocations    Contacts    Service Areas    Service Requests    Awards    Reporting Schedule    CMF Performance Report    More ▾

---

Financial Statement Audit  
**FSA-03116**

|   |   |
|---|---|
| <b>Detail</b>                               | <b>Related</b>                            |
| Organization Name<br>Test Applicant Org 01  | Performance Period End Date<br>12/31/2020 |
| FS Audit Report ID<br>FSA-03116             | Performance Period Start Date<br>1/1/2020 |
| Fiscal Year<br>2020                         | Date Submitted                            |
| Is Doc Attached<br><input type="checkbox"/> |   |

Figure 19: Submit Report

## 4. Complete the Single Audit Report (if applicable)

A Nonprofit Recipient must complete an annual **Single Audit Report** pursuant to the Uniform Administrative Requirements (2 C.F.R. § 200.500) if it expends **\$1,000,000** or more in Federal Awards in its fiscal year, or such other dollar threshold established by OMB pursuant to 2 C.F.R. 200.500. If a **Single Audit Report** is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC). Information and instructions for uploading a **Single Audit Report** to the FAC can be found here: [Federal Audit Clearinghouse](#).

### 4.1 Upload the Single Audit Report Directly to the CDFI Fund

A Nonprofit Recipient also can upload the **Single Audit Report** when uploading the **Financial Statement Audit Report**, as outlined in Section 3.1.

## 4.2 Complete Noncompliance Section for Single Audit

Once the **Single Audit Report** (formerly the A-133) has been reviewed by the CDFI Fund, a compliance determination will be made. If the **Single Audit Report** is found to be noncompliant, the Authorized Representative of the award will receive an email from the CDFI Fund. The Recipient will need to explain the noncompliance, complete the Significant Deficiency section for each of the significant deficiencies cited in the Single Audit and describe corrective actions taken.

**TIP:** To ensure that you do not miss any important notifications from us, please confirm that the contact information for the users in your organization's AMIS account is current and correct, and make sure that your e-mail service is not marking communications from [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov) as "junk" or "spam".

1. To Submit the **Single Audit Report** in AMIS, navigate to the "Organization Related" page, and click the **A-133 Audit Reports** section.
2. Select the **A-133 Audit Report Record ID** link.

| A-133 Report Record ID | Fiscal Year Trigger | Significant Deficiencies | Material Weaknesses |
|------------------------|---------------------|--------------------------|---------------------|
| A133-01592             | 2021                | No                       | Yes                 |
| A133-01593             | 2020                |                          |                     |
| A133-01315             | 2019                |                          |                     |

Figure 20: Audit Reports Section

**TIP:** You will be required to complete the **Material Weaknesses** section for each of the material weaknesses cited in the Single Audit Report

3. Click the **Related** tab.

Home   Organizations   Allocations   Contacts   Service Areas   Service Requests   Awards   Reporting Schedule   CMF Performance Report   More ▾

**A-133 Audit Report**  
A133-01593

**Detail**   **Related**

Organization Name  
Test Applicant Org 01

A-133 Report Record ID  
A133-01593

Report Receipt  
New

Fiscal Year  
2020

Authorized Representative

Performance Period Start Date  
10/1/2019

Performance Period End Date  
9/30/2020

Date Submitted

Edit   Printable View   Submit A133

New

Figure 21: Audit Report - Related Tab

4. Navigate to the **Material Weaknesses** section and click **New**.

**A-133 Audit Report**  
A133-01593

**Detail**   **Related**

**Material Weaknesses (0)**

New

Figure 22: Material Weaknesses - New

5. Complete the following information displayed on the page:
  - a. "What caused Material Weakness"
  - b. "Actions to address Material Weakness"
  - c. "Current status of Material Weakness"
  - d. "Material Weakness corrected by next FYE"
  - e. "Why Material Weakness will not be corrected"
6. Click the **Save** button once you are done.
7. Repeat steps #4-6 to explain all the material weaknesses in the report.

New Material Weakness

Material Weakness Explanation/Corrective Action

\* What caused Material Weakness

\* Actions to address Material Weakness

\* Current status of Material Weakness

\* Material Weakness corrected by FYE

--None--

Why Material Weakness not corrected

Cancel Save & New Save

Figure 23: New Material Weaknesses



**Note:** You will be required to complete the "Material Weakness" section for each of the material weaknesses cited in the Single Audit Report.

8. Once the record is saved, click the **A-133 Audit Report** link to return to the "**A133 Audit Report Detail**" page.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More ▾

Material Weakness MW-00149

New Contact New Service Request Edit ▾

Detail Related

A-133 Audit Report  
A133-01593

Material Weakness ID  
MW-00149

Material Weakness  
Test

CDFI Award Funds Impacted

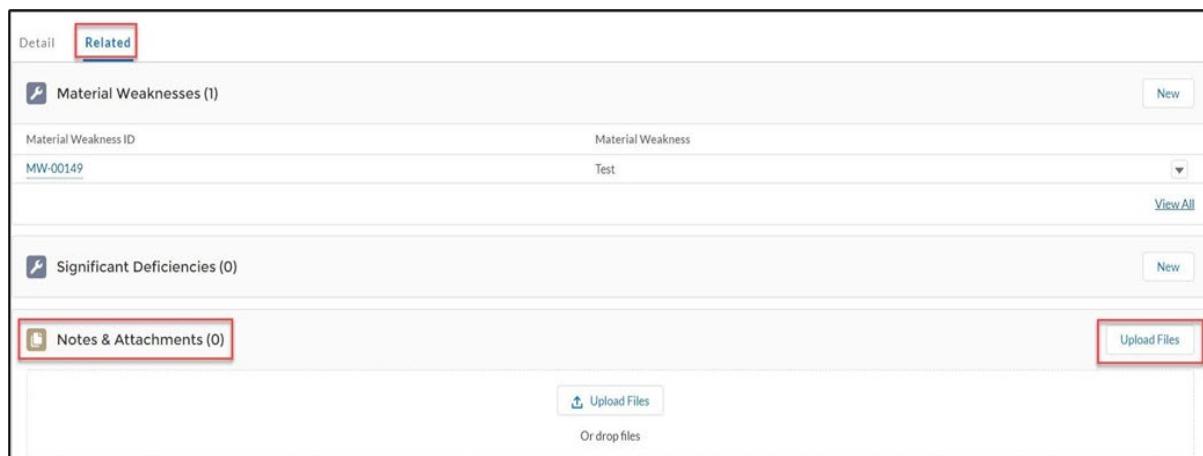
How CDFI Award Funds Impacted

Describe trends in Materials Weaknesses

Figure 24: A-133 Audit Report Link

9. You will be forwarded to the "**A-133 Audit Report Detail**" page.

10. To attach a document, click the **Related** tab, navigate to the **Notes and Attachments** section and click **Upload Files**.



The screenshot shows a 'Material Weaknesses' detail page. The 'Related' tab is selected. Under the 'Notes & Attachments' section, there is a button labeled 'Upload Files' with a red box around it. Below the button, there is a placeholder text 'Or drop files'.

Figure 25: Upload Files Section

11. Select the desired file from your computer and click **Done**.

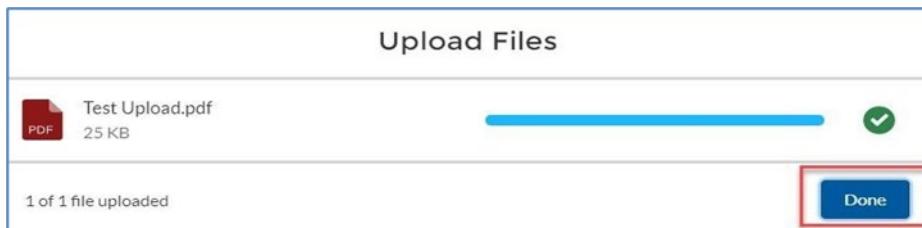


Figure 26: Upload Files - Done

12. The attached file should be displayed under the **Notes & Attachments** section.

13. Once you are satisfied with the responses provided, click the **Submit for A133** button, on the “**A-133 Audit Report Related**” page, to submit the report to the CDFI Fund.



The screenshot shows an 'A-133 Audit Report' detail page. The 'Related' tab is selected. At the top right, there is a 'Submit A133' button with a red box around it.

Figure 27: Submit A133

14. A “**Do you want to Submit**” pop-up box will appear, click **OK**.

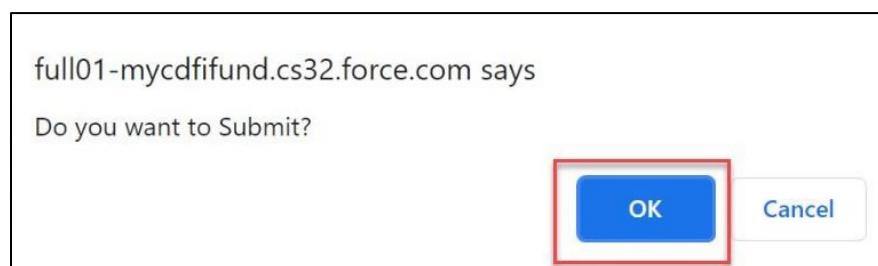


Figure 28: Submit Confirmation

## 5. Complete the SF-425 Federal Financial Report

This report allows the Recipient to disclose how much of the **CMF Award** funds were expended during the federal government's fiscal year of October 1 through September 30. This report is required for all awards that are in their Investments Periods.

### 5.1 Getting Started

1. To complete a **SF-425** report, click on the Awards tab in the navigation bar to locate the proper report

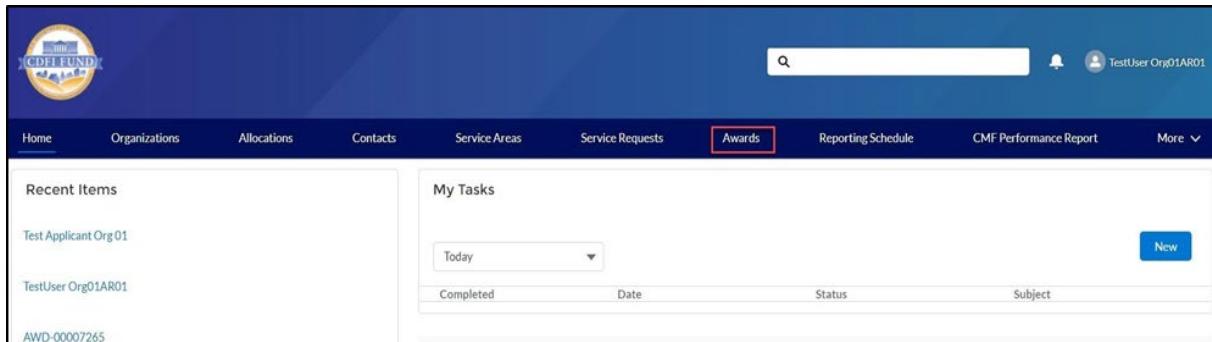


Figure 29: Awards Home Page

2. Select the **Award Name**.

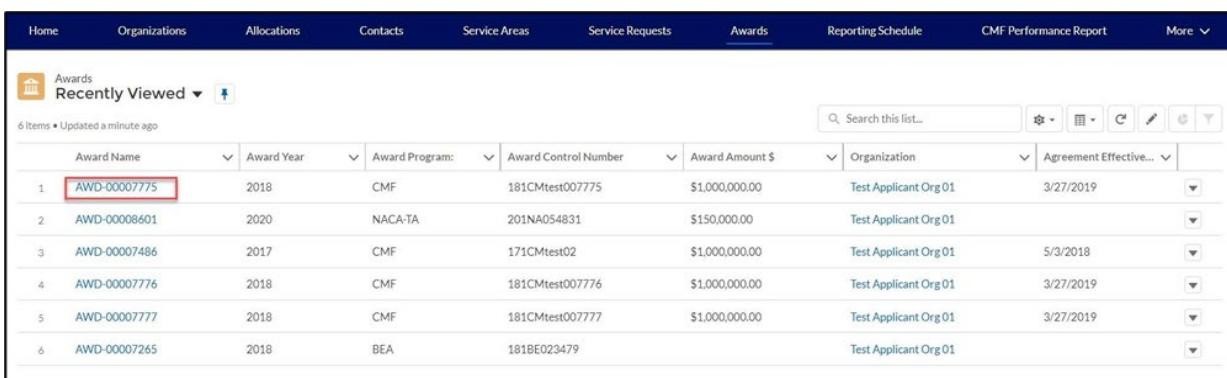


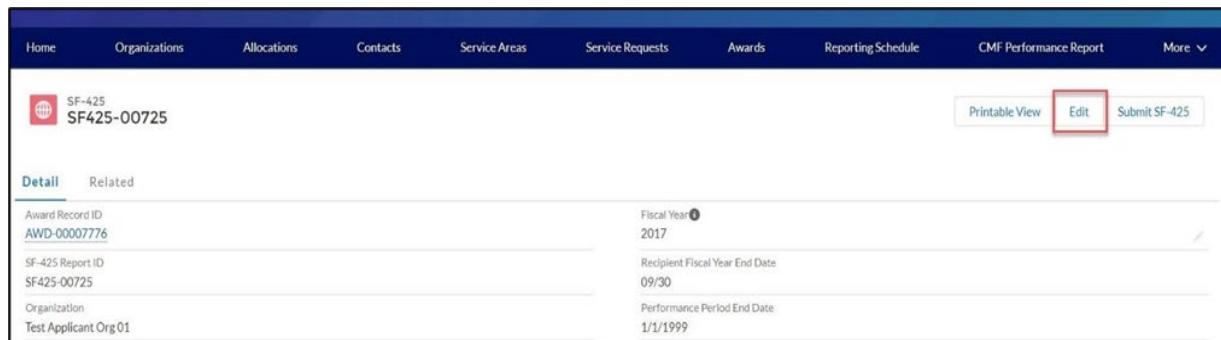
Figure 30: Awards List

3. From the **Award Detail** page, click the **Related** tab and navigate to the **SF-425** section and click on the appropriate record.



Figure 31: SF-425 Section

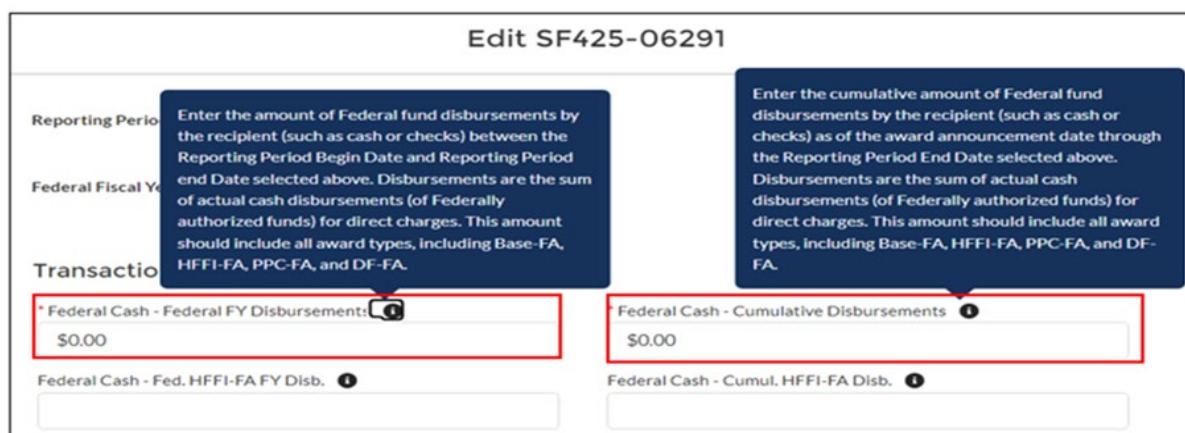
4. On the **SF-425 Detail** page, click the **Edit** button to complete the report.



The screenshot shows the SF-425 Detail page. At the top, there is a navigation bar with links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, there is a header with a globe icon and the text 'SF-425 SF425-00725'. On the right side of the header are buttons for 'Printable View', 'Edit' (which is highlighted with a red box), and 'Submit SF-425'. The main content area has tabs for 'Detail' and 'Related'. Under 'Detail', there are several data fields: 'Award Record ID' (AWD-00007776), 'Fiscal Year' (2017), 'SF-425 Report ID' (SF425-00725), 'Recipient Fiscal Year End Date' (09/30), 'Organization' (Test Applicant Org 01), and 'Performance Period End Date' (1/1/1999). The 'Edit' button is located in the top right corner of the page.

Figure 32: SF-425 Detail Page

5. From the **Award Detail** page, click the **Related** tab and navigate to the SF-425 section and click on the appropriate **SF-425 Report ID** link.
6. On the edit screen, you will need to supply the amount of **“Federal Cash Disbursements”**.
  - If you are uncertain what information to enter, please refer to the help text icon for more information.



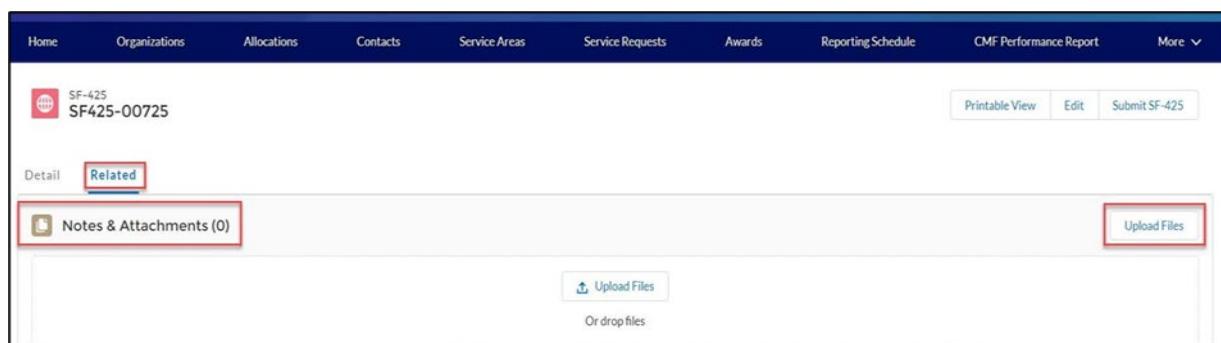
The screenshot shows the SF-425 Edit page for report ID SF425-06291. The title 'Edit SF425-06291' is at the top. The page contains several input fields with help text descriptions:
 

- Reporting Period:** Enter the amount of Federal fund disbursements by the recipient (such as cash or checks) between the Reporting Period Begin Date and Reporting Period End Date selected above. Disbursements are the sum of actual cash disbursements (of Federally authorized funds) for direct charges. This amount should include all award types, including Base-FA, HFFI-FA, PPC-FA, and DF-FA.
- Federal Fiscal Year:** Enter the cumulative amount of Federal fund disbursements by the recipient (such as cash or checks) as of the award announcement date through the Reporting Period End Date selected above. Disbursements are the sum of actual cash disbursements (of Federally authorized funds) for direct charges. This amount should include all award types, including Base-FA, HFFI-FA, PPC-FA, and DF-FA.
- Transaction:**
  - \* Federal Cash - Federal FY Disbursement:** \$0.00
  - \* Federal Cash - Cumulative Disbursements:** \$0.00
  - Federal Cash - Fed. HFFI-FA FY Disb.:** (help text)
  - Federal Cash - Cumul. HFFI-FA Disb.:** (help text)

 The 'Edit' button is located in the top right corner of the page.

Figure 33: SF-425 Edit Page

7. Once the information has been entered, select the **Save** button. You will be forwarded to the **“SF-425 Detail”** page.
8. Use the Upload Files button in the **“Notes and Attachments”** section on the **Related** tab to attach any supporting information you would like to include in your SF-425 report.



The screenshot shows the SF-425 Detail page. The 'Related' tab is highlighted with a red box. Below the tabs, there is a section for 'Notes & Attachments' with a count of '(0)'. On the right side of this section is a 'Upload Files' button with a red box around it. The 'Upload Files' button has the text 'Upload Files' and 'Or drop files' below it. The 'Edit' button is located in the top right corner of the page.

Figure 34: Notes & Attachments

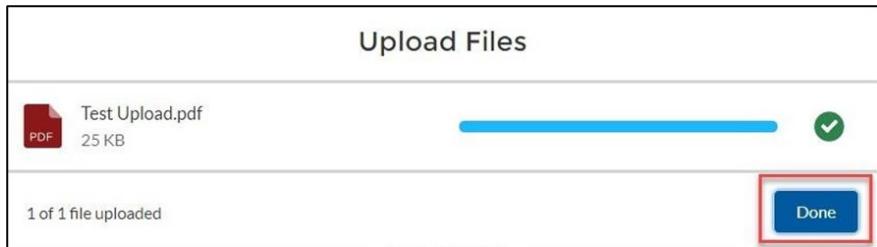


Figure 35: Upload Files

9. Select the desired file from your computer and click **Done**.
10. The attached file should be displayed under "**Notes & Attachments**".
11. Once you have completed the SF-425, click on the **Submit SF-425** button and click on the **Confirm to Submit** to submit your report to the CDFI Fund.

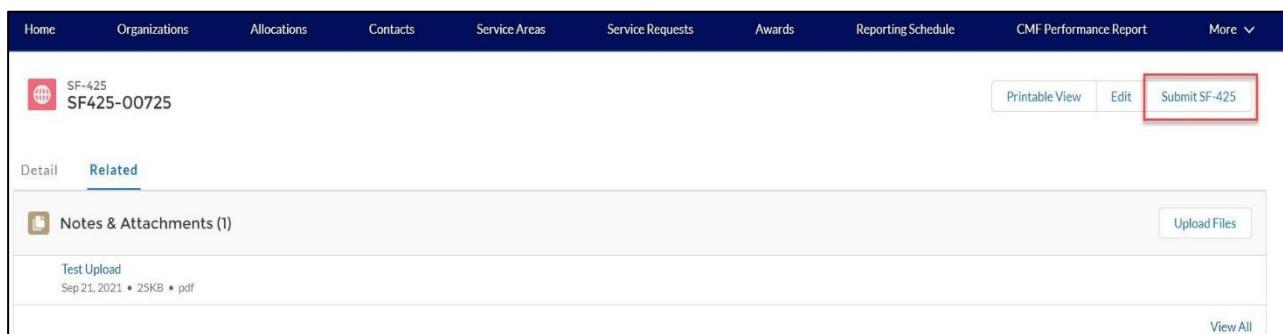


Figure 36: Submit SF-425

## 6. [Updated] Complete the CMF Award Level Report

This guide outlines the steps and requirements for a Recipient to add a new "**CMF Award Level Report**", which will be related to the "**Award**" object.

**The new CMF Award Level Report (ALR) is required for ALL award years (except for 2010 awards). The CMF Award Level Report must be completed annually BEFORE generating a CMF Performance Scorecard.**

For FY 2016-2023 Awards and later, follow the steps in [6.2](#) after Getting Started. For FY 2024 Awards and later, follow the steps in [6.3](#) after Getting Started.

### 6.1 Getting Started

1. To complete a **CMF Award Level Report**, log into AMIS and click on the **Awards** tab in the navigation bar to locate the appropriate **Award** .

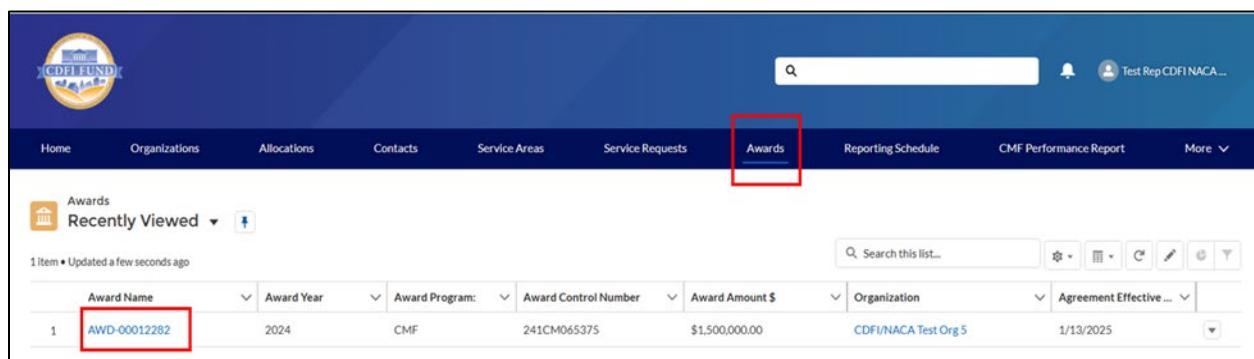
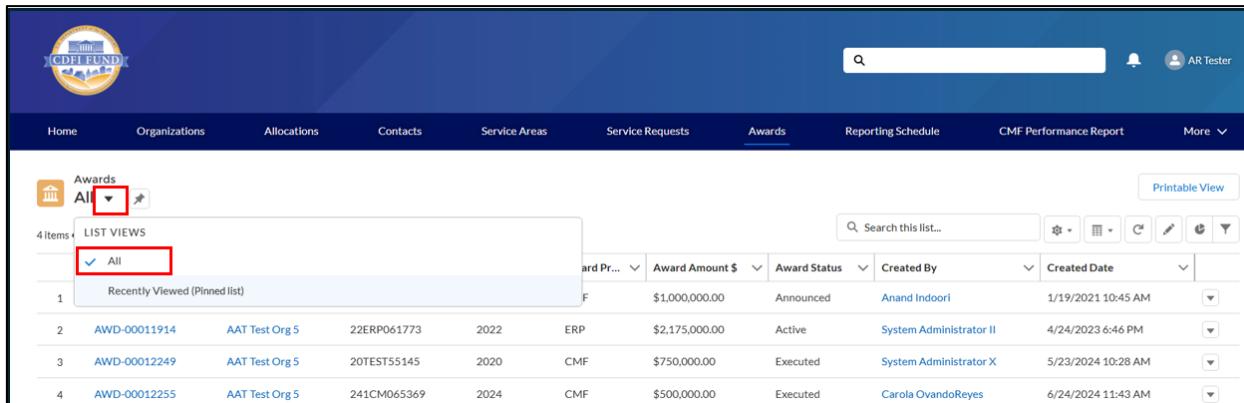


Figure 37: Awards Home Page

2. If Award Name isn't showing up, click "Awards All" dropdown.



| 1 | Award ID     | Award Name     | Entity      | Year | Type | Amount         | Status   | Created By              | Created Date       |
|---|--------------|----------------|-------------|------|------|----------------|----------|-------------------------|--------------------|
| 1 | AWD-00011914 | AAT Test Org 5 | 22ERP061773 | 2022 | ERP  | \$2,175,000.00 | Active   | System Administrator II | 4/24/2023 6:46 PM  |
| 2 | AWD-00012249 | AAT Test Org 5 | 20TEST55145 | 2020 | CMF  | \$750,000.00   | Executed | System Administrator X  | 5/23/2024 10:28 AM |
| 3 | AWD-00012255 | AAT Test Org 5 | 241CM065369 | 2024 | CMF  | \$500,000.00   | Executed | Carola OvandoReyes      | 6/24/2024 11:43 AM |
| 4 |              |                |             |      |      |                |          |                         |                    |

Figure 38: Awards Lists

3. From the **Award Detail** page, click the drop down button and select "**Create New CMF Award Level Report**" to start creating a new **Award Level Report** or **Clone** if one was created last year.

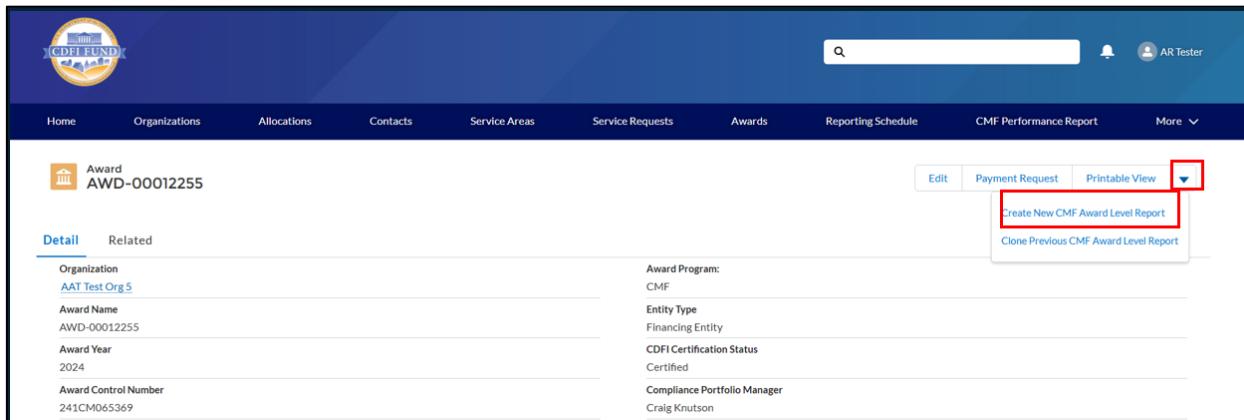


Figure 39: Create New Award Level Report

## 6.2 [New] FY 2016-2023 Awards - Filling out the Award Level Report

1. Enter the **Reporting Year** fields.

**New CMF Award Level Report: ALR 2024**

\* = Required Information

**Information**

CMF Award Level Report Name

\* Award  X

Reporting Year Reporting Year --None--

--None--  
2023  
2024  
2025

or Use - Lump Sum/Initial Payment)

Affordable Housing Fund Date PGM(Pynt 1)

Figure 40: ALR Reporting Year

2. The **Interest Bearing Account** fields must be completed. Enter “Yes” or “No” for **Excess of \$500 in an interest-bearing acct**, the Interest Amount and if the Excess Interest are remitted to HHS. This amount pertains to the interest earned on your Award prior to it being allocated/committed to a Project or an Eligible Activity for Awards prior to 2024.

