COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND
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AMIS User Guide

Capital Magnet Fund
Compliance Reporting Guidance

Updated: July 20, 2026

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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 July 2026 CMF Compliance release in AMIS includes several updates and enhancements. Recipients should be sure to familiarize themselves with these changes before completing their next CMF Performance Report.

The following table summarizes key changes:

Changes	Section Reference
Award Level Report (ALR)	6
Rental: Incomplete-Terminated & Foreclosed Projects	10.3
Homeownership: Incomplete-Terminated & Foreclosed Projects	11.3
Accessing your Assistance Agreement	19

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**[1] 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 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.

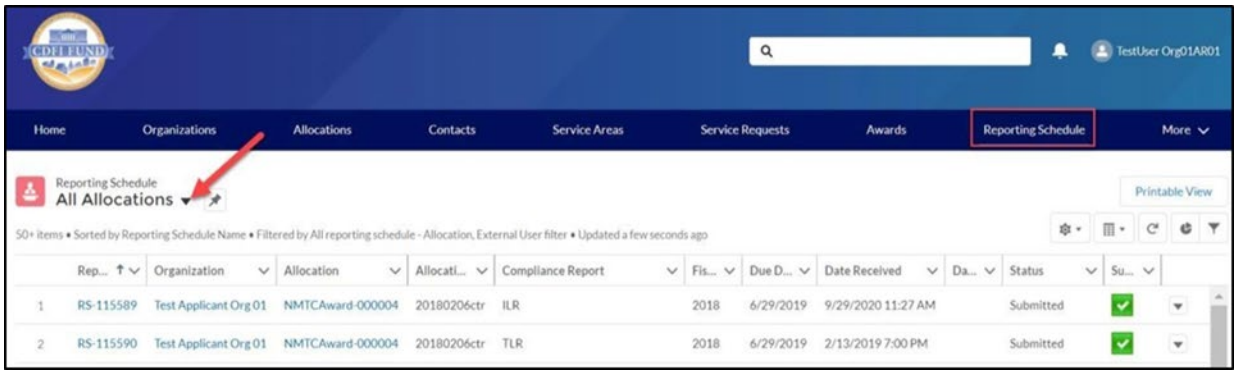


Figure 1: Reporting Schedule Home Page

[1] 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	
3	RS-115591	Test Applicant Org 01	NMTCAward-000004	20180206ctr	Financial Statement Audit Report	2018	6/29/2019		Overdue	
4	RS-115592	Test Applicant Org 01	NMTCAward-000004	20180206ctr	ILR	2019	6/29/2020		Overdue	
5	RS-115593	Test Applicant Org 01	NMTCAward-000004	20180206ctr	TLR	2019	6/29/2020		Overdue	
6	RS-115594	Test Applicant Org 01	NMTCAward-000004	20180206ctr	Financial Statement Audit Report	2019	6/29/2020		Overdue	
7	RS-115595	Test Applicant Org 01	NMTCAward-000004	20180206ctr	ILR	2020	6/29/2021	6/28/2021 5:50 PM	Submitted	

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.

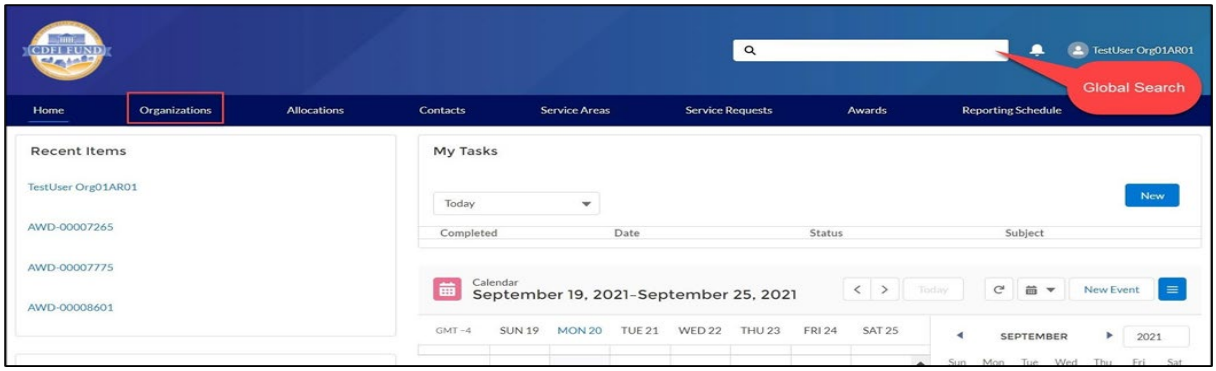


Figure 3: Home Page

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

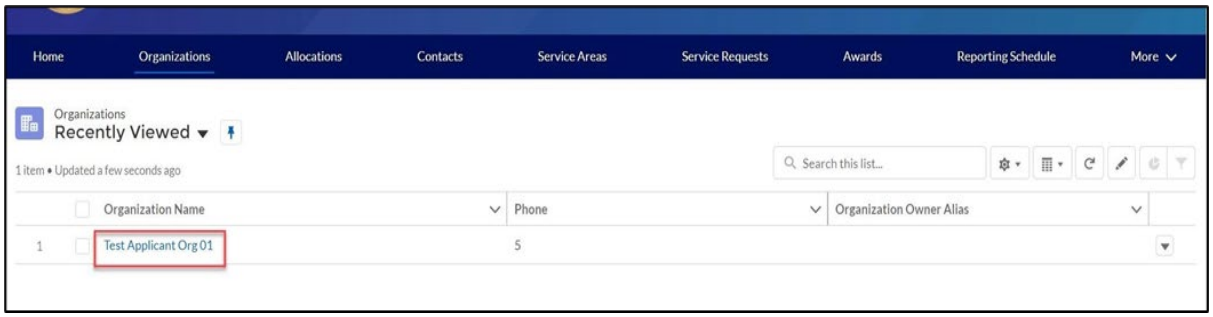


Figure 4: Organizations Tab

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

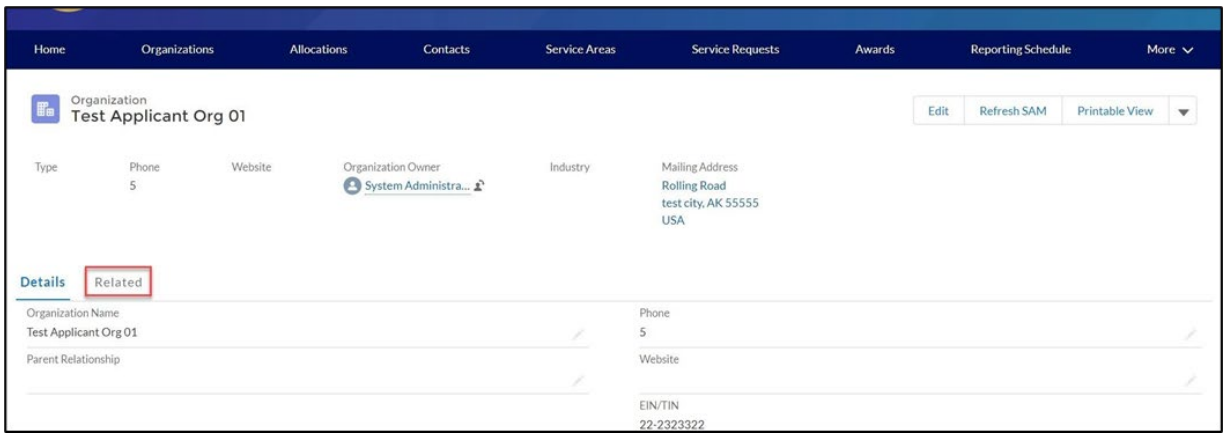


Figure 5: Organization Page - Related Tab

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

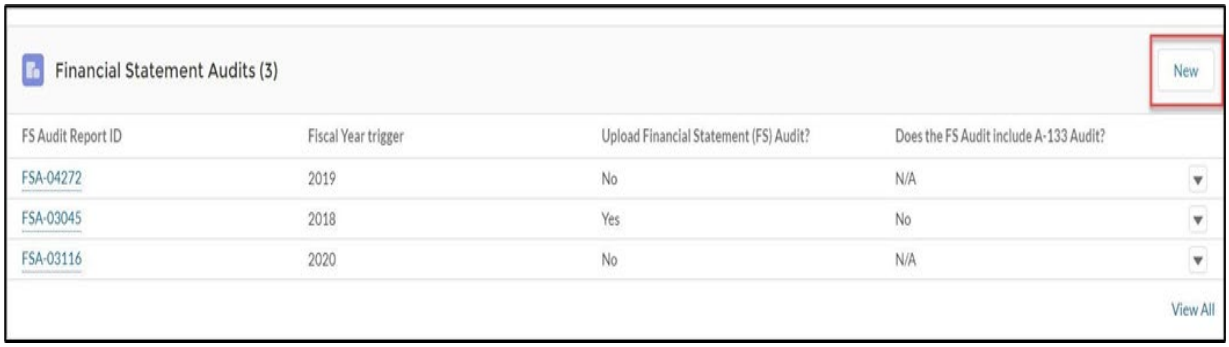


Figure 6: Financial Statement Audits Section - New

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**.

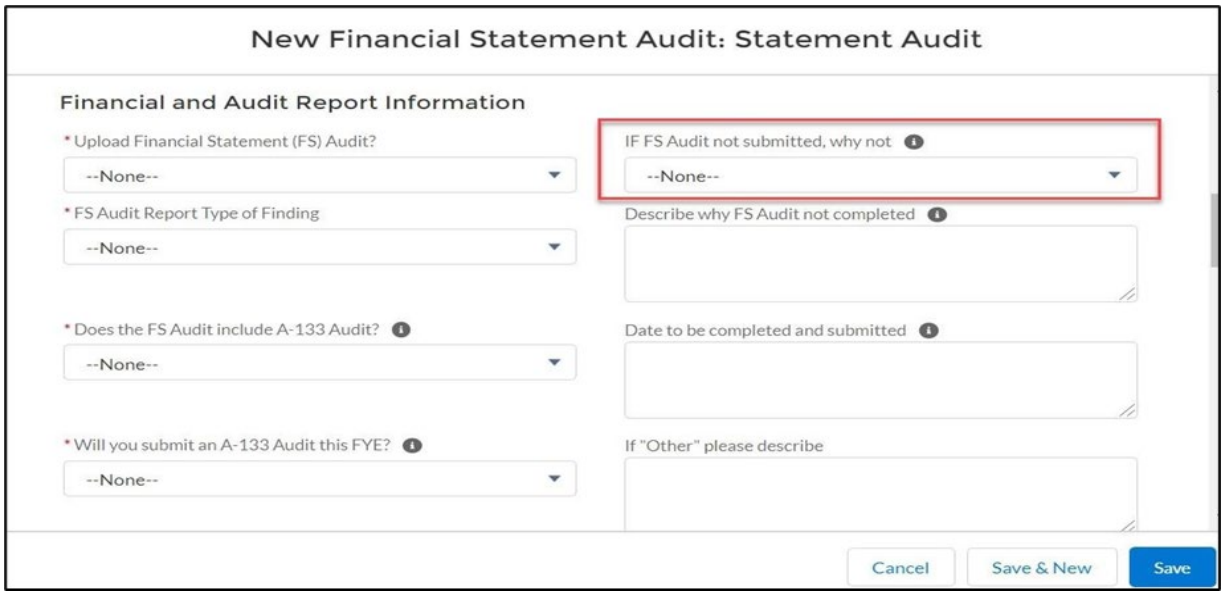


Figure 7: New Financial Statement Audit #1

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**".

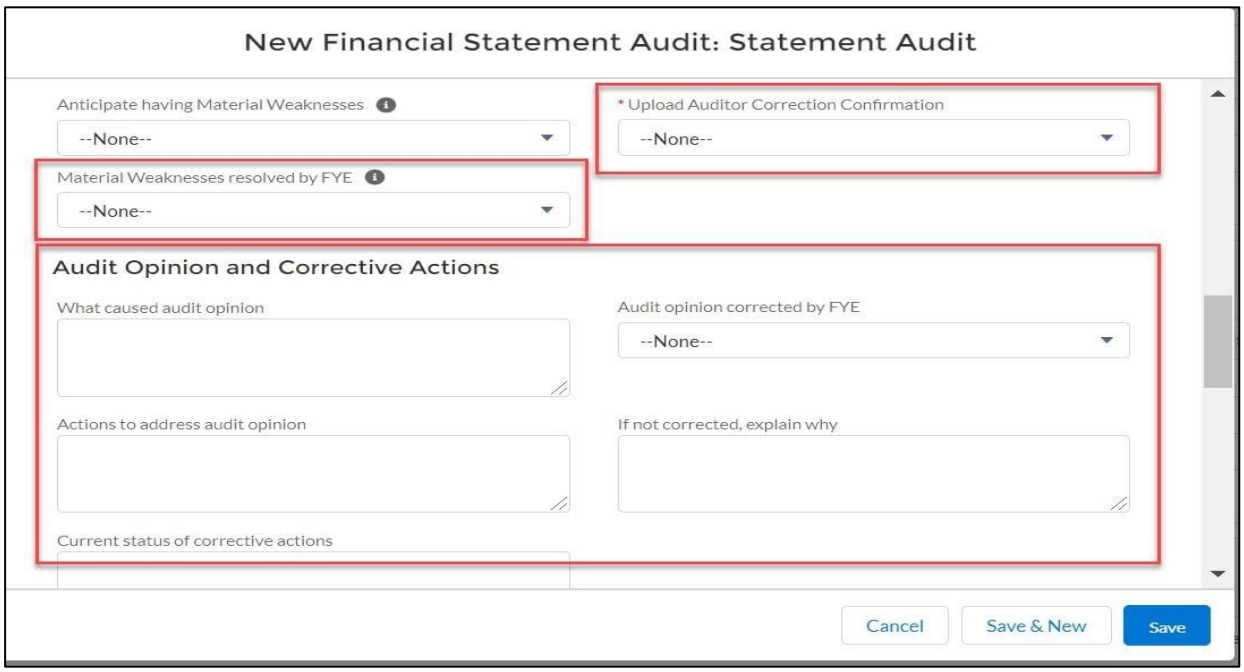


Figure 8: New Financial Statement Audit #2

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.

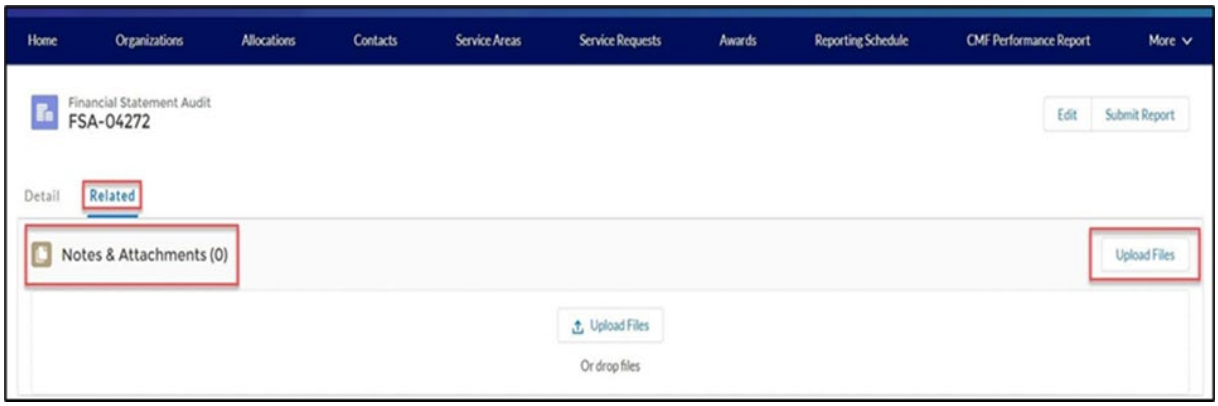


Figure 9: Financial Statement Audit Upload Files

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

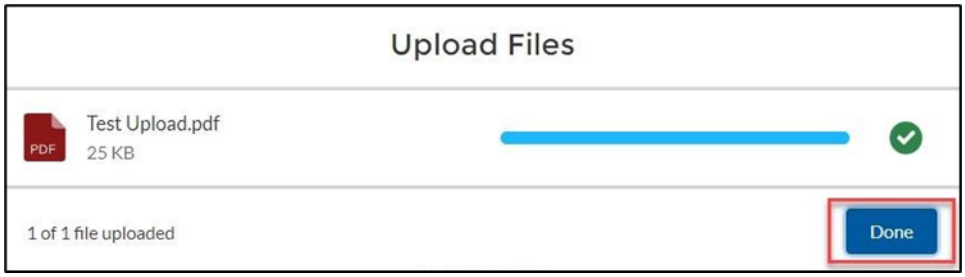


Figure 10: Upload Files Done

- 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.

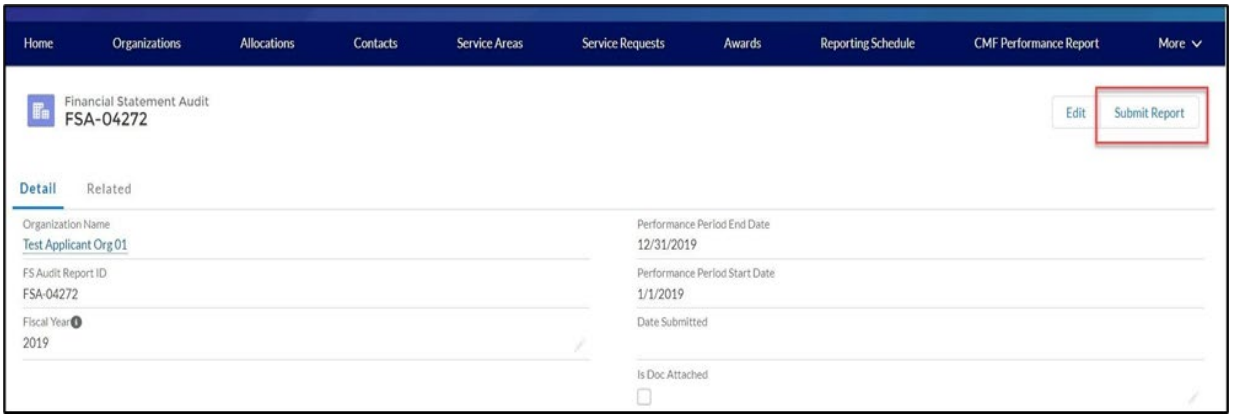


Figure 11: Financial Statement Audit- Submit Report

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 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.