▼ **Investment Period Reporting (Interest Bearing Account Requirements)**

\* Excess of \$500 in interest-bearing acct i ▼

No

Excess Interest Amount i ▼

Excess Interest Remitted to HHS i --None-- ▼

Figure 41: ALR Interest Bearing Account

3. You must choose at **least 1 Investment Period Reporting CMF Impact**. Impact narrative is optional.

**New CMF Award Level Report: ALR 2024**

**Investment Period Reporting CMF Impact**

|   |   |
|---|---|
| Financial stability & wealth building <span style="color: #0070C0;">i</span><br><input checked="" type="checkbox"/> | Increase homeownership rate <span style="color: #0070C0;">i</span><br><input checked="" type="checkbox"/> |
| Improved health outcomes <span style="color: #0070C0;">i</span><br><input type="checkbox"/>                         | Transition to clean energy <span style="color: #0070C0;">i</span><br><input type="checkbox"/>             |
| Remain in homes/neighborhoods <span style="color: #0070C0;">i</span><br><input checked="" type="checkbox"/>         | Access to goods & services (EDA only) <span style="color: #0070C0;">i</span><br><input type="checkbox"/>  |
| Access to education & transportation <span style="color: #0070C0;">i</span><br><input type="checkbox"/>             | Economic opportunity (EDA only) <span style="color: #0070C0;">i</span><br><input type="checkbox"/>        |
| Disaster area recovery & rebuilding <span style="color: #0070C0;">i</span><br><input checked="" type="checkbox"/>   |   |

Impact Narrative (Investment Period)

Figure 42: ALR Investment Period Reporting CMF Impact

4. **The Affordability Period Reporting (Program Income)** fields must be completed. Enter the dollar amount and number of units that were funded with **CMF Program Income** in the **Affordability Period**. Homeownership Projects are one unit. Enter zero, if not. Impact narrative is optional.

You are only entering data for current reporting year. Do not include amounts from previous years.

**Note:** Since you are required to report on Project Program Income in AMIS during your Investment Period, this section only applies to Program Income earned AFTER your Awards Investment Period End Date, when all Projects are in their Affordability Period (have been initially occupied).

**Therefore, these amounts should be zero (\$0, 0 units) if the Award's Investment Period End Date has not yet passed.**

**New CMF Award Level Report: ALR 2024**

**Affordability Period Reporting (Program Income)**

\* Affordability Period Program Income  
 Complete this field.

\* Units Financed with PI (Aff. Period) i  
 Complete this field.

**Affordability Period Reporting CMF Impact**

CMF Impact Category

Impact Narrative (Affordability Period)

Figure 43: Affordability Period Reporting (Program Income)

5. Once all information are completed, select **Save**.



Figure 44: ALR – Save Report

The **Award Level Report** is now created and will appear under the **Related** tab section of the **Award**.

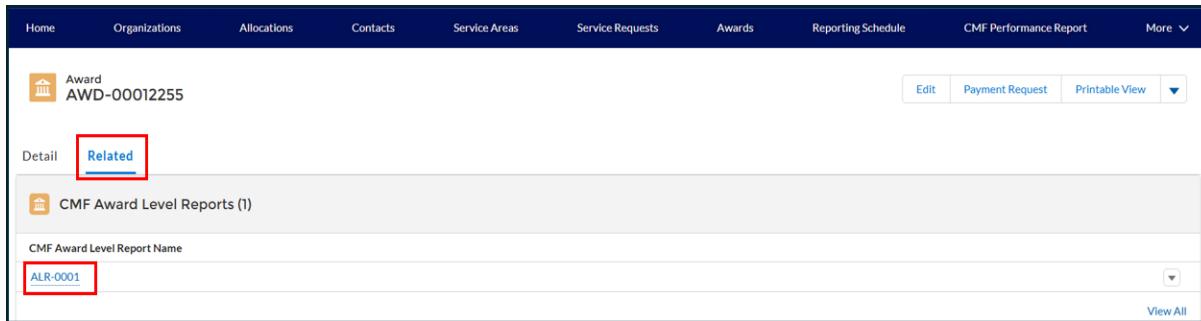


Figure 45: ALR Report Lists

### 6.3 [New] FY 2024 Awards and Later - Filling out the Award Level Report

1. Enter the **Reporting Year** fields.

New CMF Award Level Report: ALR 2024

Information

CMF Award Level Report Name

\* Award

AWD-00012255

Reporting Year

--None--

2023

2024

2025

Affordable Housing Fund Date PGM(Pymt 1)

Figure 46: ALR Reporting Year

2. The **Interest Bearing Account** fields must be completed. Enter “Yes” or “No” for **Excess of \$500 in an interest-bearing acct**, the Interest Amount and if the Excess Interest are remitted to HHS. This

amount pertains to the interest earned on your Award prior to it being allocated/committed to an Eligible Use for 2024+ Award Years.

✓ Investment Period Reporting (Interest Bearing Account Requirements)

\* Excess of \$500 in interest-bearing acct i

No ▼

Excess Interest Amount i

Excess Interest Remitted to HHS

--None-- ▼



Figure 47: ALR Interest Bearing Account

3. You must choose at **least 1 Investment Period Reporting CMF Impact**. Impact narrative is optional.

New CMF Award Level Report: ALR 2024

Investment Period Reporting CMF Impact

|  |  |
|--|--|
| Financial stability & wealth building <span style="color: red;">i</span>                                   | <input checked="" type="checkbox"/> Increase homeownership rate <span style="color: red;">i</span> |
| <input checked="" type="checkbox"/> Improved health outcomes <span style="color: red;">i</span>            | <input type="checkbox"/> Transition to clean energy <span style="color: red;">i</span>             |
| <input checked="" type="checkbox"/> Remain in homes/neighborhoods <span style="color: red;">i</span>       | <input type="checkbox"/> Access to goods & services (EDA only) <span style="color: red;">i</span>  |
| <input type="checkbox"/> Access to education & transportation <span style="color: red;">i</span>           | <input type="checkbox"/> Economic opportunity (EDA only) <span style="color: red;">i</span>        |
| <input checked="" type="checkbox"/> Disaster area recovery & rebuilding <span style="color: red;">i</span> |  |

Impact Narrative (Investment Period)

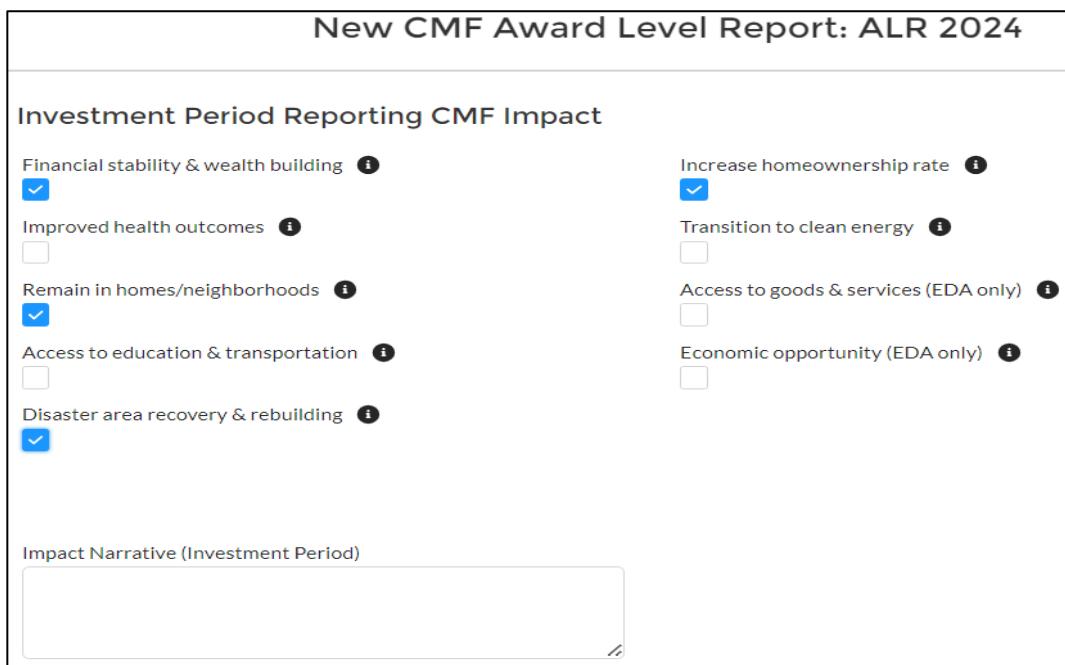


Figure 48: ALR Investment Period Reporting CMF Impact

4. **The Affordability Period Reporting (Program Income)** fields must be completed. Enter the dollar amount and number of units that were funded with **CMF Program Income** in the **Affordability Period**. Homeownership Projects are one unit. Enter zero, if not. Impact narrative is optional.

You are only entering data for current reporting year. Do not include amounts from previous years.

**Note:** Since you are required to report on Projects Program Income in AMIS during your Investment Period, this section only applies to Program Income earned AFTER your Awards Investment Period End Date, when all Projects are in their Affordability Period (have been initially occupied).

**Therefore, these amounts should be zero (\$0, 0 units) if the Award's Investment Period End Date has not yet passed.**

**New CMF Award Level Report: ALR 2024**

**Affordability Period Reporting (Program Income)**

\* Affordability Period Program Income

Complete this field.

\* Units Financed with PI (Aff. Period) i

Complete this field.

**Affordability Period Reporting CMF Impact**

CMF Impact Category

Impact Narrative (Affordability Period)

Figure 49: Affordability Period Reporting (Program Income)

5. Once all required information is completed, select **Save**.

Cancel Save & New Save

Figure 50: ALR – Save Report

6. For **Lump Sum Payments or Initial Payments**, the Committed to Use PG&M dates will auto populate as 2 years after the **Awards Effective Date**.

**Note: This section is not applicable to FY 2016 to FY 2023 Award years.**

|  |                                       |
|--|---------------------------------------|
| Award Control Number<br>241CM065369  | Agreement Effective Date<br>1/10/2025 |
| <p>✓ Investment Period Reporting (Committed for Use - Lump Sum/Initial Payment)</p> <p>Loan Loss Reserves Date PG&amp;M (Pymt 1)<br/>1/10/2027</p> <p>Revolving Loan Fund Date PG&amp;M (Pymt 1)<br/>1/10/2027</p> <p>Affordable Housing Fund Date PGM(Pymt 1)<br/>1/10/2027</p> <p>Economic Development Date PG&amp;M (Pymt 1)<br/>1/10/2027</p> <p>Risk Sharing Loans Date PG&amp;M (Pymt 1)<br/>1/10/2027</p> <p>Loan Guarantees Date PG&amp;M (Pymt 1)<br/>1/10/2027</p> |                                       |

Figure 51: Committed for Use Deadline autopopulates

7. For Recipients receiving a Lump Sum or Initial Payment, under **Investment Period Reporting (Committed for Use - Lump Sum/Initial Payment)** section, enter the date(s) and amount(s) of the Eligible Use(s) to which the Lump Sum/Initial Payment portion of the Award has been committed.

You can enter multiple date(s) and amount(s), but no individual Committed for Use amount can exceed the amount of the Lump Sum or Initial Payment. The Committed for Use amount for each use is an “up to” amount; Committing to a Use does not mean the any CMF funds have to be disbursed to that Eligible Use.

You have **2 years** from the Award’s Effective Date to commit the Lump Sum or Initial Payment to one or more Eligible Uses. If the Award is not yet Committed for Use, leave these fields blank.

The Committed for Use tests will show as “Fail” until the full amount of the Lump Sum or Initial Payment is Committed for Use. However, it will not be a true “Fail” unless the full amount of the Lump Sum or Initial Payment is not Committed for Use before the Committed for Use deadline (**2 years** from your Award’s Effective Date)

**TIP:** If you enter a date in the left column, you must also enter a dollar amount in the right column greater than \$0. If you enter a dollar amount in the right column, you must also enter a date in the left column.

|   |   |
|---|---|
| Loan Loss Reserves Date (Pymt 1)                          | Loan Loss Reserves Amount (Pymt 1)                          |
| Revolving Loan Fund Date (Pymt 1)                         | Revolving Loan Fund Amount (Pymt 1)                         |
| Affordable Housing Fund <b>Date</b> (Pymt 1)<br>1/10/2027 | Affordable Housing Fund <b>Amount</b> (Pymt 1)<br>\$500,000 |
| Economic Development Date (Pymt 1)                        | Economic Development Amount (Pymt 1)                        |
| Risk Sharing Loans Date (Pymt 1)                          | Risk Sharing Loans Amount (Pymt 1)                          |
| Loan Guarantees Date (Pymt 1)                             | Loan Guarantees Amount (Pymt 1)                             |

Figure 52: ALR Investment Period Reporting (Committed for Use – Lump Sum/Initial Payment

8. For **Subsequent Payments**, the Committed to an Eligible Use PG&M dates will auto populate to **3 years** after the **Awards Effective Date**.

**Note: This section is not applicable to FY 2016 to FY 2023 Award years of FY 2024 that only received a Lump Sum Payment.**

|  |
|--|
| ✓ Investment Period Reporting (Committed for Use - <b>Subsequent Payment</b> ) |
| Loan Loss Reserves Date PG&M (Py mt 2)   |
| 1/10/2028  |
| Revolving Loan Fund Date PG&M (Py mt 2)  |
| 1/10/2028  |
| Affordable Housing Fund Date PGM(Py mt 2)                                      |
| 1/10/2028  |
| Economic Development Date PG&M (Py mt 2)                                       |
| 1/10/2028  |
| Risk Sharing Loans Date PG&M (Py mt 2)   |
| 1/10/2028  |
| Loan Guarantees Date PG&M (Py mt 2)  |
| 1/10/2028  |

Figure 53: Committed for Use Subsequent Payment Deadline autopopulates

9. For Recipients receiving a **Subsequent Payment**, under **Investment Period Reporting (Committed for Use – Subsequent Payment)** section, enter the date(s) and amount(s) of the Eligible Use(s) to which the Subsequent Payment portion of the Award has been committed.

You can enter multiple date(s) and amount(s), but no individual Committed for Use amount can exceed the amount of the Subsequent Payment. Each Committed for Use amount for each use is an “up to” amount. Committed for Use does not mean the any CMF funds have to be disbursed to that Eligible Use.

You have **3 years** from your Award’s Effective Date to commit the Subsequent Payment to one or more Eligible Uses. If the Subsequent payment portion of the Award is not yet Committed for Use, leave these fields blank.

The Committed for Use tests will show as “Fail” until the full amount of the Subsequent Payment is Committed for Use. However, it will not be a true “Fail” unless the full amount of the Subsequent Payment is not Committed for Use before the Committed for Use deadline (**3 years** from your Award’s Effective Date)

**TIP:** If you enter a date in the left column, you must also enter a dollar amount in the right column greater than \$0. If you enter a dollar amount in the right column, you must also enter a date in the left column.

|  |  |
|--|--|
| Loan Loss Reserves Date (Py mt 2)      | Loan Loss Reserves Amount (Py mt 2)      |
| Revolving Loan Fund Date (Py mt 2)     | Revolving Loan Fund Amount (Py mt 2)     |
| Affordable Housing Fund Date (Py mt 2) | Affordable Housing Fund Amount (Py mt 2) |
| Economic Development Date (Py mt 2)    | Economic Development Amount (Py mt 2)    |
| Risk Sharing Loans Date (Py mt 2)      | Risk Sharing Loans Amount (Py mt 2)      |
| Loan Guarantees Date (Py mt 2)         | Loan Guarantees Amount (Py mt 2)         |

Figure 54: ALR -Committed for Use – Subsequent Payment

10. Once all required information is completed, select **Save**.



Figure 55: ALR – Save Report

11. **The Investment Period Report (Committed for Use – Summary)** will auto populated based on the dates and amounts entered in the **Pymt 1** and **Pymt 2** on the **Investment Period Reporting** sections. This will provide a result of **Pass/Fail**.

Investment Period Reporting (Committed for Use - Summary)

Committed for Use Amount Test (Pymt 1)  
Pass

Date Committed for Use (Pymt 1)  
2027-01-10

Date Committed for Use Test (Pymt 1)  
Pass

Figure 56: ALR Investment Period Reporting (Committed for Use – Summary)

The **Award Level Report** is now created and will appear under the **Related** tab section of the **Award**.

Home      Organizations      Allocations      Contacts      Service Areas      Service Requests      Awards      Reporting Schedule      CMF Performance Report      More ▾

Award AWD-00012255

Detail      **Related**

CMF Award Level Reports (1)

CMF Award Level Report Name

ALR-0001

Figure 57: ALR Report Lists

## 7. Accessing the CMF Performance Report

The **CMF Performance Report** is the primary vehicle by which your organization will report how it is deploying the **CMF Award** and meeting compliance obligations under the program rules. There are many compliance metrics and tests. The **CMF Performance Report** is designed to minimize data entry to the extent possible while providing robust measures of both current and forecasted compliance for many measures. The report is organized around inputting **Projects**.

A **Project in the CMF Performance Report** is an individual instance of:

- **Direct Administrative Expenses**
- **Feasibility Determination Expenses**

- **Rental Affordable Housing**
- **Homeownership Affordable Housing**
- **Economic Development Activities**

## 7.1 Getting Started

**TIP:** You will find the due dates for the **CMF Performance Report** listed in your Reporting Schedule and **Schedule 1C** of the Assistance Agreement.

Once logged into the application, navigate to the **CMF Performance Report** using one of the following methods.

## 7.2 Accessing the CMF Performance Report from the CMF Performance Report tab

1. Log into the AMIS and click the **CMF Performance Report** tab.

The screenshot shows the 'More' dropdown menu expanded, with the 'CMF Performance Report' option highlighted by a red box. The main content area displays an award record for 'Award AWD-00012260' with details like Organization, Award Program, Entity Type, and Award Name.

Figure 58: CMF Report Tab

2. All the **CMF Performance Report(s)** for your organization will be listed. If you don't see your CMF Performance Report, select **All** to view all Performance Report.

The screenshot shows a list of performance reports with columns for Performance Report, Organization Name, Award Year, Award, Created By, and Last Modified By. The 'Award Year' column is highlighted with a red box. The 'Performance Reports ALL' dropdown menu at the top left is also highlighted with a red box and has a red arrow pointing to it.

| Performance Report | Organization Name     | Award Year | Award        | Created By              | Last Modified By         |
|--------------------|-----------------------|------------|--------------|-------------------------|--------------------------|
| 1 PR-00159         | Test Applicant Org 03 | 2018       | AWD-00007472 | System Administrator VI | System Administrator II  |
| 2 PR-00277         | Test Applicant Org 03 | 2020       | AWD-00009115 | David Flis              | System Administrator II  |
| 3 PR-00399         | Test Applicant Org 03 | 2024       | AWD-00012260 | System Administrator II | System Administrator VII |

Figure 59: CMF Performance Report List View

**Note:** If your organization has multiple **CMF Awards**, there will be one Performance Report for each **Award**. Please be sure that you have opened the correct report for your **Award**.

## 7.3 Accessing the CMF Performance Report from the Award Detail Page

**Note:** You can also access the **CMF Performance Report** through the **Awards** tab in AMIS.

1. Log into AMIS.

2. On the home page, navigate to the **Awards** tab.

Figure 60: Home Page - Awards Tab

3. On the **Awards** home page, you will see your **Awards**. If you do not see your desire **Award** on the home page, select **All** from the drop-down menu to view all **Awards**.

Figure 61: Awards List View

4. On the **Award Detail** page, click on the **Related** tab.

Figure 62: Award Detail Page - Related Tab

5. Scroll down to the **CMF Performance Report** section. Click on the **Performance Report Name** link to open the **CMF Performance Report Detail** page for that **Award**.

Figure 63: CMF Performance Report Name Link

## 7.4 Essential Information about Project, Annual Project Reports, Error and Warning Messages

It is important to understand the **CMF Performance Report** architecture before proceeding.

## Inputs

Recipients create **Projects** within the **CMF Performance Report** as investments are identified and commitments are made. Projects consist of investments in individual instances of:

- **Direct Administrative Expenses**
- **Feasibility Determination Expenses**
- **Rental Affordable Housing**
- **Homeownership Affordable Housing**
- **Economic Development Activities**

Completion of a Project record requires entering fields with information that generally does not change from year to year (i.e. more or less static data). For example, creating a Project will include providing the address of the property, whether it is rental or for-sale housing, etc. Having this information created only one time reduces the reporting burden and data entry mistakes.

While Project records generally contain static information, **Annual Project Reports** contain data that may need to be verified or updated every year. Examples of this type of data would be reporting on the income level of tenants in a rental Project or updating dates for a housing Project from commitment through the date the property is initially occupied. Each Project should only have one Project record but requires a new Annual Project Report every year.

During most times of the year, the **CMF Performance Report** is open for Recipient reporting purposes. You do not need to enter all performance data in a single session. This means that Recipients can create, for example, a rental Project the day a commitment is made and does not have to wait until the end of the performance year. There is ample opportunity to update, change, and correct data prior to submitting a final report by the annual reporting deadline.

## Outputs

There are **three CMF Performance Report** outputs in AMIS:

- **Award Level Report**
- **Performance Report Detail Page**
- **Performance Scorecard**

These **three** reports work together and play a critical function by bringing together information reported by the Recipient in Projects and CMF Project Annual Reports, along with compliance measures listed in **Schedule 1** and **Schedule 2** of the **Assistance Agreement**.

The **Information about Project, Annual Project Reports, Error and Warning Messages on the Performance Report Detail** page is the Recipient's home for a robust understanding of its performance data. For example, it includes a roll-up of leverage in a variety of ways so the Recipient and the CDFI Fund can see the organization's performance at a given point in time and also a projection of where it will be once projects achieve completion. For example, based on data reported, the Recipient can see the amount of disbursed Direct Administrative Expenses and the number of units completed versus how many are required. There are dozens of measures, many of which are based on aggregating data in different ways.

The newly added **Award Level Report** page must be completed annual and submitted before a **Performance Scorecard** can be generated. You will not find the **Award Level Report** on your Reporting

Schedule. If attempting to submit a **Performance Scorecard** before completing the **Award Level Report**, you will receive an error message. This report tracks your progress in meeting the **Award Committed for Use** deadlines for lump sum and subsequent payment options, tracks excess interest, CMF Impact, and **Program Income** during the **Affordability Period**.

While the **Performance Report Detail** page is very detailed, the Performance Scorecard presents a high-level view of compliance on various measures. The purpose of this report is to give the Recipient and the CDFI Fund a quick way to determine if the Recipient is compliant with various measures and to identify instances of noncompliance during the annual reporting period.

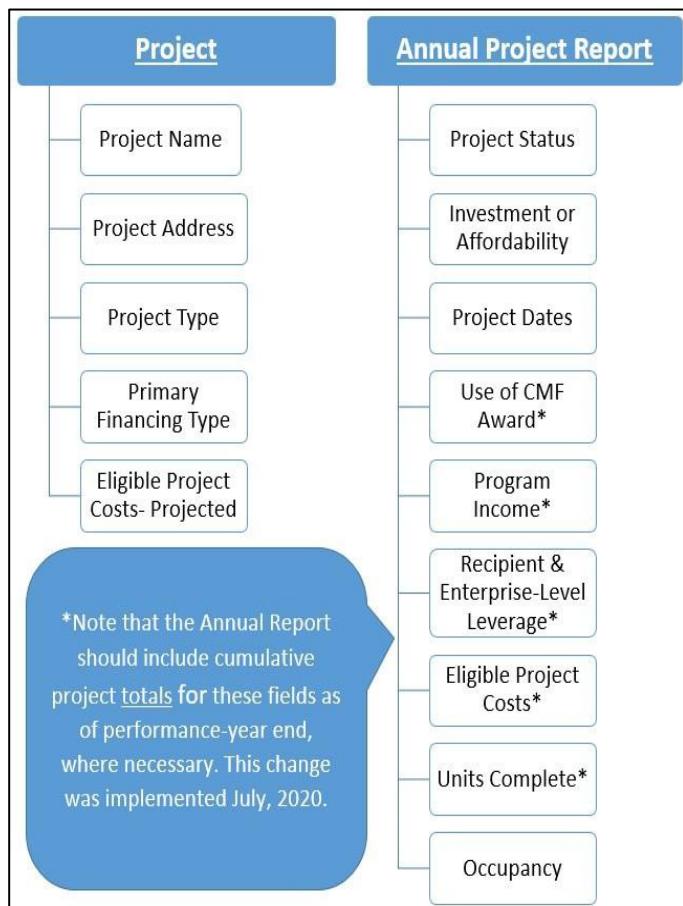


Figure 64: Project and CMF Project Annual Report Record

**TIP: Every Project created under an Award must have an Annual Project Report completed every year. You will not be able to submit a CMF Performance Report until an Annual Project Report for that performance year is created. Limited exceptions apply.**

## 7.5 Warnings and Error Messages

The **CMF Performance Report** contains several validation rules to warn users of potential errors or prevent incorrect data from being entered. The following are examples of these features:

**Warnings:** Warnings are intended to alert the user of potential data issues but will not prevent the user from entering and saving the data. For example, this warning, which appears on the **CMF Performance Report Detail** page, indicates that the user has entered total commitments greater than the amount of the

**Award:**

|                        |   |
|------------------------|---|
| Commitment Amount Test |  <b>WARNING</b> - This performance report indicates under the Commitment Test and Detail section that you have reported Commitments of the CMF award in the Use of Funds sections of your Projects that exceed the amount of the grant award. Commitments reported under the Use of Funds cannot exceed the amount of the grant. Please correct this prior to report submission. |
|------------------------|---|

Figure 65: CMF Commitment Amount Warning

**Error Messages:** Error messages will appear when data entered violates a validation rule. These errors can appear either at the top of a record when the user attempts to save it or directly around the field that contains the error. In this example, the user accidentally entered a letter into the zip code field. An error message appears at the top of the Project record and below the field containing the error. Errors must be corrected to successfully save the record.

|   |
|---|
| Review the errors on this page.                       |
| These required fields must be completed: Project Name |

Figure 66: Error Message

|  |
|--|
| <b>* Project Zip Code</b>  |
| 632c7  |
| <b>Please use following zip code formats: 12345 or 12345-6789</b>  |

Figure 67: Error Message- Incorrect Zip Code Format

**Note:** The validation rules will not stop all types of data errors. It is incumbent upon the Recipient to review all data for accuracy.

## 7.6 Submission of a No Project Activity Report

If during the first Period of Performance the Recipient undertook no project activity, a **CMF Performance Report** must still be submitted. If this applies to your organization, follow these steps to quickly file the CMF Performance Report. This is not considered an event of noncompliance in the first year, but the CDFI Fund uses this information to monitor progress under the **Award**, nonetheless.

Although AMIS does not prevent you from submitting a **CMF Performance Report** prior to the end of a performance year, you should not do so. This will avoid needing to re-open a report that has been approved by the CDFI Fund, should the Recipient unexpectedly undertake activity in the performance year after the report was submitted.

**TIP:** After the first CMF activity has taken place, such as a Commitment to a Project or **Committed to Use the Award for Direct Administrative Expenses**, the Recipient cannot submit a **No Project Activity Report**, since annual updates to Project information are required.

1. Log into AMIS

2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1.
3. Once on the **CMF Performance Report Detail** page, click on the No Project Activity to Report button.

Figure 68: CMF Performance Report Detail Page - No Project Activity to Report

4. You will receive a confirmation that your report was submitted with no project activity. No additional action is required. Your report will be locked until the CDFI Fund approves the report.
5. Click the **Return To Report** button.

**Return To Report**

Figure 69: Return to Report

**TIP:** If you clicked on the **No Project Activity to Report** button, but actually have activity to report you will receive an error message.

## 8. Reporting Direct Administrative Expense

Recipients may use a portion of their **CMF Award for Direct Administrative Expenses (DAE)** but are not required to do so. The Assistance Agreement also allows **Program Income** to be used for this purpose. Whether the **CMF Award** or **Program Income** is used, the total amount spent on DAE cannot exceed **five percent** of the **Award** amount. This section provides instructions for reporting the use of both sources for **Direct Administrative Expenses**.

### 8.1 Creating a Direct Administrative Expense Project Record

**TIP:** Users are only allowed to create **one Direct Administrative Expenses Project** under a single **CMF Award**.

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1.

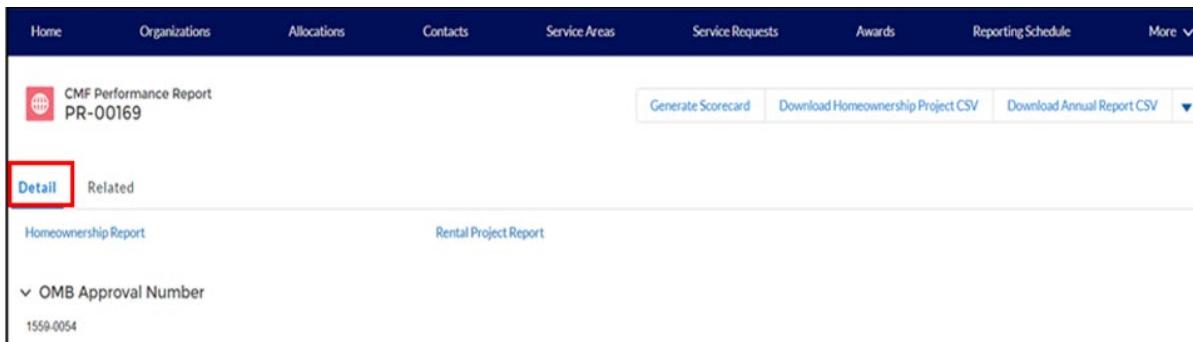


Figure 70: CMF Performance Report Detail Page

3. On the **CMF Performance Report Detail** page, click on the **Related** tab and scroll down to the Projects section and click **New**.

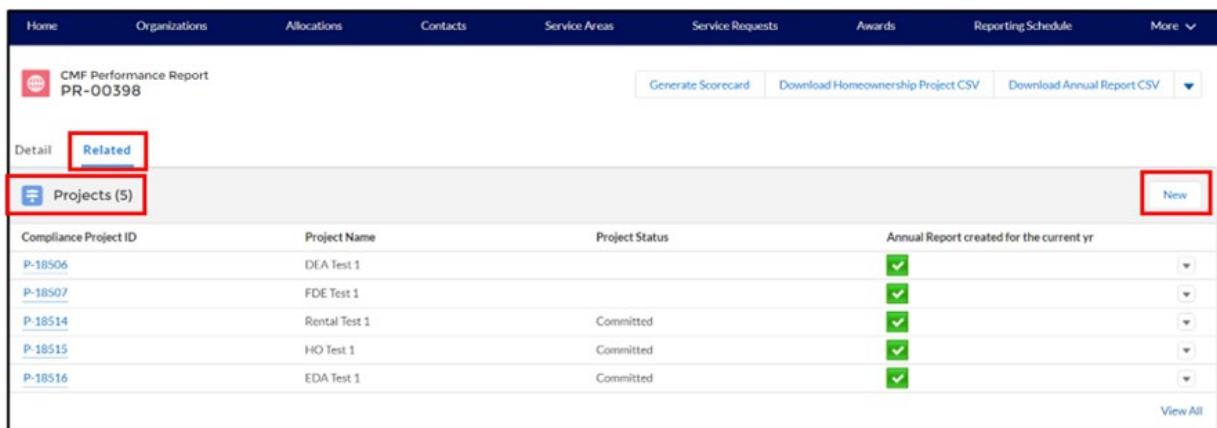


Figure 71: Project Section – Creating a New Project

4. Select **Direct Administrative Expenses** as the Project record type from the picklist and click on the Next button.

### New Project

Select a record type

Direct Administrative Expenses

Economic Development Activities

Feasibility Determination Expenses

Homeownership Housing

Rental Housing

Figure 72: Project Record Type- Direct Administrative Expenses

## 8.2 Creating a Direct Administrative Expense Commitment

1. Fill in the fields according to the guidelines below and click on the Save button.
  - Add a unique, user-defined Project name in the Project Name field.
  - In the **CMF Commitment** section, complete the **Project Commitment Amount** field. This amount is the **CMF Award** the Recipient has used or will use for DAE. As directed by the field label, **do not** report the use of **Program Income** in this section.
  - If **Program Income** is being used to pay for DAE, please report those commitments in the appropriate **Program Income** section field by source.
  - If the Recipient only wants to report a commitment of **Program Income**, you must enter **zero (0)** for **Project Commitment Amount**.
  - Note that the Recipient is reporting a **Commitment** to DAE on this page, not a Disbursement for DAE. Disbursements are reported as part of a CMF Project Annual Report.

**TIP: A best practice is to enter a DAE commitment in the same amount as will be disbursed at one time.**

**New Project: Direct Administrative Expenses**

\* = Required Information

|  |  |   |
|--|--|---|
| <b>Information</b>   | <b>Record Type</b><br>Direct Administrative Expenses<br>Performance Report<br><input checked="" type="text"/> PR-00404 |   |
| Compliance Project ID  | Most Recent Annual Report  | CMF Interim Rule Vintage Year                   |
| * Project Name<br><input type="text"/>   | Annual Report Not Required<br><input type="checkbox"/>   |   |
| <b>CMF Commitment - Do not report Program Income Commitment in this section</b>  |  |   |
| * Project Commitment Amount<br><input type="text"/>  | Direct Administrative Expenses   | Previously Reported DAE<br><input type="text"/> |
| Date Funds Committed<br><input type="text"/>   | Commit of PI - equity/loan/recoveries<br><input type="checkbox"/>  |   |
| <b>Program Income</b>  |  |   |
| <input type="button"/> Cancel <input type="button"/> Save & New <input type="button"/> Save <input type="checkbox"/> repayment/recover<br><input type="checkbox"/> |  |   |

Figure 73: Direct Administrative Expense – New Project

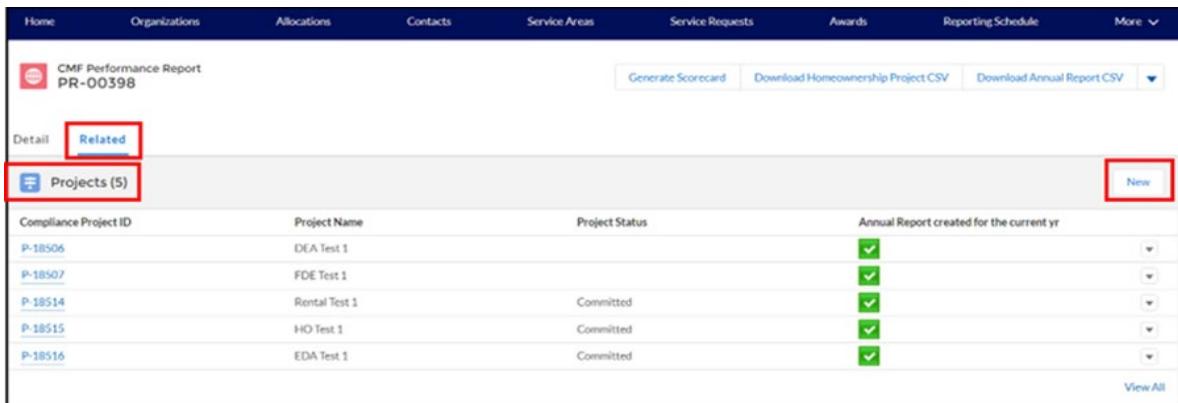
2. Once all information has been entered, click **Save**. This creates a new **Direct Administrative Expense Project** records and committed amount.

## 8.3 Creating a Direct Administrative Expense Disbursement

The CDFI Fund recommends matching the commitment and disbursement amount whenever possible. However, the system can accommodate multiple disbursement records for the same Project, so the choice is left to the Recipient.

**TIP:** Users may create one DAE Project under a single **CMF Award**.

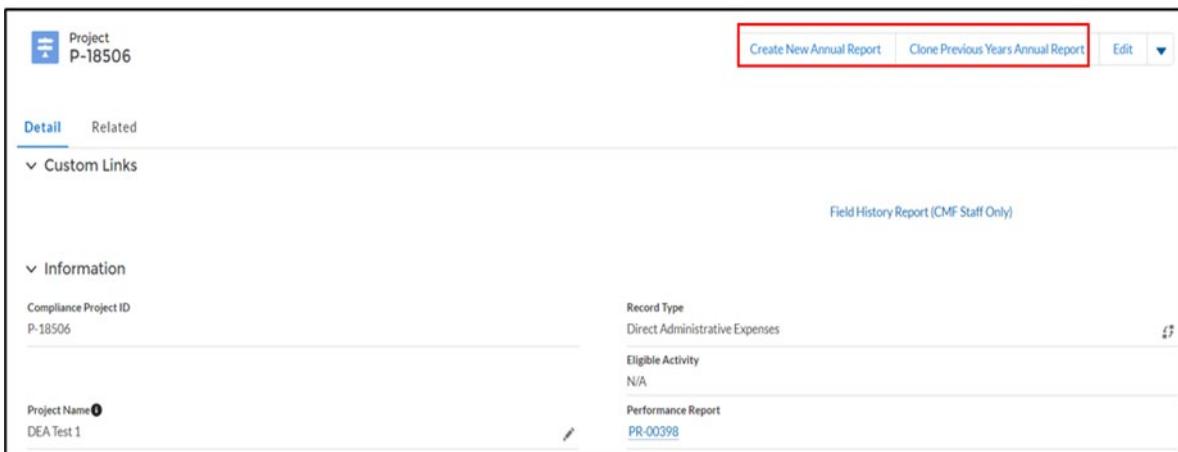
1. Starting on the **CMF Performance Report**, go to the **Related** tab, scroll down to the Projects list. You may need to **View All**, to see all of the Projects
2. Select the **DAE Project** created by clicking on the **Compliance Project ID** link. This will take you to the Project page of the DAE record.



The screenshot shows the CMF Performance Report page. At the top, there are tabs for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. Below the tabs, there is a section for the CMF Performance Report PR-00398. A 'Related' tab is highlighted with a red box. Under the 'Related' tab, there is a section titled 'Projects (5)' with a red box around it. The table lists five projects with columns for Compliance Project ID, Project Name, Project Status, and a checkbox for 'Annual Report created for the current yr'. The 'New' button is also highlighted with a red box.

Figure 74: Accessing a Project Record

3. Once on the Project Detail Page, click on the **Create New Annual Report** or **Clone Previous Years Annual Report** if one was created previously.



The screenshot shows the Project Detail page for P-18506. At the top, there is a 'Project' icon and the ID 'P-18506'. To the right, there are buttons for 'Create New Annual Report' and 'Clone Previous Years Annual Report', both highlighted with red boxes. Below the buttons, there are tabs for 'Detail' and 'Related'. Under 'Detail', there is a section for 'Custom Links' and a link to 'Field History Report (CMF Staff Only)'. There is also a section for 'Information' with fields for 'Compliance Project ID' (P-18506), 'Record Type' (Direct Administrative Expenses), 'Eligible Activity' (N/A), 'Project Name' (DEA Test 1), 'Performance Report' (PR-00398), and a 'Print' button.

Figure 75: Creating a New Annual Report

4. On the **CMF Project Annual Report** record, by source, report the **TOTAL** disbursements associated with the DAE record as of the end of the Fiscal Year:
  - a. Enter **Commitment Date** in the **Date Funds Committed** field.
  - b. Report any disbursements made directly from the **CMF Award** in the **Total CMF Disbursement Amnt Through FYE** field in the Use of CMF Grant section
  - c. Report any disbursements from **Program Income** in the **Disbursement of PI – equity/loan/recoveries** or **Disbursement of PI – Interest Income** field in the **Program Income Disbursed by FYE** for this Project section.
  - d. **Note:** It is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments. Only the latter is to be reported as Disbursements of PI – Interest Income. **DO NOT** report **Program Income** that was invested from another program or another **CMF Award**.

- e. Click the **Save** button.
- f. The **CMF Project Annual Report** can be edited and revised up to the point that the report is submitted to the CDFI Fund.

**New CMF Project Annual Report: Direct Administrative Expenses**

\* Date Funds Committed

\* Eligible Use

\* CMF Project

Annual Report for FY

Use of CMF Grant

Total CMF Disbursement Amnt Through FYE

Program Income Disbursed by FYE for this Project

Disbursement of PI -equity/loan/recoveries

**Save**

Figure 76: Direct Admin Expense Annual Report

**TIP:** The **CMF Performance Report Detail** page tells you how much the Recipient can spend on Direct Administrative Expenses. Scroll down to the **Direct Administrative Expense Test and Detail** section:

- **Direct Admin Expense Permitted:** **Yes** = use is authorized, **No** = use is not authorized.
- **Total DAE Allowed** = the total amount of capital allowed to be used for Direct Administrative Expenses.
- **Total DAE Disbursed** = Total reported disbursements for Direct Administrative Expenses to-date.
- **Pct. DAE Allowance Disbursed** = the percentage of total DAE allowed that has been disbursed so far.
- **Direct Admin Expense Test Passed:** **Yes** = Recipient is compliant on this test, **No** = Recipient is noncompliant.

CMF Performance Report  
PR-00398

Generate Scorecard | Download Homeownership Project CSV | Download Annual Report CSV

**Detail**   **Related**

▼ Direct Administrative Expense Test

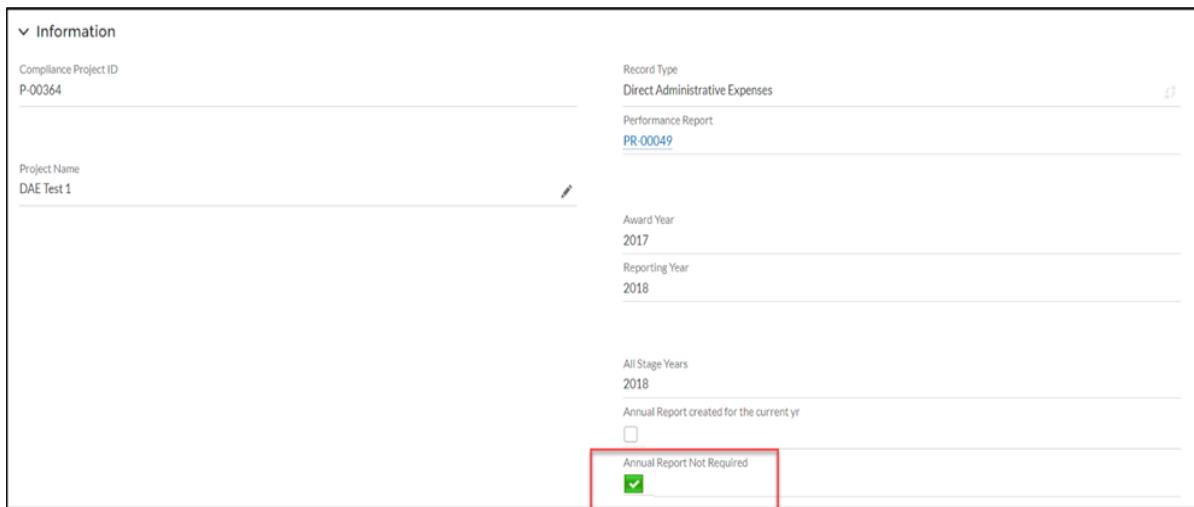
|  |                              |
|--|------------------------------|
| Direct Admin Expense Permitted                             | Total DAE Allowed            |
| Yes  | \$225,000.00                 |
| Total DAE Disbursed  | Pct. DAE Allowance Disbursed |
| \$25,000.00  | 11.11%                       |
| Direct Admin Expense Test Passed? <input type="checkbox"/> |                              |
| Yes  |                              |

Figure 77: Direct Administrative Expense Test

Once an organization has reported that five percent of the award amount has been disbursed for DAE, the

**Pct. DAE Allowance Disbursed** field will be 100% and no additional DAE disbursements are permitted, according to the rules of the program. If less than 100%, the Recipient can make additional DAE disbursements. Recipients are not required to disburse funds for Direct Administrative Expenses, even if authorized.

**TIP:** CMF Project Annual Reports for DAE Projects are not required following the year it is reported **DAE Disbursements are equal to the DAE Commitment Amount**. A checkbox on the Project Detail page will indicate when a CMF Project Annual Report is not required for a given reporting year:



The screenshot shows a 'Project Detail' page with the following fields:

- Information** section:
  - Compliance Project ID: P-00364
  - Record Type: Direct Administrative Expenses
  - Performance Report: PR-00049
  - Project Name: DAE Test 1
  - Award Year: 2017
  - Reporting Year: 2018
  - All Stage Years: 2018
  - Annual Report created for the current yr:
- Annual Report Not Required**: A checkbox labeled with a checkmark, highlighted with a red box.

Figure 78: CMF Project Annual Report Not Required Indicator

## 9. Reporting Feasibility Determination Expenses Projects (applicable to ONLY FY 2024 and later Awards)

Recipients may use a portion of their **CMF Award for Feasibility Determination Expenses (FDE)** but are not required to do so. The Assistance Agreement also allows **Program Income** to be used for this purpose. Whether the **CMF Award or Program Income** is used, the total amount spent on FDE cannot exceed **five percent** of the award amount. This section provides instructions for reporting the use of both sources for Feasibility Determination Expenses.

### 9.1 Creating a Feasibility Determination Expense Project Record

**TIP:** Users are only allowed to create **one Direct Administrative Expenses Project** under a single **CMF Award**.

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1.

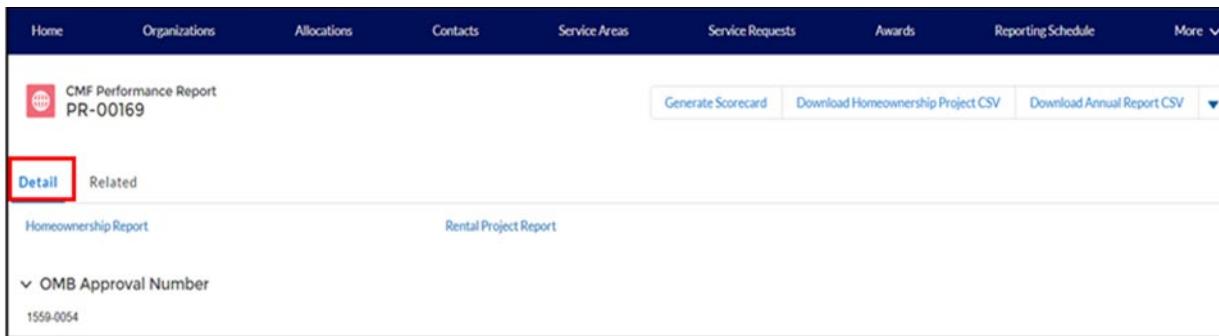


Figure 79: CMF Performance Report Detail Page

3. From the **CMF Performance Report** Detail page, click on the **Related** tab and scroll down to the Projects section. To add an individual home, click on the **New** button.

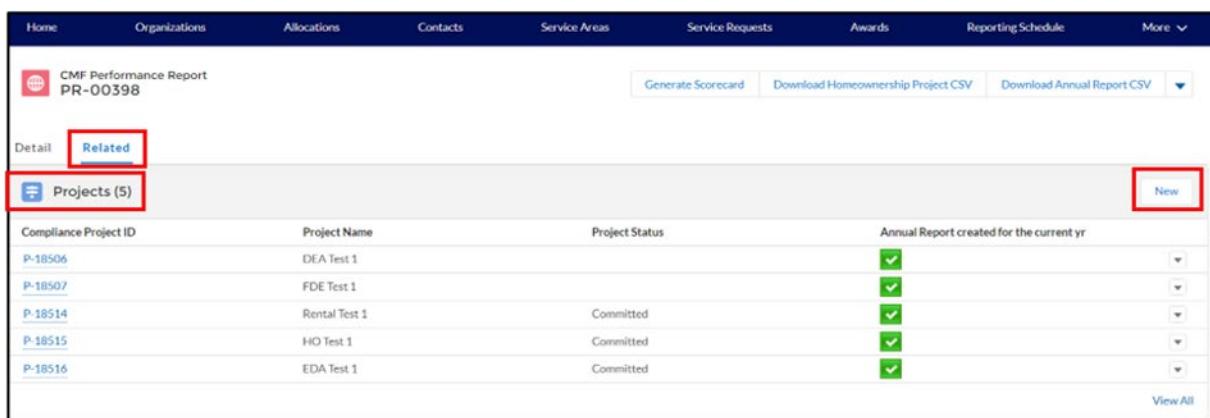


Figure 80: Projects Section – Creating a New Project

4. Select **Feasibility Determination Expenses** as the record type from the list and click on the **Next** button.

Figure 81: Projects Section – Creating a New Project

## 9.2 Creating a Feasibility Determination Expense Commitment

1. Fill in the fields according to the guidelines below and click on the Save button.

- Add a unique, user-defined Project name in the Project Name field.
- In the CMF Commitment section, complete the **Project Commitment Amount** field. This amount is the **CMF Award** the Recipient has used or will use for FDE. As directed by the field label, **do not** report the use of **Program Income** in this section.
- If **Program Income** is being used to pay for FDE, please report those commitments in the appropriate **Program Income** section field by source.
- If the Recipient only wants to report a commitment of **Program Income**, you must enter zero (0) for **Project Commitment Amount**.
- Note that the Recipient is reporting a **Commitment** to FDE on this page, not a Disbursement for FDE. Disbursements are reported as part of a CMF Project Annual Report.

**TIP:** A best practice is to enter a FDEE commitment in the same amount as will be disbursed at one time.

The screenshot shows a web-based form titled "New Project: Feasibility Determination Expenses". At the top, there is a "Performance Report" section with a link to "PR-00398" and a close button. Below this is a field for "Project Name" with a required indicator (\*). A "Most Recent Annual Report" section is present, with a checkbox for "Annual Report Not Required". The main section is titled "CMF Commitment - Do not report Program Income Commitment in this section". It contains fields for "Project Commitment Amount" (with a required indicator (\*)) and "Date Funds Committed" (with a calendar icon). At the bottom are three buttons: "Cancel", "Save & New", and a blue "Save" button.

Figure 82: Projects Section – Creating a New Project

2. Once all information has been entered, click **Save**. This creates a new **Feasibility Determination Expense Project** records and committed amount.

### 9.3 Creating a Feasibility Determination Expense Disbursement

The CDFI Fund recommends matching the commitment and disbursement amount whenever possible. However, the system can accommodate multiple disbursement records for the same Project, so the choice is left to the Recipient.

**TIP:** Users may create one FDE Project under a single **CMF Award**.

1. Starting on the **CMF Performance Report**, go to the **Related** tab, scroll down to the Projects list. You may need to **View All**, to see all of the Projects
2. Select the **FDE Project** created by clicking on the **Compliance Project ID** link. This will take you to the Project page of the DAE record.

| Home                               | Organizations           | Allocations | Contacts | Service Areas | Service Requests   | Awards                             | Reporting Schedule         | More ▾ |
|------------------------------------|-------------------------|-------------|----------|---------------|--------------------|------------------------------------|----------------------------|--------|
| CMF Performance Report<br>PR-00398 |                         |             |          |               | Generate Scorecard | Download Homeownership Project CSV | Download Annual Report CSV |        |
| <a href="#">Detail</a>             | <a href="#">Related</a> |             |          |               |                    |                                    |                            |        |
| <a href="#">Projects (5)</a>       |                         |             |          |               |                    |                                    | <a href="#">New</a>        |        |

Compliance Project ID Project Name Project Status Annual Report created for the current yr

| P-18506 | DEA Test 1 |  |  |  |
| P-18507 | FDE Test 1 |  |  |  |
| P-18514 | Rental Test 1 | Committed |  |  |
| P-18515 | HO Test 1 | Committed |  |  |
| P-18516 | EDA Test 1 | Committed |  |  |

Figure 83: Projects Section – Creating a New Project

- Once on the **Project Detail Page**, click on the **Create New Annual Report** or **Clone Previous Years Annual Report** if one was created previously.

| Project<br>P-18507                             | <a href="#">Create New Annual Report</a>          | <a href="#">Clone Previous Years Annual Report</a> | <a href="#">Edit</a> |
|--|---|--|----------------------|
| <a href="#">Detail</a> <a href="#">Related</a> |   |  |                      |
| Custom Links                                   |   |  |                      |
|  |   | Field History Report (CMF Staff Only)              |                      |
| Information                                    |   |  |                      |
| Compliance Project ID<br>P-18507               | Record Type<br>Feasibility Determination Expenses |  |                      |
| Project Name<br>FDE Test 1                     | Eligible Activity<br>N/A                          |  |                      |
|  | Performance Report<br>PR-00398                    |  |                      |

Figure 84: Creating a New Annual Report

- On the **CMF Project Annual Report** record, by source, report the **TOTAL** disbursements associated with the FDE record as of the end of the Fiscal Year:
  - Enter **Commitment Date** in the **Date Funds Committed** field.
  - Report any disbursements made directly from the **CMF Award** in the **Total CMF Disbursement Amnt Through FYE** field in the Use of CMF Grant section
  - Report any disbursements from **Program Income** in the **Disbursement of PI – equity/loan/recoveries** or **Disbursement of PI – Interest Income** field in the **Program Income Disbursed by FYE** for this Project section.
  - Note:** It is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments. Only the latter is to be reported as Disbursements of PI – Interest Income. **DO NOT** report **Program Income** that was invested from another program or another **CMF Award**.
  - Click the **Save** button.
  - The **CMF Project Annual Report** can be edited and revised up to the point that the report is submitted to the CDFI Fund.

New CMF Project Annual Report: Feasibility Determination Expenses

|   |                                    |
|---|------------------------------------|
| * Date Funds Committed  | * Eligible Use                     |
| <input type="text"/>  | Feasibility Determination Expenses |
| * CMF Project   |                                    |
| P-18507   |                                    |
| Annual Report for FY  |                                    |
| <p><b>Use of CMF Grant</b></p> <p>Total CMF Disbursement Amnt Through FYE</p> <input type="text"/>                                    |                                    |
| <p><b>Program Income Disbursed by FYE for this Project</b></p> <p>Disbursement of PI -equity/loan/recovories</p> <input type="text"/> |                                    |
| <input type="button" value="Cancel"/> <input type="button" value="Save &amp; New"/> <input type="button" value="Save"/>               |                                    |

Figure 85: Feasibility Determination Expense Annual Report

## 10. Reporting Rental Housing Project

There are **three** record types must be created for each rental Project – a **Project** record, a **Project Location** record, and a **CMF Project Annual Report** record. Both the Project and Project Location records contain data that is usually entered once and will not typically have to be entered again. Project Location records accommodate reporting the address of a single location and multiple location (scattered site) rental Projects and require reporting of limited data necessary to calculate compliance with some geographic tests.

### 10.1 Creating a Rental Project

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1.

Home      Organizations      Allocations      Contacts      Service Areas      Service Requests      Awards      Reporting Schedule      More ▾

CMF Performance Report  
PR-00169

**Detail**      Related

Homeownership Report      Rental Project Report

▼ OMB Approval Number  
1559-0054

Generate Scorecard      Download Homeownership Project CSV      Download Annual Report CSV

Figure 86: CMF Performance Report Detail Page

3. On the **CMF Performance Report Detail** page, click the **Related** tab and scroll down to the **Projects** section. To add a Rental Project, click on the **New** button.

The screenshot shows the CMF Performance Report Detail page. The 'Related' tab is selected, and the 'Projects (5)' section is displayed. A red box highlights the 'New' button in the top right corner of the table.

| Compliance Project ID | Project Name  | Project Status | Annual Report created for the current yr |
|-----------------------|---------------|----------------|--|
| P-18506               | DEA Test 1    |                | ✓  |
| P-18507               | FDE Test 1    |                | ✓  |
| P-18514               | Rental Test 1 | Committed      | ✓  |
| P-18515               | HO Test 1     | Committed      | ✓  |
| P-18516               | EDA Test 1    | Committed      | ✓  |

Figure 87: Projects Section- New Project Button

4. Select **Rental Housing** as the **record type** from the list and click on the **Next** button.

The screenshot shows the 'New Project' dialog box. The 'Record Type' section displays five options: Direct Administrative Expenses, Economic Development Activities, Feasibility Determination Expenses, Homeownership Housing, and Rental Housing. The 'Rental Housing' option is selected and highlighted with a red box. The 'Next' button is also highlighted with a red box.

Figure 88: New Rental Project Record

5. In the **Information** section, enter a unique user-defined **Project Name**.

The screenshot shows the 'New Project: Rental Housing' dialog box. The 'Project Name' field is highlighted with a red box. A note above it states: 'Required for DAE, EDA, Homeownership, and Rental Projects / Project Name is created by the CMF recipient and must be unique to the Award.' The 'Record Type' field shows 'Rental Housing'. The 'Performance Report' field shows 'PR-00398'. The 'Project Status' field shows '2018 Disaster Area' with a checkbox. The 'CMF Interim Rule Vintage Year' field shows 'CMF Interim Rule Vintage Year'.

Figure 89: Project Name for Rental Project Record

**TIP:** Create a short name such as one used by your organization or an address. This will later help in identifying the Project on the **CMF Performance Report** Projects list. **Do not edit or change the Performance Report number.** If applicable, for Recipients with a 2018 award and a requirement to invest in a Disaster Area, check the **2018 Disaster Area box**, if the Project is located in such an area.

As part of the 2024 changes, we have added a new checkbox field, "Co-Investment Project", to a Rental Project. This field is conditionally required based on the "Qualified Consortium Approach Applicant?" field on the associated **CMF Award** record. If "Qualified Consortium Approach Applicant?" is marked as "Yes", the "Co-Investment Project" field will be automatically checked. Users must check the box again if it is accidentally unchecked while "Qualified Consortium Approach Applicant?" is "Yes." The "Associated Co-Investment Project Record" field is used by the Program to track Co-investment Projects

**New Project: Rental Housing**

\* = Required Information

|  |  |
|--|--|
| <b>Information</b>   |  |
| Compliance Project ID  | Record Type<br>Rental Housing  |
| * Project Name <small>ⓘ</small>  | * Performance Report   |
| <input type="text" value="Rental Project 1"/>  | <input type="text" value="PR-00398"/> <span style="float: right;">X</span> |
| <b>Project Status</b>  |  |
| Automatically Checked if "Qualified Consortium Approach Applicant?" on the Award is set to Yes |  |
| CMF Interim Rule Vintage Year  |  |
| Co-investment Project <small>ⓘ</small>   |  |
| <input checked="" type="checkbox"/>  |  |

Figure 90: Consortium Approach Information

6. In the **Project Details** section provide:

- Project Type options:
  - **MF – New Development** = Project financing is new construction.
  - **MF – Preservation without Rehab** = An investment to preserve the affordability of rental housing without rehabilitation of the property.
  - **MF – Rehab/Preservation with Rehab** = An investment to preserve the habitability of rental housing with the rehabilitation of the property.

|   |   |
|---|---|
| <b>Project Type</b>   |   |
| MF-Rehab/Preservation with Rehab<br><input checked="" type="checkbox"/> | MF - Preservation without Rehab<br><input type="checkbox"/> |
| MF - New Development<br><input type="checkbox"/>                        |   |

Figure 91: Project Type for New Rental Project Record

- Optional, report the total number of construction and non-construction jobs created.
- Select the **Financing Type (FT)** that reflects the use of the **CMF Award** in the Project. Where there is more than one relevant choice, choose the option for the predominant activity.