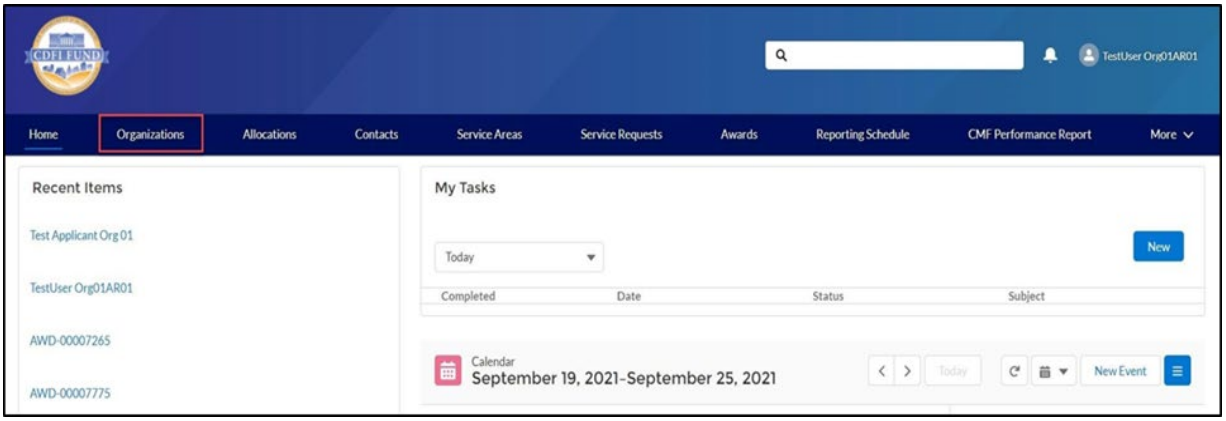


Figure 13: Home Page - Organization Tab

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

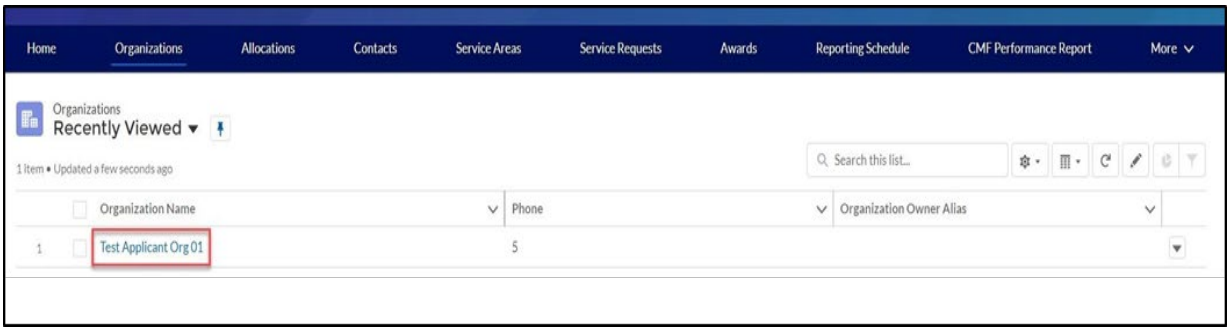


Figure 14: Organization Name Link

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

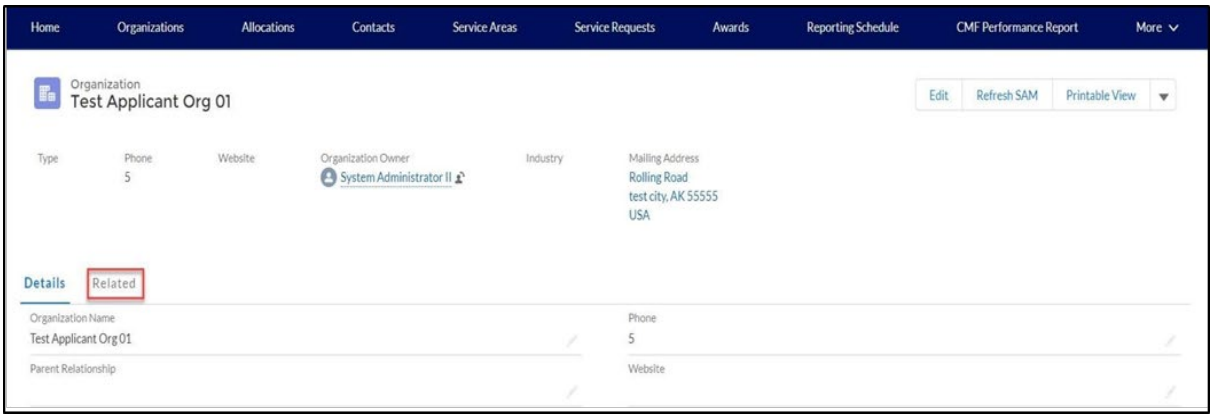


Figure 15: Organization Detail Page - Related Tab

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

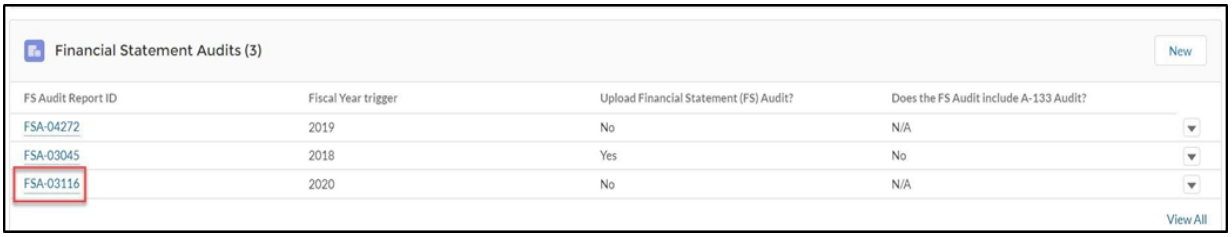


Figure 16: Financial Statement Audits - FS Audit Report Link

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

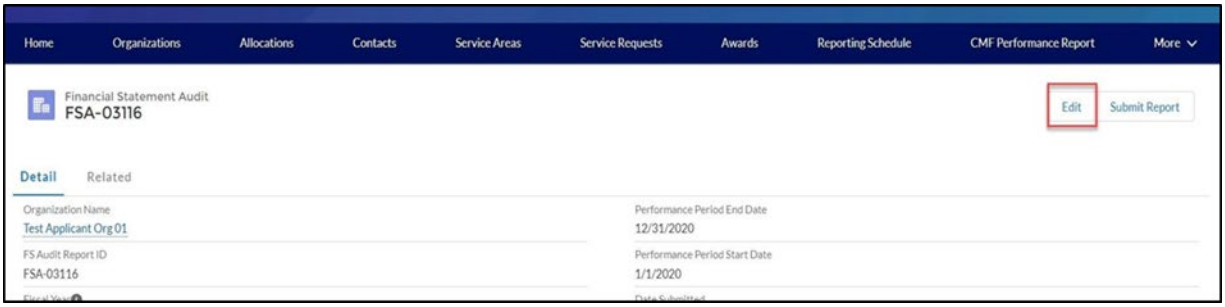


Figure 17: Edit Button

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.

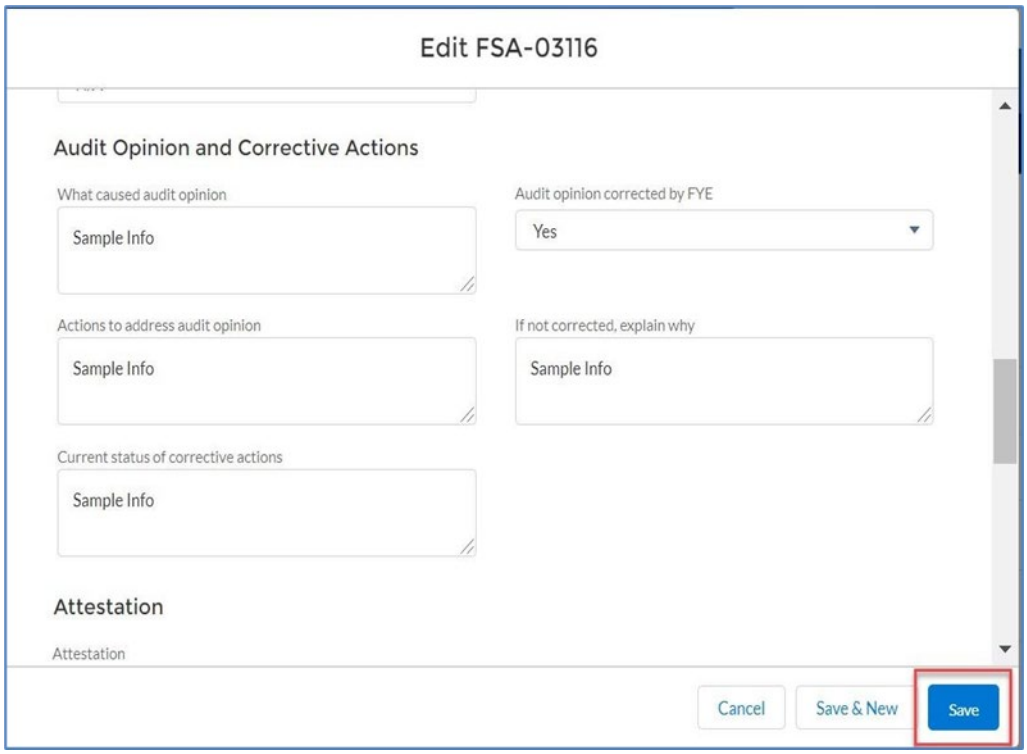


Figure 18: Explain Audit Opinion and Corrective Actions

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**.

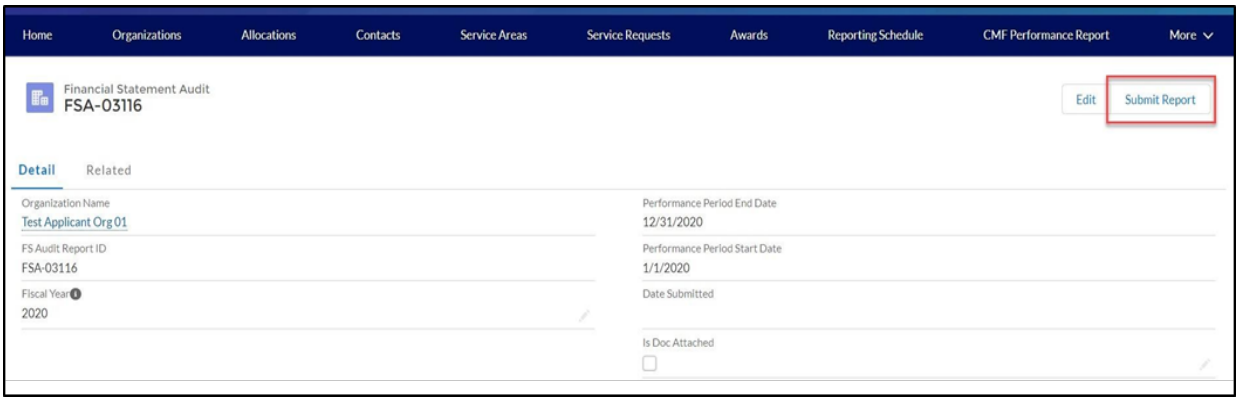


Figure 19: Submit Report

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 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.

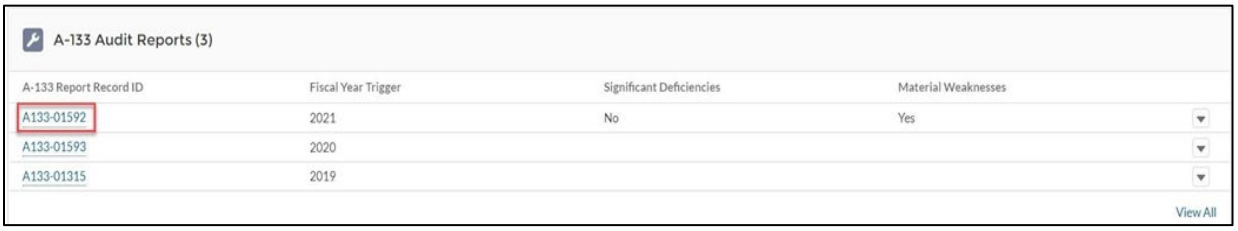


Figure 20: Audit Reports Section

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.

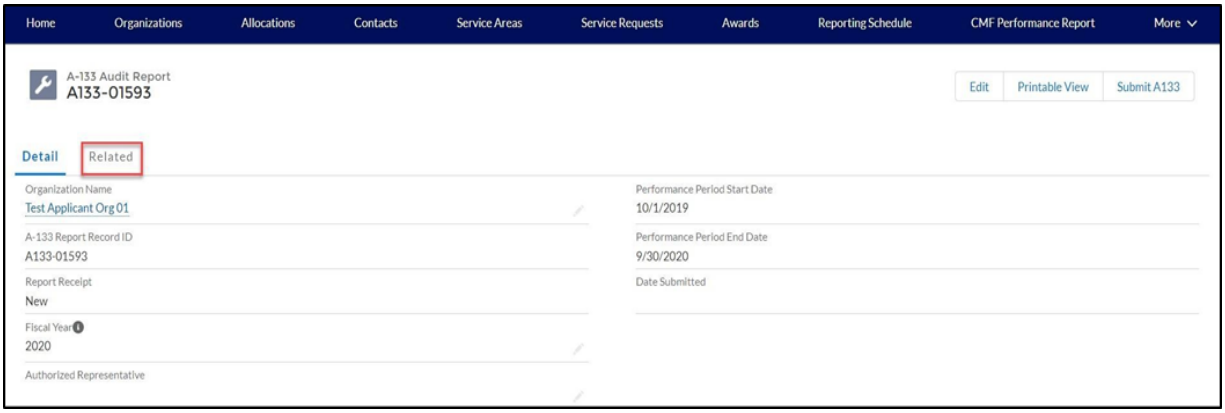


Figure 21: Audit Report - Related Tab

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

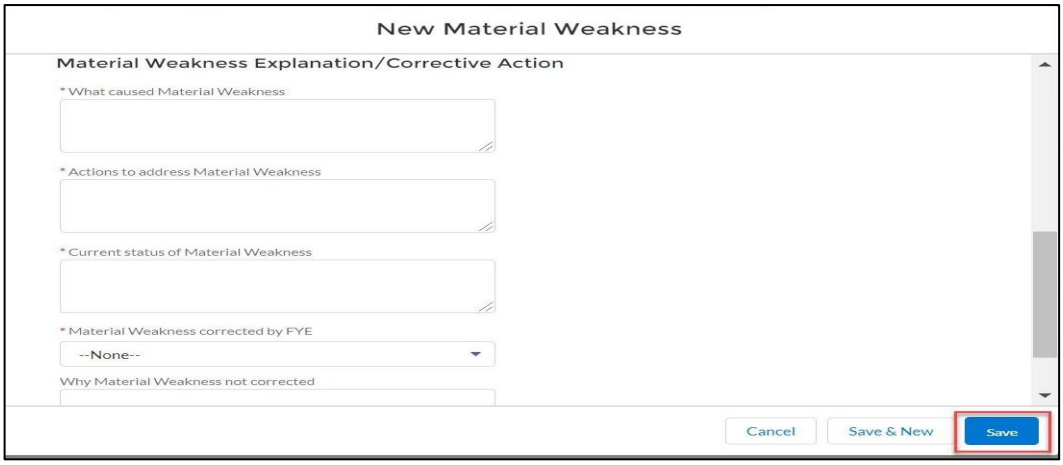


Figure 23: New Material Weaknesses

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.

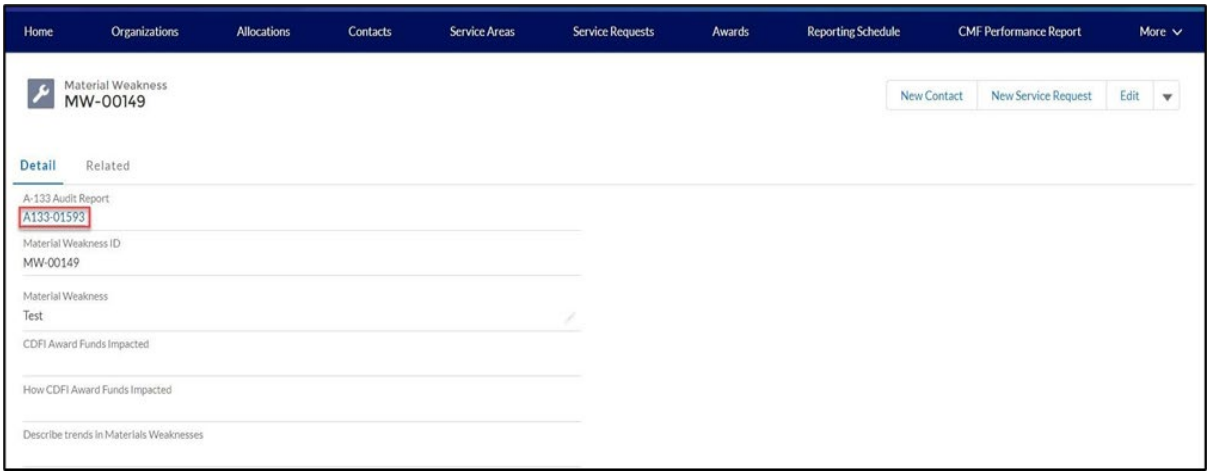


Figure 24: A-133 Audit Report Link

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**.



Figure 25: Upload Files Section

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

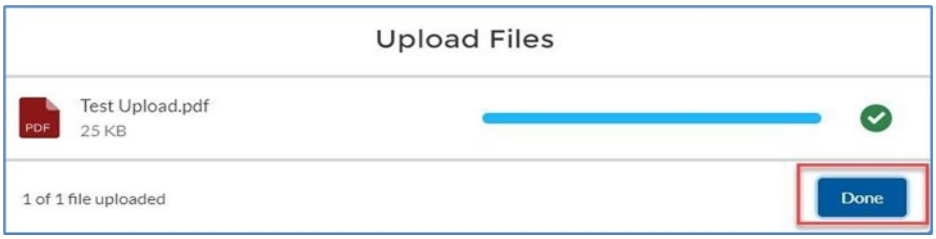


Figure 26: Upload Files - Done

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.



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

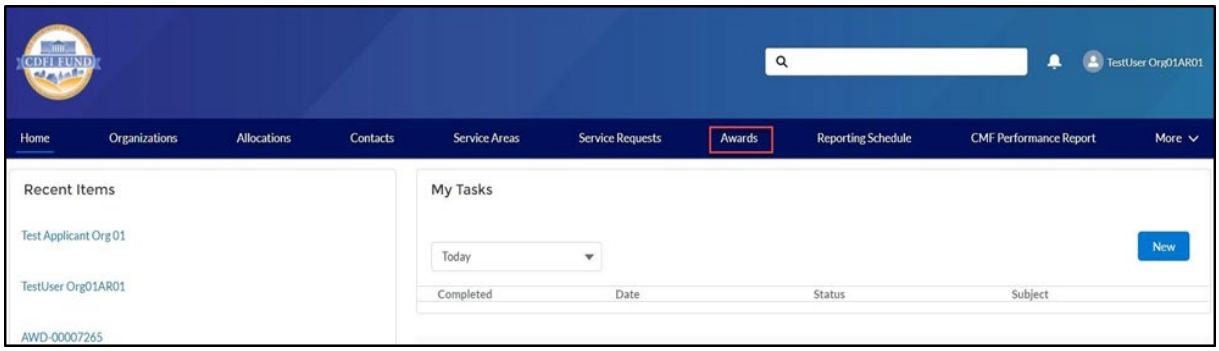


Figure 29: Awards Home Page

2. Select the **Award Name**.

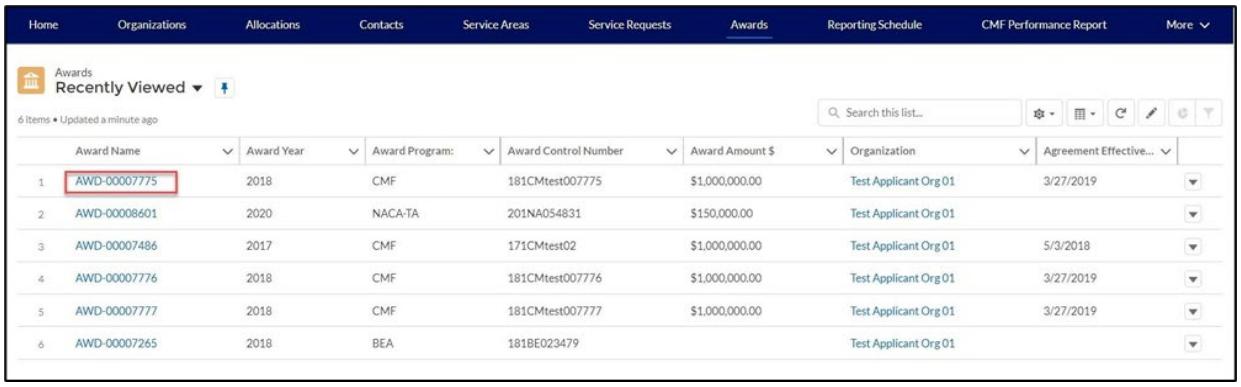


Figure 30: Awards List

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

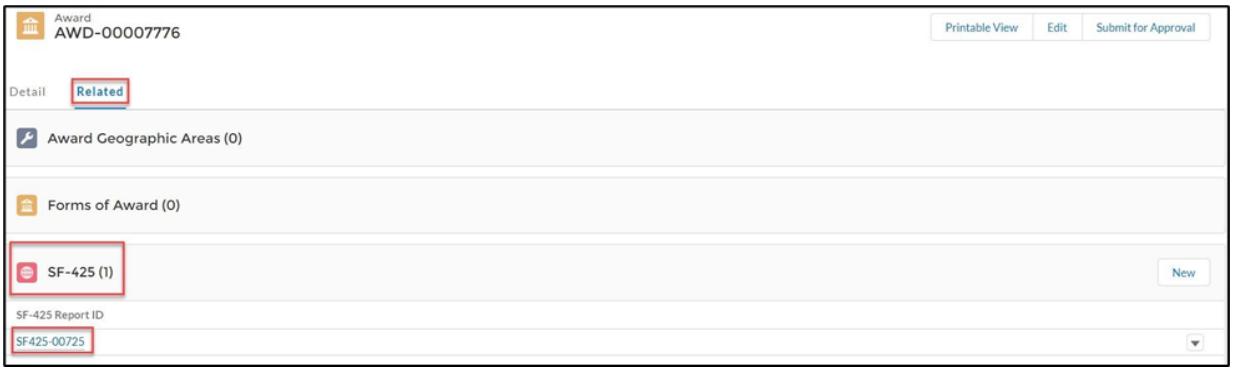


Figure 31: SF-425 Section

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

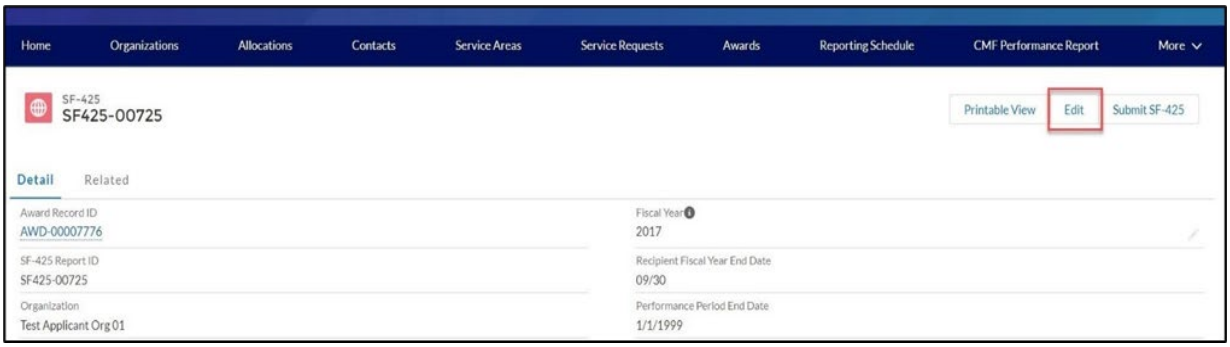


Figure 32: SF-425 Detail Page

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.