Options should be self-explanatory but contact the CDFI Fund through a Service Request with any questions.

| Financing Type (FT)                     |                          |
|---|--------------------------|
| FT Acquisition                          | <input type="checkbox"/> |
| FT Bridge/short term financing          | <input type="checkbox"/> |
| FT Construction                         | <input type="checkbox"/> |
| FT Down payment/Closing Cost Assistance | <input type="checkbox"/> |
| FT Equity                               | <input type="checkbox"/> |
| FT Loan Guarantee                       | <input type="checkbox"/> |
| FT Loan Loss Reserve                    | <input type="checkbox"/> |
| FT Permanent (1st Lien)                 | <input type="checkbox"/> |
| FT Permanent (2nd Lien or lower)        | <input type="checkbox"/> |
| FT Predevelopment                       | <input type="checkbox"/> |
| FT Refinancing                          | <input type="checkbox"/> |
| FT Secondary Market Mortgage Purchases  | <input type="checkbox"/> |

Figure 92: Financing Type (FT) for New Project Record

d. Respond to whether **Other Federal Housing Program Funds Used** by selecting “Yes” or “No” in the dropdown menu. Select the name of the Program providing other **Federal Housing Program Funds**, if there is another Federal program financing the Project (Enter Multiple, if appropriate).

| Other Federal Housing Program Funds Used   |                                     |
|--|-------------------------------------|
| * Other Federal Housing Program Funds Used | <input type="checkbox"/>            |
| --None--                                   | <input type="button" value="▼"/>    |
| Complete this field.                       |                                     |
| LIHTC                                      | <input checked="" type="checkbox"/> |
| HOME                                       | <input checked="" type="checkbox"/> |
| Section 8                                  | <input type="checkbox"/>            |
| CDBG                                       | <input checked="" type="checkbox"/> |
| FHLB Affordable Housing Program            | <input type="checkbox"/>            |
| USDA Multi-family Direct Loans             | <input type="checkbox"/>            |
| USDA Multi-family Loan Guarantees          | <input type="checkbox"/>            |
| HUD Section 202 (Elderly)                  | <input type="checkbox"/>            |
| HUD Choice Neighborhood Grants             | <input checked="" type="checkbox"/> |
| HUD Section 811 (Disabled)                 | <input type="checkbox"/>            |
| Other - please specify                     | <input type="checkbox"/>            |
| Other Explanation                          | <input type="checkbox"/>            |

Figure 93: Other Federal Housing Program Funds Used

e. Respond to whether **Other CDFI Program Funds Used** by selecting “Yes” or “No” in the dropdown menu. Select the name of the Program providing other Federal Sources of Funding, if there is another Federal program financing the Project (Enter Multiple, if appropriate).

**Other CDFI Program Funds Used**

\* Other CDFI Program Funds Used? !

--None--

Complete this field.

|   |  |
|---|--|
| Program- BEA<br><input checked="" type="checkbox"/> | Program- ERP<br><input checked="" type="checkbox"/>  |
| Program- FA<br><input type="checkbox"/>             | Program- SDLP<br><input type="checkbox"/>            |
| Program- TA<br><input checked="" type="checkbox"/>  | Program- NMTC<br><input checked="" type="checkbox"/> |
| Program- RRP<br><input type="checkbox"/>            | Program- BGP<br><input type="checkbox"/>             |
| Program- HFFI<br><input type="checkbox"/>           |  |

Figure 94: Other CDFI Programs Used

7. **Use of CMF Award** section. Enter the dollar amount of the **CMF Award** the Recipient Committed to the Project in the field **Project Commitment Amount**. Please be sure that this information is supported by your written, legally binding commitment agreement or Board Resolution, as applicable.

- a. This is a required field. If the Recipient has exclusively **committed Program Income** to the **Project, enter zero for Project Commitment Amount**. This will ensure that appropriate rules are applied by the system with respect to the Project Completion test.
- b. Only enter commitments from the **CMF Award** for which you are reporting. For example, if the Recipient has a FY 2018 and FY 2020 **CMF Award** and is making a commitment from both awards to this Project, you will need to create a Project under each award's **CMF Performance Report** and separate the amount of the commitment under the appropriate award year. Do not double count data across **CMF Awards**.

**Use of CMF Award**

\* Project Commitment Amount !

Complete this field.

|   |  |
|---|--|
| Project in Investment or Affordability: | Disbursement - Debt<br><br>Disbursement - Equity |
|---|--|

Figure 95: Use of Funds- CMF Amount Committed

**Program Income** section. Commitments made from **Program Income** should be reported under the **Program Income** section **Commitment of PI – equity/loan/recover and/or Commitment of PI – Interest Income**, as appropriate. Note that it is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments (i.e. interest income). Only commitments from the latter are to be reported as Commitments of PI – Interest Income. **Do not report Program Income** that was invested from another program or another **CMF Award**.

| Program Income  |  |
|---|--|
| Commit. of PI - equity/loan/recoveries <span style="color: red;">i</span> | PI earned- equity/loan repayment/recoveries <span style="color: red;">i</span> |
| <input type="text"/>  | <input type="text"/>   |
| Commitment of PI - Interest Income <span style="color: red;">i</span>     | PI earned - Interest Income <span style="color: red;">i</span>                 |
| <input type="text"/>  | <input type="text"/>   |

Figure 96: Commitment of Program Income

8. **Report the total number of projected units by income category** section. In this section, report on the projected number of units to be produced that will be restricted to a given income category. **This is not the place to report the occupancy of units.**

- Do not report a unit as projected under a given category unless that unit will be restricted in its occupancy to a family in that income category.
- Units that are not subject to restrictions, even if projected to be occupied by Eligible-Income families, cannot be reported under the restricted categories. Instead, they must be reported as unrestricted units under **Projected Units (>120% AMI)**.
- Enter zeros where appropriate, since all the fields are required.

**Projected Units (<= 30% AMI)** = Units reserved for Families at 0 to 30% AMI

**Projected Units (>30% AMI but <= 50% AMI)** = Units reserved for Families at 31 to 50% AMI

**Projected Units (>50% AMI but <= 60% AMI)** = Units reserved for Families at 51 to 60% AMI

**Projected Units (>60% AMI but <= 80% AMI)** = Units reserved for Families at 61 to 80% AMI

**Projected Units (>80% AMI but <= 120% AMI)** = Units reserved for Families at 81 to 120% AMI

**Projected Units (>120% AMI)** = Units for Families above 120% AMI or not reserved

| Report total number of projected units by income category |                                    |
|---|------------------------------------|
| Projected Units (<=30% AMI)                               | <input type="text"/>               |
| 20.00   | <span style="color: red;">i</span> |
| Projected Units(>30 to <=50% AMI)                         | <input type="text"/>               |
| 20.00   | <span style="color: red;">i</span> |
| Projected Units(>50 to <=60% AMI)                         | <input type="text"/>               |
| 20.00   | <span style="color: red;">i</span> |
| Projected Units(>60 to <=80% AMI)                         | <input type="text"/>               |
| 20.00   | <span style="color: red;">i</span> |
| Projected Units(>80 to <=120% AMI)                        | <input type="text"/>               |
| 20.00   | <span style="color: red;">i</span> |
| Projected Units(>120% AMI)                                | <input type="text"/>               |
| 20.00   | <span style="color: red;">i</span> |

Figure 97: Projected Units by Income Category

**TIP:** The data in this section feeds into several compliance projections available on the **CMF Performance**

**Report Detail** page. For example, this data is aggregated to generate a projection of the Total Number of Eligible-Income units anticipated to be completed and indicates progress toward compliance with the measure.

In the example below, the Recipient's reported Projects total 48 units, which is 11% of the 420 units required. For the **Rental – Portfolio Test**, the Recipient's projected performance is short of the 75% benchmark. The Recipient is projected to be in compliance with the **Rental – Project Targeted 20% Test**.

**Production Target Tests**

- Total Eligible Units Completed: 48
- Eligible Units Required: 420
- Pct. Production Target Completed: 11.43%

**Rental - Portfolio Test**

- Rental Housing Port. Test % Complete: 42.55%
- Rental Housing Port. % Required: 75
- Pct. of Rental Port. Test Achieved: 56.74%

**Rental - Project Targeted Income 20% Test**

- Rental - 20% test applicable: Yes
- Rental Unit completed % test passed: Yes

**Total Eligible Units Projected**  
48

**Pct. Production Target Projected**  
11.43%

**Number of Projects Reported - Completed**  
4

**Rental Housing Port. Test % Projected**  
25.53%

**Pct. of Rental Port. Test Projected**  
34.04%

**Projected Rental Project Compliance**  
Yes

Figure 98: Rental Project Compliance Test Projections

**9. Eligible Project Costs by Source** section. Report total Project costs by source. **The Projected EPC: Private Leverage (\$)** and **Projected EPC: Public Leverage (\$)**:

- To complete the fields accurately, start with a typical Project source and use document. Split costs first into those costs that are Eligible Project Costs or Non-eligible Project costs. For example, the non-eligible category would include costs for unrestricted units.
- Eligible Project Costs** must then be further broken down into **Private or Public**. Is the funding source attributable to a private source or public source? For example, the **CMF Award** is a public source, while a LIHTC investment or private loan used by the developer would be a private source.

**Eligible Project Costs by Source**

**Projected EPC: Private Leverage (\$)**

**Projected EPC: Public Leverage (\$)**

**Projected Non Eligible Project Cost**

**Non Eligible Project Costs**

Figure 99: Projected Eligible Project Costs by Source

10. **Eligible Project Costs by Income Category** section. Owing to different performance tests, **Eligible Project Cost must be reported a second time** – based on the projected cost by income category:

**Families Projected EPC (<= 30% AMI)** = EPCs for units reserved for Families at 0% to 30% AMI\*

**Families Projected EPC (>30% AMI but <= 50% AMI)** = EPCs for units reserved for Families at 31% to 50% AMI

**Families Projected EPC (>50% AMI but <= 60% AMI)** = EPCs for units reserved for Families at 51% to 60% AMI

**Families Projected EPC (>60% AMI but <= 80% AMI)** = EPCs for units reserved for Families at 61% to 80% AMI

**Families Projected EPC (>80% AMI but <= 120% AMI)** = EPCs for units reserved for Families at 81% to 120% AMI

**Project costs - Ineligible (>120%)** = EPCs for units for families above 120% AMI or not reserved

| Eligible Project Costs by Income Category  |   |
|--|---|
| Families Projected EPC (<= 30% AMI)        | Families Completed EPC (<=30% AMI)<br>\$30.00         |
| Families Projected EPC(>30 to <=50% AMI)   | Families Completed EPC(>30 to <=50% AMI)<br>\$30.00   |
| Families Projected EPC(>50 to <=60% AMI)   | Families Completed EPC(>50 to <=60% AMI)<br>\$30.00   |
| Families Projected EPC(>60 to <=80% AMI)   | Families Completed EPC(>60 to <=80% AMI)<br>\$30.00   |
| Families Projected EPC(>80 to <=120%AMI)   | Families Completed EPC(>80 to <=120%AMI)<br>\$30.00   |
| Projected Costs - Ineligible (>120% AMI) ① | Completed Costs - Ineligible (>120% AMI) ①<br>\$30.00 |

Figure 100: Projected Eligible Project Costs by Income Category

**TIP:** The Total Eligible Project Costs calculated by unit restriction and by the source of capital must be equal – both represent different ways to describe total Project costs. Likewise, Projected Non-Eligible Project Costs are the same value as costs for Non-Eligible Families – Projected.

**TIP:** The projected Eligible Project Cost section is used exclusively for forecasting the Recipient's compliance with leverage tests and is not used for any of the formal compliance tests (which are measured as of the Project Completion deadline). To improve the accuracy of the forecasts, Recipients will benefit from updating the data if better data becomes available, such as might occur as construction takes place and actual costs come in.

11. Once all of these sections have been completed, **Save** the record.

## 10.2 [Updated] Creating a Project Locations for Rental Project

**TIP: Recipients should not wait until the day the CMF Performance Report is due to enter Projects into AMIS. Certain tests are based on the Project's location and must be evaluated for compliance. Since locational data is not generated in real-time, waiting until the last day may cause a missing FIPS code and possibly prevent the Recipient from submitting the compliance report on a timely basis.**

- Once the user has created a Rental Project, at least **one Project Location** record must also be created. If a Project contains multiple locations (a scattered-site Rental Project), then each location associated

with the project must be added at the **Project Location Record**.

**TIP: One Project Location Record or more?** When a Recipient provides financing in a single commitment to a project sponsor, where the intention is to finance multiple locations, this requires multiple Project Location records. For example, suppose the project sponsor is providing financing for the acquisition and rehabilitation of single-family homes and 2-4 unit buildings that will be rented to Eligible Families. In this rural location, the homes will be located throughout a large county. Each location would require its own Property Location record. In a second example, the Recipient will finance the rehabilitation of affordable garden apartments. While the units are located in multiple buildings, all of the apartments are located on the same property, so only one Project Location record is required.

2. Starting from the **Project Detail** page, click on the **Related** tab and navigate to the **Project Locations** section. Click on the **New** button.

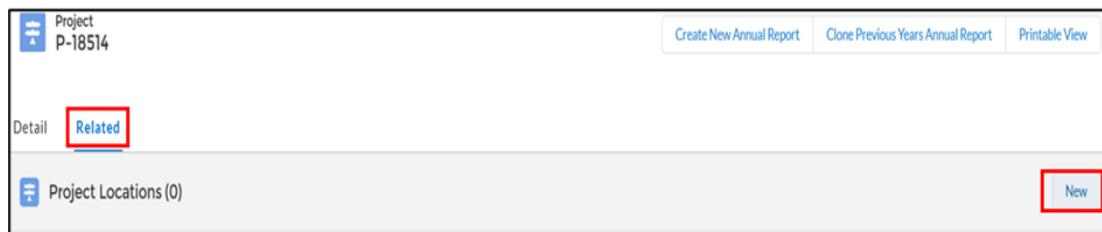


Figure 101: New Project Location Button

3. On the **Project Location** page complete the **Site Name** field by providing a meaningful identifier to your organization (e.g. 123 Main Street Development). You must also enter the **Number of CMF Units (eligible units between 0-120% AMI)** that will be completed at this location and the total amount of the **CMF Award and Program Income** invested at the location.

**Tip:** It is important that the **Number of CMF Units** and the **\$ CMF award + PI at Location** must match the Annual Report **"Total Eligible Units Completed"** and **"Disbursements to Date (CMF + PI)"** to avoid error messages.

A screenshot of a 'New Project Location' form. The title bar says 'New Project Location' and includes a note '\*= Required Information'. The form has a 'Information' section with the following fields: 'Project Location Number' (dropdown menu showing 'P-04511'), 'Project' (dropdown menu showing 'P-04511'), 'Site Name' (text input field), 'Number of CMF Units' (text input field), and '\$ CMF Award + PI at Location' (text input field). Each of these last three fields has a red asterisk next to it, indicating it is required.

Figure 102: New Project Location Detail Page

4. If Projects meets the **Expended HOA criteria**, check the newly added checkbox **"Project meets expanded HOA"**. If checked, then the Project will count towards the AED/HOA performance goal "Rental Housing - Of all Rental Affordable Housing units produced or supported with Eligible Project Costs, the total percentage located in Areas of Economic Distress or High Opportunity Areas." If Expanded HOA box is checked, follow the onscreen directions in Figure below.

**Note:** **Expanded HOA option is NOT available to FY 2023 and earlier Awards.**

✓ Expanded HOA Criteria

Project meets expanded HOA

IF "Project meets expanded HOA" field is checked then "Confirm not located in a Food Desert" must be always checked + three other of the checkboxes

Access to transportation opps.

Access to quality (K-12) education opps.

Access to financial service opps.

Access to employment opps.

Confirm not located in a Food Desert

Figure 103: Expanded HOA

5. Provide the street address, city, state, and zip code for the property.

Address - Complete only mandatory fields in this section

|  |   |
|--|---|
| * Street Address <span style="color: #0070C0;">i</span>                | Census Tract  |
| <input type="text"/>   |   |
| * City   | Census Program Attributes   |
| <input type="text"/>   |   |
| * State  | CMF Metro/Non-Metro (2016, 2017)                                  |
| --None-- <span style="color: #0070C0;">i</span>                        |   |
| * Postal Code <span style="color: #0070C0;">i</span>                   | Rural <span style="color: #0070C0;">i</span>                      |
| <input type="text"/>   | Economic Distress <span style="color: #0070C0;">i</span>          |
| Geocoding Status (ESRI Callout) <span style="color: #0070C0;">i</span> | Within Designated Service Area                                    |
| Address Updated At   |   |
| Census Tract Updated At  | Area of High Housing Need? <span style="color: #0070C0;">i</span> |
|  | Low Income Area <span style="color: #0070C0;">i</span>            |

Figure 104: Project Location Address

6. Click **Save** to save the record.

7. Project locations will be geocoded within 24 hours, populating X, Y coordinates, FIPS code, and associated geographic information. The **Geocoding Status (ESRI Callout)** field may indicate the following:

- Scheduled:** The address is scheduled for the next geocoding run (ESRI Callout).
- Pending:** The record is in the process of being geocoded.
- Address not Found:** The address was not matched to valid X/Y coordinates and FIPS code. The **Geocoding Status Description** field may provide more information.
- System Error - Submit Service Ticket:** The process failed due to a technical error and an AMIS Service Request should be submitted.
- Blank:** No value indicates the record was successfully geocoded, populating the X/Y coordinates, FIPS code, and associated geographic information (e.g. Rural, Area of Economic Distress, Service Area).

|   |  |
|---|--|
| Street Address <span style="color: #800000;">i</span><br>3353 Elgin Street                                | Census Tract<br><a href="#">48201312200</a>                              |
| City<br>Houston   | Census Program Attributes<br><a href="#">48201312200-CMF-2010</a>        |
| State<br>TX   | CMF Metro/Non-Metro (2016, 2017)<br>Metro                                |
| Postal Code <span style="color: #800000;">i</span><br>21702   | Rural <span style="color: #800000;">i</span><br>No                       |
| Geocoding Status (ESRI Callout) <span style="color: #800000;">i</span>                                    |  |
| Address Updated At<br>11/14/2022 2:18 AM  | Economic Distress <span style="color: #800000;">i</span><br>Yes          |
| Census Tract Updated At<br>11/14/2022 7:55 AM   | Within Designated Service Area<br>Yes                                    |
| Multiple Projects on Award at Location <span style="color: #800000;">i</span><br><input type="checkbox"/> | Area of High Housing Need? <span style="color: #800000;">i</span><br>Yes |
| <input type="checkbox"/>  | Low Income Area <span style="color: #800000;">i</span><br>Yes            |
| Multiple Projects at Location <span style="color: #800000;">i</span><br><input type="checkbox"/>          | Area of High Opportunity <span style="color: #800000;">i</span><br>No    |
| Other Projects at Location  | Census Tract Error Message   |
| X Coordinate<br>-95.353609442409848   |  |
| Y Coordinate<br>29.72906343160631   |  |
| Project Coordinates<br>29.7290,-95.3536   |  |
| FIPS Code<br>48201312200  |  |

Figure 105: Project Location Geocoding Results

8. If this Project contains only one location the Recipient should proceed to the creation of a **CMF Project Annual Report** record for the Project. If the Project will have more than one location (i.e. a scattered-site rental Project), the Recipient should create additional **Project Location** records as the information is available to do so. Use the link to the **Project** record to return to the **Project** record or use other available links to return to the **CMF Performance Report Detail** page.

**TIP:** The data on this page can be edited as needed up to the time the **CMF Performance Report** is submitted each year, at which time it will be locked until the CDFI Fund approved the annual report. Either click on the Edit button or double-click on the field you want to edit and resave by clicking on Save. Any edits to Street Address, City, State, or Postal Code fields will clear Project Coordinates, FIPS Code, and associated geographic information. These fields will re-populate (if the address is matched) after the next scheduled geocoding (ESRI callout).

### 10.3 [Updated] Creating a Rental Project Annual Report Record

A **CMF Project Annual Report** record is a report containing data that tends to require updating annually as a Project progresses towards and into occupancy. Every Project created under an award must have **one CMF Project Annual Report** completed every year from the year the **Project** record is created through the end of the affordability period for that Project. The Recipient will not be able to submit a **CMF Performance Report** until a CMF Project Annual Report record for each Project for that performance year has been created.

CMF Performance Report  
PR-00120

Detail **Related**

Projects (5)

| Compliance Project ID   | Project Name | Project Status | Annual Report created for the current yr |
|-------------------------|--------------|----------------|--|
| <a href="#">P-02811</a> | Shady Tree   | Complete       | <input type="button" value=""/>          |

Figure 106: Annual Report Required

1. To get started, on the **Performance Report Detail** page, click on the **Related** tab and scroll down to the **Projects** section. (You may need to expand the list to see all of the Projects. Options exist at the bottom of the **Projects** list either to expand the list shown on this page or to present the Projects as a separate list).
2. Select the **Project** for which you need to create a **CMF Project Annual Report** by clicking on the **Compliance Project ID link**. In the figure above, clicking on [P-02811](#) will take the Recipient to the **Project** page for this **Rental Project** record.
3. Once on the **Project** page, click on the **Create New Annual Report** button. You may have to click the down arrow to see the button.

Project  
P-18546

Detail **Related**

Custom Links

[Project Annual Report](#) [Project Location Report](#) [Field History Report \(CMF Staff Only\)](#)

Information

[Create New Annual Report](#) [Clone Previous Years Annual Report](#) [Printable View](#)

Figure 107: Create New Annual Report

4. On the **CMF Project Annual Report** record, start with the status information in the header section.
  - a. Enter the most advanced and accurate status of the Project as of the last day of the reporting period by selecting one of the options from the **Project Status at FY End** dropdown menu. Note the modified list of options, as of July 2023.

\* Project Status at FY End ⓘ

--None--

✓ --None--

Committed

Partially Complete

Complete

Placed into Service

Foreclosed

Incomplete - Terminated

Figure 108: Project Status at FY End Dropdown

Upon saving report, the field will be populated automatically. It will be set to Investment when the Project is not initially occupied as of the last day of the reporting year. It will be set to Affordability when the Project is initially occupied by the last day of the reporting year.

|  |  |                             |  |
|--|--|-----------------------------|--|
| Project Status at FY End <span style="color: #0070C0;">i</span>                | Committed                                      | Project Completion Deadline | 5/3/2023   |
| Investment or Affordability at FY End <span style="color: #0070C0;">i</span>   | <input checked="" type="checkbox"/> Investment | Award Year                  | 2017   |
| Investment Period  |  | Annual Report for FY        | 2018   |
| No Additional EPCs to Report   |  | Maintain Affordability Flag | <span style="color: #FF0000;">⚠</span>   |
| Tenant Income Recertification Exemption <span style="color: #0070C0;">i</span> |  |                             |  |
| <b>Project Dates</b>   |  |                             |  |
| Date Funds Committed   | 2/16/2018                                      | Placed into Service Date    |  |
| Date of First Disbursement   |  | Initial Occupancy Date      | <span style="border: 2px solid red; padding: 2px;">Initial Occupancy Date</span> |

Figure 109: Investment or Affordability Period at FY End

5. **Tenant Income Recertification Exemption** section. This field is auto populated with “**No**” once a **Placed into Service Date** has been entered. If 100% of the units are rent restricted and/or the rent-restricted units where the rent and income restrictions are tied to a specific unit with a fixed address, you can edit this field to “**Yes**” on the Annual Report while also ensuring the Project Status at FY End is Placed into Service and an Initial Occupancy Date is entered.

|  |  |   |  |
|--|--|---|--|
| Project Status at FY End <span style="color: #0070C0;">i</span>              | <input checked="" type="checkbox"/> Placed into Service  | Project Completion Deadline                             | 11/22/2028                             |
| Investment or Affordability at FY End <span style="color: #0070C0;">i</span> | <input checked="" type="checkbox"/> Affordability Period   | Award Year  | 2023                                   |
| No Additional EPCs to Report   | <span style="border: 1px solid black; padding: 2px;">Are 100% of the units rent restricted?</span> | Annual Report for FY                                    | 2024                                   |
| <input checked="" type="checkbox"/> Yes                                      |  | Maintain Affordability Flag                             | <span style="color: #00A000;">✓</span> |
| <b>Project Dates</b>   |  |   |  |
| Date Funds Committed   | 1/21/2025  | Placed into Service Date                                | 1/22/2025                              |
| Date of First Disbursement   | 1/21/2025  | Initial Occupancy Date                                  | 1/22/2025                              |
| Date of Full Disbursement  | 1/21/2025  | Termination Date <span style="color: #0070C0;">i</span> |  |

Figure 110: Tenant Income Recertification Exemption

6. **Project Dates** section. Enter the dates corresponding to the date requested, as these milestones occur. Once the milestone has occurred, the associated date will need to remain in each year’s Annual Report but can be updated, as necessary. Recipients cannot issue a valid commitment to a Project prior to the announcement date of the award.

- Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the **CMF Award** or **Program Income**.
- Date of First Disbursement** is conditionally required if the **Disbursement Status** field = **Partially Disbursed**, or **Fully Disbursed**.
- Date of Full Disbursement** is conditionally required if the **Disbursement Status** field = **Fully Disbursed**

- d. **Project Completion Date** occurs when title transfer and/or construction is complete and all CMF funds have been disbursed.
- e. **Placed into Service Date** is when the Project has reached completion and is ready for occupancy as evidenced by a Certificate of Occupancy.
- f. **Initial Occupancy Date** in the case of a rental Project, occurs after Placed into Service and when at least 90 percent of CMF financed units are occupied by income eligible families. This must occur no later than 12 months after Project completion.
- g. **Termination Date** is used to report the date a Recipient cancels or withdraws the CMF commitment to the Project prior to Project Completion.
- h. **Foreclosure Date** is used to report the date upon which the Project no longer continues to meet Affordability requirements (e.g. foreclosure) during the 10-year Affordability Period.
- i. **Date Existing Aff. Restrictions Expire** pertains to **Preservation of Multi-Family properties, not Rehab of Multi-Family**, and is used to report the date when the existing affordability restrictions expire.

| Project Dates                            |                          |
|--|--------------------------|
| Date Funds Committed                     | Placed into Service Date |
| 6/23/2024                                |                          |
| Date of First Disbursement               | Initial Occupancy Date   |
|  |                          |
| Date of Full Disbursement                | Termination Date ⓘ       |
|  |                          |
| Project Completion Date                  | Foreclosure Date         |
|  |                          |
| Date Existing Aff. Restrictions Expire ⓘ |                          |
| 10/3/2024                                |                          |

Figure 111: Project Dates

## 7. Uses of CMF Award – TOTAL CMF Disbursements through Fiscal Year End section.

- a. **Total CMF Disbursement Amnt Through FYE** – Enter or update the total amount of the **CMF Award** disbursed to the Project through the last day of the Recipient's previous fiscal year. This field is only to report disbursements of the CMF Award and not leveraged capital or Program Income.
- b. **Type of Disbursement** – From the dropdown menu choose the type of investment made to the Project = **Debt, Equity, Grant, or Multiple**.
- c. **Term (in Month)**
- d. **Amortization Type** – From dropdown, choose from None, Fully, Partial, Non-Amortized, or Other.
- e. **Interest Rate** – Report the interest rate (or blended interest rate if there are multiple loans) if the investment is in the form of a loan or multiple types of investments. Report in decimal format. For example, report a 3.5% loan as 3.5.
- f. **Origination Fee** – Report the origination fee associated with the Project financing. This field is required if the investment is in the form of a loan (debt) or multiple investment types.

✓ Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End

Report TOTAL CMF grant disbursements to this Project by Fiscal Year End.  
Do NOT report any disbursements that occur after 10/4/2029  
Do NOT report any Program Income disbursements in this section.

|  |                                       |
|--|---------------------------------------|
| Total CMF Disbursement Amt Through FYE ⓘ | *Eligible Use ⓘ                       |
| \$150.00                                 | Capitalize an Affordable Housing Fund |
| Type of Disbursement                     |                                       |
| Debt                                     |                                       |
| Term (In months)                         |                                       |
| 360.00                                   |                                       |
| Amortization Type                        |                                       |
| Fully Amortized                          |                                       |
| Interest Rate                            |                                       |
| 1.00%                                    |                                       |
| Origination Fee ⓘ                        |                                       |
| \$1,000.00                               |                                       |

Figure 112: Use of CMF Award- Disbursement Details

8. **Eligible Uses** - Report the activity that applies to the Project in the Eligible Uses dropdown. These uses correspond to all of the potential financing activities under the CMF program for rental housing. Note that your organization may only be authorized for some eligible uses. See Schedule 1 of your Assistance Agreement.

\* Eligible Use ⓘ

--None--

✓ --None--

Capitalize an Affordable Housing Fund

Capitalize a fund to support Economic Development Activities

Capitalize a Revolving Loan Fund

Capitalize Loan Loss Reserves

Make Risk-Sharing Loans

Provide Loan Guarantees

Figure 113: Eligible Uses Dropdown

**TIP:** As **CMF Project Annual Report** data is saved, AMIS adds up how much of the **CMF Award** the Recipient has deployed by activity and use and presents this data in the **Eligible Activities and Use Detail** section of the **CMF Performance Report Detail** page. This report includes live data, so it updates correspondingly to entries or updates on the **CMF Project Annual Report**.

| ▼ Eligible Activities and Use Detail                                   |   |
|--|---|
| Cap Affordable Housing Fund <span style="font-size: small;">(1)</span> | Rental Affordable Housing <span style="font-size: small;">(1)</span>        |
| \$150.00   | \$150.00  |
| Cap Revolving Loan Fund <span style="font-size: small;">(1)</span>     | Homeownership Affordable Housing <span style="font-size: small;">(1)</span> |
| \$0.00   | \$5,150.00  |
| Cap EDA Fund <span style="font-size: small;">(1)</span>                | Economic Development Activities <span style="font-size: small;">(1)</span>  |
| \$0.00   | \$0.00  |
| Cap Loan Loss Reserves <span style="font-size: small;">(1)</span>      | Feasibility Determination Expenses  |
| \$0.00   | \$1,000   |
| Risk-Sharing Loans <span style="font-size: small;">(1)</span>          |   |
| \$0.00   |   |
| Loan Guarantees <span style="font-size: small;">(1)</span>             |   |
| \$0.00   |   |
| Direct Administrative Expenses   |   |
| \$26,000.00  |   |

Figure 114: Eligible Activities and Use Detail Section

#### 9. Program Income - TOTAL Earned and Disbursed Through Fiscal Year End section.

Enter the total (cumulative) amount of CMF **Program Income** earned and/or disbursed to the Project through the last day of the Recipient's previous fiscal year, by type. This field is only to report disbursements of Program Income and not leveraged capital or the initial investment of the CMF Award.