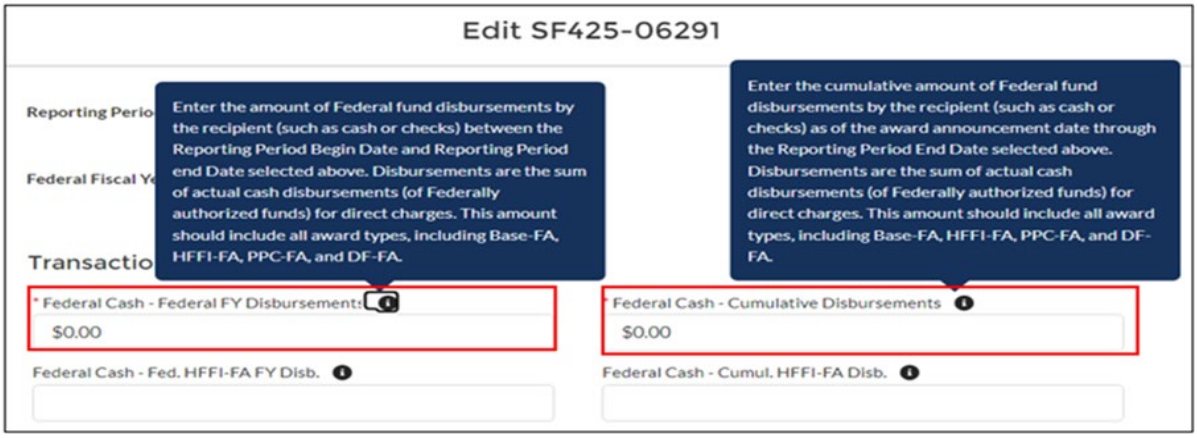


Figure 33: SF-425 Edit Page

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.

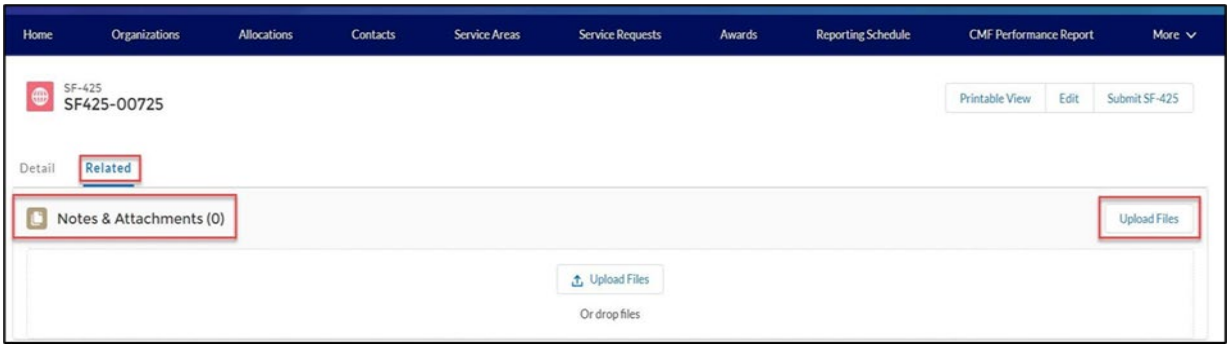


Figure 34: Notes & Attachments

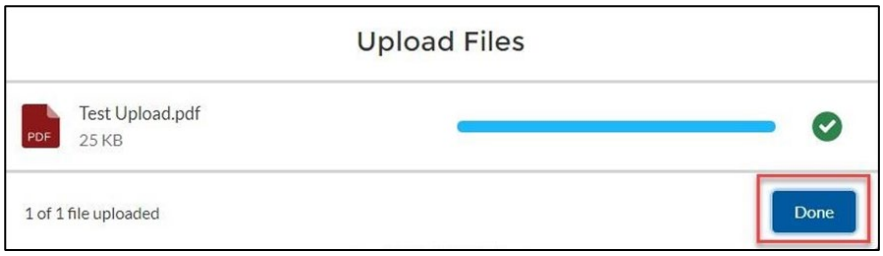


Figure 35: Upload Files

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.

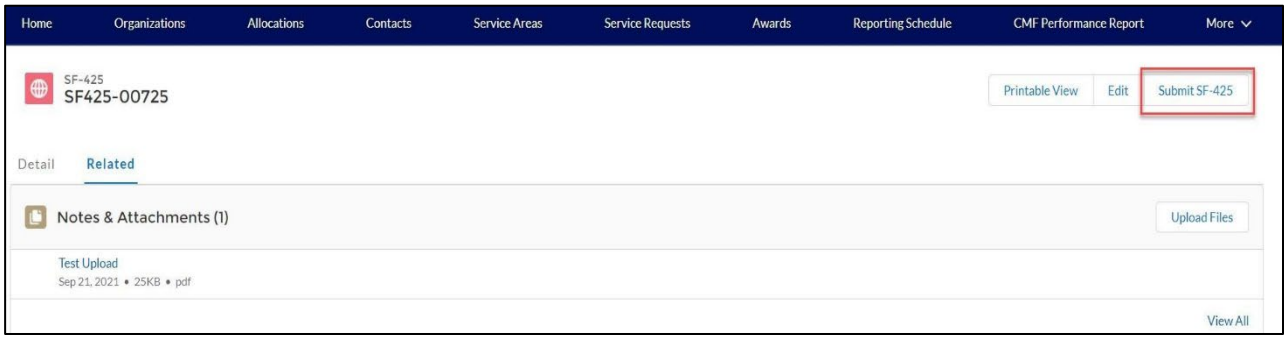


Figure 36: Submit SF-425

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. The CMF Award Level Report must be completed annually BEFORE generating a CMF Performance Scorecard. As the name implies, the ALR is an Award Level report, not a project level report.

For FY 2010-2023 Awards, 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**.

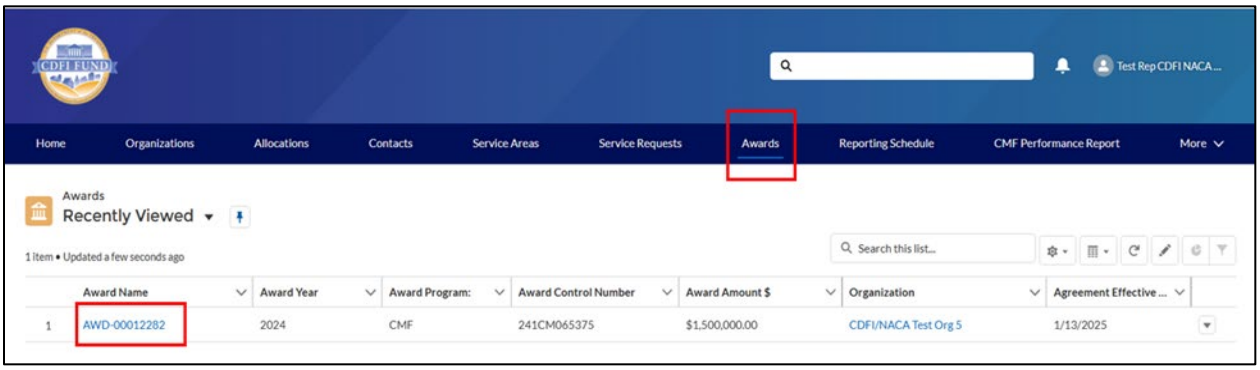


Figure 37: Awards Home Page

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

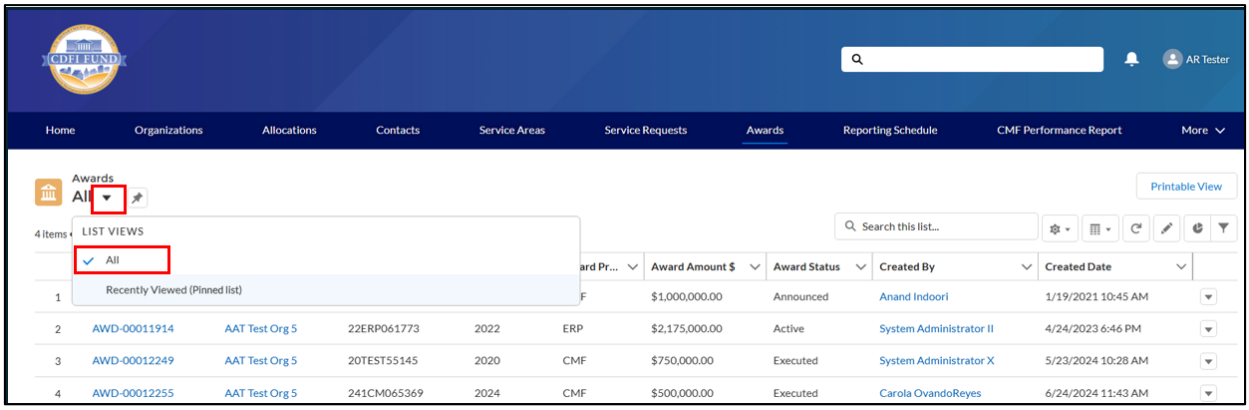


Figure 38: Awards Lists

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.

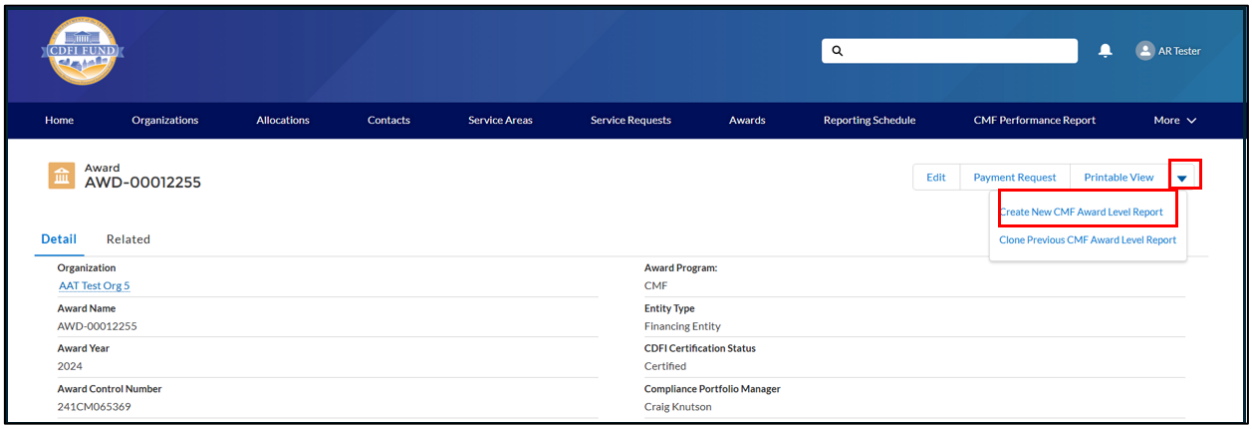


Figure 39: Create New Award Level Report

6.2 [Updated] FY 2010-2023 Awards - Filling out the Award Level Report

Note: The next section covers 2024+ award

1. Enter the **Reporting Year** that corresponds with your current Performance Reporting year.

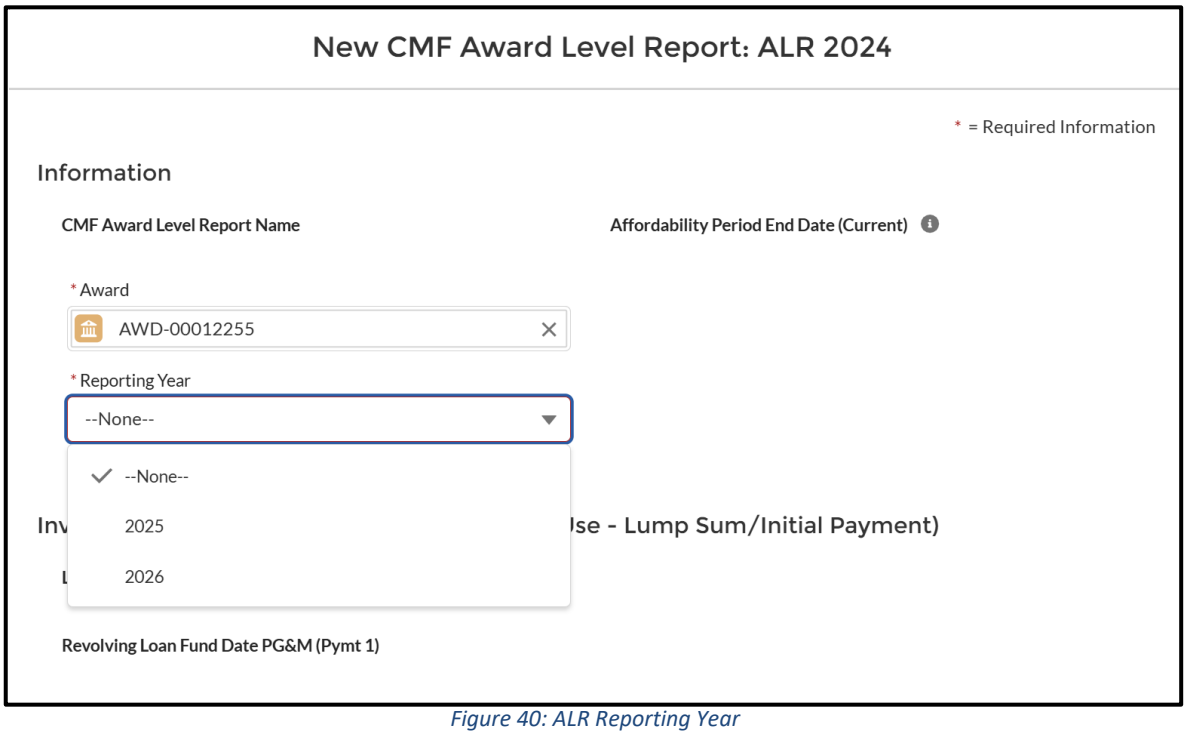


Figure 40: ALR Reporting Year

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.



Figure 41: ALR Interest Bearing Account

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

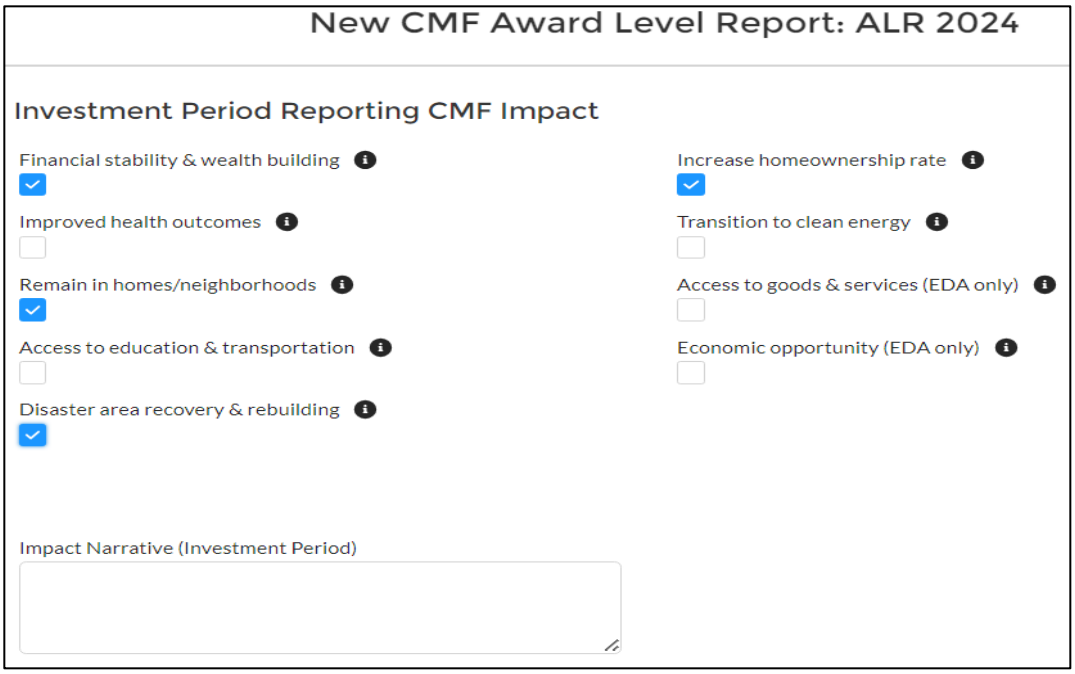


Figure 42: ALR Investment Period Reporting CMF Impact

4. **The Affordability Period Reporting (Program Income)** fields must be completed each year, through the end of the Affordability Period.

   Enter the dollar amount of Program Income (PI) invested in Affordable Housing just for the reporting Fiscal Year (FY) selected; do not include amounts from previous years.

   Then enter the number of Affordable Housing units financed with Program Income for reporting FY selected; do not include units from previous years. Units should be reported upon the date of the commitment of the PI to support the units (not when the units are completed). Impact narrative is optional.

   Note: During the Investment Period, Recipients must follow the requirements of reporting on Program Income during the Investment Period. Therefore, these amounts should be zero ($0, 0 units) if the Award's Investment Period End Date has not yet passed. Amounts should also be zero ($0, 0 units) if, during the Affordability Period, there was no activity using PI during that reporting year. Recipients are required to complete these fields after the Investment Period End Date/Project Completion deadline, when all Projects are in their Affordability Period (have been initially occupied).

   Tip: If you "cloned" last year's ALR, last year's values will auto populate, so please remember to update the PI dollar and unit fields.

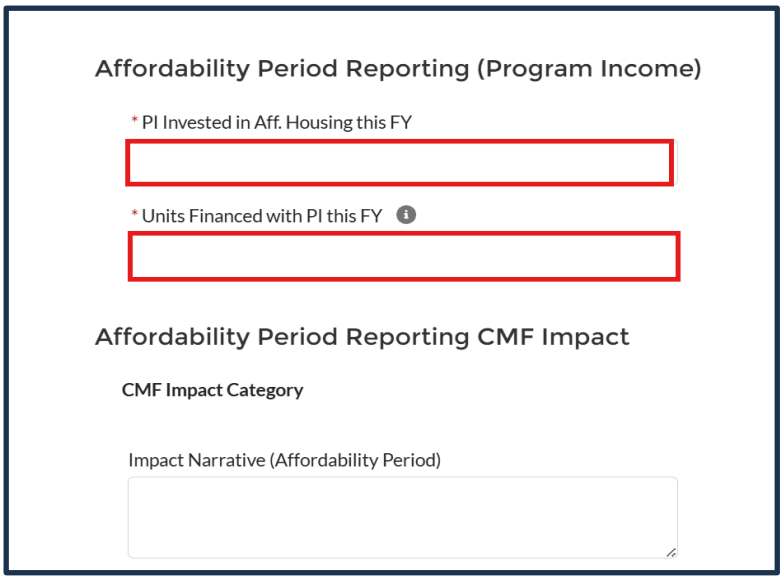


Figure 43: Affordability Period Reporting (Program Income)

5. Once all information is 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**.

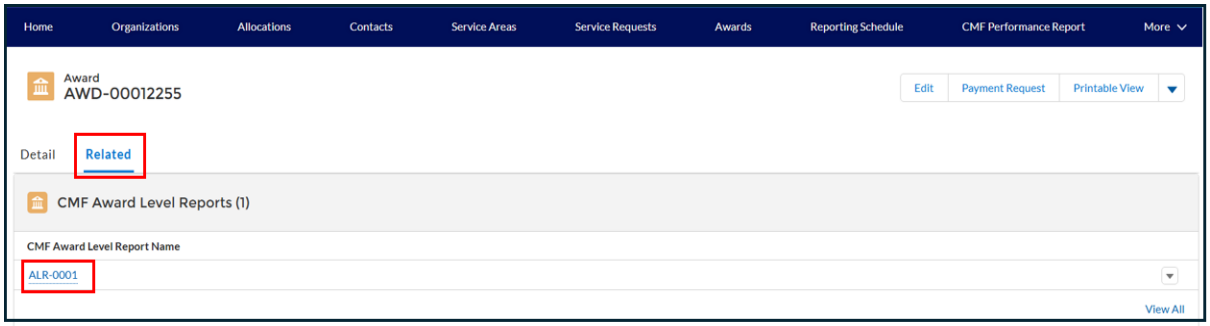


Figure 45: ALR Report Lists

6.3 [Updated] FY 2024 and Subsequent Awards - Filling out the Award Level Report

1. Enter the **Reporting Year** that corresponds with your current Performance Reporting year.

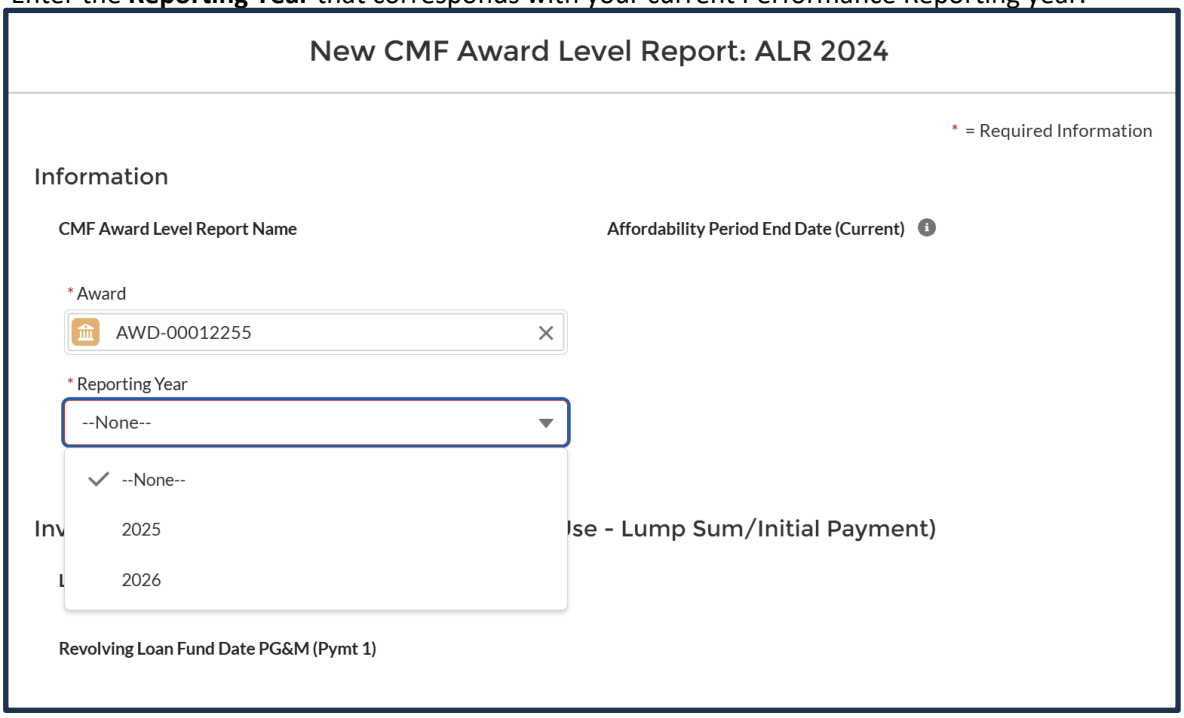


Figure 46: ALR Reporting Year

2. 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.

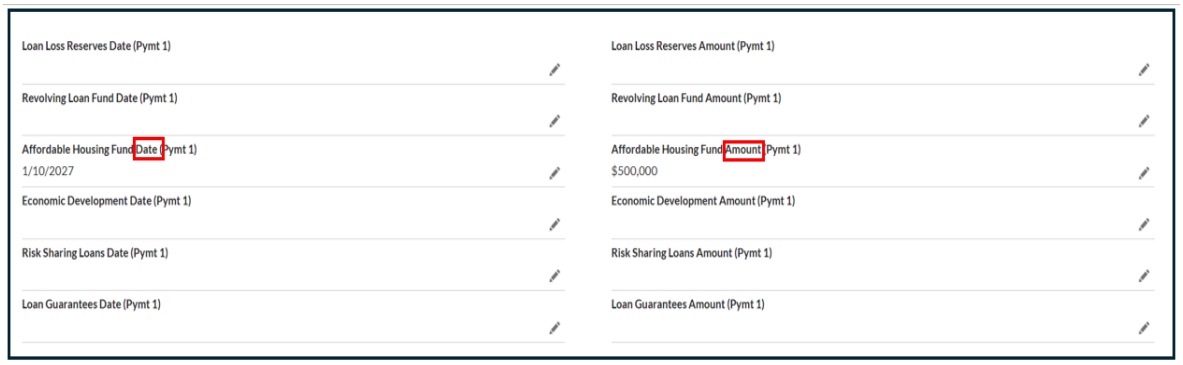


Figure 47: ALR Investment Period Reporting (Committed for Use – Lump Sum/Initial Payment

3. 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.

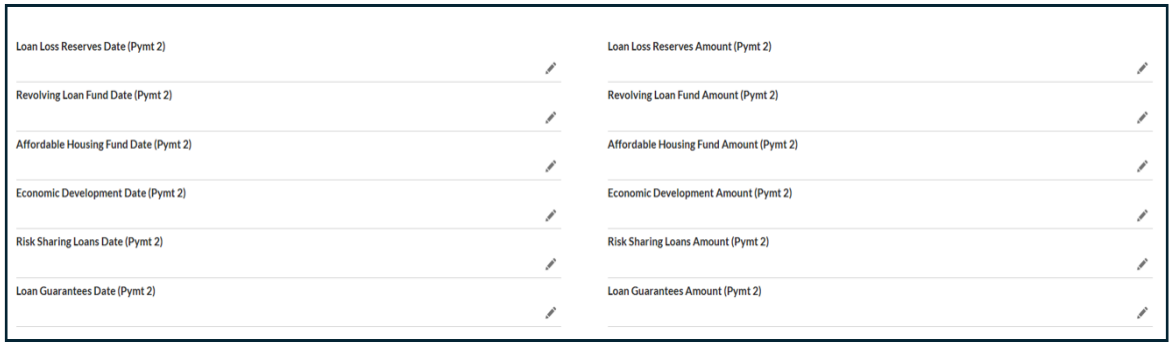


Figure 48: ALR -Committed for Use – Subsequent Payment

4. 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.



Figure 47: ALR Interest Bearing Account

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

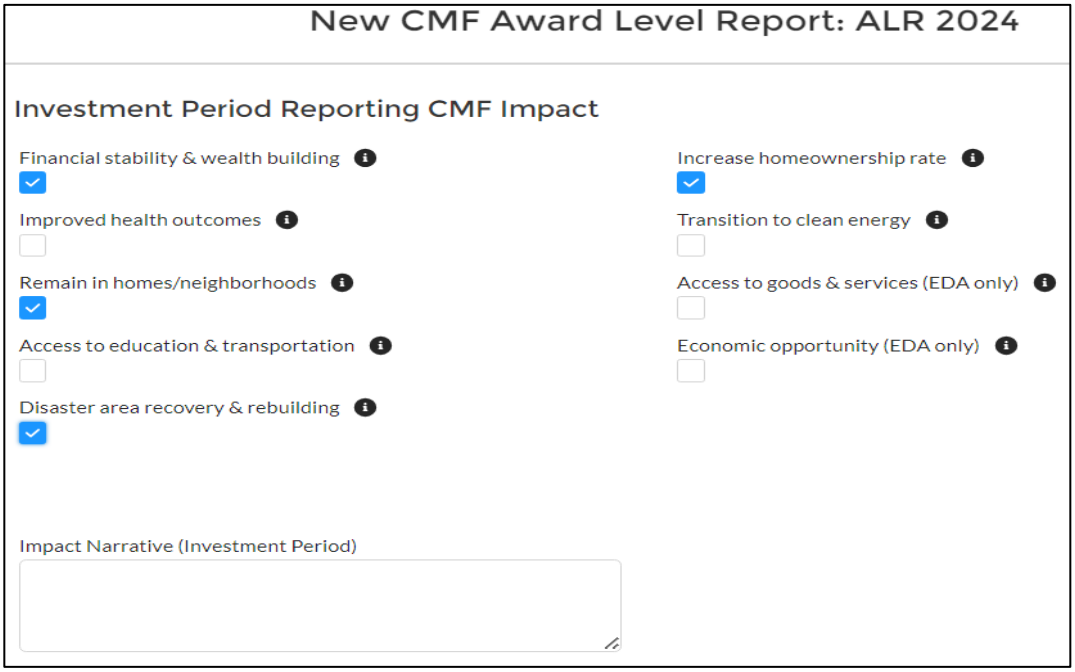


Figure 50: ALR Investment Period Reporting CMF Impact

6. **The Affordability Period Reporting (Program Income)** fields must be completed. The Affordability Period is the period after your Investment Period, when all your performance goals should have been met.

   Enter the dollar amount of PI invested in Affordable Housing just for this FY, do not include amounts from previous years. Then enter the number of Affordable Housing units financed with Program Income for this FY, do not include units from previous years. Units should be reported upon project commitment and do not need to have reached completion. Homeownership Projects count as one unit. Impact narrative is optional.

   Note: Recipients should only provide values in these fields if it is after the Investment Period End

Date/Project Completion deadline, 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. Amounts should also be zero ($0, 0 units) if, during the Affordability Period, there was no activity using PI during that reporting year.**

Tip: If you "cloned" last year's ALR, last year's values will auto populate, so please remember to update the PI dollar and unit fields.

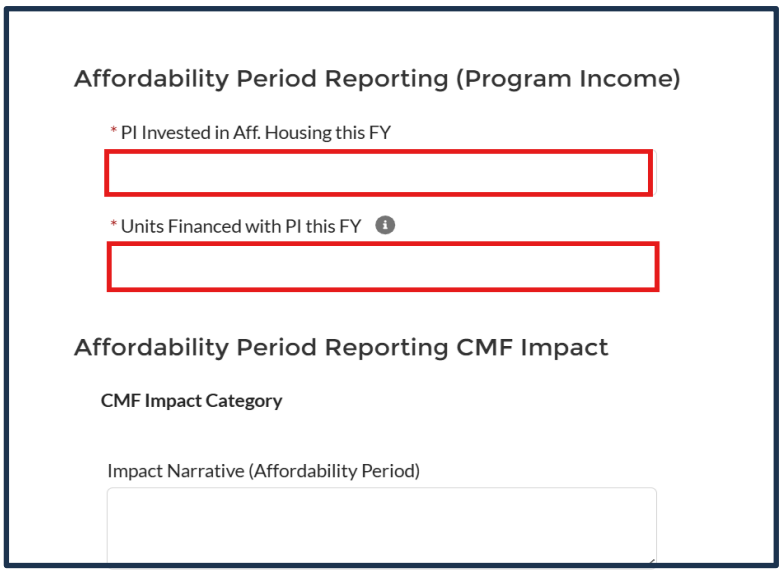


Figure 51: Affordability Period Reporting (Program Income)

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



Figure 48: ALR – Save Report

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

   Note: This section is not applicable to FY 2010 to FY 2023 Award years.

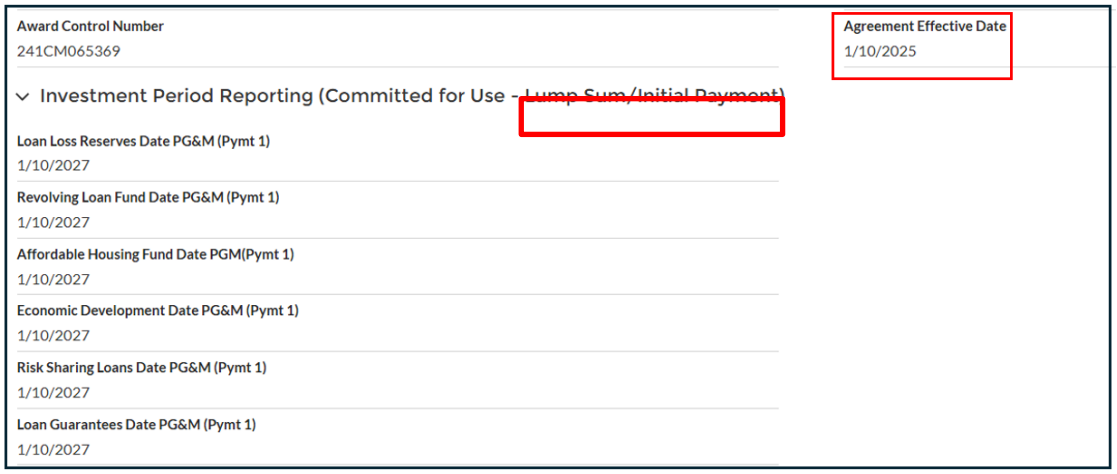


Figure 49: Committed for Use Deadline auto populates

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

   Note: This section is not applicable to FY 2010 to FY 2023 Award years and FY 2024 that received a Lump Sum Payment.

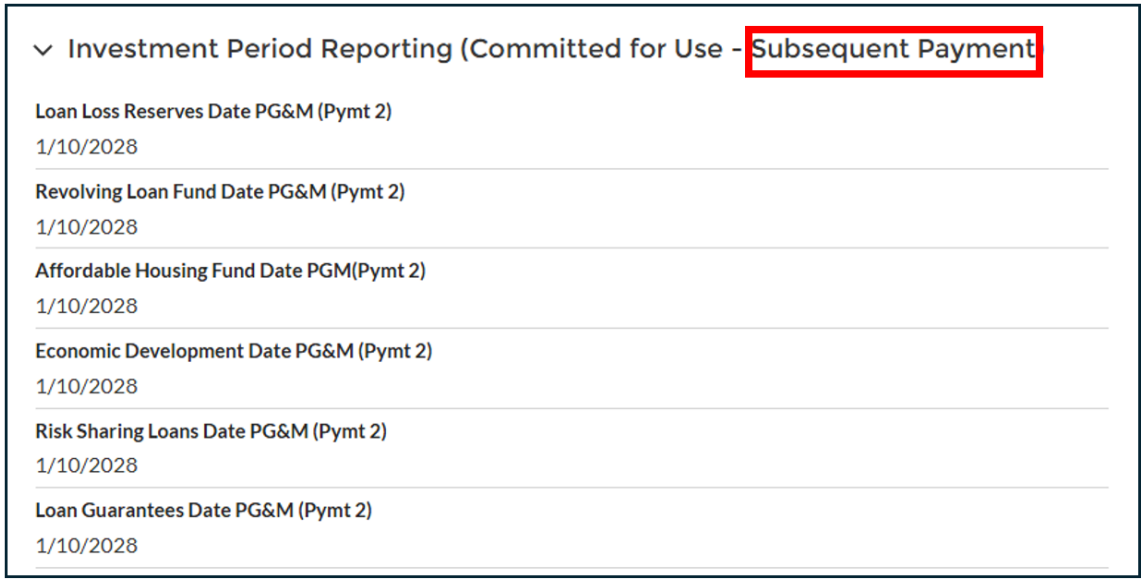


Figure 50: Committed for Use Subsequent Payment Deadline auto populates

10. **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**.

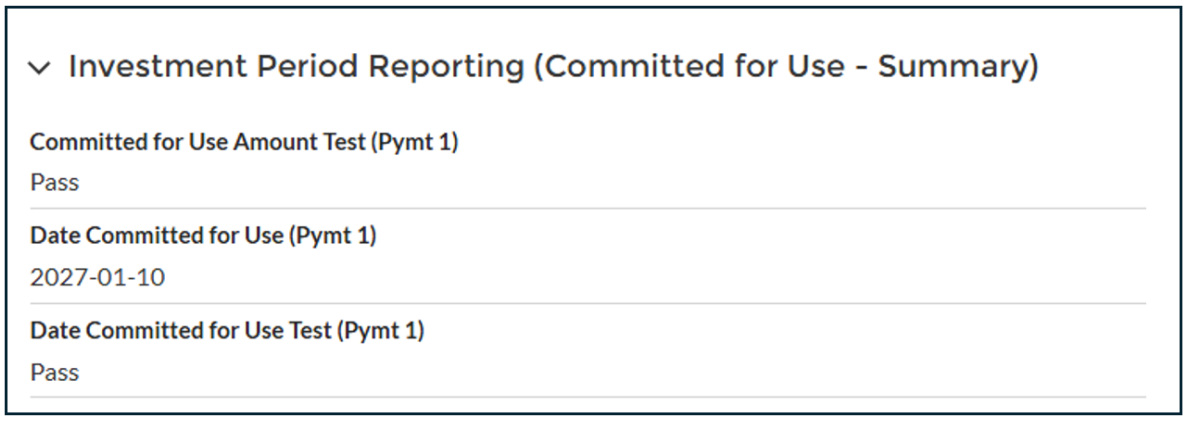


Figure 51: ALR Investment Period Reporting (Committed for Use – Summary)

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

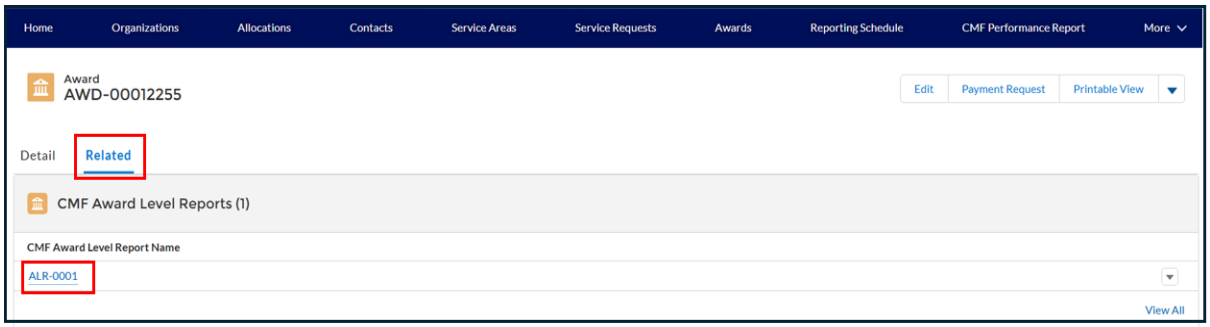


Figure 52: ALR Report Lists

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.



Figure 53: 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.

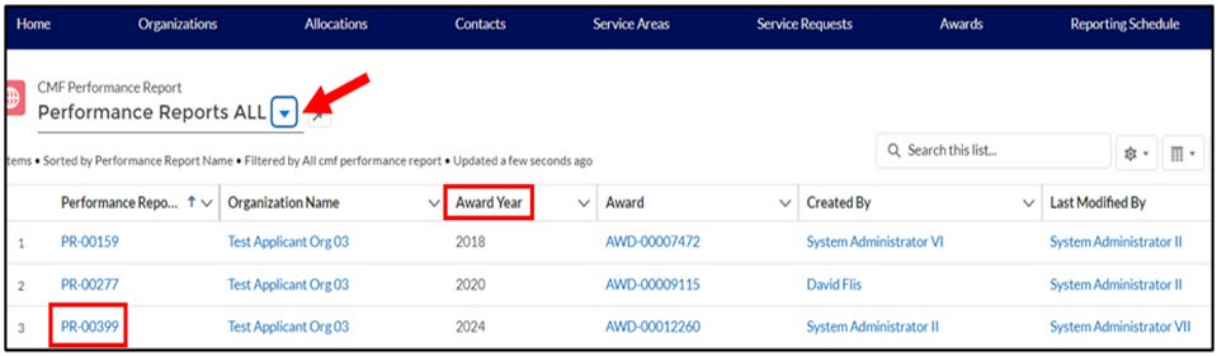


Figure 54: CMF Performance Report List View

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.

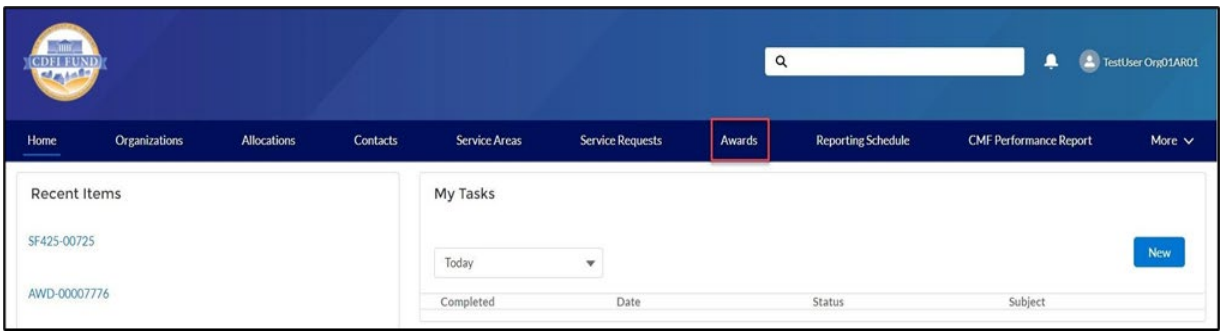


Figure 59: Home Page - Awards Tab

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**.