**Program Income** involves complex compliance rules, as the forms of **Program Income** are subject to different rules and reinvestment timing requirements. Annual Project Reports have fields for reporting both **Program Income** earned as **PI earned – equity/loan repayment/recover** and **PI earned –Interest Income**.

**Program Income** section. Report **disbursements** from **Program Income** under the **Program Income** section, **Disbursement of PI – equity/loan/recoveries, or Disbursement of PI – Interest Income**, if applicable. **Note** that it is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments (i.e. interest). Only the latter will be reported as disbursements of PI – Interest Income. **Do not report Program Income** that was invested in the Project from another grant program or another **CMF Award**.

**Do not include projected Program Income** that will be earned in future years. **Do not include Program Income from any other award**, even another **CMF Award**.

| Program Income - TOTAL Earned & Disbursed Through Fiscal Year End |                      |
|---|----------------------|
| PI earned- equity/loan repayment/recover                          | <input type="text"/> |
| PI earned - Interest Income                                       | <input type="text"/> |
| Disbursement of PI -equity/loan/recoveries                        | <input type="text"/> |
| Disbursement of PI - Interest Income                              | <input type="text"/> |

Figure 115: Program Income Earned and Disbursed CMF Project Annual Report Fields

**NOTE:** While CMF Recipients must still track **Program Income** earnings in the form of interest on CMF investments, the reporting of PI earned–Interest Income, effective July 2021, is optional. If Recipients plan on disbursing **Program Income** - interest earned to a Project, the Recipient should report PI earned – Interest Income in an amount equal to or greater than the Disbursement of PI – Interest Income amount.

1. **Eligible Project Costs by Source section.**

- To complete the fields accurately, start with a typical Project source and uses document. First split costs into those costs that are Eligible Project Costs or Non-Eligible Project Costs. For example, the non-eligible category would include costs for unrestricted units.
- Eligible Project Costs must then be further broken down into **Private or Public**. Is the funding source attributable to a private source or public source? For example, the **CMF Award** is a public source, while a LIHTC investment or private loan used by the developer would be a private source.

| ▼ Eligible Project Costs by Source   |                            |
|--|----------------------------|
| Enter total Eligible Project Cost by Source. Update totals from prior year, if needed. |                            |
| Projected Non Eligible Project Costs   | EPC: Private Leverage (\$) |
| \$0.00   | \$90.00                    |
| Projected Total Project Costs  | EPC: Public Leverage (\$)  |
| \$40.00  | \$90.00                    |
|  | Total EPCs                 |
|  | \$180.00                   |
|  | Non Eligible Project Costs |
|  | \$0.00                     |
|  | Total Project Cost         |
|  | \$180.00                   |

Figure 116: Eligible Project Costs by Private and Public Sources

Note that due to software limitations this field will be displayed on the right side of the page.

2. **Eligible Project Costs by Income Category section.**

**Eligible Project Costs** must be reported a second time – on the basis of the costs by income category. Report the TOTAL project costs by income category for completed units through the last day of the Recipient's fiscal year for the reporting period. (Note that due to software limitations this field will be displayed on the right side of the page.)

**Families Completed EPC (<= 30% AMI)** = EPCs for units reserved for Families at 0% to 30% AMI\*

**Families Completed EPC (>30% AMI but <= 50% AMI)** = EPCs for units reserved for Families at 31% to 50% AMI

**Families Completed EPC (>50% AMI but <= 60% AMI)** = EPCs for units reserved for Families at 51% to 60% AMI

**Families Completed EPC (>60% AMI but <= 80% AMI)** = EPCs for units reserved for Families at 61% to 80% AMI

**Families Completed EPC (>80% AMI but <= 120% AMI)** = EPCs for units reserved for Families at 81% to 120% AMI

**Completed Costs - Ineligible (>120%)** = EPCs for units for families above 120% AMI or not reserved not reserved

|  |
|--|
| Families Completed EPC (<=30% AMI)   |
| \$30.00  |
| Families Completed EPC(>30 to <=50% AMI)                                     |
| \$30.00  |
| Families Completed EPC(>50 to <=60% AMI)                                     |
| \$30.00  |
| Families Completed EPC(>60 to <=80% AMI)                                     |
| \$30.00  |
| Families Completed EPC(>80 to <=120%AMI)                                     |
| \$30.00  |
| Completed Costs - Ineligible (>120% AMI) <span style="color: blue;">i</span> |
| \$30.00  |

*Figure 117: Eligible Project Costs by Family Income Category*

3. **Rental Units Completed – TOTAL Number of Completed Units for Project** section. Report the TOTAL number of completed units to date, by income category, through the Project Completion date listed in Schedule 1 of the Assistance Agreement, if applicable. (2016 – 2018 Recipients should note that this is a change in reporting procedures, effective July 2020.)

▼ Rental Units Completed - TOTAL Number of Completed Units for Project

Do NOT enter any units completed after: 10/4/2029

|                                     |                                    |
|-------------------------------------|------------------------------------|
| Completed Units (<=30% AMI)         | <input type="text" value="20.00"/> |
| Completed Units (>30 to <=50% AMI)  | <input type="text" value="20.00"/> |
| Completed Units (>50 to <=60% AMI)  | <input type="text" value="20.00"/> |
| Completed Units (>60 to <=80% AMI)  | <input type="text" value="0.00"/>  |
| Completed Units (>80 to <=120% AMI) | <input type="text" value="0.00"/>  |
| Completed Units (>120% AMI)         | <input type="text" value="0.00"/>  |

Figure 118: Rental Units Completed

4. **Units Occupied at FY End by Family Income section.** Report on the number of occupied units as of the end of the reporting year, if applicable. Each family must be reported in the correct income category by their current income, which may be different from their initial income classification. See Section 12.1 for additional guidance. The Out of Service Units field is used to indicate the number of units out of service for rehabilitation or repair for the Recipient's most recent fiscal year.

▼ Rental Units Occupied at FY End by Family Income

Report income category of the occupying family for each rental unit in the project

|                                    |                                   |                                       |
|------------------------------------|-----------------------------------|---------------------------------------|
| Occupied Units (<=30% AMI)         | <input type="text" value="0.00"/> | Total Units Occupied in Year          |
| Occupied Units (>30 to <=50% AMI)  | <input type="text" value="0.00"/> | Total Eligible Units Occupied in Year |
| Occupied Units (>50 to <=60% AMI)  | <input type="text" value="0.00"/> | Out of Service Units                  |
| Occupied Units (>60 to <=80% AMI)  | <input type="text" value="0.00"/> |                                       |
| Occupied Units (>80 to <=120% AMI) | <input type="text" value="0.00"/> |                                       |
| Occupied Units (>120% AMI)         | <input type="text" value="0.00"/> |                                       |

Figure 119: Rental Units Occupied at FY End by Family Income

5. **Attest (yes/no) to the Project Maintaining Affordability after unit is Initially Occupied is applicable to ALL award years.** If not completed, this conditionally required field will show an attestation failure message at the top of your Performance Scorecard.

▼ Maintaining Affordability

Attest: Project's units are affordable? !

|     |                                     |
|-----|-------------------------------------|
| Yes | <input type="button" value="Save"/> |
|-----|-------------------------------------|

Figure 120: Attesting to Rental Projects maintained affordability

6. Select the **Save** button to create the **CMF Rental Project Annual Report** record.



Figure 121: Save CMF Project Annual Report Record Button

**TIP:** The data on this page can be edited, as needed, up to the time the **CMF Performance Report** is submitted for annual review. Either click on the Edit button or double-click on the field you want to edit and resave by clicking on Save.

## 11. Reporting Homeownership Program Portfolio (Housing Program)

For certain compliance measures, **Homeownership** purchase financing (i.e. mortgage or Purchase Assistance) is considered a single **Project**. This requires the creation of a CMF **Housing Program** to link individual properties to a portfolio. Under limited circumstances,<sup>2</sup> the Recipient may issue a commitment to a housing program, rather than to a counterparty. This section explains how to establish such a program in AMIS, and report a commitment to the program, when necessary.

### 11.1 Creating a Homeownership Housing Program

1. Start on the **CMF Performance Report Detail** page. Click on the **Related** tab and scroll down until you find the Housing Programs section and click on the **New** button.

Figure 122: New Housing Program Fund Button

2. On the **New Housing Program Page**, provide a name in the **Housing Program Name** field. Do not edit the **CMF Performance Report Number**. Enter **Commitment Date** and **Commitment Amount** only if issuing a commitment to a housing program, pursuant to the commitment waiver guidance<sup>2</sup>. Click **Save** to create the housing program.

The screenshot shows the 'Information' section of the AMIS interface. It includes fields for 'Housing Program Name' (containing 'Housing Program 1'), 'Homeownership Program Commitment Date' (with a calendar icon), 'Performance Report' (containing 'PR-00403'), 'Homeownership Program Commitment Amount' (empty), and 'Committed CMF Investment from Projects' (with a help icon).

Figure 123: Housing Program Name, Commitment Date, and Commitment Amount Fields

- Link to the Waiver of General Applicability on Alternative Forms of Commitment:

[https://www.cdfifund.gov/sites/cdfi/files/documents/general-waiver-notification-letter\\_cmf\\_feb2019.pdf](https://www.cdfifund.gov/sites/cdfi/files/documents/general-waiver-notification-letter_cmf_feb2019.pdf)

**TIP:** Most Recipients will only need to create a single housing program for a Homeownership purchase activity (i.e. mortgage or Purchase assistance) because all financing related to Homeownership will be deemed to be part of the same Project.

## 11.2 Creating an Individual Homeownership Project Record

- Once a Housing Program has been created, individual Homeownership investments can be added.
  - Log into AMIS and click on the **CMF Performance Report** tab.
  - Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1.
  - Click on the **CMF Performance Report** name to view the **CMF Performance Report Detail** page.

The screenshot shows the 'CMF Performance Report Detail' page for PR-00049. The 'Related' tab is highlighted with a red box. The page displays sections for 'Homeownership Report' and 'Rental Project Report', and an 'OMB Approval Number' section.

Figure 124: CMF Performance Report Detail Page

- From the CMF Performance Report Detail page, click on the **Related** tab and scroll down to the **Projects** section. To add an individual home, click on the **New** button.

The screenshot shows the 'CMF Performance Report Detail' page for PR-00049. The 'Related' tab is highlighted with a red box. The 'Projects (3)' section is highlighted with a red box. A 'New' button is located in the top right corner of the projects table.

| Compliance Project ID | Project Name | Project Status     | Annual Report created for the current yr |
|-----------------------|--------------|--------------------|--|
| P-00364               | DAE Test 1   | Complete           | <input checked="" type="checkbox"/>      |
| P-00365               | Rental Test  | In Progress        | <input type="checkbox"/>                 |
| P-00366               | Home Test    | Partially Complete | <input checked="" type="checkbox"/>      |

Figure 125: New Compliance Project

- Select **Homeownership Housing** as the **Record Type** from the list and click on the **Next** button.

**New Project**

Select a record type

Direct Administrative Expenses  
 Economic Development Activities  
 Feasibility Determination Expenses  
 Homeownership Housing  
 Rental Housing

**Cancel** **Next**

Figure 126: Project Record Type Dropdown

3. On the **Homeownership Project** page, provide a unique name for this Homeownership property such as the address. **Do not use a borrower's name or any other personally identifiable information (PII).**

**Information**

Compliance Project ID

\* Project Name

House 1

Figure 127: Project Name for Homeownership Project

- a. As part of the 2024 changes, we have added a new checkbox field, "**Co-Investment Project**", to a **Homeownership Project**. This field is conditionally required based on the "**Qualified Consortium Approach Applicant?**" field on the associated **CMF Award** record. If "**Qualified Consortium Approach Applicant?**" is marked as "**Yes**", the "**Co-Investment Project**" field will be automatically checked. Users must check the box again if it is accidentally unchecked while "**Qualified Consortium Approach Applicant?**" is "**Yes**". The "**Associated Co-Investment Project Record**" field is used by the Program to track **Co-investment Projects**.

Information

|  |  |
|--|--|
| Compliance Project ID  | Record Type  |
| * Project Name <span style="color: blue;">i</span>                                 | Homeownership Housing  |
| <input type="text"/>   | * Performance Report   |
| <input type="text"/>   | PR-00403 <span style="color: red;">X</span>  |
| Project Status   |  |
| 2018 Disaster Area <input type="checkbox"/>  | Automatically Checked if "Qualified Consortium Approach Applicant?" on the Award is set to Yes |
| Co-investment Project <span style="color: blue;">i</span> <input type="checkbox"/> | Primary Rule Vintage Year  |

Figure 128: Homeownership Project Name

- b. For **2018 Award only**, check the **2018 Disaster Area** checkbox if the Project is located in a Disaster Area.

4. **Project Type** section.

- a. **Project Type** - Select the purpose of the financing for this Homeownership opportunity from the options in the dropdown menu. If more than one purpose applies, choose the primary one
  - **SF - New development** = New construction
  - **SF - Rehab** = Financing of a substantial rehabilitation
  - **SF - Purchase (Mortgage Finance)** = Provision of mortgage financing to a qualified family to purchase a home
  - **SF - Purchase (Down Paymt/Closing Cost)** = Down payment assistance to a homebuyer

Project Type

|   |   |
|---|---|
| SF - New Development <input checked="" type="checkbox"/>  | SF - Rehab <input type="checkbox"/>                             |
| SF - Purchase (Mortgage Finance) <input type="checkbox"/> | SF - Purchase(Down Paymt/Closing Cost) <input type="checkbox"/> |

Figure 129: Homeownership Project Type

5. **Primary Financing Type**. Select the Primary Financing Type that reflects the use of the **CMF Award** in the Project. The options should be self-explanatory but contact the CDFI Fund through a Service Request with any questions.

| Financing Type (FT)                     |                                     |
|---|-------------------------------------|
| FT Acquisition                          | <input checked="" type="checkbox"/> |
| FT Bridge/short term financing          | <input type="checkbox"/>            |
| FT Construction                         | <input type="checkbox"/>            |
| FT Down payment/Closing Cost Assistance | <input type="checkbox"/>            |
| FT Equity                               | <input type="checkbox"/>            |
| FT Loan Guarantee                       | <input type="checkbox"/>            |
| FT Loan Loss Reserve                    | <input type="checkbox"/>            |
| FT Permanent (1st Lien)                 | <input type="checkbox"/>            |
| FT Permanent (2nd Lien or lower)        | <input type="checkbox"/>            |
| FT Predevelopment                       | <input type="checkbox"/>            |
| FT Refinancing                          | <input type="checkbox"/>            |
| FT Secondary Market Mortgage Purchases  | <input type="checkbox"/>            |

Figure 130: Homeownership Primary Financing Type

6. **Income Category.** From the dropdown menu, select the income category of the Family that is the homeowner of this property.

\* Income Category i

--None--

✓ --None--

<= 30% AMI  
>30% AMI but <= 50% AMI  
>50% AMI but <= 60% AMI  
>60% AMI but <= 80% AMI  
>80% AMI but <= 120% AMI

Figure 131: Homebuyer Income Category

7. **Housing Program field.** Prior to creating a Project record for a home, a CMF Housing Program was created. Now, enter the name of the Housing Program to which the home belongs, linking the specific home to the Housing Program. To do so, type the Housing Program name directly in the field.

--None--

The Housing Program must be created in AMIS prior to CSV upload.

Housing Program i

Search Housing Program Funds...

Figure 132: Housing Program Field

8. **Homeownership Purchase/Sale Price Limit fields.** When the CMF investment supports Affordable Homeownership, either in the form of purchase, refinance, or rehabilitation, there are price limitations on the value of the home. You must provide the **Purchase/Sale Price** of the home and the corresponding **Homeownership Purchase/Sale Price Limit**. FY 2016 to FY 2023 Award and FY

2024 and later **Award** differ on price limits so refer to section 5.3 of your Assistance Agreement to see if the HUD HOME 95% sales price limit or the FHA Section 203(b) limits apply to your Award.

- a. **The purchase/sale price compliance test will be calculated automatically and the results of any noncompliance will appear on the Project Record as well as the CMF Performance Report Detail page.**
9. Respond to whether **Other Federal Housing Program Funds Used** by selecting **Yes** or **No** from the picklist menu and select the applicable funds for your case.

**Other Federal Housing Program Funds Used**

\* Other Federal Housing Program Funds Used i

--None-- Complete this field.

|  |  |
|--|--|
| LIHTC <input type="checkbox"/>                           | USDA Multi-family Direct Loans <input type="checkbox"/>    |
| HOME <input type="checkbox"/>                            | USDA Multi-family Loan Guarantees <input type="checkbox"/> |
| Section 8 <input type="checkbox"/>                       | HUD Section 202 (Elderly) <input type="checkbox"/>         |
| CDBG <input type="checkbox"/>                            | HUD Choice Neighborhood Grants <input type="checkbox"/>    |
| FHLB Affordable Housing Program <input type="checkbox"/> | HUD Section 811 (Disabled) <input type="checkbox"/>        |
| Other - please specify <input type="checkbox"/>          |  |
| Other Explanation <input type="text"/>                   |  |

Figure 133: Other Federal Housing Program Funds Used

10. Respond to whether **Other CDFI Program Funds Used** by selecting **Yes** or **No** from the picklist and select the applicable funds for your case.

**Other CDFI Program Funds Used**

\* Other CDFI Program Funds Used? i

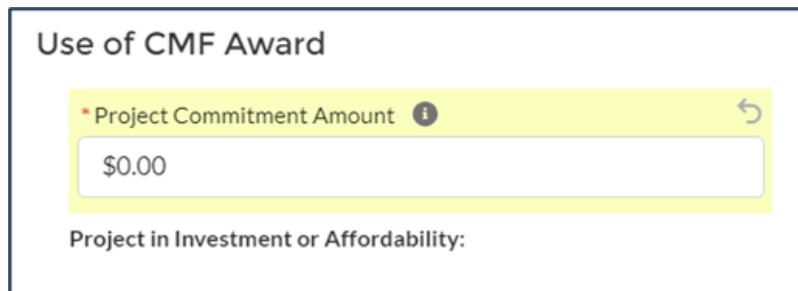
--None-- Complete this field.

|  |  |
|--|--|
| Program- BEA <input type="checkbox"/>  | Program- ERP <input type="checkbox"/>  |
| Program- FA <input type="checkbox"/>   | Program- SDLP <input type="checkbox"/> |
| Program- TA <input type="checkbox"/>   | Program- NMTC <input type="checkbox"/> |
| Program- RRP <input type="checkbox"/>  | Program- BGP <input type="checkbox"/>  |
| Program- HFFI <input type="checkbox"/> |  |

Figure 134: Other CDFI Program Funds Used

11. **Use of CMF Award** section. Indicate the amount of the **CMF Award** that was **Committed** to this homeownership investment in the field Project Commitment Amount. If the investment is backed by CMF-financed Loan Loss Reserves or Loan Guarantees, each property that is covered by the reserve or guarantee must be reported as having received an investment of the grant under the

Uses of Funds section or **Program Income** under the **Program Income** section (or both).



The screenshot shows a form titled 'Use of CMF Award'. At the top, there is a yellow-highlighted field labeled 'Project Commitment Amount' with a value of '\$0.00'. Below this field is a text input box. At the bottom of the form, there is a label 'Project in Investment or Affordability:' followed by a text input box.

Figure 135: Use of CMF Award- CMF Amount Committed

12. **Program Income** section. Commitments made from **Program Income** should be reported under the **Program Income** section **Commitment of PI – equity/loan/recover and/or Commitment of PI – Interest Income**, as appropriate. Note that it is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments (i.e. interest income). Only commitments from the latter are to be reported as Commitments of PI – Interest Income. **Do not** report **Program Income** that was invested from another program or another **CMF Award**.



The screenshot shows a form titled 'Program Income'. It contains two text input fields: 'Commit. of PI – equity/loan/recoveries' and 'Commitment of PI – Interest Income'. Each field has a small circular icon with an 'i' inside, likely representing a help or information button.

Figure 136: Commitment of Program Income

13. **Projected Project Costs** section. In this section, report the **Total Costs by Source**. The **Projected EPC: Private Dollars** and **Projected EPC: Public Dollars** fields are mandatory, except for Homeownership Projects in which the Project Type is Purchase (Mortgage Finance) or Purchase (Down Payment).

- To complete the fields accurately, start with a typical Project source and uses document. First split costs into those that are Eligible Project Costs or Non-Eligible Project Costs. For example, the non-eligible category would include costs associated with luxury finishes.
- Eligible Project Costs** must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the **CMF Award** is a public source, while a private loan used by the developer would be a private source.

| Project Costs Projected & Final     |                            |
|-------------------------------------|----------------------------|
| Projected EPC: Private Dollar       | EPC: Private Dollars       |
| Projected EPC: Public Dollars       | EPC: Public Dollars        |
| Projected Non Eligible Project Cost | Non Eligible Project Costs |

Figure 137: Projected Eligible Project Costs by Source

**TIP:** Since the projection data in this section is used exclusively to forecast the Recipient's compliance with leverage tests and is not used for any of the formal compliance tests (which are measured as of the Project Completion deadline), Recipients should update the data in these projection fields as necessary. The data reported should be for the total Project cost.

c. **Projected Address** section. Complete the **Project Address, Project City, State Abbreviation, and Project Zip Code** fields. Do NOT complete the Address Updated At, Census Tract Updated At, Project X, Project Y, or FIPS Code fields.

| Address   |   |
|---|---|
| Geocoding Status (ESRI Callout)  | <input type="checkbox"/> Multiple Projects on Award at Location |
| Geocoding Status Description  | <input type="checkbox"/> Multiple Projects at Location          |
| * Project Address   | Projects at Location  |
| * Project City  | X Coordinate  |
| * State Abbreviation  | Y Coordinate  |
| --None--  | FIPS Code   |
| * Project Zip Code             |   |

Figure 138: Project Address Fields

d. Project's address will generally be geocoded within 24 hours, populating X, Y coordinates, FIPS code, and associated geographic information. The **Geocoding Status (ESRI Callout)** field may indicate the following:

- **Scheduled:** The address is scheduled for the next geocoding run (ESRI Callout).
- **Pending:** The record is in the process of being geocoded.
- **Address not Found:** The address was not matched to valid X/Y coordinates and FIPS code. The **Geocoding Status Description** field may provide more information.
- **System Error - Submit Service Ticket:** The process failed due to a technical error and an AMIS Service Request should be submitted.
- **Blank:** No value indicates the record was successfully geocoded, populating the X/Y coordinates, FIPS code, and associated geographic information (e.g. Rural, Area of Economic Distress, Service Area).

e. Once the Project's X and Y coordinates and FIPS Code have been generated, AMIS will flag the

Project record if there are multiple CMF Projects at the same location. This feature will help prevent the entry of duplicate Project records.

- f. Select the Save button to create the project.

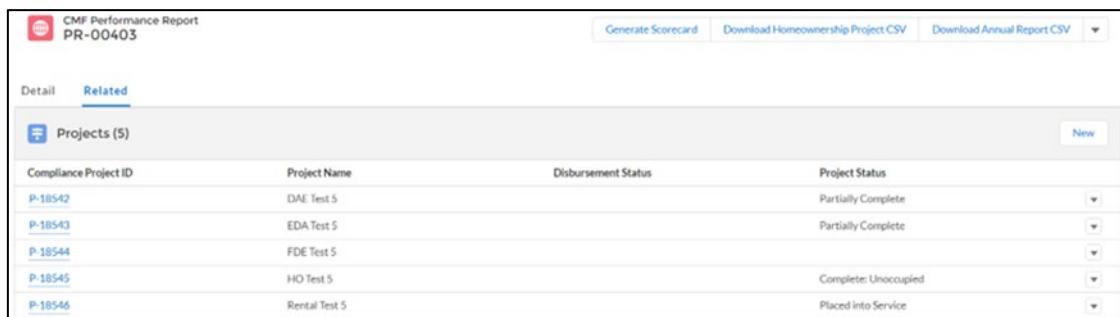
**TIP:** Recipients should not wait until the day the compliance report is due to enter Projects into the CMF Performance Report. Certain tests are based on the Project's location and must be evaluated for compliance. Since locational data is not generated in real-time, waiting until the last day will cause a missing FIPS code and possibly prevent the Recipient from submitting the compliance report on a timely basis.

**TIP:** Note that the data on this page can be edited as needed up to the time the **CMF Performance Report** is submitted for review. Either click on the Edit button or double-click on the field you want to edit and resave by clicking on Save. Any edits to Street Address, City, State, or Postal Code fields will clear Project Coordinates, FIPS Code and, associated geographic information. These fields will repopulate (if the address is matched) after the next scheduled geocoding (ESRI Callout).

### 11.3 Creating a Homeownership Project Annual Report Record

Every Project created under an award must have a **CMF Project Annual Report** completed every year. You will not be able to submit a **CMF Performance Report** until there is a **CMF Project Annual Report** for that performance year. In the figure below, there is no green check under **Annual Report is Created for Current Year** for the Homeownership Project **P-00365**. One must be created before the report can be submitted. Limited exceptions apply.

1. From the **CMF Performance Report Detail** page, click on the **Related** tab and scroll down to the **Projects** list. You may need to expand the list to see all of the Projects. Options exist at the bottom of the **Projects** list to either expand the list shown on this page or to present the Projects as a separate list.



The screenshot shows the CMF Performance Report Detail page for award PR-00403. The 'Related' tab is selected. Below it, a table lists 'Projects (5)'. The table has columns for Compliance Project ID, Project Name, Disbursement Status, and Project Status. The data is as follows:

| Compliance Project ID | Project Name  | Disbursement Status  | Project Status      |
|-----------------------|---------------|----------------------|---------------------|
| P-18542               | DAE Test 5    | Partially Complete   | Partially Complete  |
| P-18543               | EDA Test 5    | Partially Complete   | Partially Complete  |
| P-18544               | FDE Test 5    |                      |                     |
| P-18545               | HO Test 5     | Complete: Unoccupied | Placed into Service |
| P-18546               | Rental Test 5 |                      |                     |

Figure 139: Accessing a Project Record

2. Select the Project for which you would like to create an Annual Report by clicking on the **Compliance Project ID** link. In the figure above, clicking on **P-18545** will take the user to the Project page for the Homeownership Project.

- Once on the Project page, click **Create New Annual Report or Clone Previous Years Annual Report** if one was created previously.



Figure 140: Create New Annual Report Button

- On the **Annual Report** record, start with the status information in the header section.
  - Investment or Affordability period will auto populate based on your Initial Occupancy Date response. Investment will populate when the Initial Occupancy Date is left blank. Affordability will populate when an Initial Occupancy Date is entered.

The screenshot shows the 'Annual Report' record for 'Project P-18545' for the '2024' award year. The 'Investment or Affordability at FY End' section shows 'Affordability Period' (highlighted with a red box). The 'Project Status at FY End' section shows 'Complete: Occupied' (highlighted with a red box). The right side of the screen displays the 'Project Completion Deadline' (10/4/2029), 'Award Year' (2024), and 'Annual Report for FY 2024' (highlighted with a red box). The 'Project Dates' section shows 'Date Funds Committed' (1/2/2024) and 'Placed into Service Date' (11/27/2024). The 'Initial Occupancy Date' (11/27/2024) is also highlighted with a red box.

Figure 141: Investment or Affordability at FY End (auto populated)

- Enter the most advanced status of the Project as of the last day of the reporting period by selecting one of the options from the **Project Status at FY End** dropdown menu. Note the modified list of options, as of January 2024.

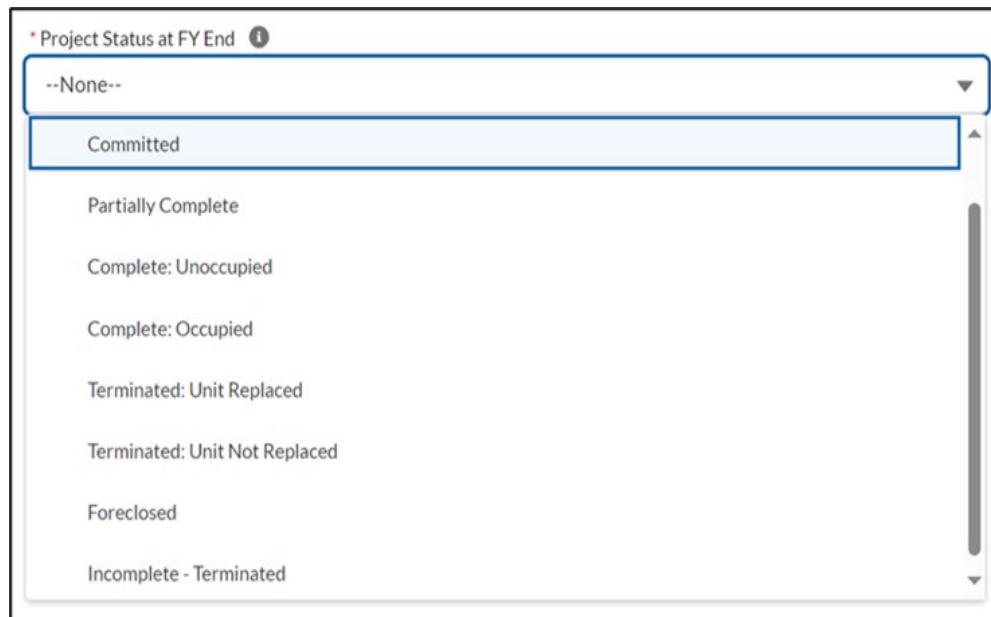


Figure 142: Project Status at FY End Dropdown

5. **Project Dates** section. Enter the dates corresponding to the date requested, as these milestones occur. Once the milestone has occurred, the associated date will need to remain in each year's Annual Report but can be updated, as necessary. Recipients cannot issue a valid commitment to a Project prior to the announcement date of the award.
  - a. **Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the **CMF Award or Program Income**.
  - b. **Date of First Disbursement** is conditionally required if the **Disbursement Status field = Partially Disbursed, or Fully Disbursed**.
  - c. **Date of Full Disbursement** is conditionally required if the **Disbursement Status field = Fully Disbursed**
  - d. **Project Completion Date** occurs when title transfer and/or construction is complete and all CMF funds have been disbursed.
  - e. **Placed into Service Date** is when the Project has reached completion and is ready for occupancy as evidenced by a Certificate of Occupancy.
  - f. **Initial Occupancy Date** in the case of a rental Project, occurs after Placed into Service and when at least 90 percent of CMF financed units are occupied by income eligible families. This must occur no later than 12 months after Project completion.
  - g. **Termination Date** is used to report the date a Recipient cancels or withdraws the CMF commitment to the Project prior to Project Completion.
  - h. **Foreclosure Date** is used to report the date upon which the Project no longer continues to meet Affordability requirements (e.g. foreclosure) during the 10-year Affordability Period.
  - i. **Date Existing Aff. Restrictions Expire** pertains to **Preservation of Multi-Family properties, not Rehab of Multi-Family**, and is used to report the date when the existing affordability restrictions expire.

| Project Dates                      |   |
|------------------------------------|---|
| Date Funds Committed<br>10/28/2024 | Placed into Service Date                                |
| Date of First Disbursement         | Initial Occupancy Date                                  |
| Date of Full Disbursement          | Termination Date <span style="color: #800000;">i</span> |
| Project Completion Date            | Intent to Replace Terminated Unit                       |
|                                    | Foreclosure Date  |

Figure 143: Annual Report Project Dates

6. **Uses of CMF Award – TOTAL CMF Disbursements** through Fiscal Year End section.