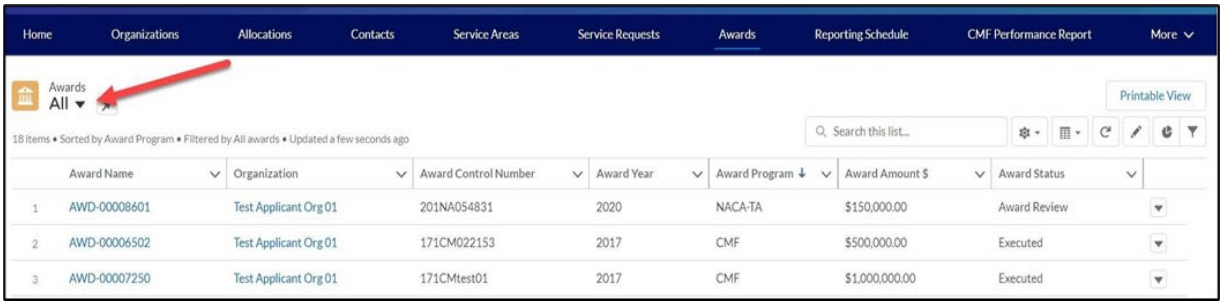


Figure 55: Awards List View

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

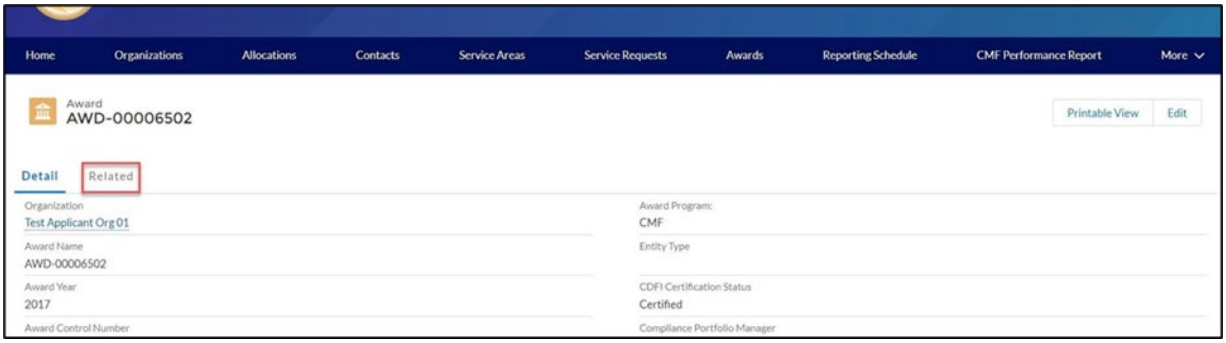


Figure 56: Award Detail Page - Related Tab

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 57: 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.

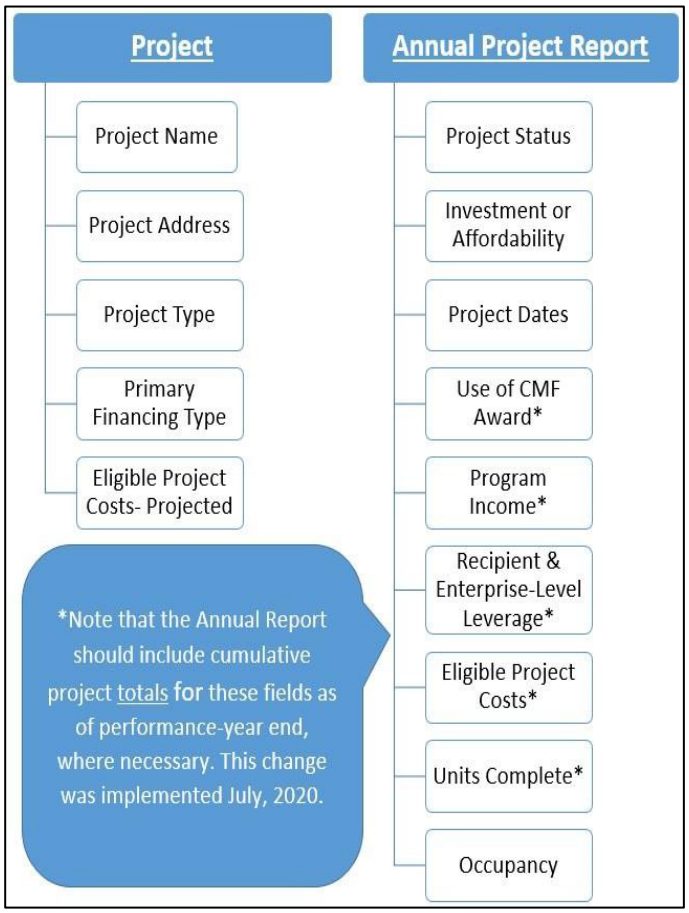


Figure 58: Project and CMF Project Annual Report Record

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 a 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**:

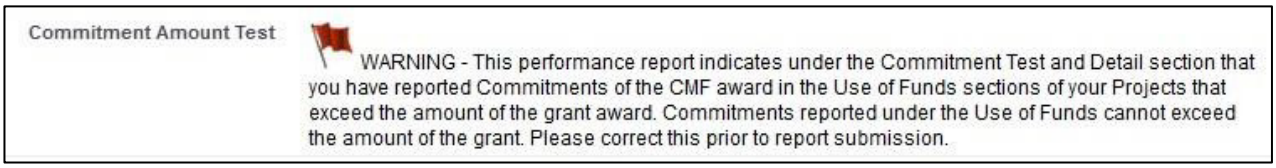


Figure 59: CMF Commitment Amount Warning

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.



Figure 60: Error Message



Figure 61: 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.

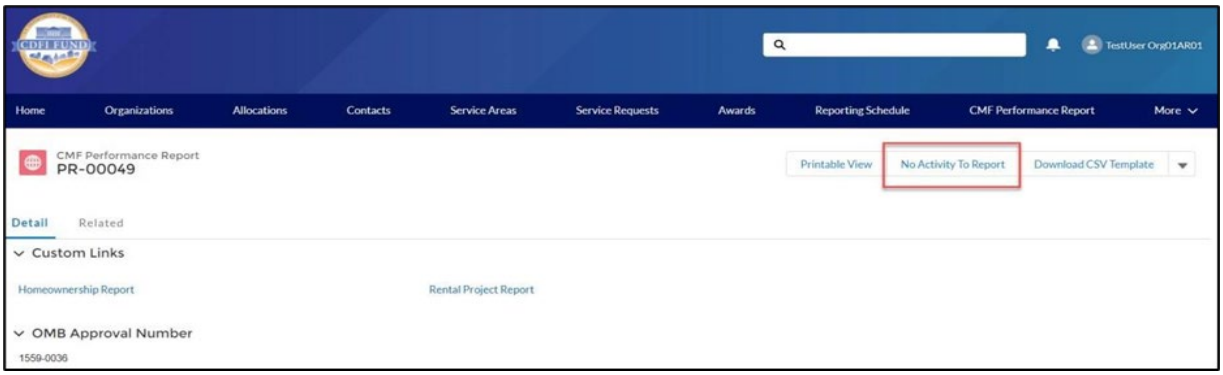


Figure 62: CMF Performance Report Detail Page - No Project Activity to Report

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**.



Figure 63: 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.

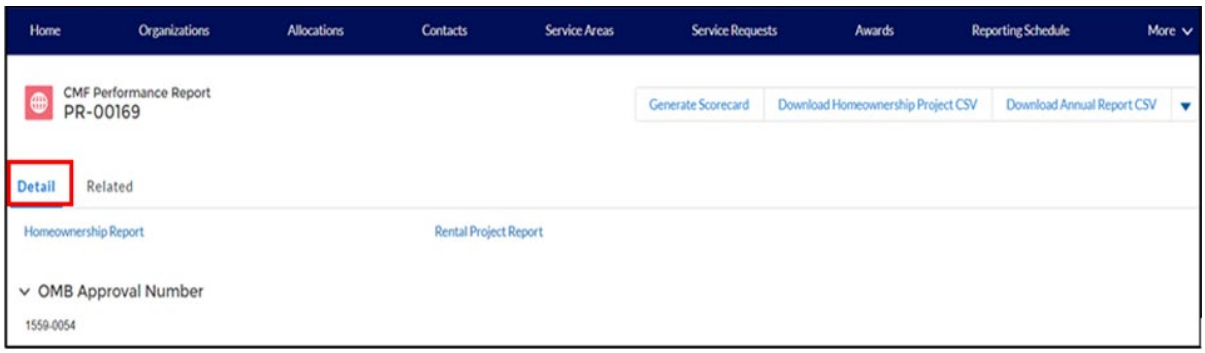


Figure 64: CMF Performance Report Detail Page

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

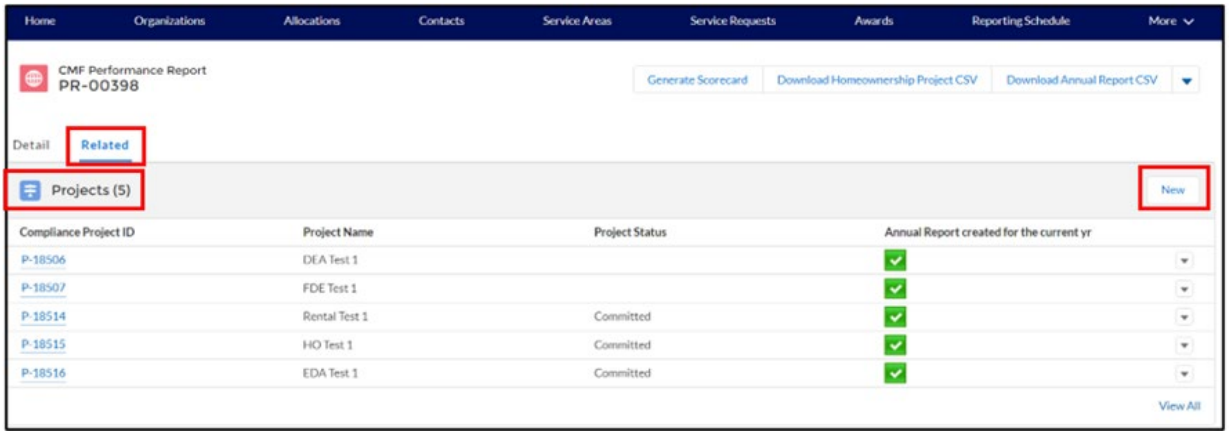


Figure 65: Project Section – Creating a New Project

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

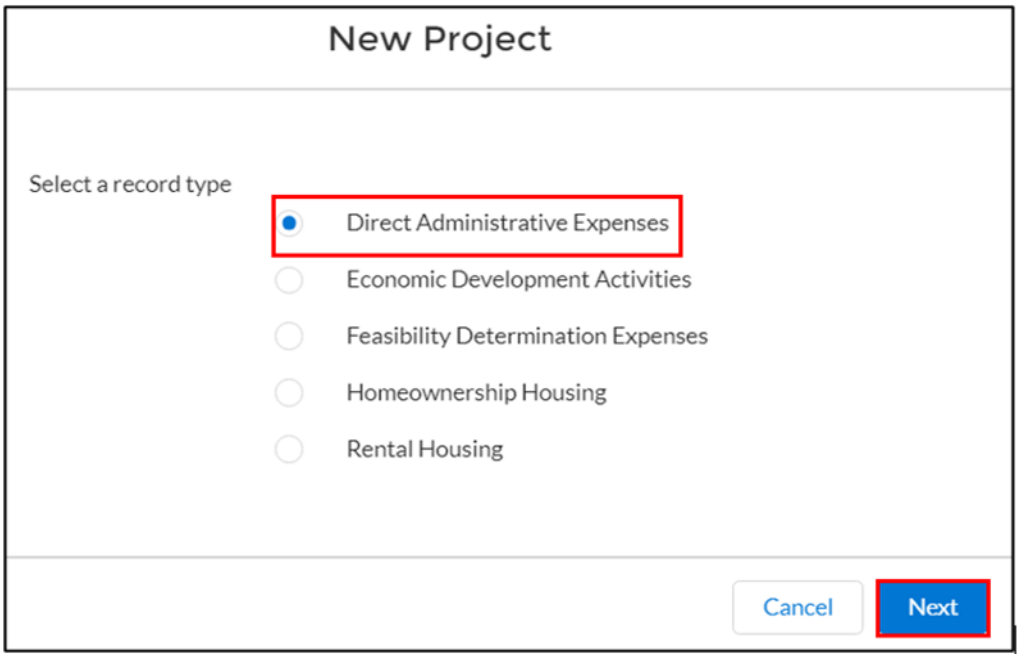


Figure 66: Project Record Type- Direct Administrative Expenses

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.

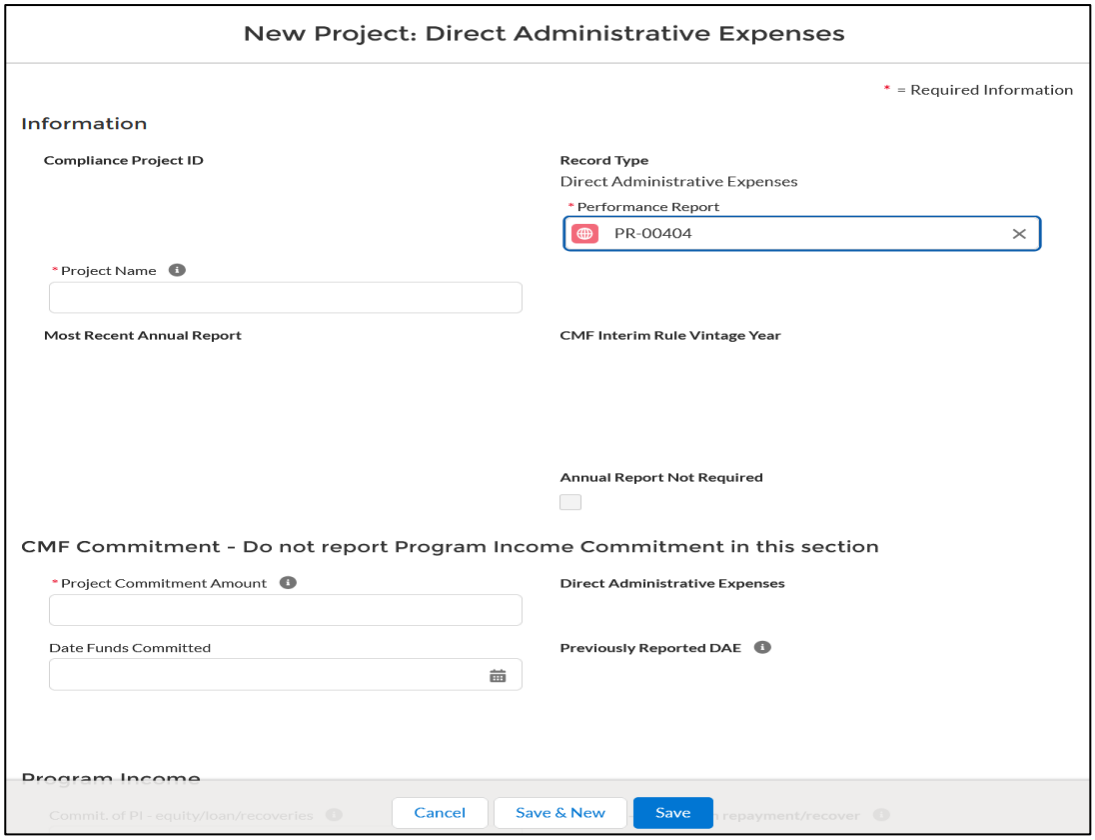


Figure 67: Direct Administrative Expense – New Project

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.

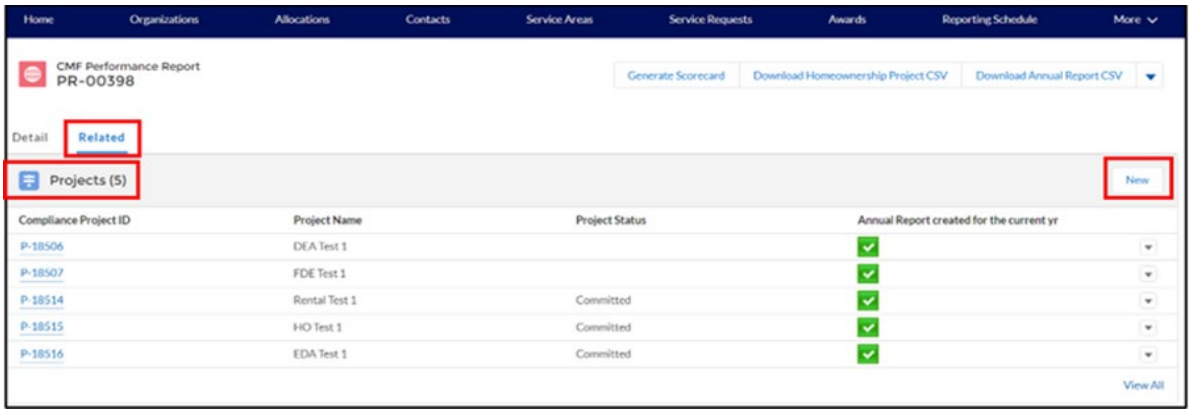


Figure 68: Accessing a Project Record

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.

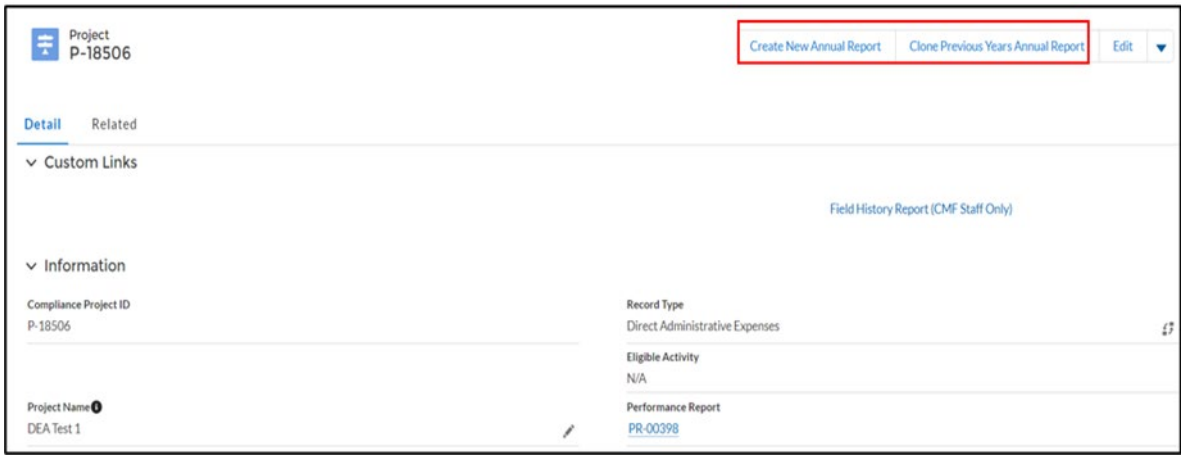


Figure 69: Creating a New Annual Report

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 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.

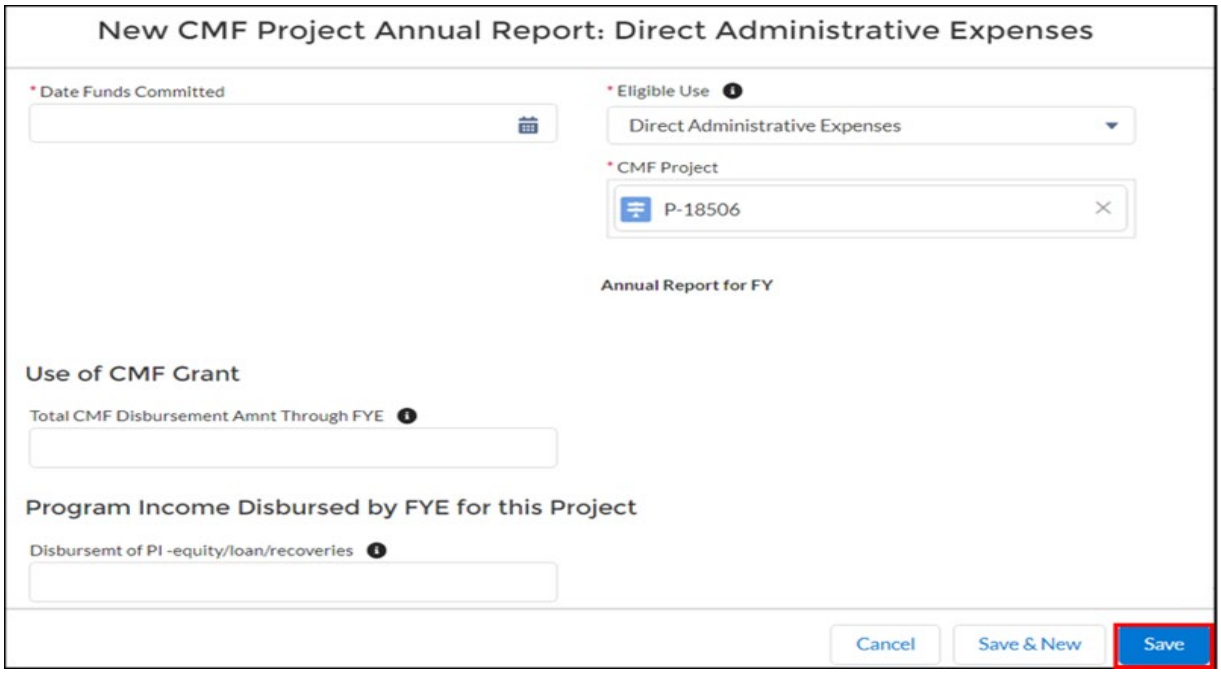


Figure 70: Direct Admin Expense Annual Report

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.

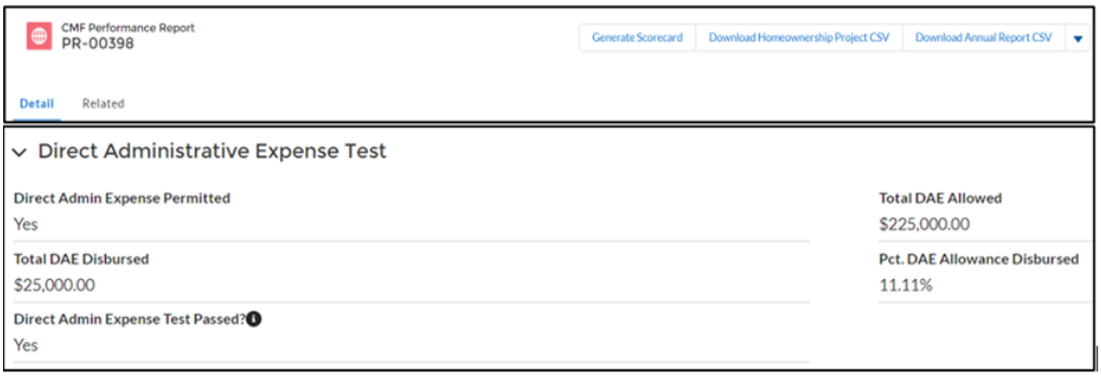


Figure 71: Direct Administrative Expense Test

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:

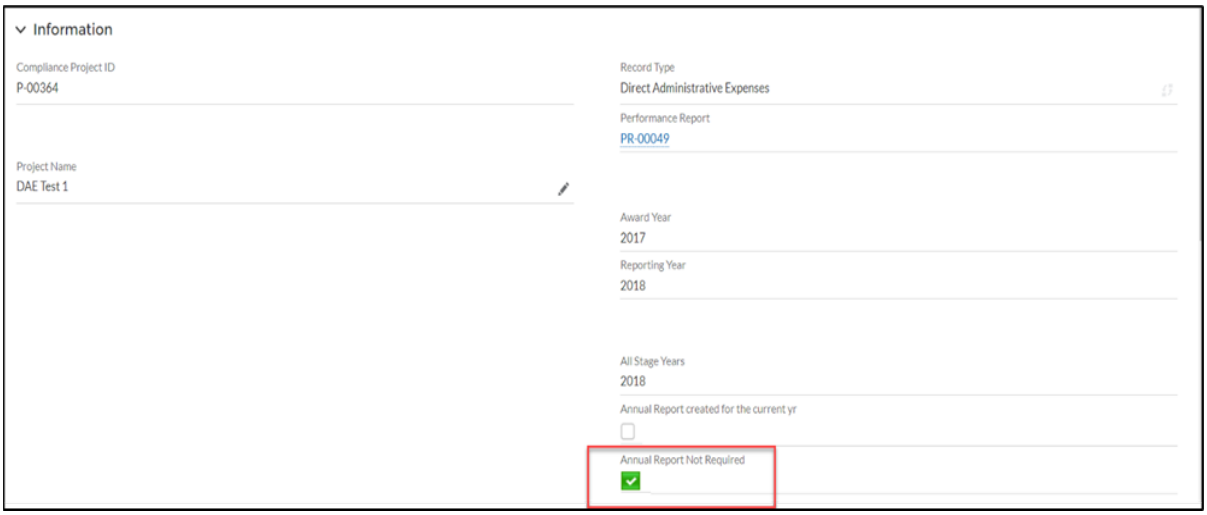


Figure 72: CMF Project Annual Report Not Required Indicator

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.

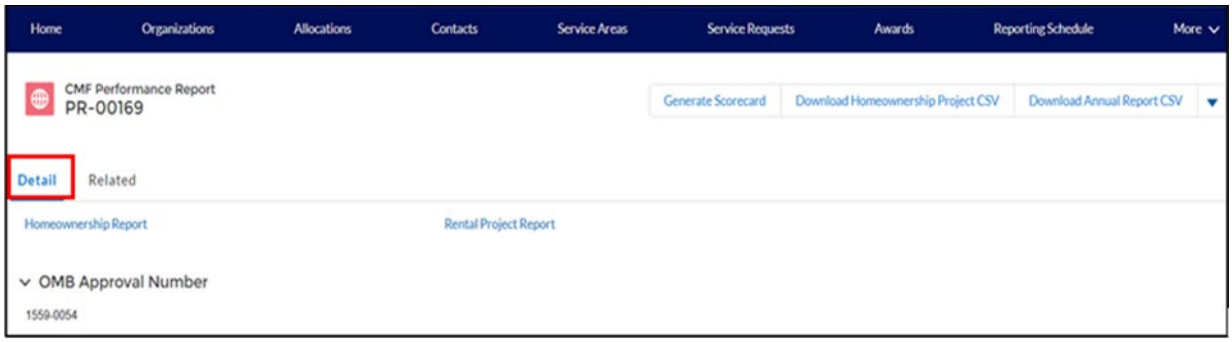


Figure 73: CMF Performance Report Detail Page

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.

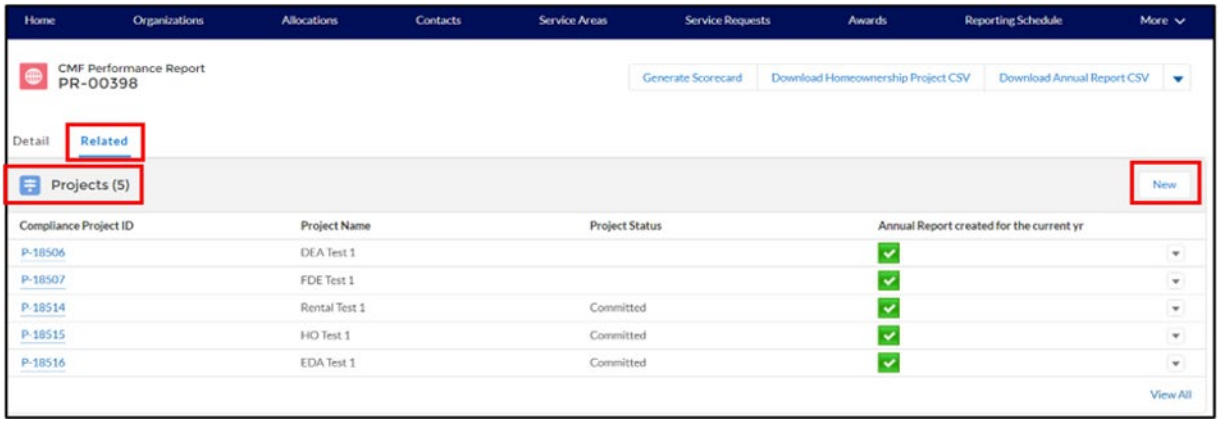


Figure 74: Projects Section – Creating a New Project

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

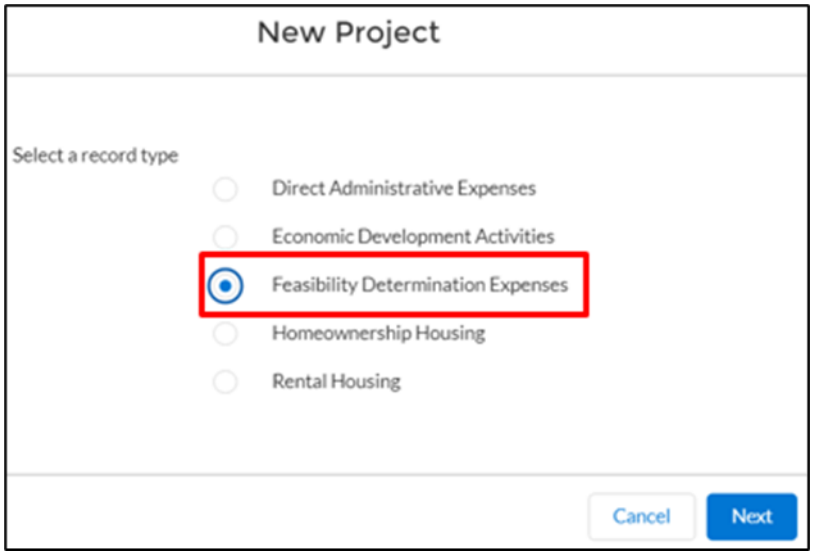


Figure 75: Projects Section – Creating a New Project

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.

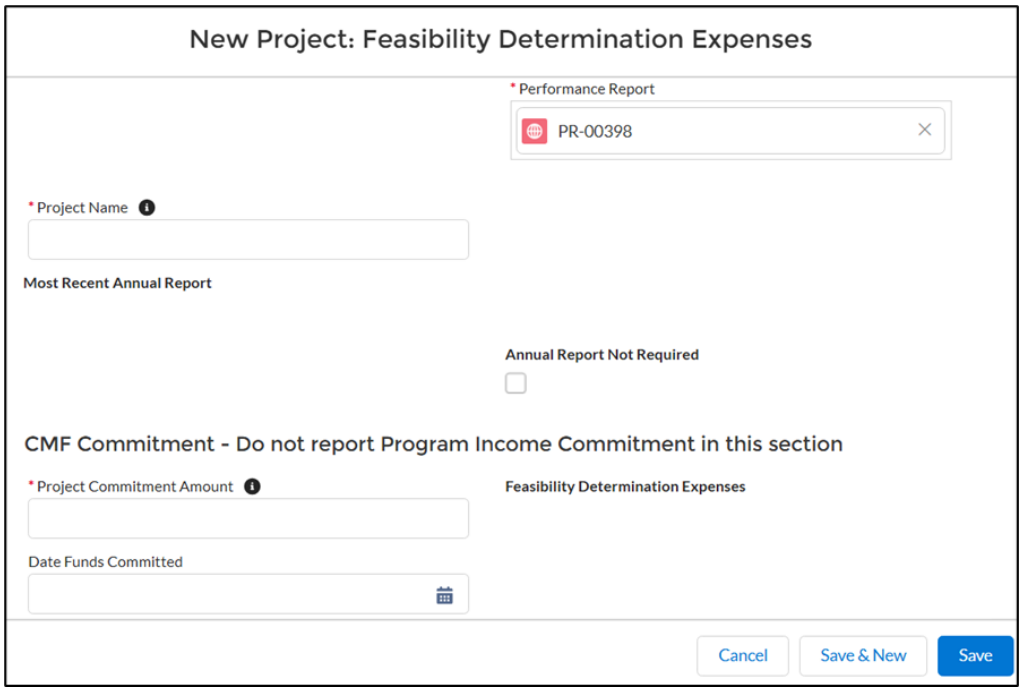


Figure 76: Projects Section – Creating a New Project

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.

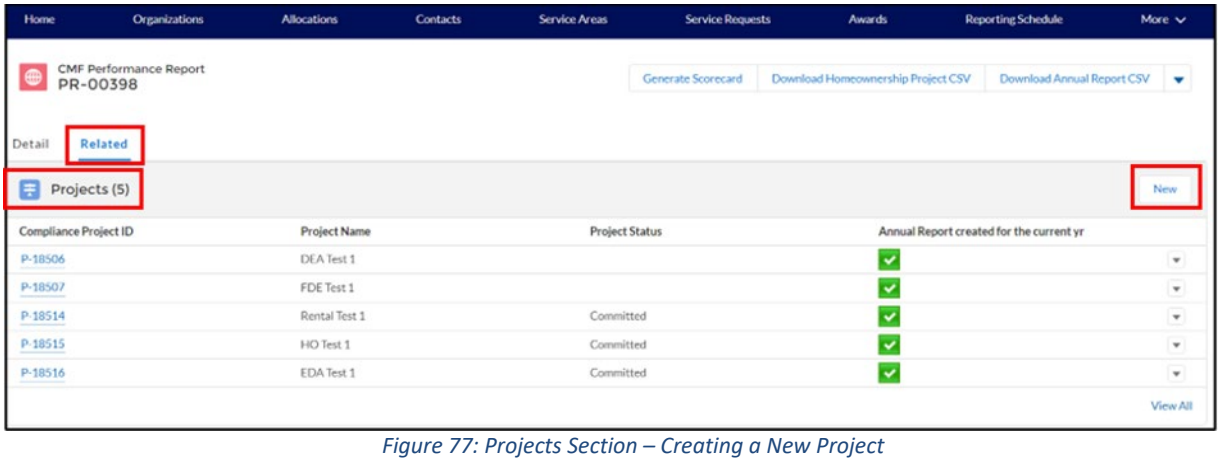


Figure 77: Projects Section – Creating a New Project

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.

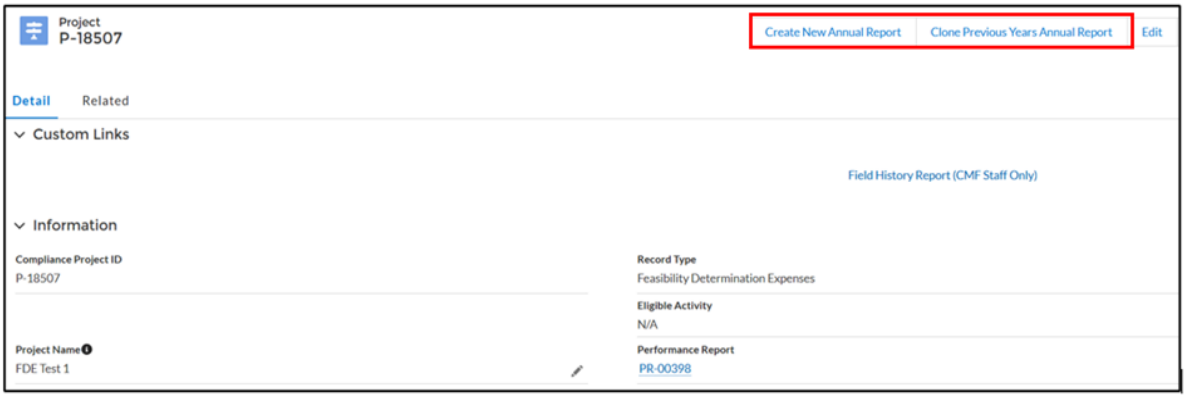


Figure 78: Creating a New Annual Report

4. 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:
    a. Enter **Commitment Date** in 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.

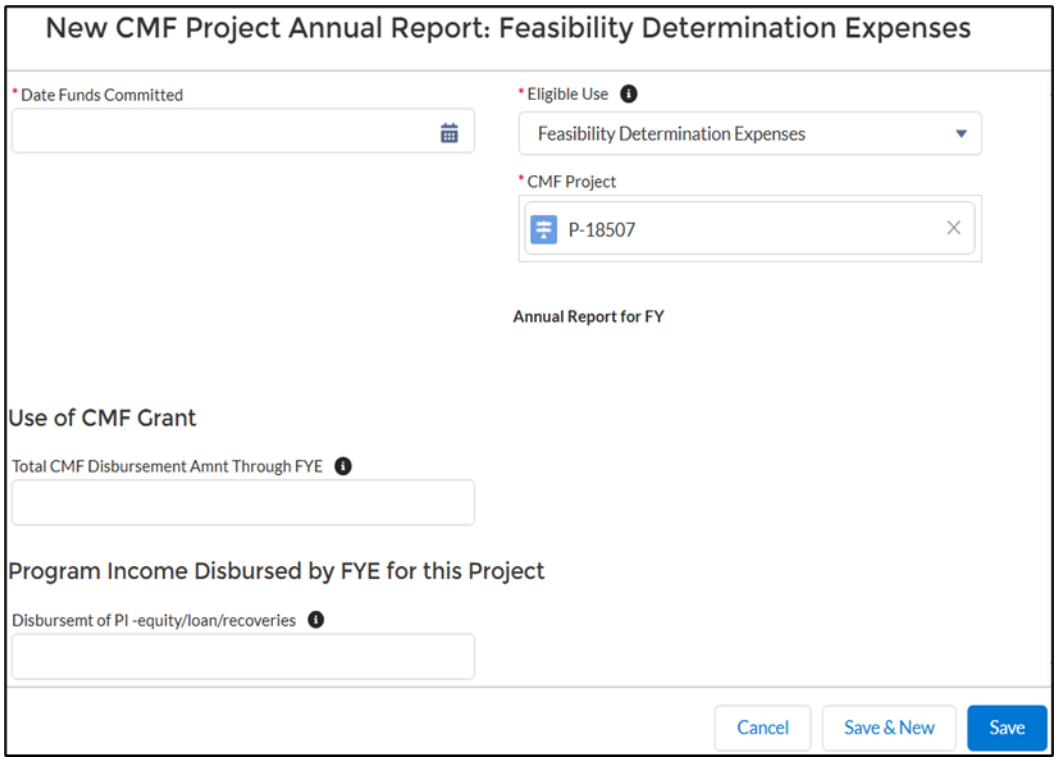


Figure 79: Feasibility Determination Expense Annual Report

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.

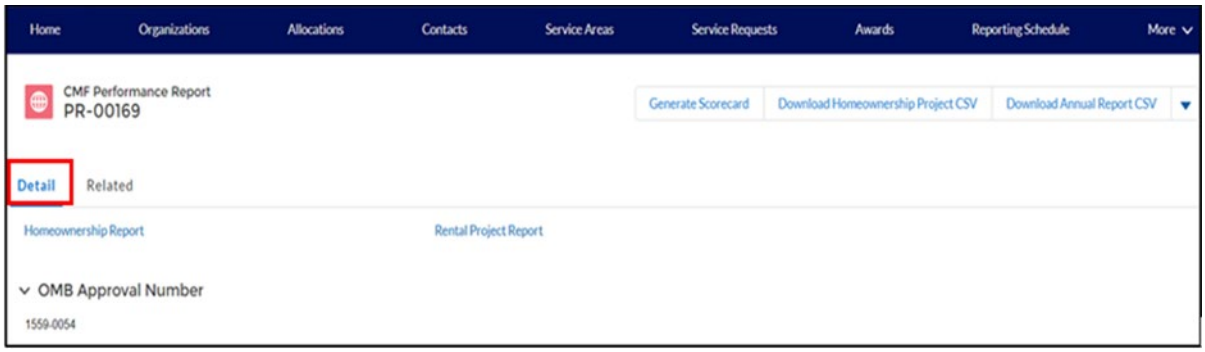


Figure 80: CMF Performance Report Detail Page

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.