- a. **Total CMF Disbursement Amnt Through FYE** – Enter or update the total amount of the **CMF Award** disbursed to the Project through the last day of the Recipient's previous fiscal year. This field is only to report disbursements of the CMF Award and not leveraged capital or Program Income.
- b. **Type of Disbursement** – From the dropdown menu choose the type of investment made to the Project = **Debt, Equity, Grant, or Multiple**.
- c. **Term (in Month)**
- d. **Amortization Type** – From dropdown, choose from None, Fully, Partial, Non-Amortized, or Other.
- e. **Interest Rate** – Report the interest rate (or blended interest rate if there are multiple loans) if the investment is in the form of a loan or multiple types of investments. Report in decimal format. For example, report a 3.5% loan as 3.5.
- f. **Origination Fee** – Report the origination fee associated with the Project financing. This field is required if the investment is in the form of a loan (debt) or multiple investment types.

**Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End**

|  |   |
|--|---|
| Total CMF Disbursement Amnt Through FYE <span style="color: #800000;">i</span> | * Eligible Use <span style="color: #800000;">i</span> |
| <input type="text"/>   | <input type="text"/> --None--                         |
| Type of Disbursement   |   |
| <input type="text"/> --None--  |   |
| Term (in months)   |   |
| <input type="text"/>   |   |
| Amortization Type  |   |
| <input type="text"/> --None--  |   |
| Interest Rate  |   |
| <input type="text"/>   |   |
| Origination Fee <span style="color: #800000;">i</span>                         |   |
| <input type="text"/>   |   |

Figure 144: Use of CMF Award-- Disbursement Details

7. The **Eligible Use** field is the location to report the activity type of the Project approved for the **CMF Award**. These activities correspond to all of the potential eligible activities under the CMF program for Homeownership housing. Note that your organization may only be authorized for some activities.

Figure 145: Eligible Use Dropdown

**TIP:** As **Annual Report** data is saved, AMIS presents this data in the **Eligible Activities and Use Detail** section of the **CMF Performance Report Detail** page. This report includes live data, so it updates as you enter or update and save the **CMF Project Annual Report** information.

| Eligible Activities and Use Detail |                                    |
|------------------------------------|------------------------------------|
| Cap Affordable Housing Fund        | Rental Affordable Housing          |
| \$150.00                           | \$150.00                           |
| Cap Revolving Loan Fund            | Homeownership Affordable Housing   |
| \$0.00                             | \$5,150.00                         |
| Cap EDA Fund                       | Economic Development Activities    |
| \$0.00                             | \$0.00                             |
| Cap Loan Loss Reserves             | Feasibility Determination Expenses |
| \$0.00                             | \$1,000                            |
| Risk-Sharing Loans                 |                                    |
| \$0.00                             |                                    |
| Loan Guarantees                    |                                    |
| \$0.00                             |                                    |
| Direct Administrative Expenses     |                                    |
| \$26,000.00                        |                                    |

Figure 146: Eligible Activities and Use Detail Section

8. **Program Income - TOTAL Earned and Disbursed Through Fiscal Year-End** section.

- Enter the total amount of the CMF **Program Income** earned and/or disbursed to the Project through the last day of the Recipient's previous fiscal year, by type. This field is only to report disbursements of Program Income and not leveraged capital or the initial investment of the CMF Award.
- **Program Income** involves complex compliance rules, as the forms of **Program Income** are subject to different rules and reinvestment timing requirements. Annual Project Reports have fields for reporting both **Program Income** earned as **PI earned – equity/loan repayment/recoveries**.

- **Program Income** section. Report **disbursements** from **Program Income** under the **Program Income** section, **Disbursement of PI – equity/loan/recoveries, or Disbursement of PI – Interest Income**, if applicable. **Note** that it is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments (i.e. interest). Only the latter will be reported as disbursements of PI – Interest Income. **Do not** report **Program Income** that was invested in the Project from another grant program or another **CMF Award**.
- **Do not include projected Program Income that will be earned in future years. Do not include Program Income from any other award, even another CMF Award.**

Program Income - TOTAL Earned & Disbursed Through Fiscal Year End

PI earned- equity/loan repayment/recover

PI earned - Interest Income

Disbursement of PI -equity/loan/recoveries

Disbursement of PI - Interest Income

Figure 147: Program Income Earned and Disbursed CMF Project Annual Report Fields

**Note:** While CMF Recipients must still track **Program Income** earnings in the form of interest on CMF investments, the reporting of PI earned –Interest Income, effective July 2021, is optional. If Recipients plan on disbursing interest earned **Program Income** to a Project, the Recipient should report PI earned – Interest Income in an amount equal to or greater than the Disbursement of PI – Interest Income amount.

As a reminder, this section is independent of the other **Eligible Project Cost** section, meaning Recipient- Level or Enterprise-Level Leverage dollars will also be included in the **Eligible Project Costs by Source** Section.

#### 9. Eligible Project Costs by Source section.

- To complete the fields accurately, start with a typical Project source and uses document. First split costs into those that are Eligible Project Costs or Non-Eligible Project Costs. For example, the non-eligible category would include costs for luxury finishes.
- Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the **CMF Award** is a public source, while a bank loan used by the developer would be a private source.

Eligible Project Costs by Source

EPC: Private Dollars

|  |
|--|
|  |
|  |

EPC: Public Dollars

|  |
|--|
|  |
|  |

Non Eligible Project Costs

|  |
|--|
|  |
|  |

Figure 148: Eligible Project Costs by Private and Public Sources

10. Select the **Save** button to create the **CMF Project Annual Report** record.



Figure 149: CMF Project Annual Report Record Save Button

**TIP:** Note that the data on this page can be edited, as needed, up to the time the **CMF Performance Report** is submitted for review. Make sure to save after making any changes.

## 12. Economic Development Activities Project

### 12.1 Creating an Economic Development Activities Project

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1
3. The **CMF Performance Report** for the award is listed. Click on the **CMF Performance Report** name to view the **CMF Performance Report Detail** page

Home      Organizations      Allocations      Contacts      Service Areas      Service Requests      Awards      Reporting Schedule      **CMF Performance Report**      More ▾

CMF Performance Report  
PR-00049

Printable View      No Activity To Report      Download CSV Template

Detail      Related

Custom Links

Homeownership Report      Rental Project Report

OMB Approval Number  
1559-0036

Figure 150: CMF Performance Report Detail Page

4. From the **CMF Performance Report Detail** page, click on the **Related** tab and scroll down to the **Projects** section. To add an individual home, click on the **New** button.

| Compliance Project ID |             |                    |                                     | Project Name | Project Status | Annual Report created for the current yr |
|-----------------------|-------------|--------------------|-------------------------------------|--------------|----------------|--|
| P-00364               | DAE Test 1  | Complete           | <input checked="" type="checkbox"/> |              |                |  |
| P-00365               | Rental Test | In Progress        | <input type="checkbox"/>            |              |                |  |
| P-00366               | Home Test   | Partially Complete | <input checked="" type="checkbox"/> |              |                |  |

Figure 151: Projects Section- New Compliance Project

5. Select **Economic Development Activities** as the record type from the picklist and click on the **Next** button.

Figure 152: Select Project Record Type- Economic Development Activities

6. From the **New Project – Project Edit** page, in the **Information** section, provide a unique user defined **Project Name**. Please do not edit the Performance Report number. 2018 Recipients that have an obligation to invest in a 2018 Disaster Area should check the **2018 Disaster Area** box if the Project is located in such an area.

Figure 153: Project Name for EDA Project Record

- a. As part of the 2024 changes, we have added a new checkbox field, "Co-Investment Project",

to an EDA Project. This field is conditionally required based on the "Qualified Consortium Approach Applicant?" field on the associated CMF Award record. If "Qualified Consortium Approach Applicant?" is marked as "Yes," the "Co-Investment Project" field will be automatically checked. Users must check the box again if it is accidentally unchecked while "Qualified Consortium Approach Applicant?" is "Yes". The "Associated Co-Investment Project Record" field is used by the Program to track Co-investment Projects.

Information

Compliance Project ID:

Record Type: Homeownership Housing

\*Project Name:

\*Performance Report: PR-00403

Project Status

2018 Disaster Area

Co-investment Project

Automatically Checked if "Qualified Consortium Approach Applicant?" on the Award is set to Yes

Figure 154: Co-Investment Project

7. Project Details section.

a. Project Type – Select the Project type from the dropdown menu.

Project Type

EDA (Commercial Facilities)

EDA (Community Service Facilities)

Figure 155: EDA Project Types

b. EDA Type. Enter in the primary use type of the facility being financed.

EDA Type

--None--

Business

Arts/Culture

Child Care

Education

Healthcare

Multi-Service/Other

Figure 156: EDA Types

c. **EDA Square Footage.** Enter the square footage of the EDA Project.



\* EDA Square Footage  
20,000

Figure 157: EDA Square Footage Field

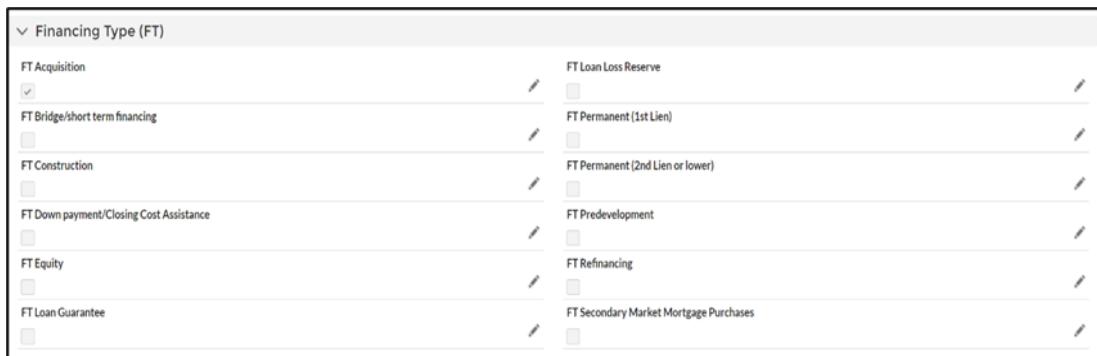
d. **Provide the number of construction jobs created and number of non-construction jobs created** through the Project. Update these fields as necessary as new or better information becomes available.



# Construction Jobs Created  
# Non-Construction Jobs Created

Figure 158: Jobs Created Fields

e. **Financing Type (FT)** –Select the **Financing Type** that reflects the use of the **CMF Award** in the Project. Where there is more than one relevant choice, choose the option for the predominant activity. Options should be self-explanatory but contact the CDFI Fund through a Service Request with any questions.



Financing Type (FT)

|   |  |
|---|--|
| FT Acquisition                          | FT Loan Loss Reserve                   |
| <input checked="" type="checkbox"/>     | <input type="checkbox"/>               |
| FT Bridge/short term financing          | FT Permanent (1st Lien)                |
| <input type="checkbox"/>                | <input type="checkbox"/>               |
| FT Construction                         | FT Permanent (2nd Lien or lower)       |
| <input type="checkbox"/>                | <input type="checkbox"/>               |
| FT Down payment/Closing Cost Assistance | FT Predevelopment                      |
| <input type="checkbox"/>                | <input type="checkbox"/>               |
| FT Equity                               | FT Refinancing                         |
| <input type="checkbox"/>                | <input type="checkbox"/>               |
| FT Loan Guarantee                       | FT Secondary Market Mortgage Purchases |
| <input type="checkbox"/>                | <input type="checkbox"/>               |

Figure 159: Financing Type (FT) for New Project Record

f. Respond to whether **Other Federal Housing Program Funds Used?** by selecting **Yes** or **No** in the dropdown menu. Select the name of the Program providing other Federal Housing Program Funds, if there is another Federal program financing the Project (Enter Multiple, if appropriate).

**Other Federal Housing Program Funds Used**

\* Other Federal Housing Program Funds Used i

--None--

Complete this field.

|                                 |                          |                                   |                          |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|
| LIHTC                           | <input type="checkbox"/> | USDA Multi-family Direct Loans    | <input type="checkbox"/> |
| HOME                            | <input type="checkbox"/> | USDA Multi-family Loan Guarantees | <input type="checkbox"/> |
| Section 8                       | <input type="checkbox"/> | HUD Section 202 (Elderly)         | <input type="checkbox"/> |
| CDBG                            | <input type="checkbox"/> | HUD Choice Neighborhood Grants    | <input type="checkbox"/> |
| FHLB Affordable Housing Program | <input type="checkbox"/> | HUD Section 811 (Disabled)        | <input type="checkbox"/> |
|                                 |                          | Other - please specify            | <input type="checkbox"/> |
|                                 |                          | Other Explanation                 | <input type="text"/>     |

Figure 160: Other Federal Housing Programs Funds Used

g. Respond to whether **Other CDFI Program Funds Used?** by selecting **Yes** or **No** in the dropdown menu. Select the name of the Program providing other **Federal Sources of Funding**, if there is another Federal program financing the Project (Enter Multiple, if appropriate).

**Other CDFI Program Funds Used**

\* Other CDFI Program Funds Used? i

--None--

Complete this field.

|               |                          |               |                          |
|---------------|--------------------------|---------------|--------------------------|
| Program- BEA  | <input type="checkbox"/> | Program- ERP  | <input type="checkbox"/> |
| Program- FA   | <input type="checkbox"/> | Program- SDLP | <input type="checkbox"/> |
| Program- TA   | <input type="checkbox"/> | Program- NMTC | <input type="checkbox"/> |
| Program- RRP  | <input type="checkbox"/> | Program- BGP  | <input type="checkbox"/> |
| Program- HFFI | <input type="checkbox"/> |               |                          |

Figure 161: Other CDFI Program Funds Used

h. **CMF Commitment** section. Indicate the amount of the **CMF Award** (not including **Program Income**) that was Committed to the EDA Project. If the investment included Loan Loss Reserves or Loan Guarantees, recall that the amount of the **CMF Award** of the reserve or guarantee for this property should be reported as the **Project Commitment Amount**.

Figure 162: Other CDFI Program Funds Used

8. **Program Income** section. Commitments made from **Program Income** will be reported under this section in the **Commitment of PI – equity/loan/recoveries** and/or **Commitment of PI – Interest Income** fields, as appropriate. Note that it is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments (i.e. interest income). Only the commitments from the latter are to be reported as **Commitments of PI – Interest Income**. Do not report **Program Income** that was invested from another program or another **CMF Award**.

Figure 163: Commitment of Program Income Fields

9. **Projected Project Costs**- In this section, report the total costs by source. The **Projected EPC: Private Dollars** and **Projected EPC: Public Dollars** fields are mandatory for EDA Projects.

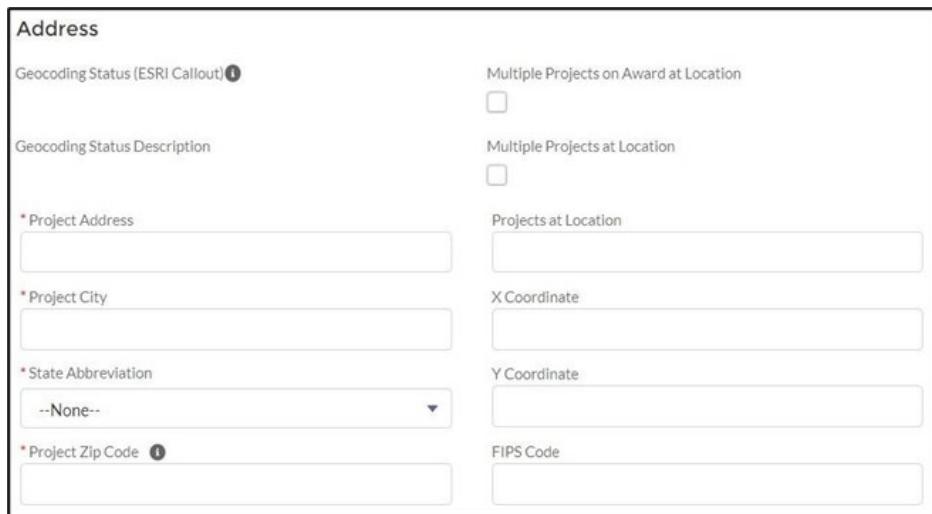
- To complete the fields accurately, start with a typical Project source and use document. First split costs into those that are Eligible Project Costs or Non-Eligible Project Costs. For example, if a commercial property is being developed that will include a daycare facility and a restaurant, all costs associated with the restaurant portion of the property would need to be reported as noneligible.
- Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the **CMF Award** is a public source, while a private bank loan used by the developer would be a private source.

Figure 164: Projected Eligible Project Costs by Source

**TIP:** Since the projection data in this section is used exclusively to forecast the Recipient's compliance with leverage tests and is not used for any of the formal compliance tests (which are measured as of

the Project Completion deadline), Recipients should update the data in these projection fields as necessary. The data reported should be for the total Project cost.

10. **Address** section. Complete the **Project Address**, **Project City**, **State Abbreviation**, and **Project Zip Code** fields. **Do NOT** complete the **Address Updated At**, **Census Tract Updated At**, **Project X**, **Project Y**, or **FIPS Code** fields.



The screenshot shows a form titled 'Address' with the following fields:

- Geocoding Status (ESRI Callout) (dropdown menu with 'None' selected)
- Geocoding Status Description (text input field)
- \* Project Address (text input field)
- \* Project City (text input field)
- \* State Abbreviation (dropdown menu with 'None' selected)
- \* Project Zip Code (text input field)
- Multiple Projects on Award at Location (checkbox)
- Multiple Projects at Location (checkbox)
- Projects at Location (text input field)
- X Coordinate (text input field)
- Y Coordinate (text input field)
- FIPS Code (text input field)

Figure 165: Project Address Fields

- a. Project's address will generally be geocoded within 24 hours, populating X, Y coordinates, FIPS code, and associated geographic information. The **Geocoding Status (ESRI Callout)** field may indicate the following:
  - **Scheduled:** The address is scheduled for the next geocoding run (ESRI Callout).
  - **Pending:** The record is in the process of being geocoded.
  - **Address not Found:** The address was not matched to valid X/Y coordinates and FIPS code. The **Geocoding Status Description** field may provide more information.
  - **System Error - Submit Service Ticket:** The process failed due to a technical error and an AMIS Service Request should be submitted.
  - **Blank:** No value indicates the record was successfully geocoded, populating the X/Y coordinates, FIPS code, and associated geographic information (e.g. Rural, Area of Economic Distress, Service Area).
- b. Once the Project's X and Y coordinates and FIPS Code have been generated, AMIS will flag the Project record if there are multiple CMF Projects at the same location. This feature will help prevent the entry of duplicate Project records.
- c. Select the **Save** button to create the Project.

**TIP:** Recipients should not wait until the day the compliance report is due to enter Projects into the CMF Performance Report. Certain tests are based on the Project's location and must be evaluated for compliance. Since locational data is not generated in real-time, waiting until the last day will cause a missing FIPS code and possibly prevent the Recipient from submitting the compliance report on a timely basis.

**TIP:** Note that the data on this page can be edited as needed up to the time the **CMF Performance Report** is submitted for review. Either click on the **Edit** button or double-click on the field you want to edit and resave by clicking on **Save**. Any edits to **Street Address**, **City**, **State**, or **Postal Code** fields will clear **Project Coordinates**, **FIPS Code**, and associated geographic information. These fields will repopulate (if the address is matched) after the next scheduled geocoding (ESRI Callout).

11. **Related Housing Address section.** EDA Projects must be within certain geographic distances from the associated Affordable Housing. Address information provided in this section will be used for this test. Complete the Related Housing Project Address, Related Housing Project City, Related Housing State Abbreviation, and Related Housing Project Zip fields. Do NOT complete the Related Housing Project X, Related Housing Project Y, or Related Housing FIPS Code fields, as these will be populated by the CDFI Fund.

Figure 166: EDA Project Related Housing Address Fields

12. Select the **Save** button to create the CMF Project Annual Report record.

Figure 167: CMF Project Annual Report Record Save Button

**TIP:** Note that the data on this page can be edited, as needed, up to the time the **CMF Performance Report** is submitted for review.

## 12.2 Creating an Economic Development Activity Annual Project Report Record

Every Project created under an award must have a **CMF Project Annual Report** completed every year. The **CMF Performance Report** cannot be submitted until a **CMF Project Annual Report** for that performance year has been created. In the figure below, there is no green check under **CMF Project Annual Report Created for the Current Year**, EDA Example- one must be created before the report can be submitted.

1. From the **CMF Performance Report Related** page, scroll down to the **Projects** list. You may need to expand the list to see all of the Projects. Options exist at the bottom of the **Projects** list either to expand the list shown on this page or to present the Projects as a separate list.

| Home  | Organizations | Allocations          | Contacts       | Service Areas | Service Requests | Awards | Reporting Schedule | CMF Performance Report | More |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
|---|---------------|----------------------|----------------|---------------|------------------|--------|--------------------|------------------------|------|-----------------------|--------------|---------------------|----------------|---------|------------|--------------------|--|---------|------------|--------------------|--|---------|------------|--|--|---------|-----------|----------------------|--|---------|---------------|---------------------|--|
| CMF Performance Report<br>PR-00403  |               |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| <a href="#">Generate Scorecard</a> <a href="#">Download Homeownership Project CSV</a> <a href="#">Download Annual Report CSV</a>  |               |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| <a href="#">Detail</a> <a href="#">Related</a>  |               |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| <a href="#">New</a>   |               |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| <b>Projects (5)</b>   |               |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| <table border="1"> <thead> <tr> <th>Compliance Project ID</th> <th>Project Name</th> <th>Disbursement Status</th> <th>Project Status</th> </tr> </thead> <tbody> <tr> <td>P-18542</td> <td>DAE Test 5</td> <td>Partially Complete</td> <td></td> </tr> <tr> <td>P-18543</td> <td>EDA Test 5</td> <td>Partially Complete</td> <td></td> </tr> <tr> <td>P-18544</td> <td>FDE Test 5</td> <td></td> <td></td> </tr> <tr> <td>P-18545</td> <td>HO Test 5</td> <td>Complete: Unoccupied</td> <td></td> </tr> <tr> <td>P-18546</td> <td>Rental Test 5</td> <td>Placed into Service</td> <td></td> </tr> </tbody> </table> |               |                      |                |               |                  |        |                    |                        |      | Compliance Project ID | Project Name | Disbursement Status | Project Status | P-18542 | DAE Test 5 | Partially Complete |  | P-18543 | EDA Test 5 | Partially Complete |  | P-18544 | FDE Test 5 |  |  | P-18545 | HO Test 5 | Complete: Unoccupied |  | P-18546 | Rental Test 5 | Placed into Service |  |
| Compliance Project ID   | Project Name  | Disbursement Status  | Project Status |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| P-18542   | DAE Test 5    | Partially Complete   |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| P-18543   | EDA Test 5    | Partially Complete   |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| P-18544   | FDE Test 5    |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| P-18545   | HO Test 5     | Complete: Unoccupied |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| P-18546   | Rental Test 5 | Placed into Service  |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |
| <a href="#">View All</a>  |               |                      |                |               |                  |        |                    |                        |      |                       |              |                     |                |         |            |                    |  |         |            |                    |  |         |            |  |  |         |           |                      |  |         |               |                     |  |

Figure 168: Accessing a Project Record

2. Select the Project for which you would like to create a CMF Project Annual Report Record by clicking on the **Compliance Project ID** link.
3. Once on the Project page, click **Create New Annual Report** or **Clone Previous Years Annual Report** if one was created previously.

| Project<br>P-18543                             | <a href="#">Create New Annual Report</a> | <a href="#">Clone Previous Years Annual Report</a> | <a href="#">Edit</a>                                 |
|--|--|--|--|
| <a href="#">Detail</a> <a href="#">Related</a> |  |  |  |
| <a href="#">Custom Links</a>                   |  |  |  |
| <a href="#">Information</a>                    |  |  |  |
| Compliance Project ID<br>P-18543               |  |  | Record Type<br>Economic Development Activities       |
| Project Name <a href="#">i</a><br>EDA Test 5   |  |  | Eligible Activity<br>Economic Development Activities |
| Project Status<br>Partially Complete           |  |  | Performance Report<br>PR-00403                       |

Figure 169: Create New CMF Project Annual Report Button

4. On the **CMF Project Annual Report** Record, start with the status information in the header section.
  - a. Enter the current status of the Project as of the last day of the reporting period by selecting one of the options from the Project Status dropdown menu. Note the modified list of options, as of July 2023.

Project Status at FY End [i](#)

--None--

✓ --None--

Committed

Partially Complete

Complete

Change in EDA Use

Foreclosed

Incomplete - Terminated

Figure 170: Project Status Dropdown

b. Indicate if the Project meets CMF requirements for an Economic Development Activity or Economic Development Activity Fund as described in the 2024 Interim Rule. The field “**Meets EDA/EDA Fund req per Interim Rule**” is conditional with a Yes/No response once the EDA Project Status is complete and has a **Placed into Service Date** entered.

CMF Project Annual Report Number  
S-113184

Record Type  
Economic Development Activities

Eligible Activity  
Economic Development Activities

CMF Project  
P-18522

Project Name  
EDA Test 3

Project Status **FY End**  
Complete

Investment or Award Period  
Investment Period

Meets EDA/EDA Fund req per Interim Rule  
-None--

For three years beginning with the placed-in-service date on the annual report, an attestation is required.

Annual Report for FY  
2025

Project Dates

Date Funds Committed  
10/15/2024

Date of First Disbursement  
1/22/2025

Date of Full Disbursement  
1/22/2025

Project Completion Date  
1/22/2025

Placed into Service Date  
1/22/2025

Initial Occupancy Date

Termination Date

Foreclosure Date

Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End

Report TOTAL CMF grant disbursements to this Project by Fiscal Year End.  
Do NOT report any disbursements that occur after 1/13/2030  
Do NOT report any Program Income disbursements in this section.

Total CMF Disbursement Amt Through FYE

Review the following fields  
Meets EDA/EDA Fund req per  
Interim Rule

Figure 171: Does EDA Project meet CMF Interim Rule

11. **Project Dates** section. Enter the dates corresponding to the date requested, as these milestones occur. Once the milestone has occurred, the associated date will need to remain in each year's Annual Report but can be updated, as necessary. Recipients cannot issue a valid commitment to a Project prior to the announcement date of the award.

- Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the **CMF Award** or **Program Income**.
- Date of First Disbursement** is conditionally required if the **Disbursement Status field** = **Partially Disbursed**, or **Fully Disbursed**.
- Date of Full Disbursement** is conditionally required if the **Disbursement Status field** = **Fully Disbursed**
- Project Completion Date** occurs when title transfer and/or construction is complete and all CMF funds have been disbursed.
- Placed into Service Date** is when the Project has reached completion and is ready for occupancy as evidenced by a Certificate of Occupancy.
- Initial Occupancy Date** in the case of a rental Project, occurs after Placed into Service and when at least 90 percent of CMF financed units are occupied by income eligible families. This must occur no later than 12 months after Project completion.
- Termination Date** is used to report the date a Recipient cancels or withdraws the CMF commitment to the Project prior to Project Completion.
- Foreclosure Date** is used to report the date upon which the Project no longer continues to meet Affordability requirements (e.g. foreclosure) during the 10-year Affordability Period.

| Project Dates                     |   |
|-----------------------------------|---|
| Date Funds Committed<br>9/17/2024 | Is Investment Period Past Due Date?<br><input type="checkbox"/> |
| Date of First Disbursement        | Placed into Service Date  |
| Date of Full Disbursement         | Initial Occupancy Date  |
| Project Completion Date           | Termination Date <span style="color: #800000;">i</span>         |
|                                   | Foreclosure Date  |

Figure 172: Project Dates

## 12. Uses of CMF Award – TOTAL CMF Disbursements Through Fiscal Year-End section.

- a. **Disbursement Amount** – Enter the total amount of the **CMF Award** disbursed to the Project as of the end of the reporting year. Do not include any expected disbursements in future reporting years. This field is only to report disbursements of the CMF Award and not leveraged capital or Program Income.
- b. **Type of Disbursement** – From the dropdown menu choose the type of investment you are making for this Project = **Debt, Equity, Grant, or Multiple**.
- c. **Term (in months)**
- d. **Amortization Type** – From the dropdown, choose from None, Fully, Partial, Non-Amortized, or Other.
- e. **Interest Rate** – Report the interest rate (or blended interest rate if there are multiple loans) if the investment is in the form of a loan or multiple types of investments. Do not include the “%” when you enter the interest rate. For example, report a 3.5% loan as 3.5.
- f. **Origination Fee** – Report the origination fee associated with the Project financing. This field is required if the investment is in the form of a loan (debt) or multiple investment types.

| Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End  |                 |
|---|-----------------|
| <p>Report TOTAL CMF grant disbursements to this Project by Fiscal Year End.<br/>           Do NOT report any disbursements that occur after: 10/4/2029<br/>           Do NOT report any Program Income disbursements in this section.</p> |                 |
| Total CMF Disbursement Amnt Through FYE <span style="color: #800000;">i</span>  | \$0.00          |
| Type of Disbursement  | Debt            |
| Term (in months)  | 0.00            |
| Amortization Type   | Fully Amortized |
| Interest Rate   | 0.00%           |
| Origination Fee <span style="color: #800000;">i</span>  | \$0.00          |

Figure 173: Use of CMF Award- Disbursement Details

g. **Program Income - TOTAL Earned and Disbursed Through Fiscal Year-End** section.