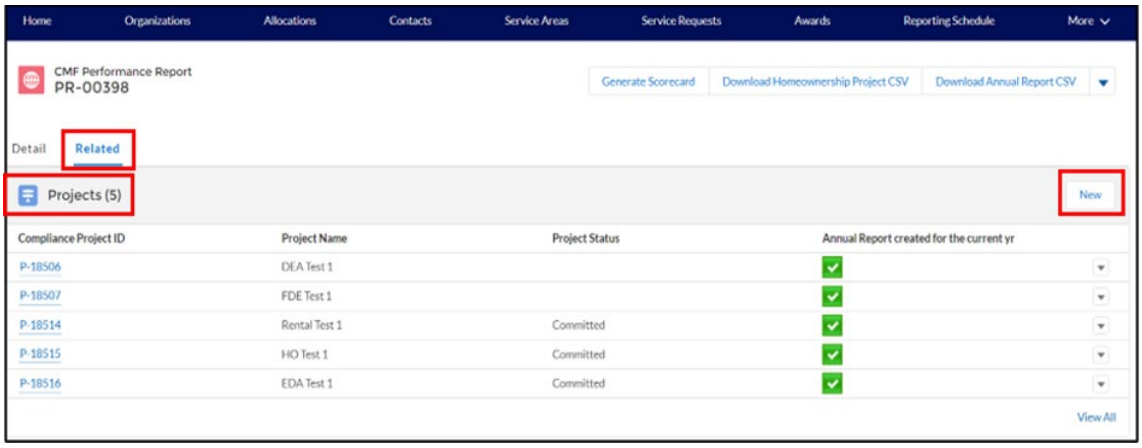


Figure 81: Projects Section- New Project Button

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

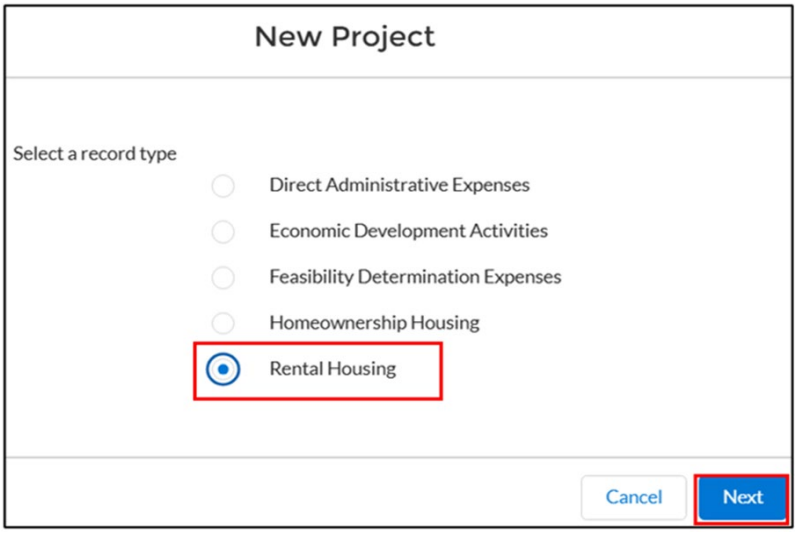


Figure 82: New Rental Project Record

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

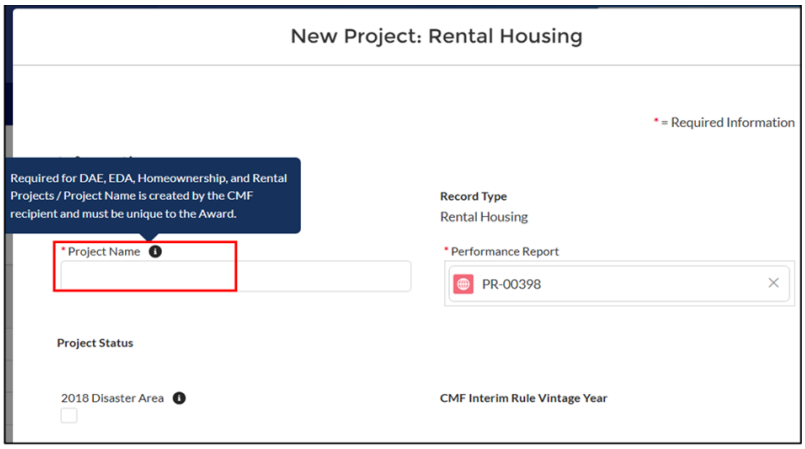


Figure 83: Project Name for Rental Project Record

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. D**o 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 "Y**es**", 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

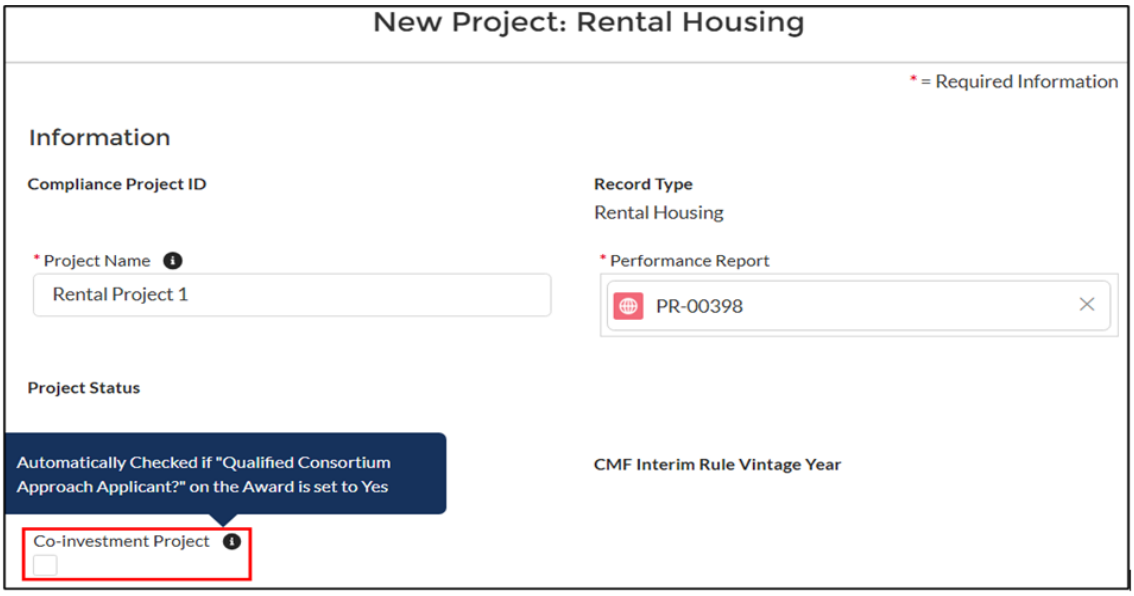


Figure 84: Consortium Approach Information

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

   a. **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.

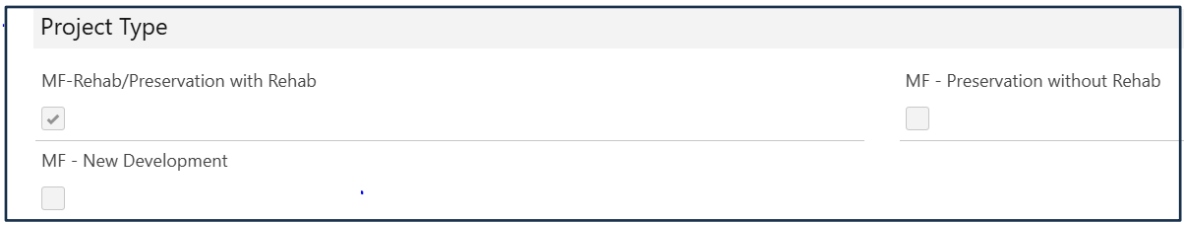


Figure 85: Project Type for New Rental Project Record

   b. Optional, report the total number of construction and non-construction jobs created.

   c. 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.

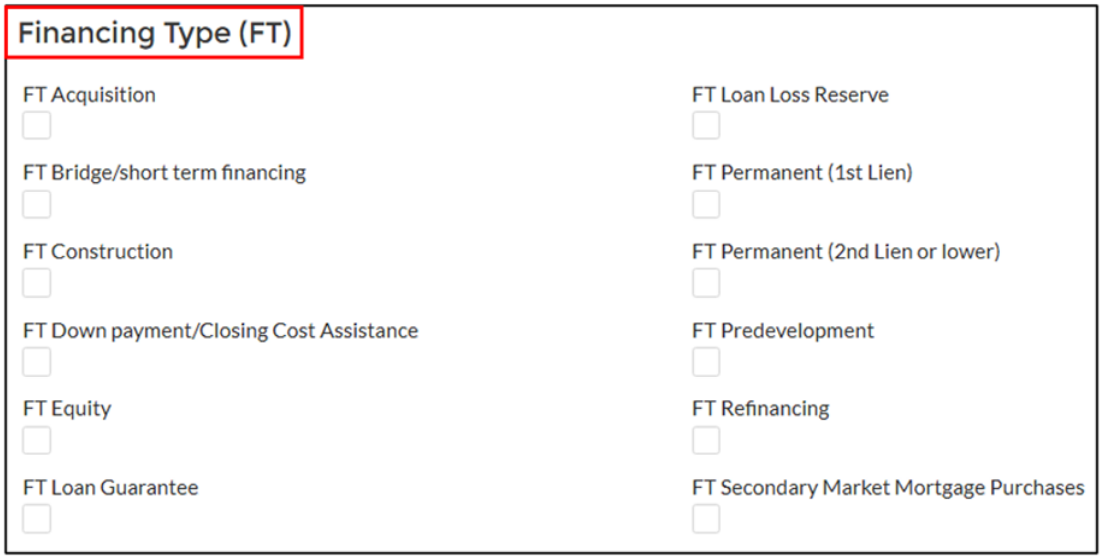


Figure 86: Financing Type (FT) for New Project Record

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.

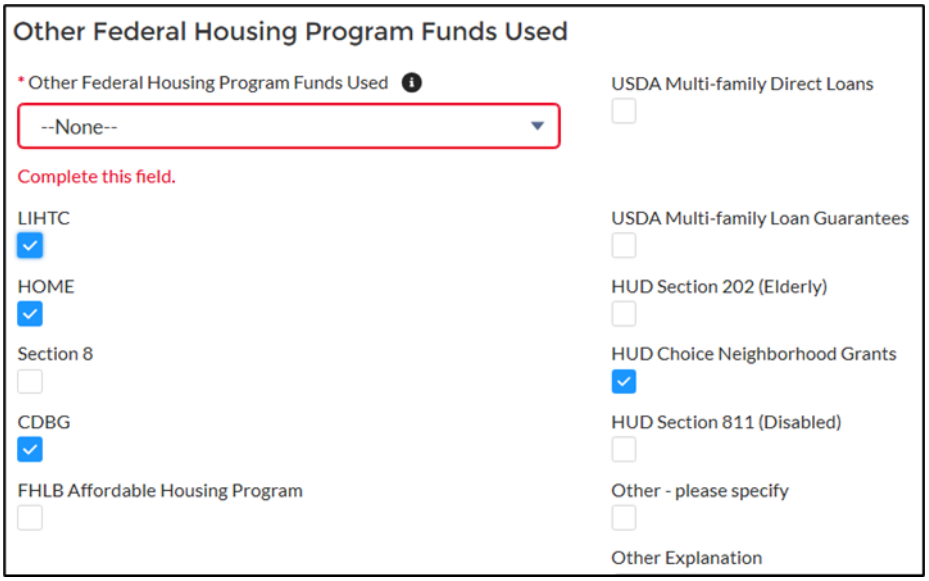


Figure 87: Other Federal Housing Program Funds Used

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).

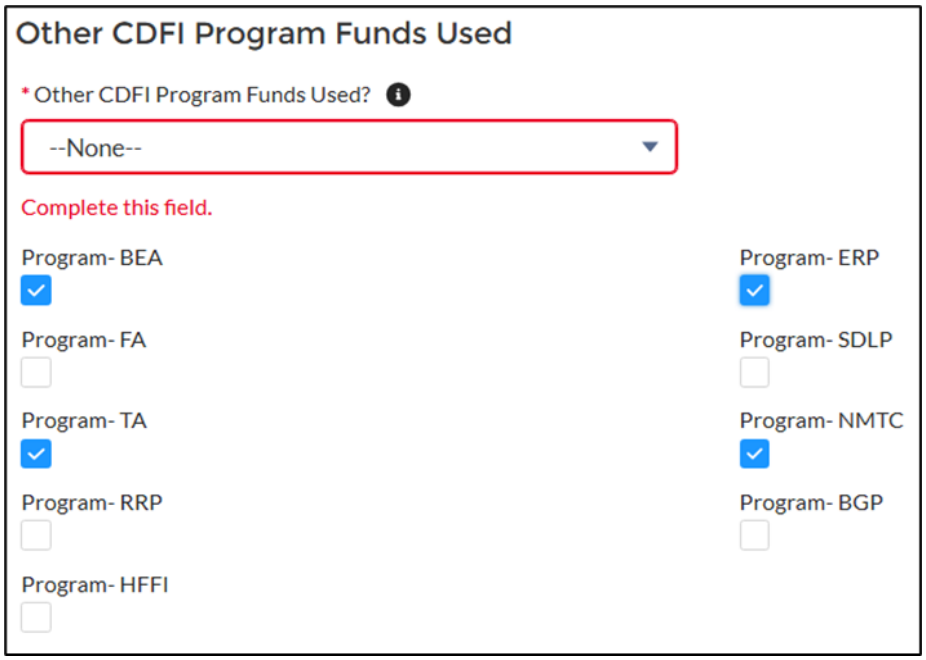


Figure 88: Other CDFI Programs Used

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**.

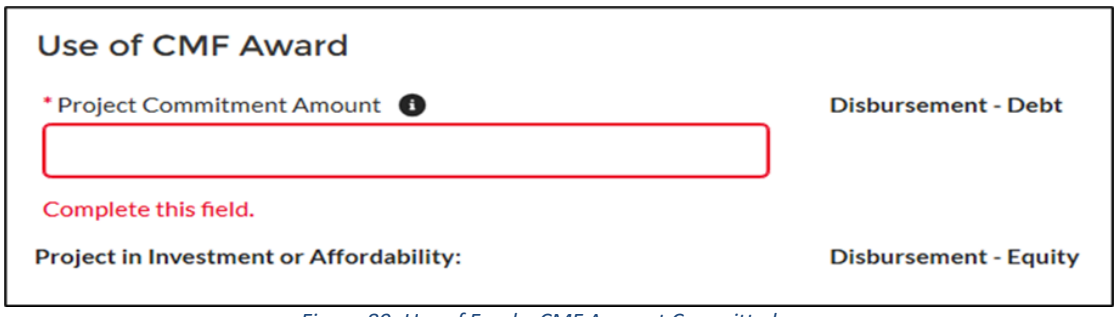


Figure 89: Use of Funds- CMF Amount Committed

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**.

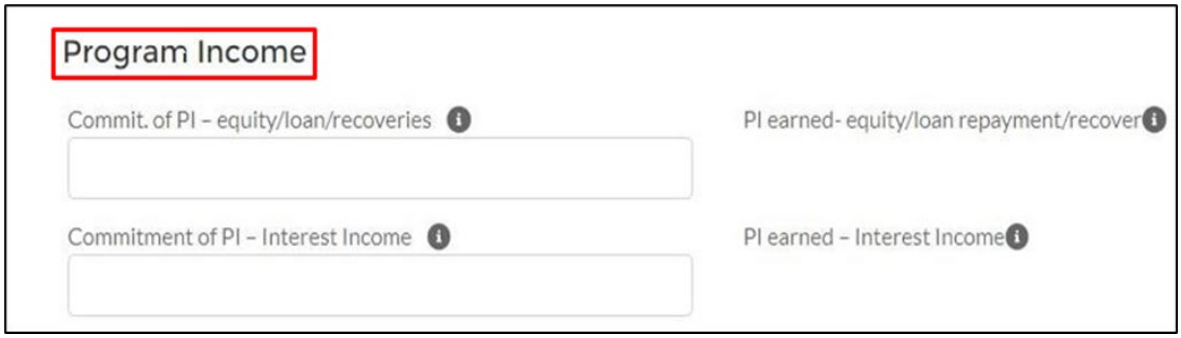


Figure 90: Commitment of Program Income

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

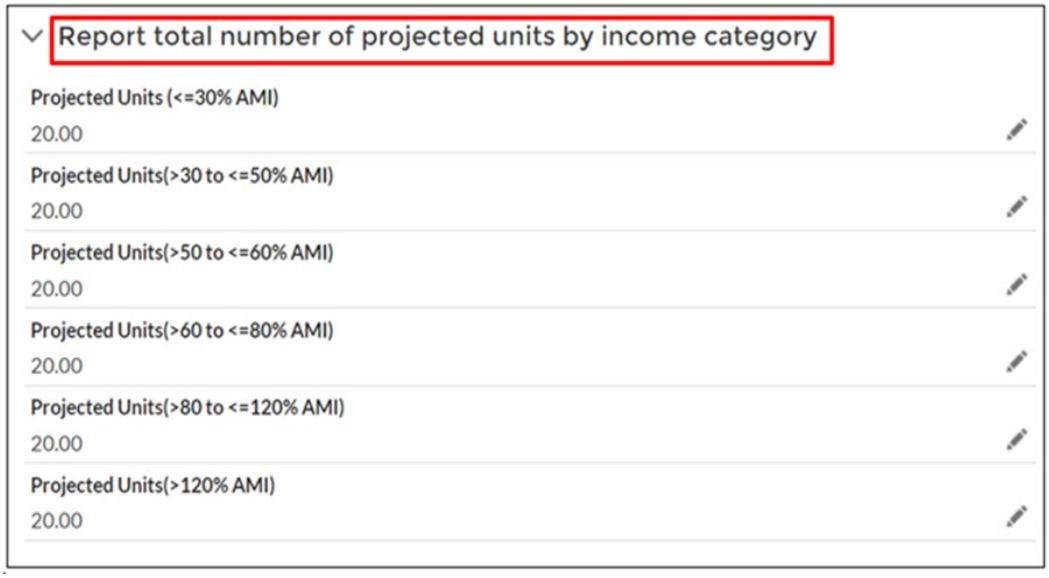


Figure 91: Projected Units by Income Category

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**.



Figure 92: 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:**

    a. 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.

    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 LIHTC investment or private loan used by the developer would be a private source.

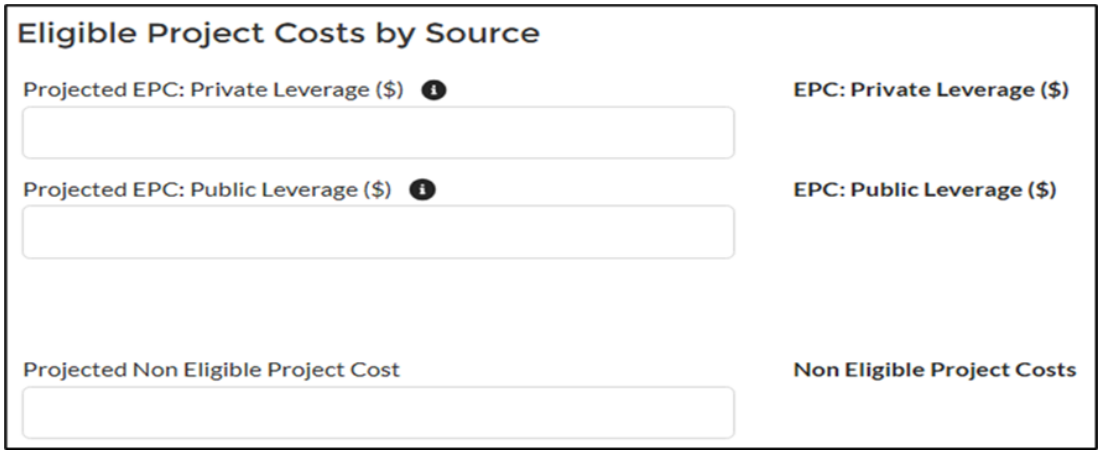


Figure 93: Projected Eligible Project Costs by Source

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

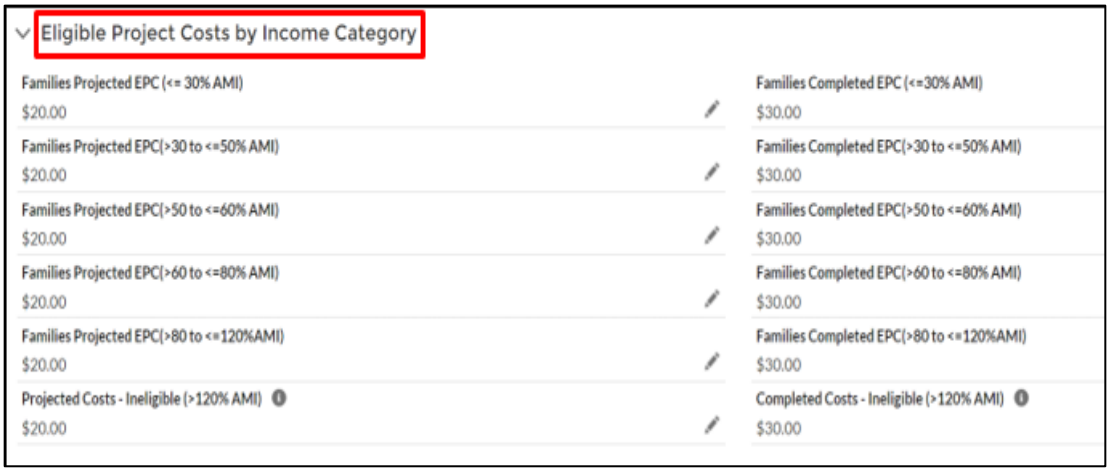


Figure 94: Projected Eligible Project Costs by Income Category

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 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.

1. 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 95: 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.

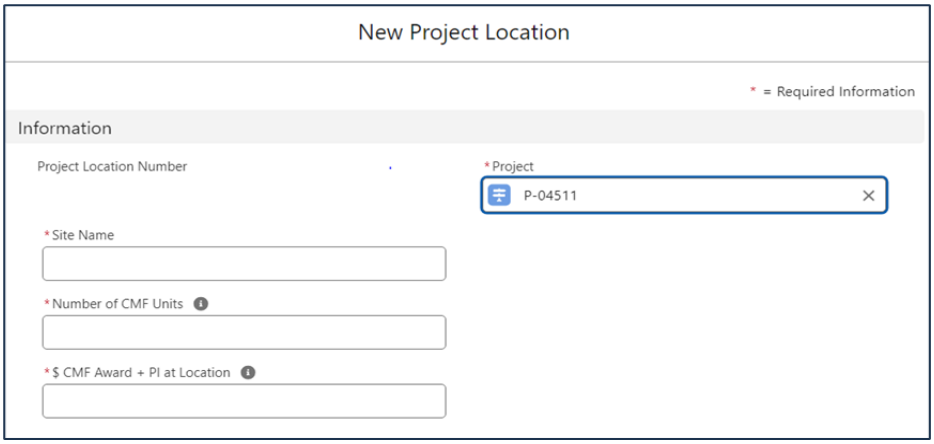


Figure 96: New Project Location Detail Page

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.