- Enter the total (cumulative) amount of **CMF Program Income** earned and/or disbursed to the Project through the last day of the Recipient's previous fiscal year, by type. (2016 – 2018 Recipient should note that this is a change from prior practice, effective July 2020.) This field is only to report disbursements of Program Income and not leveraged capital or the initial investment of the CMF Award.
- **Program Income** involves complex compliance rules, as the forms of **Program Income** are subject to different rules and reinvestment timing requirements. Annual Project Reports have fields for reporting both **Program Income** earned as PI earned – equity/loan repayment/recoveries and PI earned – Interest Income.
- **Disbursements of Program Income** must also be reported by source in the fields. **Disbursement of PI – equity/loan/recoveries** or **Disbursement of PI – Interest Income**. When reporting this data, input the total **Program Income** earned or disbursed through the end of the performance year.
- **Do not include projected Program Income that will be earned in future years. Do not include Program Income from any other award, even another CMF Award.**

Figure 174: Program Income Earned and Disbursed CMF Project Annual Report Fields

**Note:** While CMF Recipients must still track **Program Income** earnings in the form of interest on CMF investments, the reporting of PI earned – Interest Income, effective July 2021, is optional. If Recipients plan on disbursing interest earned **Program Income** to a Project, the Recipient should report PI earned –Interest Income in an amount equal to or greater than the Disbursement of PI – Interest Income amount.

13. **Eligible Project Cost by Source** section. Report the EDA Project's final total costs upon Project Completion.

- a. To complete the fields accurately, start with a typical project source and use document. First split costs into those that are Eligible Project Costs or Non-eligible project Costs. For example, if a commercial property is being developed that will include a daycare facility and a restaurant, all costs associated with the restaurant portion of the property would need to be reported as non-eligible. document. First split costs into those that are Eligible Project Costs or Non-eligible project costs. For example, if a commercial property is being developed that will include a daycare facility and a restaurant, all costs associated with the restaurant portion of the property would need to be reported as non-eligible.
- b. Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the **CMF Award** is a public source, while a private bank loan used by the developer would be a private source.

| Eligible Project Cost by Source |                      |
|---------------------------------|----------------------|
| EPC: Private Dollars            | <input type="text"/> |
| EPC: Public Dollars             | <input type="text"/> |
| Non Eligible Project Costs      | <input type="text"/> |

Figure 175: Eligible Project Costs by Source

Note that due to software limitations this field will be displayed on the right side of the page.

14. Select the **Save** button to create the CMF Project Annual Report record.



Figure 176: CMF Project Annual Report Record Save Button

**TIP:** Note that the data on this page can be edited as needed up to the time the **CMF Performance Report** is submitted for review.

## 13. Submitting an Annual Performance Report

### 13.1 Generating the Performance Scorecard

Submitting the **CMF Performance Report** requires a few simple steps. First, once all of the **Projects** have been entered and CMF Project Annual Report data supplied for the performance year, you will need to generate a **Performance Scorecard**. The Performance Scorecard is a high-level snapshot of the data that compares the actual data to its corresponding benchmark. You will be able to see quickly whether there are any noncompliance and if the Recipient is on track towards achieving future Performance Goals.

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 7.1.
3. The Performance Report for your award is listed. Click on the **Performance Report Name** to view the **CMF Performance Report Detail** page.
4. Next, check to see that all Projects have a **CMF Project Annual Project Report** for the reporting year. Scroll down to the **Projects** section of the **CMF Performance Report**. Once the **CMF Annual Project Reports** are saved, the related **Project** record will show the green checkmark indicating that the required records have been created for the current year. If there is no green checkmark it means that the requirement is not met for the Performance Report year and a scorecard **cannot** be generated.

| Projects (5)          |                                 |                    |
|-----------------------|---------------------------------|--------------------|
| Compliance Project ID | Project Name                    | Project Status     |
| P-03006               | Direct Admin Expense 2018 Award | Complete           |
| P-03008               | EDA Project 1                   | Complete           |
| P-03009               | House 2018 - 1                  | Occupied           |
| P-03010               | 901 Happy Street                | Partially Complete |

Figure 177: Projects Section- Annual Project Report Created Checklist

**TIP:** You may need to expand the list of Projects by clicking “View All” since the **CMF Performance Report** will only show 5 Projects by default. If you try to submit the **CMF Performance Report** without the green checkmark for any of the Projects, you will receive the following error message:



Figure 178: Missing Annual Report Record Error Message

5. Click on the **Return to Report** button. On the **Performance Report Detail** page make sure all the Projects have a green checkmark to indicate that **CMF Annual Project Reports** have been created for the current year.
6. Once all the Projects have a green checkmark, click the **Generate Scorecard** button and review the **Compliance Review Scorecard**.

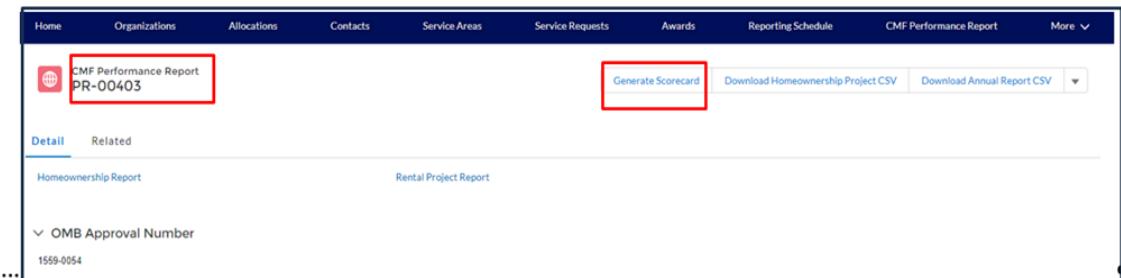


Figure 179: Performance Report Detail Page- Generate Performance Scorecard

7. The system will display a **Performance Scorecard**. Please note that this view may take a few moments to appear, so be patient.

**TIP:** So long as there is a **CMF Project Annual Report** for each **Project**, you can generate a **Performance Scorecard** at any time. This can be a quick way to check for compliance issues prior to submitting the report to the CDFI Fund for review and approval.

## 13.2 Submitting the Scorecard for CDFI Fund Review and Approval

- Once the **Generate Scorecard** button is clicked on the Performance Report, a custom page will open.

| PERFORMANCE SCORECARD  |  |                                       |                      |
|--|--|---------------------------------------|----------------------|
| Organization:               | Award: AWD-00012311                          | Award Year: 2024                      | <b>Save Report</b>   |
| Authorized Representative:  | Award Amount: \$9,000,000.00                 | Status: New                           | <b>Submit Report</b> |
| Fiscal Year End:   |  | Performance Report: PR-00403          | <b>Print</b>         |
| Reporting Year: 2024   |  |                                       |                      |
| CMF Award Level Report ALR-0007  | <a href="#">Homeownership Project Report</a> | <a href="#">Rental Project Report</a> |                      |

Figure 180: Submitting Performance Scorecard

- The Performance Scorecard displays a read-only banner that lists some data points and links back to Award and Performance Report record as well as the following details:
  - Organization** – Name of the Organization linked to the detail page
  - Authorized Representative** – Associated to the sward, link to the contact detail page
  - Fiscal Year End** – Organizations fiscal year end
  - Reporting Year** – Date as it is on the Organization Detail page
  - CMF Award Level Report** – Annual reporting tool within the Award object
  - Award** – Linked to the award detail page
  - Award Amount** – Amount for the award
  - Award Year** – Year for the award
  - Status of the report** – New/Submitted/Rejected/Approved
  - Performance Report** – Report reference number
  - Save Report** – To save any changes made to the report
  - Submit Report** – To submit the details for an Approval
  - Print Report** – To print out a copy of the report
  - Homeownership Project and Rental Project Reports** – See Advanced Topic Sections
  - Program Income** – Is PI test passing/failing for current reporting year
  - Total Commitment Amount** – Is total CMF committed to date passing/failing based on award amount and commitment deadlines.
  - Eligible Units Completed is less than or equal to Eligible Units Occupied?** – Are units complete and units occupied matching on the Annual Report, Yes/No.
  - Attested to maintaining affordability on all rental projects** – Yes/No if attesting to maintaining rental affordability.
- Fail/Pass** indicators will be displayed on the scorecard.
- All the fields that have a Fail indicator will have a section to explain the reason for the noncompliance and what actions the Recipient will be taking to resolve the noncompliance, along with a statement regarding whether the matter will be resolved in the next reporting year. These sections must be completed to submit the report.

| Performance Measures and Results |   |  |        |  |
|----------------------------------|---|--|--------|--|
| Goal                             | Description   | Benchmark  | Actual | Indicator  |
| <b>Eligible Activities</b>       |   |  |        |  |
| 3.2(a)                           | Capitalize Loan Loss Reserves   | No   | No     | PASS  |
| 3.2(a)                           | Capitalize a Revolving Loan Fund  | No   | No     | PASS  |
| 3.2(a)                           | Capitalize an Affordable Housing Fund   | No   | No     | PASS  |
| 3.2(a)                           | Capitalize a fund to support Economic Development   | No   | No     | PASS  |
| 3.2(a)                           | Make Risk Sharing Loans   | No   | No     | PASS  |
| 3.2(a)                           | Provide Loan Guarantees   | No   | No     | PASS  |
| 3.2(a)                           | Direct Administrative Expenses  | No   | Yes    | FAIL  |
| Non Compliance Explanation       | <p>Why did you fail to meet this PG&amp;M? *</p> <p>What actions will you take to meet PG&amp;M? *</p> <p>Will you meet this PG&amp;M next FYE? *</p> <p>Why will you not meet PG&amp;M by FYE? *</p> | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/> |        |  |

Figure 181: Non-Compliance Explanation

5. Any entries made to the scorecard can be saved by clicking on the **Save Report** button. If you close the window or navigate out of the scorecard, any unsaved changes will be lost.
6. Click on the **Print** button to print the scorecard details.
7. Once noncompliance explanation sections are complete, click the **Submit Report** button to submit the scorecard for approval. The **Status** on the **Performance Scorecard** will change to **Submitted**. You will no longer be able to make changes to the scorecard or the underlying records while the CDFI Fund processes the report.

| PERFORMANCE SCORECARD                     |                              |                       |  |
|---|------------------------------|-----------------------|--|
| Organization: Legacy Bank & Trust Company | Award: AWD-00012311          | Award Year: 2024      | <b>Save Report</b>   |
| Authorized Representative: Laura Kneze    | Award Amount: \$9,000,000.00 | Status: New           | <b>Submit Report</b>  |
| Fiscal Year End:                          | Performance Report: PR-00403 |                       |  |
| Reporting Year: 2024                      | Print                        |                       |  |
| CMF Award Level Report ALR-0007           | Homeownership Project Report | Rental Project Report |  |

Figure 182: Submit Performance Report

**TIP:** If you submitted the report in error, contact the CMF Compliance team via a Service Request to have the report returned and re-opened.

| PERFORMANCE SCORECARD   |   |                              |        |  |
|---|---|------------------------------|--------|--|
| Organization: Test Applicant_Org_01                                 | Award: AWD-00007476                               | Reporting Year: 2019         | Print  |  |
| Authorized Representative: Eddie Tsibulevskiy, Test                 | Award Amount: \$1,000,000.00                      | Status: Submitted            |        |  |
| Homeownership Project Report  | Award Year: 2018                                  | Performance Report: PR-00155 |        |  |
| Report is locked. You can not update the report while it is locked. |   |                              |        |  |
| Performance Measures and Results                                    |   |                              |        |  |
| Goal  | Description                                       | Benchmark                    | Actual | Indicator  |
| <b>Eligible Activities</b>  |   |                              |        |  |
| 3.2(a)  | Capitalize Loan Loss Reserves                     | No                           | No     | PASS  |
| 3.2(a)  | Capitalize a Revolving Loan Fund                  | No                           | No     | PASS  |
| 3.2(a)  | Capitalize an Affordable Housing Fund             | No                           | No     | PASS  |
| 3.2(a)  | Capitalize a fund to support Economic Development | No                           | No     | PASS  |
| 3.2(a)  | Make Risk Sharing Loans                           | No                           | No     | PASS  |
| 3.2(a)  | Provide Loan Guarantees                           | No                           | No     | PASS  |

Figure 183: Performance Scorecard - Submitted and Locked

8. The CDFI Fund will review the **CMF Performance Report** and either “**approve**” it or “**reject**” it for revisions. During this time, you will not be able to make changes to the CMF Performance Report. Once the report is approved, the system will automatically advance to the next report year and you will be able to make entries again.
9. This completes the submission process for the CMF Performance Report.

## 14. ADVANCED TOPICS and GUIDANCE: Reports Available to Aid in Review of Data

Recipients have several reports that can assist in the review of data entered into the CMF Performance Report. The following explains each of the reports that are available.

Reports are available at the Project-level and the portfolio-level. At this time, these reports are only available for Rental and Homeownership Projects, which are customized to the Project type. Reports are downloaded in an Excel format. Note, however, that any corrections must be made directly in the Performance Report. Do not upload these reports via the .csv link to try to correct any mistakes.

### 14.1 Rental Projects Reports

The **Rental Project Report** is a **portfolio-level report** that includes Project details for all Rental Project records under the award.

1. The portfolio-level reports can be accessed from the **Performance Report Detail** page.



Figure 184: Rental Project Report Link- Performance Detail Page

2. Alternatively, the portfolio-level reports can be accessed from the **Performance Scorecard**. If a noncompliance is flagged on the **Performance Scorecard**, the portfolio-level reports may be useful in identifying the source of the noncompliance.



Figure 185: Rental Project Report Link- Performance Scorecard

3. After clicking the link, AMIS will download the **Rental Project Report**.

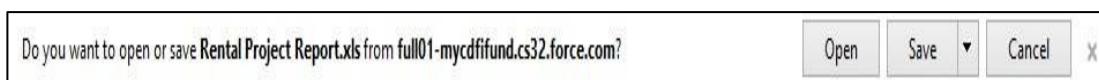


Figure 186: Rental Project Report Download

- Open the document, which will contain the details on all of the award's rental Project records.

| Rental Project Report |              |                |                          |            |              |                        |                                |
|-----------------------|--------------|----------------|--------------------------|------------|--------------|------------------------|--------------------------------|
| Compliance Project ID | Project Name | Project Status | Project Location Warning | Award Year | Project Type | Primary Financing Type | Other CDFI Program Funds Used? |
| P-05341               | Rental 1     | Complete       |                          | 2017       | MF- Rehab    | Construction financing | No                             |
| P-05342               | Rental 2     | Disbursed      |                          | 2017       | MF- Rehab    | Construction financing | No                             |
| P-05343               | Rental 3     | Complete       |                          | 2017       | MF- Rehab    | Construction financing | No                             |
| P-05344               | Rental 4     | Committed      |                          | 2017       | MF- Rehab    | Construction financing | No                             |
| P-05345               | Rental 5     | Committed      |                          | 2017       | MF- Rehab    | Construction financing | No                             |
| 8                     |              |                |                          |            |              |                        |                                |
| 0                     |              |                |                          |            |              |                        |                                |

Figure 187: Rental Project Report

#### 14.2 Rental Annual Project Report

- From the **Project Detail** page, click **Project Annual Report**. At this time, the **Project Annual Report** is only available for each Project. Future versions will allow this report to be generated for all Rental Projects.



The screenshot shows the Project Detail page for Project P-18541. At the top, there is a navigation bar with 'Project P-18541' and buttons for 'Create New Annual Report', 'Clone Previous Years Annual Report', and 'Printable View'. Below the navigation bar, there are tabs for 'Detail' and 'Related'. Under 'Custom Links', there is a red box around the 'Project Annual Report' link. At the bottom of the page are links for 'Project Location Report' and 'Field History Report (CMF Staff Only)'.

Figure 188: Project Annual Report Link- Project Detail Page

- AMIS will download a **Project Annual Report** Excel document.



Figure 189: Project Annual Report Download

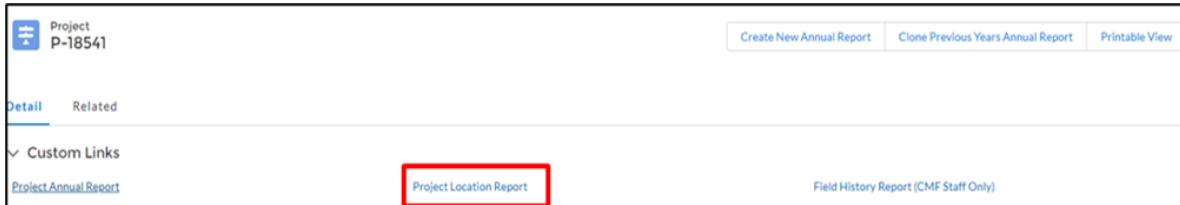
- Open the document, which will contain the details from the Project's **Annual Report**.

| Project Annual Report |                                  |                          |                                       |                |             |                             |            |
|-----------------------|----------------------------------|--------------------------|---------------------------------------|----------------|-------------|-----------------------------|------------|
| Project Name          | CMF Project Annual Report Number | Project Status at FY End | Investment or Affordability at FY End | Record Type    | CMF Project | Project Completion Deadline | Award Year |
| Rental Test 4         | S-113202                         | Complete                 | Investment                            | Rental Housing | P-18541     | 10/4/2029                   | 2024       |

Figure 190: Rental Project Annual Report

#### 14.3 Rental Project Location Report

- From the **Project Detail** page, click **Project Location Report**. At this time, this report is available only for individual projects. Future versions will allow for a report on Project location data for all Projects in a single report.



The screenshot shows the Project Detail page for Project P-18541. At the top, there is a navigation bar with 'Project P-18541' and buttons for 'Create New Annual Report', 'Clone Previous Years Annual Report', and 'Printable View'. Below the navigation bar, there are tabs for 'Detail' and 'Related'. Under 'Custom Links', there is a red box around the 'Project Location Report' link. At the bottom of the page are links for 'Project Annual Report' and 'Field History Report (CMF Staff Only)'.

Figure 191: Project Location Report Link

- AMIS will download a **Project Location Report** Excel document.



Figure 192: Project Location Report Download

- Open the document, which will contain the details from the Project's **Project Location** records.

| A                              | B                     | C            | D          | E         | F               | G                             | H                  | I       |
|--------------------------------|-----------------------|--------------|------------|-----------|-----------------|-------------------------------|--------------------|---------|
| <b>Project Location Report</b> |                       |              |            |           |                 |                               |                    |         |
| 2                              | Compliance Project ID | Project Name | Award Year | Site Name | Number of Units | \$ CMF Award + PI at Location | Street Address     | City    |
| 3                              | P-05346               | Rental 1     | 2017       | Site 1    | 25              | 100                           | 123 Armadillo Pkwy | Del Rio |
| 4                              | P-05346               | Rental 1     | 2017       | Site 2    | 25              | 100                           | 456 Armadillo Pkwy | Del Rio |
| 5                              |                       |              |            |           |                 |                               |                    |         |

Figure 193: Project Location Report

#### 14.4 Homeownership Project Reports

The **Homeownership Project Report** is a **portfolio-level report** that includes Project details for all Homeownership records under the award.

- The portfolio-level reports can be accessed from the **Performance Report Detail** page.



Figure 194: Homeownership Report Link

- Alternatively, the portfolio-level reports can be accessed from the **Performance Scorecard**. If a noncompliance is flagged on the **Performance Scorecard**, the portfolio-level reports may be useful in identifying the source of the noncompliance.



Figure 195: Homeownership Report Link

- After clicking the link, AMIS will download the **Homeownership Report**.



Figure 196: Homeownership Report Download

- Open the document, which will contain the details on all of award's **Homeownership Project** records.

| A                                   | B                     | C            | D                   | E          | F                       | G                        | H                      |
|-------------------------------------|-----------------------|--------------|---------------------|------------|-------------------------|--------------------------|------------------------|
| <b>Homeownership Project Report</b> |                       |              |                     |            |                         |                          |                        |
| 2                                   | Compliance Project ID | Project Name | Project Status      | Award Year | Project Type            | Project Type (2016 only) | Primary Financing Type |
| 3                                   | P-05412               | Home 1       | Placed into Service | 2017       | Purchase (Down Payment) |                          | Acquisition            |
| 4                                   | P-02924               | Home 2       | Committed           | 2017       | Purchase (Down Payment) |                          | Acquisition            |

Figure 197: Homeownership Report

## 14.5 Homeownership Annual Project Report

1. From the Project Detail page, click Project Annual Report. At this time, this report is available only for a single Project. Future versions will allow data for all homes to be generated in a single report.



Figure 198: Homeownership Project Annual Report Link

2. AMIS will download a **Project Annual Report** Excel document.



Figure 199: Homeownership Project Annual Report Download

3. Open the document, which will contain details from the Project's **Annual Report**.

| Project Annual Report |                                  |                          |                                       |                       |             |                             |            |
|-----------------------|----------------------------------|--------------------------|---------------------------------------|-----------------------|-------------|-----------------------------|------------|
| Project Name          | CMF Project Annual Report Number | Project Status at FY End | Investment or Affordability at FY End | Record Type           | CMF Project | Project Completion Deadline | Award Year |
| HO Test 4             | S-113201                         | Complete: Occupied       | Affordability                         | Homeownership Housing | P-18540     | 10/4/2029                   | 2024       |

Figure 200: Homeownership Project Annual Report

## 15. Bulk CMF Project Annual Report Data Upload via .CSV

Users can add CMF Project Annual Report records through a **.csv file download and upload process**. This bulk data method may be preferable and more efficient for Recipients with many Projects (i.e. more than 10-15).

**NOTE:** Project records **must** first be created before creating **CMF Project Annual Report** records through a .csv. See Section 9 for instructions on creating Homeownership Project records through a .csv upload. All other record types must be entered through the AMIS user interface.

To upload the **CMF Project Annual Report** records through the CSV form, the following steps are required:

1. Download the CSV Template
2. Fill in the CSV file
3. Upload the CSV file

### 15.1 How to Download CSV Template

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Select the **Performance Report** record to view the details.
3. Click on the **Download Annual Report CSV** button located on the **CMF Performance Report Detail** page.



Figure 201: CMF Performance Report Detail Page- Download CSV Template

4. A new browser window will open and provide a CSV download file. This may look different depending on the web browser. However, the action of opening or saving the CSV file will be similar.



Figure 202: Download CSV File Dialog Box

5. Save the CSV file locally and open the file to view the contents. The CSV file should look similar to the image below but will be populated with the ID numbers of the Projects that have been added to the Performance Report in AMIS.

Figure 203: Sample Annual Report CSV Template

## 15.2 How to Fill in the Annual Report CSV

The CSV Template will list all Compliance Projects by ID number in the first column. The remaining columns are the permissible fields that can be entered. Upon upload, this information will generate CMF Project Annual Reports for each Project.

| A                 | B                          | C                                     | D   | E                       | F                        |
|-------------------|----------------------------|---------------------------------------|---|-------------------------|--------------------------|
| Template Name     | Project ID                 | Investment or Affordability at FY End | Project Status at FY End  | Project Completion Date | Placed into Service Date |
| CMF_Template_2017 | Field Type                 | PICKLIST                              | PICKLIST  | DATE (MM/DD/YYYY)       | DATE (MM/DD/YYYY)        |
|                   | Options for Picklist Field | Investment; Affordability;            | Committed; Partially Complete; Complete; Incomplete - Terminated; Replace |                         |                          |
| Project Name      | Help text                  | Required for Direct Administrative Ex | Required for Economic Development Activities; Required for Homeownersh    |                         |                          |
| DAE               | P-02923                    |                                       | NA  | NA                      | NA                       |
| 123 Hilltop Ln    | P-02924                    | Compliance<br>Project ID #            |   |                         |                          |
| Rental 1          | P-05346                    |                                       |   |                         |                          |
| EDA 1             | P-05347                    |                                       |   |                         |                          |
| Home 1            | P-05412                    |                                       |   |                         |                          |
| DAE 2             | P-05413                    |                                       | NA  | NA                      | NA                       |

Figure 204: Sample CSV Template- Compliance Projects and Permissible Fields



**Note:** If an input field says “NA” that field is Not Applicable for that record type.

The rows of the template explain what type of information is required in each permissible field:

**Row 1: Fields**- The field names for corresponding CMF Project Annual Report records that you will fill in for each Compliance Project.

| A               | B          | C                                     | D                        | E                       |
|-----------------|------------|---------------------------------------|--------------------------|-------------------------|
| 1 Template Name | Project ID | Investment or Affordability at FY End | Project Status at FY End | Project Completion Date |

Figure 205: Sample CSV Template- Compliance Projects and Permissible Fields

**Row 2: Field Type** - This row defines the format of the response required for the data entered in each column field.

|   |            |          |          |      |      |                 |
|---|------------|----------|----------|------|------|-----------------|
| 2 | Field Type | PICKLIST | PICKLIST | DATE | DATE | CURRENCY (16,2) |
|---|------------|----------|----------|------|------|-----------------|

Figure 206: Row 2- Field Type Some common field types include:

**Some common field types include:**

1. **PICKLIST** - The user will choose one of the listed responses. In the CSV file, these responses are listed in **Row 3, Options for Picklist Field**, and separated by a semicolon.
2. **DATE** - Input response in mm/dd/yyyy format.
3. **CURRENCY (16, 2)** - Input response in USD using only numerical characters (no currency symbols necessary). The system will accept a number with up to 16 characters and 2 decimal places.

**Row 3: Options for Picklist Field** - If the field type is a picklist field, this row will list the picklist options available, each option separated by a semicolon.

|   |         |                           |  |                               |   |
|---|---------|---------------------------|--|-------------------------------|---|
| 3 | Options | Investment; Affordability | Committed; Partially Complete; Complete; Complete: Unoccupied; Complete: Occupied; Change in EDA Use; Placed into Service; Terminated: Unit Replaced; Terminated: Unit Not Replaced; Foreclosed; Incomplete - Terminated | Debt; Equity; Grant; Multiple | Affordable Housing; Economic Development; Revolving LF; Loan Loss Reserve; Risk-Sharing; Loan Guarantees; Direct Administrative |
|---|---------|---------------------------|--|-------------------------------|---|

Figure 207: Row 3- Options for Picklist Field

**Row 4: Help Text** - This row includes any necessary explanatory text for each field. Most importantly, it includes which fields in this template are required in order to submit the CSV file successfully.

|   |           |   |   |
|---|-----------|---|---|
| 4 | Help text | Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing; | Required for Economic Development; Required for Homeownership Housing; Required for Rental Housing; |
|---|-----------|---|---|

Figure 208: Row 4- Help Text

**Row 5 and Beyond: Compliance Projects by ID** - After Row 4, each additional row is for a Compliance Project, listed by ID number in the first column. The remaining columns are input fields for each Project. Fields that read “NA” are Not Applicable for that Project type. Use the information provided on Field Type (Row 2) and any help text (Row 4) to help fill in the fields/columns for each Compliance Project. Once completed, **save** the CSV file locally.

|   |         |  |    |    |    |
|---|---------|--|----|----|----|
| 5 | P-00052 |  |    |    |    |
| 6 | P-00053 |  |    |    |    |
| 7 | P-00054 |  |    |    |    |
| 8 | P-00071 |  | NA | NA | NA |
| 9 | P-00072 |  |    |    |    |

Figure 209: Row 5 and Beyond- Compliance Projects by ID

Ensure complete information is provided for each Project (every row). For instance, even if a completed Project’s status has not changed, since the last Annual Report, the CSV file should still contain all project dates, disbursement amount(s), and other applicable details. As a result, it may be beneficial to copy over some details from a prior year’s Annual Report or download the Rental Project Report (Section 7.1) and Homeownership Project Report (7.2) when completing the file. AMIS limitations prevent the CSV Template download from including details of Project records with prior Annual Reports.

### 15.3 How to Upload and Validate CSV File

#### To upload the CSV file:

1. Log in to AMIS.
2. Navigate to the **CMF Performance Report** tab and select the Performance Report record.
3. On the **CMF Performance Report Detail** page click on the **Upload Annual Report CSV** button.

Figure 210: CMF Performance Report Details Page- Upload CSV File

4. Click on the **Add files** button to locate the file from your machine and select the file.

Figure 211: Browse for CSV File

5. After selecting the file, click on either **Start upload** or **start**.

CMF Project Annual Report File Upload

CMF Performance Report: PR-00297

File Upload Instructions.

Add files... Start upload Cancel upload

CMF\_Template\_2021\_for\_PR-00297.csv 4.63 KB Start Cancel

Figure 212: Start CSV Upload

6. If the CSV contains incomplete or inaccurate information, a list of errors will appear. In the event of an error, the following options will be available:

- **Update Field:** Correct the text or value in the field, then click **Update Field** to update the field.
- **Remove Row:** If the error cannot be corrected or the user is unsure of how to update the field, click **Remove Row**. An Annual Report will not be created for the associated Project upon completion of the CSV upload.
- **Download Errors:** A full list of errors can be downloaded in CSV format through the **Download Errors** link.

In the example below, “**Affordable Housing**” is not a valid Eligible Activity for the Economic Development Activity Project. By entering “Economic Development” in the field and clicking **Update Field**, the error will be resolved.

Clear Rows

Errors (1 errors / 1 total) + Download Errors

| Error Row | Unique Id   | Error Message  | Field                                     | Actions   |
|-----------|-------------|--|---|---|
| 7         | EDA Example | (Use_of_Funds__c) : bad value for restricted picklist field:<br>Affordable Housing | Eligible Activity<br>Economic Development | <a href="#">Update Field</a> <a href="#">Remove Row</a> |

Figure 213: CSV Upload Errors

7. Finalize the upload by clicking **Submit** once all errors have been resolved. The **Download Submission Preview** link will download a CSV of the pending upload, including all updates.

CMF\_Template\_2019\_for\_PR-00214.csv 4.21 KB Start Cancel

Clear Rows

No Errors Found on 1 records. **Click submit to confirm upload into AMIS.**

[Submit](#)

Download Submission Preview

Figure 214: Submit CSV Upload

8. After submission, an “**Upload Successful!**” message will appear, along with a link to return to the **Performance Report**.



Figure 215: Submit CSV Upload

9. The user can confirm the creation of the Annual Reports by checking for the green checkbox next to each Project in the project list under the **Related** tab of the **Performance Report**.

| CMF Performance Report<br>PR-00258 |                |                    |  | Printable View | No Activity To Report | Download Annual Report CSV | ▼ |     |
|------------------------------------|----------------|--------------------|--|----------------|-----------------------|----------------------------|---|-----|
| Detail                             | Related        |                    |  |                |                       |                            |   | New |
| Projects (3)                       |                |                    |  |                |                       |                            |   |     |
| Compliance Project ID              | Project Name   | Project Status     | Annual Report created for the current yr |                |                       |                            |   |     |
| P-11380                            | Test Homeowner | Complete: Occupied | <input checked="" type="checkbox"/>      |                |                       |                            |   |     |
| P-11381                            | EDA Test       |                    | <input checked="" type="checkbox"/>      |                |                       |                            |   |     |

Figure 216: Annual Reports Created after CSV Upload

## 16. Bulk CMF Homeownership Project Upload via CSV

### 16.1 How to Download CSV Template

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Select the **Performance Report** record to view the details.
3. Click on the **Download Annual Report CSV** button located on the **CMF Performance Report Detail** page.



Figure 217: Download Homeownership Project Upload CSV Template

4. A new browser window will open and provide a CSV download file. This may look different depending on the web browser. However, the action of opening or saving the CSV file will be similar.



Figure 218: Download CSV File Dialog Box

5. Save the CSV file locally and open the file to view the contents. The CSV file should look similar to the image below.

| A           | B            | C                  | D            | E                      | F               | G                  | H  | I          | J          | K             | L            | M       | N             | O        | P                                 | Q       | R        | S | T |
|-------------|--------------|--------------------|--------------|------------------------|-----------------|--------------------|--|------------|------------|---------------|--------------|---------|---------------|----------|-----------------------------------|---------|----------|---|---|
| 1 Label     | Project Name | 2018 Disaster Area | Project Type | Primary Financing Type | Income Category | First-Time Housing | P Sale Price   | 95% Medi # | Construx # | Non-Cor       | Other CDF    | Federal | Sc            | Homeowr  | Homeowr                           | Housing | P Amount | o |   |
| 2 Type      | STRING       | BOOLEAN            | PICKLIST     | MULTIPLICATIVE         | PICKLIST        | PICKLIST           | STRING   | NUMBER     | NUMBER     | NUMBER        | NUMBER       | NUMBER  | NUMBER        | PICKLIST | PICKLIST                          | STRING  | NUMBER   |   |   |
| 3 Options   |              |                    |              | SF- New Development    | Predevelopment  | Extremely          | Yes; No  |            |            | Yes; No       |              |         |               | Yes; No  | N American Indian; Alaskan Native |         |          |   |   |
| 4 Help Text | Required     | For the CS         | Required     | For EDA                | Required        | Required           | The Housing Program must be created in AMIS prior to use | Required   | for EDA    | Homeownership | , and Rental | Proj    | Use this file | Required |                                   |         |          |   |   |
| 5           |              |                    |              |                        |                 |                    |  |            |            |               |              |         |               |          |                                   |         |          |   |   |
| 6           |              |                    |              |                        |                 |                    |  |            |            |               |              |         |               |          |                                   |         |          |   |   |

Figure 219: Sample Homeownership CSV Template

## 16.2 How to Fill in the Homeownership Project CSV File

The Homeownership Project CSV Template has four instructional rows and one instructional column. The first Homeownership Project entry will be made in cell B5.

**Row 1: Fields** - The field names for corresponding CMF Homeownership Project records that you will fill in for each Project.

| A       | B            | C                  | D            | E                        | F                      | G               |
|---------|--------------|--------------------|--------------|--------------------------|------------------------|-----------------|
| 1 Label | Project Name | 2018 Disaster Area | Project Type | Project Type (2016 only) | Primary Financing Type | Income Category |

Figure 220: Row 1- Fields

**Row 2: Field Type**- This row defines the format of the response required for the data entered in each column field.

|                                    |                |                       |                            |
|------------------------------------|----------------|-----------------------|----------------------------|
| CMF Performance Report<br>PN-00297 | Printable View | No Activity To Report | Download Annual Report CSV |
| Detail                             | Related        |                       |                            |
| Custom Links                       |                |                       |                            |
| OMB Approval Number                |                |                       |                            |
| 1800-0036                          |                |                       |                            |

Figure 221: Row 2- Field Type

Some common field types include:

1. **PICKLIST** - The user will choose one of the listed responses. In the CSV file, these responses are listed in Row 3, Options for Picklist Field, and separated by a semicolon.
2. **DATE** - Input response in mm/dd/yyyy format.
3. **CURRENCY (16, 2)** - Input response in USD using only numerical characters (no currency symbols necessary). The system will accept a number with up to 16 characters and 2 decimal places.

**Row 3: Options for Picklist Field**- If the field type is a picklist field, this row will list the picklist options available, each option separated by a semicolon.

| A         | B | C | D  | E   | F  |
|-----------|---|---|--|---|--|
| 3 Options |   |   | SF- New Development; SF- Rehab; SF- Preservation w/o Rehab; SF- Preservation WITH Rehab; MF- New Development; MF- Rehab; MF- Preservation W/O Rehab; MF- Preservation WITH Rehab; Purchase (Mortgage Finance); Purchase (Down Payment); Economic Dev. Activities; Loan Loss Reserves; Revolving Loan Fund; Risk Sharing Loans; Loan Guarantees | SF- New Development; SF- Rehab; SF- Preservation w/o Rehab; SF- Preservation WITH Rehab; Purchase (Mortgage Finance); Purchase (Down Payment) | Predevelopment financing; Acquisition; Site development financing; Bridge loans or similar short term financing; Construction financing; Permanent financing (1st lien); Permanent financing (2nd lien or lower); Refinancing; Loan Guarantees |

Figure 222: Row 3- Options for Picklist Field

**Row 4: Help Text**- This row includes any necessary explanatory text for each field. Most importantly, it includes which fields in this template are required in order to submit the CSV file successfully.

|   |           |   |  |
|---|-----------|---|--|
| 1 | Label     | Required for Direct Administrative Expenses; Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing; | Required for Economic Development Activities; Required for Homeownership Housing; Required for Rental Housing; |
| 2 | Type      |   |  |
| 3 | Options   |   |  |
| 4 | Help Text |   |  |

Figure 223: Row 4- Help Text

**Row 5 and Beyond-** After Row 4, each additional row is for a Homeownership Project, starting in Cell B5. Do not enter information into Column A. Each Project should have a unique name in Column B. Once completed, save the CSV file locally.

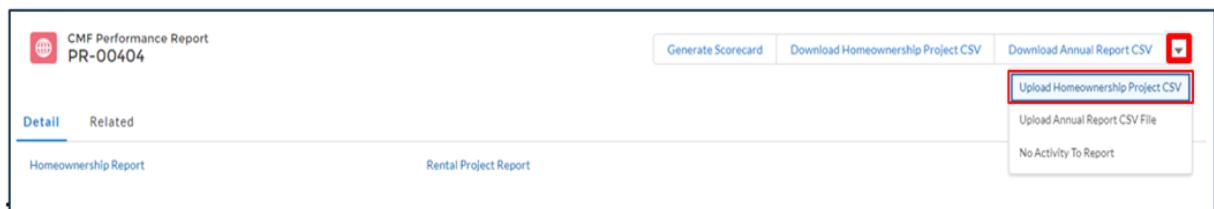
| A           | B   | C   |
|-------------|---|---|
| 1 Label     | Project Name  | 2018 Disaster Area  |
| 2 Type      | STRING  | BOOLEAN   |
| 3 Options   |   |   |
| 4 Help Text | Required for DAE, EDA, Homeownership, and Rental Projects / Project Name is created by the CMF recipient and must be unique to the Award. | For the CSV homeownership upload template, type "True" to select the checkbox and "False" to not select the checkbox. |
| 5           | [Enter First Project Here]  |   |
| 6           |   |   |
| 7           |   |   |
| 8           |   |   |

Figure 224: Sample Homeownership Project CSV Template

### 16.3 How to Upload and Validate Homeownership Project CSV File

#### To upload the CSV file:

1. Log in to AMIS.
2. Navigate to the **CMF Performance Report** tab and select the Performance Report record.
3. On the **CMF Performance Report Detail** page click on the Upload Homeownership Project CSV button.



The screenshot shows the CMF Performance Report Details page. At the top, there is a navigation bar with a globe icon, the text 'CMF Performance Report PR-00404', and three buttons: 'Generate Scorecard', 'Download Homeownership Project CSV', and 'Download Annual Report CSV'. Below the navigation bar, there are two tabs: 'Detail' (which is selected) and 'Related'. Under the 'Detail' tab, there are two sub-links: 'Homeownership Report' and 'Rental Project Report'. On the right side of the page, there is a dropdown menu with the following options: 'Upload Homeownership Project CSV' (which is highlighted with a red box), 'Upload Annual Report CSV File', and 'No Activity To Report'.

Figure 225: CMF Performance Report Details Page- Upload Homeownership Project CSV File

4. Click on the **Add files** button to locate the file from your machine and select the file.



The screenshot shows the 'Project File Upload' interface. At the top, it says 'Project File Upload' and 'CMF Performance Report: PR-00297'. Below that, there is a section titled 'File Upload Instructions.' with three buttons: 'Add files...', 'Start upload', and 'Cancel upload'. The 'Add files...' button is highlighted with a red box.

Figure 226: Browse for Homeownership Project CSV File

5. After selecting the file, click on either **Start upload** or **start**.

Figure 227: Start Homeownership Project CSV Upload

6. If the CSV contains incomplete or inaccurate information, a list of errors will appear. In the event of an error, the following options will be available:

- **Update Field:** Correct the text or value in the field, then click **Update Field** to update the field.
- **Remove Row:** If the error cannot be corrected or the user is unsure of how to update the field, click **Remove Row**. An Annual Report will not be created for the associated Project upon completion of the CSV upload.
- **Download Errors:** A full list of errors can be downloaded in CSV format through the **Download Errors** link.

In the example below, the required **Income Category** and **Project City** fields were blank in the CSV file. By entering “**Low**” in the Income Category field, the city name in the Project City field, and clicking **Update Field**, the errors will be resolved.

| Errors (1 errors / 1 total) + |            |   |  |  | Download Errors |
|-------------------------------|------------|---|--|--|-----------------|
| Error Row                     | Unique Id  | Error Message   | Field  | Actions  |                 |
| 5                             | Test House | (Homebuyer_Income_Category__c) : You must select a value in the Income Category field when the Project Type is either "Purchase (Mortgage Finance)" or "Purchase (Down Payment)" or RecordType is Homeownership Housing. (Project_City__c) : You must enter a city for your Homeownership Housing project | Income Category<br><input type="text" value="Low"/><br>Project City<br><input type="text" value="Pflugerville"/> | <a href="#">Update Field</a><br><a href="#">Remove Row</a> |                 |

Figure 228: CSV Upload Errors

7. Finalize the upload by clicking **Submit** once all errors have been resolved. The **Download Submission Preview** link will download a CSV of the pending upload, including all updates.

Figure 229: Submit CSV Upload

8. After submission, an “**Upload Successful!**” message will appear, along with a link to return to the Performance Report.

The screenshot shows a file upload interface. At the top, there are buttons for 'Add files...', 'Start upload', and 'Cancel upload'. Below this, a file named 'CMF\_HOMEOWNERSHIP\_Project\_Template\_for\_PR-00297.csv' is listed with a size of '4.61 KB'. There are 'Start' and 'Cancel' buttons next to it. Below the file list, the text 'Upload Successful!' is displayed in green. At the bottom, there is a link 'Back to Performance Review (a3ZBZ0000000TEh2AM)'.

Figure 230: Submit CSV Upload

9. The user can confirm the creation of the Homeownership Project(s) by reviewing the project list under the **Related** tab of the Performance Report.

The screenshot shows a 'CMF Performance Report' for 'PR-00297'. The 'Related' tab is selected. Under the 'Projects (4)' section, there is a table with three columns: 'Compliance Project ID', 'Project Name', and 'Project Status'. The data is as follows:

| Compliance Project ID | Project Name          | Project Status |
|-----------------------|-----------------------|----------------|
| P-11367               | DAE Test              | Complete       |
| P-11368               | Homeownership Example | Committed      |
| P-11394               | EDA Example           |                |
| P-11397               | Test House            |                |

Figure 231: Confirmation that Project was created after CSV Upload

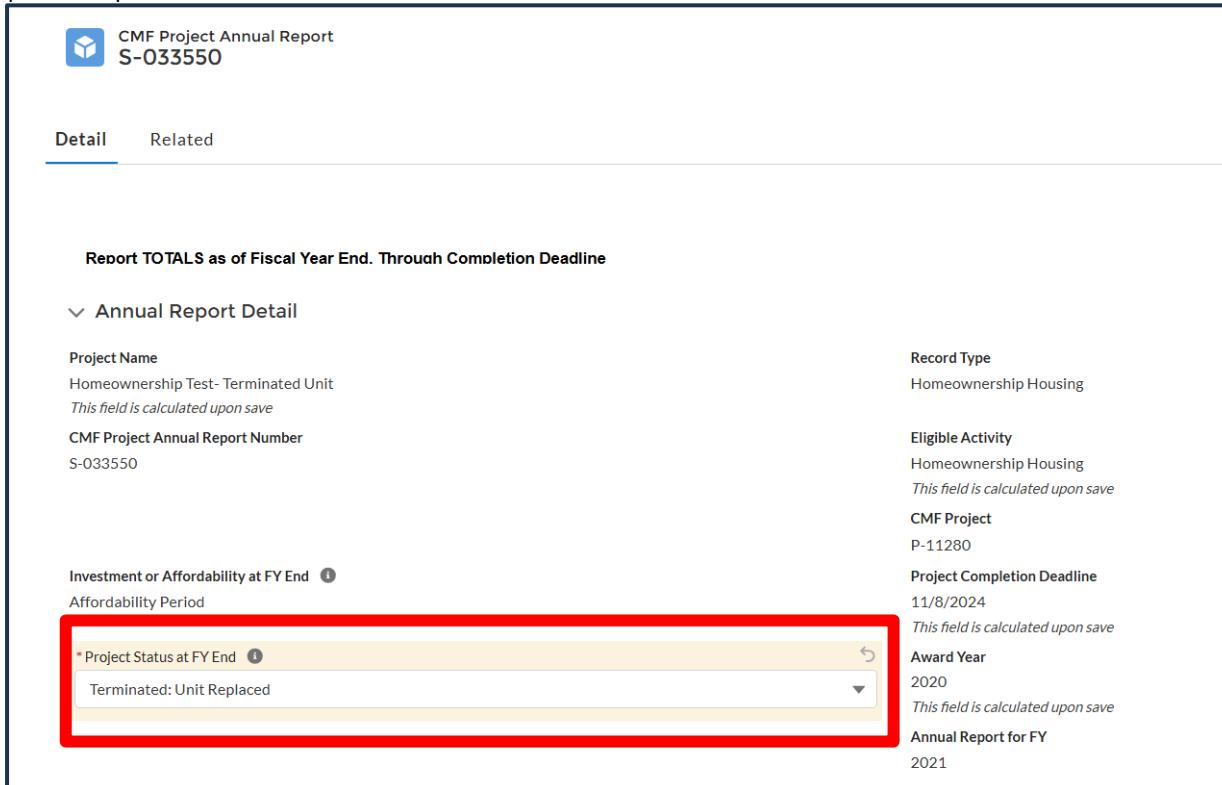
Recipients that finance homeownership may have occasions where an individual property must be replaced per the Recipient’s resale or recoupment strategy. For example, a financed home may be resold to a non-qualifying borrower.<sup>4</sup> Replacement of homes must be reported according to the following steps:

#### 16.4 How to Report a Homeowners project being replaced as “Terminated”

Locate the Project Record for the home that needs to be replaced. Create a new CMF Project Annual Report record for this Project unless one has already been created for the year, in which case updates can be made to that CMF Project Annual Report record. Change the **Project Status** to the appropriate **Terminated** status of either Terminated- Unit Replaced or Incomplete-Terminated for awards prior to 2024. For award years 2024 and recent, change the **Project Status** to the appropriate **Terminated** status of either Terminated- Unit Replaced, Terminated- Unit Not Replaced, or Incomplete-Terminated.

<sup>4</sup> The Recipient should refer to Section 5.3 of the Assistance Agreement for more information regarding resale and

recoupment requirements.



CMF Project Annual Report  
S-033550

Detail Related

Report TOTALS as of Fiscal Year End. Through Completion Deadline

▽ Annual Report Detail

|   |   |
|---|---|
| Project Name                              | Record Type                               |
| Homeownership Test- Terminated Unit       | Homeownership Housing                     |
| <i>This field is calculated upon save</i> |   |
| CMF Project Annual Report Number          | Eligible Activity                         |
| S-033550                                  | Homeownership Housing                     |
|   | <i>This field is calculated upon save</i> |
| Investment or Affordability at FY End     | CMF Project                               |
| Affordability Period                      | P-11280                                   |
| <i>This field is calculated upon save</i> | Project Completion Deadline               |
| ▪ Project Status at FY End                | 11/8/2024                                 |
| Terminated: Unit Replaced                 | <i>This field is calculated upon save</i> |
|   | Award Year                                |
|   | 2020                                      |
|   | <i>This field is calculated upon save</i> |
|   | Annual Report for FY                      |
|   | 2021                                      |

Figure 232: Terminated Project Status Options

## 1. Project Dates

- a. Under the **Project Dates** section, list the final date the home met the affordability requirements of the CMF Program in the **Termination Date** field. Report any **Program Income** earned by the Recipient in the **Program Income** section.
- b. As part of tracking and reporting home replacements, a new field named "Intent to replace terminated unit" has been added to the CMF Project Annual Report. This field is a picklist with two options: "I intend to replace the unit" and "I do not intend to replace the unit."
- c. The "Intent to replace terminated unit" field is conditionally required based on the "Project Status at FY End" field being set to "Terminated: Unit Not Replaced" and the "Termination Date" being non-null. Users will also be subject to validation rules:
- d. If the "Termination Date" is less than five years after the "Initial Occupancy Date", the user cannot select "I do not intend to replace unit." The Initial Occupancy date is the date of purchase as established in the Interim Rule.
- e. The "Terminated: Unit Not Replaced" status option is only valid if at least five years have passed since the "Initial Occupancy Date." The Initial Occupancy date is the date of purchase as established in the Interim Rule.

Figure 233: Terminated date & Intent to Replace dropdown

- CMF Project Annual Reports Terminated Projects are not required following the year the Project is reported as terminated. A checkbox on the Project Detail page will indicate when a CMF Project Annual Report is not required for a given reporting year:

Figure 234: Annual Report not Required Checkbox

## 16.5 Create the Replacement Project Record and CMF Project Annual Report

- Follow the steps in Section 6.8 and those below to link the new project with the one being replaced. When creating the Project record for the replacement home, enter the Compliance Project ID into the Housing Project Replaced field under the Project Dates section. You can locate the correct Compliance Project ID by clicking on the edit pencil then the magnifying glass button located next to the Housing Project Replaced field.

### New Project- Homeownership Housing

Figure 235: Housing Project Replaced Field and Search Tool

2. If the replacement home is being financed with **Program Income** from the home being replaced or any other **Program Income**, be sure to indicate the **Commitment of Program Income** on the Project record in the correct field(s).

| Program Income                         |  |
|--|--|
| Commit. of PI - equity/loan/recoveries | <input type="text" value="\$10,000.00"/> |
| Commitment of PI - Interest Income     | <input type="text"/>                     |

Figure 236: Commitment of Program Income Fields

3. On the CMF Project Annual Report record, indicate the **Project Status at FY End** as "Terminated". Also, be sure to report any disbursement of **Program Income** and new Eligible Project Costs. Click on the **Save** button to save the record.

#### 16.6 Viewing the Affordability Period and Gaps on the Project Record.

Returning to the **Project record**, under the **Project Dates** section, the user should note that the system will automatically determine the end date for the 10-year Affordability Period for this Project, along with other information once an initial occupancy date for the replacement home has been entered. This date takes into account any gap between when the home being replaced was terminated and when the replacement Project was initially occupied.

### Terminated Homeownership Project

| Project Dates                        |                              |
|--------------------------------------|------------------------------|
| Date Funds Committed                 | 1/2/2024                     |
| Date of First Disbursement           | 11/27/2024                   |
| Date of Full Disbursement            | 11/27/2024                   |
| Project Completion Date              | 11/27/2024                   |
| Foreclosure Date                     |                              |
| CMF Homeownership Sale-Reoccupy Days |                              |
| Is Investment Period Past Due Date?  | <input type="checkbox"/>     |
| Placed into Service Date             | 11/27/2024                   |
| Initial Occupancy Date               | 11/27/2024                   |
| Termination Date                     | 1/7/2025                     |
| Intent to Replace Terminated Unit    | I intend to replace the unit |
| Housing Project Replaced             | <input type="checkbox"/>     |
| Start of 10 Year Affordability       | 11/27/2024                   |
| Affordability Gap Days               | 0                            |
| End of 10 Year Affordability Period  | 11/27/2034                   |

Figure 237: Affordability Period for Terminated Project

## Replacement Homeownership Project

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Project Dates |   |
| Date Funds Committed<br>1/15/2025                 | Is Investment Period Past Due Date?<br><input type="checkbox"/>   |
| Date of First Disbursement<br>1/15/2025           | Placed into Service Date<br>1/15/2025   |
| Date of Full Disbursement<br>1/15/2025            | Initial Occupancy Date<br>1/15/2025   |
| Project Completion Date<br>1/15/2025              | Termination Date <span style="color: #800000;">(1)</span>   |
| Foreclosure Date                                  | Intent to Replace Terminated Unit   |
| CMF Homeownership Sale-Reoccupy Days              | <span style="border: 2px solid red; padding: 2px;">Housing Project Replaced <span style="color: #800000;">(1)</span><br/>P-18540</span> |
|   | Start of 10 Year Affordability<br>11/27/2024  |
|   | <span style="border: 2px solid red; padding: 2px;">Affordability Gap Days<br/>8</span>  |
|   | End of 10 Year Affordability Period<br>12/5/2034  |

Figure 238: End of Affordability Period for Replacement Project

## 17. Guidance Regarding Reporting Family Occupancy of Occupied Rental Units

### 17.1 Annual Tenant Income Reexamination and Re-categorization

The **CMF Program Interim Rule (12 CFR 1807.401(f))** requires that the income of each Family residing in a rental Project unit be re-examined annually by the Recipient.

In each reporting period for each CMF Rental Project, the Recipient must accurately report the number of units occupied by income category. This means that each Family must be categorized into the correct income category based on the occupying Family's income relative to the Area Median Income (adjusted for Family size) for the applicable state and county.

Acceptable sources for determining Family income include the **Internal Revenue Service Form 1040** or as described in **24 CFR §5.609**.

- Do NOT simply report the original income classification of the unit when Project Completion was achieved.
- Always re-examine income and reclassify each Family according to the correct Area Median Income (AMI) for that reporting period.
- Do NOT assume that a Family that maintains residence over two reporting periods has the same income classification in the most recent year as it did the prior reporting year.

When completing the occupancy data for rental units in AMIS, on the CMF Project Annual Report record you must enter the number of units occupied at each income level based on Family income compared to the Project's applicable Area Median Income:

|   |      |
|---|------|
| <b>▼ Rental Units Occupied at FY End by Family Income</b> <p>Report income category of the occupying family for each rental unit in the project</p> |      |
| Occupied Units (<=30% AMI)  | 1.00 |
| Occupied Units (>30 to <=50% AMI)   | 1.00 |
| Occupied Units (>50 to <=60% AMI)   | 1.00 |
| Occupied Units (>60 to <=80% AMI)   | 1.00 |
| Occupied Units (>80 to <=120% AMI)  | 1.00 |
| Occupied Units (>120% AMI)  | 1.00 |
| Total Units Occupied in Year  | 6.00 |
| Total Eligible Units Occupied in Year   | 5.00 |
| Out of Service Units  |      |

Figure 239: CMF Project Annual Report Record- Rental Units Occupied at Performance Year-End

The following table provides additional guidance on what information to enter in each field at the aggregate level:

| Data Field in AMIS                 | Data Field Description  |
|------------------------------------|---|
| Occupied Units (<=30% AMI)         | Enter the number of units occupied by Families at 30% of AMI or below at the end of the reporting period. |
| Occupied Units (>30 to <=50% AMI)  | Enter the number of units occupied by Families 31%-50% of AMI at the end of the reporting period.         |
| Occupied Units (>50 to <=60% AMI)  | Enter the number of units occupied by Families 51%-60% of AMI at the end of the reporting period.         |
| Occupied Units (>60 to <=80% AMI)  | Enter the number of units occupied by Families 61%-80% of AMI at the end of the reporting period.         |
| Occupied Units (>80 to <=120% AMI) | Enter the number of units occupied by Families 81%-120% of AMI at the end of the reporting period.        |
| Occupied Units (>120% AMI)         | Enter the number of units occupied by Families above 120% of AMI at the end of the reporting period.      |

Table 2: Income Category Descriptions

### Area Median Income Data

Area Median Income data is provided by the Department of Housing and Urban Development. A Family whose income is not in excess of 120% of the applicable Area Median Income (AMI) is considered Eligible-Income for CMF. A Family whose income is not in excess of 80% of the applicable AMI is considered Low-Income. A Family whose income is not in excess of 60% of the applicable AMI is considered Very Low-Income for FY 2024 and later Award; a Family whose income is not in excess of 50% of the applicable AMI is considered Very Low-Income for FY 2016 to FY 2023 Awards. A Family whose income is not in excess of 30% of the applicable AMI is considered Extremely Low-Income. The HUD database provides this AMI data, adjusted for Family size.

The HUD data can be found by clicking [here](#).

From this page follow the link under “**Access Individual Income Limits Areas.**”

### 17.2 Guidance Regarding Reporting Family Occupancy of Vacant Rental Units

The CDFI Fund recognizes that from time-to-time rental units in a rental Project will become vacant. Where there is a vacancy in a unit that causes a temporary noncompliance, the CDFI Fund will allow

the Recipient to report the unit in the highest income category of the Family that would be eligible to occupy the unit, so long as the unit is being actively prepared for occupancy and marketed for lease. In other words, if a unit will exclusively be available to a Low-Income Family (or lower), the unit should be reported as an occupied unit at the Low-Income level. If the income level of the next occupying tenant is uncertain or is not being actively prepared for occupancy and marketed for lease, the unit should be classified as a non-eligible Family occupied unit.

### 17.3 Guidance Regarding Homeownership Affordability Reporting

Annually, for each CMF-financed Homeownership unit, the Recipient must track whether the original purchasing Family remains the owner of the home and the home continues to serve as a principal residence, OR a subsequent owner, who is (1) an Eligible-Income Family (Family income is 120% AMI or lower); (2) purchased the home at a purchase price no greater than specified in the Assistance Agreement, and (3) the home serves the new Family as the principal residence. Where these ownership conditions apply, the Recipient will confirm continuing compliance of the Homeownership Project through submission of a CMF Project Annual Report, following the instructions in Section 11.3 with no change to the data.

## 18. Submitting a Service Request in AMIS for Compliance

1. Log into AMIS. Click on **Service Requests** from the tab options. Your tab options may appear differently depending on the setup for your account.



Figure 240: Service Request Tab

2. You are now on the **Service Requests Home** page. Click on the **New** button.



Figure 241: Create New Service Request Button

3. On the **Service Request** page complete the required fields. Select **Capital Magnet Fund** as the Program from the dropdown list. If the Service Request is related to a specific award, enter or lookup the award name in the Award field (e.g. AWD-0001234).

**New Service Request: General Inquiry**

\* = Required Information

**Service Request Information**

|  |   |
|--|---|
| Service Request Owner<br>   | Funding Application<br>Search Funding Applications...<br>* SR related to existing Award/Allocation?<br>--None--                 |
| Service Request Number   | Enter existing CDFI Fund AWD- (not NMTC)<br>Search Awards...<br>Enter existing NMTC Award- (NMTC only)<br>Search Allocations... |
| Contact Name   | Validated<br>--None--   |
| Organization Name  | View all dependencies   |
| <p>* Program<br/>--None--</p> <p>* Program Topic<br/>--None--</p> <p>Requested By Date<br/>1/22/2025 </p> |   |
| Amendment Type<br>--None--   |   |

Figure 242: New Service Request #1

4. Click Save to submit the Service Request.