Figure 97: Expanded HOA

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

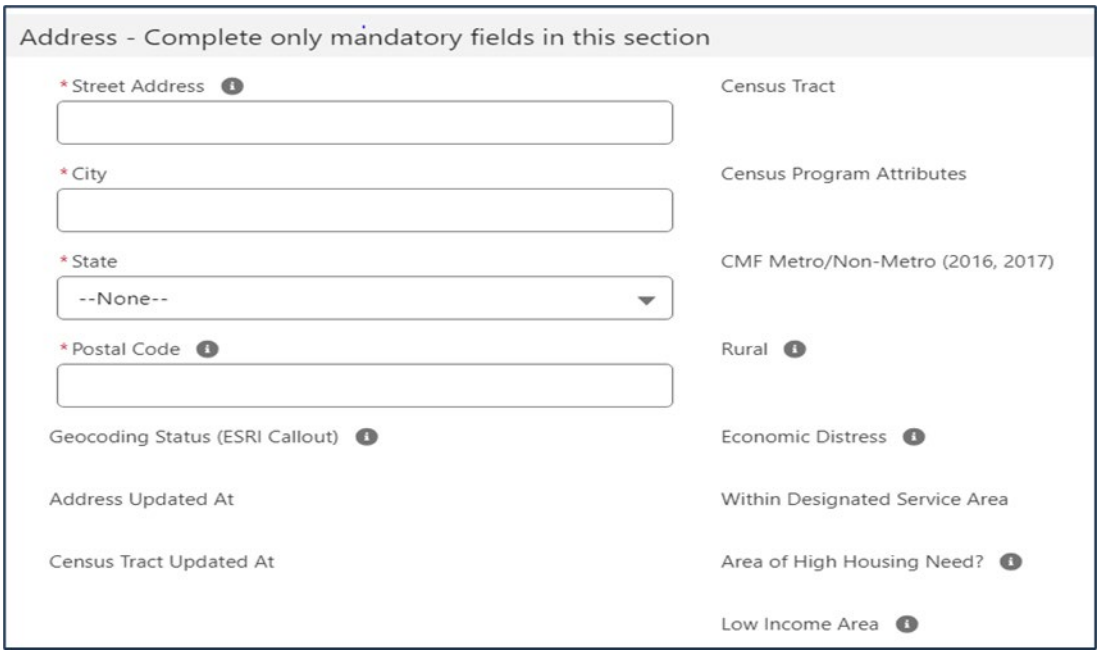


Figure 98: Project Location Address

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:

    a. ***Scheduled:*** The address is scheduled for the next geocoding run (ESRI Callout).

    b. ***Pending:*** The record is in the process of being geocoded.

    c. ***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.

    d. ***System Error - Submit Service Ticket***: The process failed due to a technical error and an AMIS Service Request should be submitted.

    e. ***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).

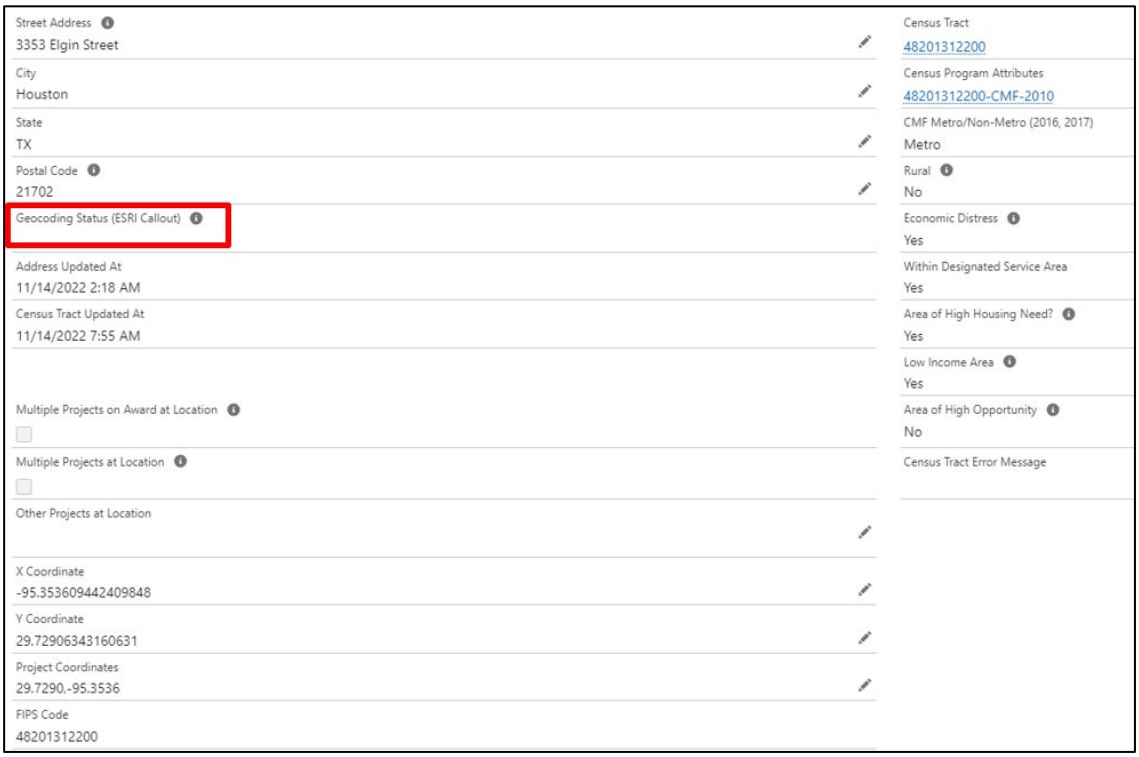


Figure 99: Project Location Geocoding Results

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.

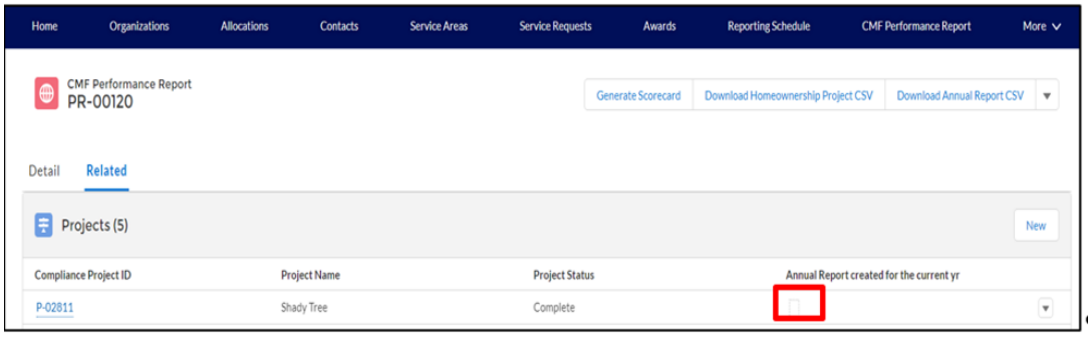


Figure 100: Annual Report Required

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.

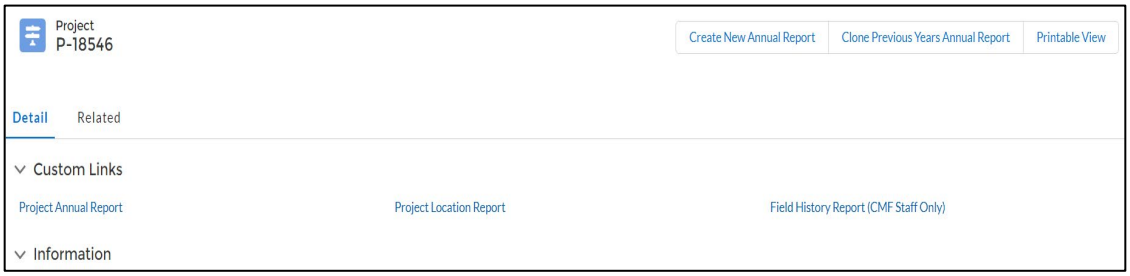


Figure 101: Create New Annual Report

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.

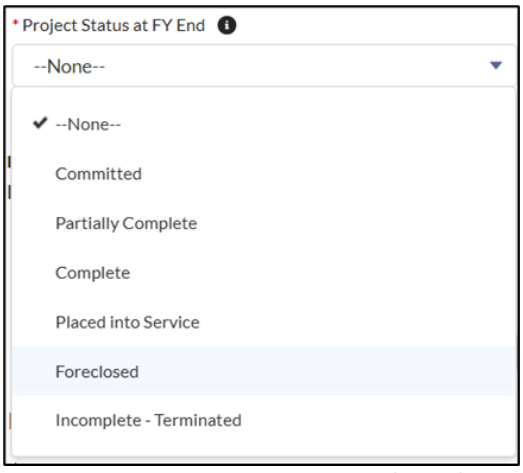


Figure 102: Project Status at FY End Dropdown

For rental statuses of Incomplete-Terminated, submit a Material Event Form stating the reason for the termination as this may be considered an event of noncompliance. Enter the termination date. If CMF was previously entered as committed or disbursed, zero out these fields. You should **not** show Incomplete-Terminated Projects as being repaid (Program Income Earned); zero out that field as well (if applicable). The Project that replaces this terminated Project will report the data you zeroed out as CMF committed/disbursed, **not** PI committed/disbursed. Incomplete-Terminated Projects do not count towards any performance goals and measures.

Foreclosed rental Projects should submit a Material Event Form. To report foreclosed Projects in AMIS, change status to Foreclosed on the Annual Report, enter the foreclosed date, and leave the termination date field blank. Foreclosed rental projects DO require a replacement, DO NOT count towards performance goals and measures, and no longer require annual reports to created.

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.

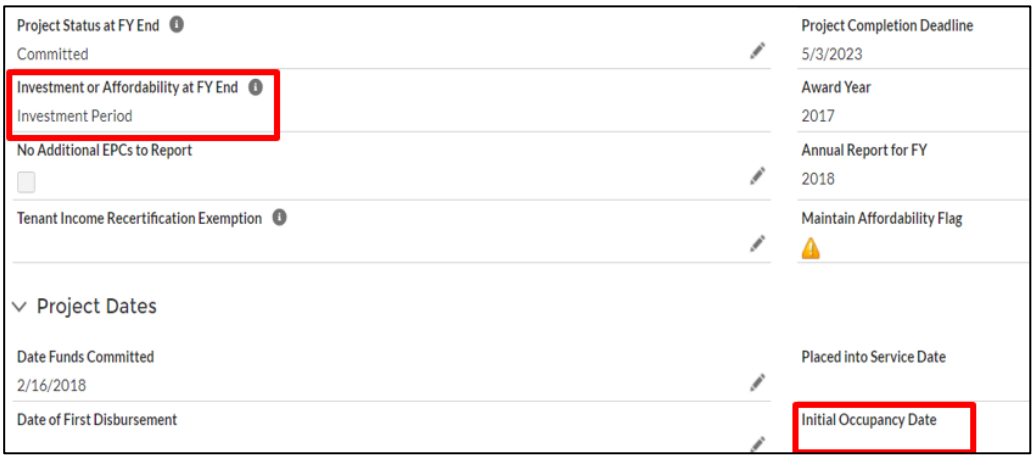


Figure 103: Investment or Affordability Period at FY End

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.

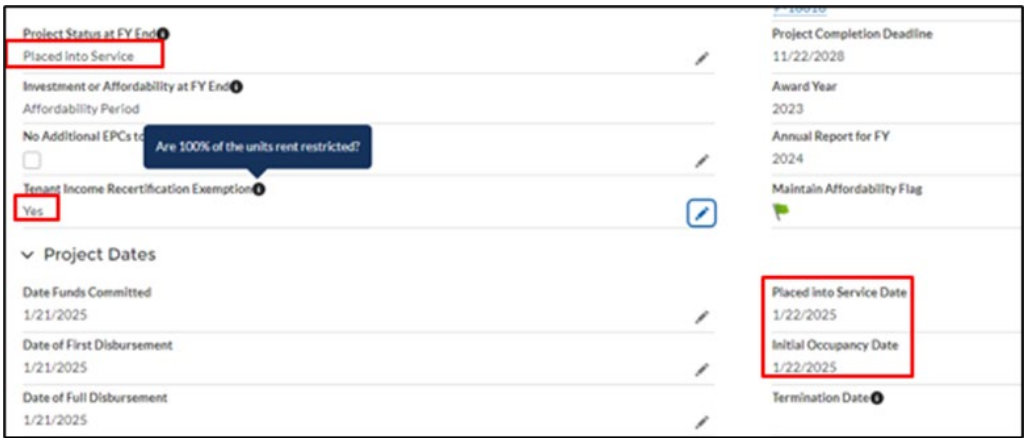


Figure 104: Tenant Income Recertification Exemption

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.
    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.

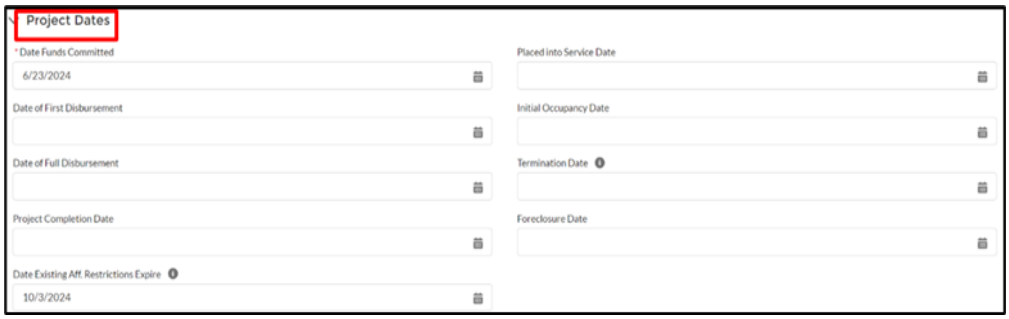


Figure 105: Project Dates

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.

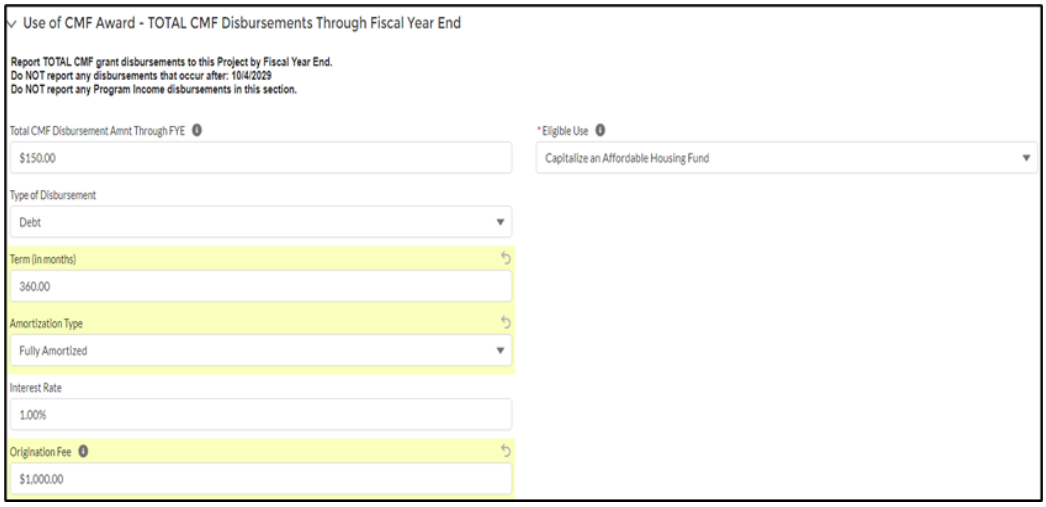


Figure 106: Use of CMF Award- Disbursement Details

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**.**

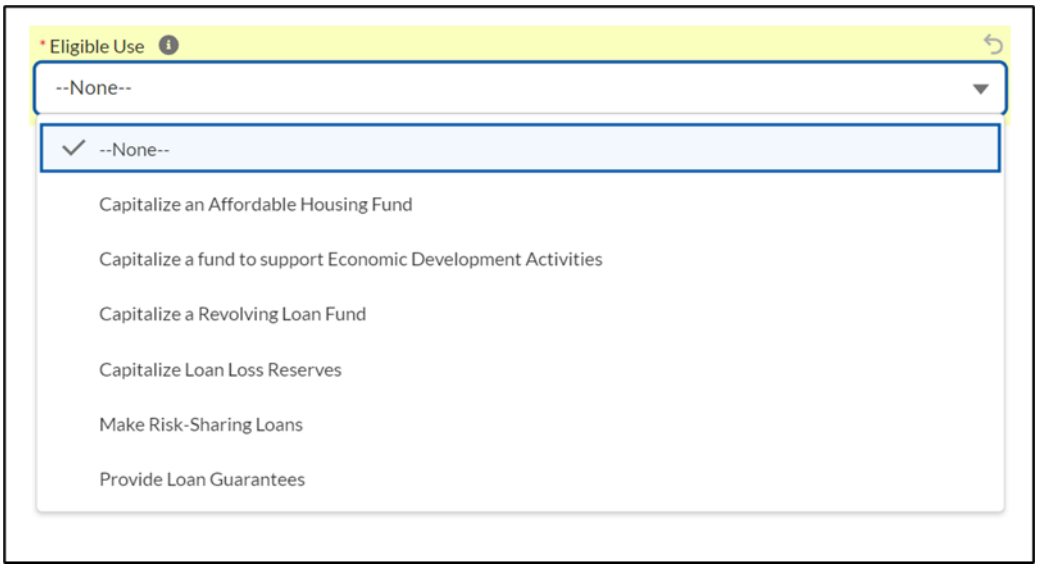


Figure 107: Eligible Uses Dropdown

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**.

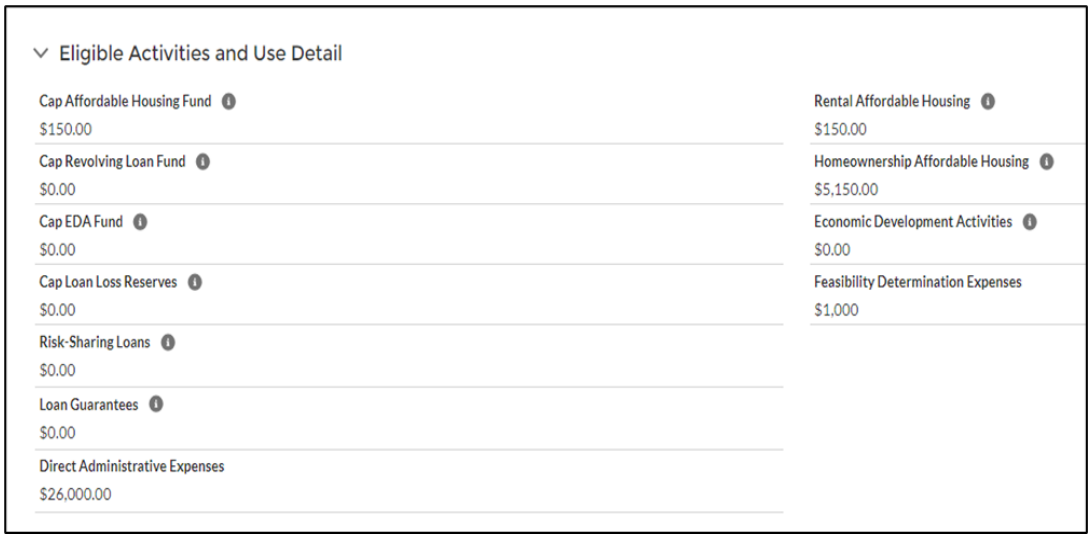


Figure 108: Eligible Activities and Use Detail Section

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**.



Figure 109: 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.**

   a. 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.

   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 LIHTC investment or private loan used by the developer would be a private source.

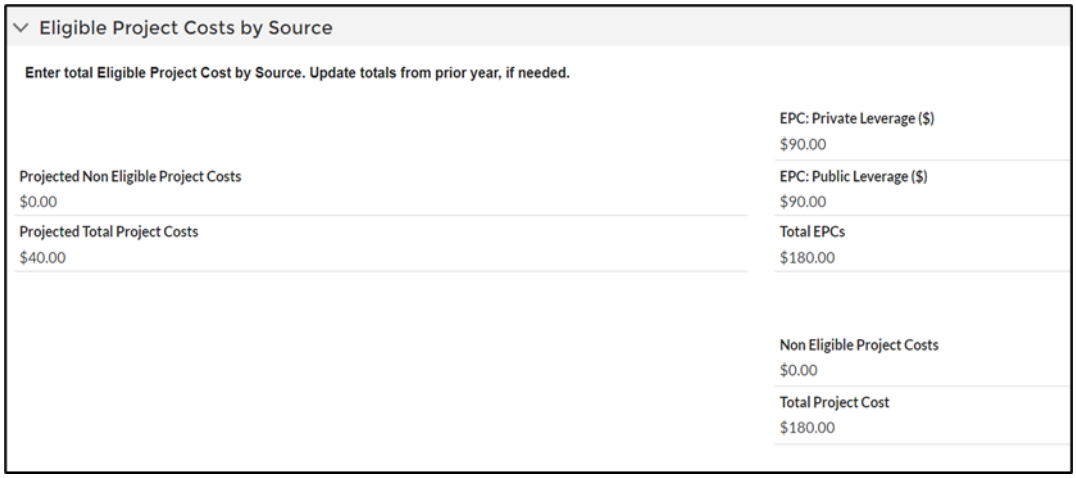


Figure 110: Eligible Project Costs by Private and Public Sources

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

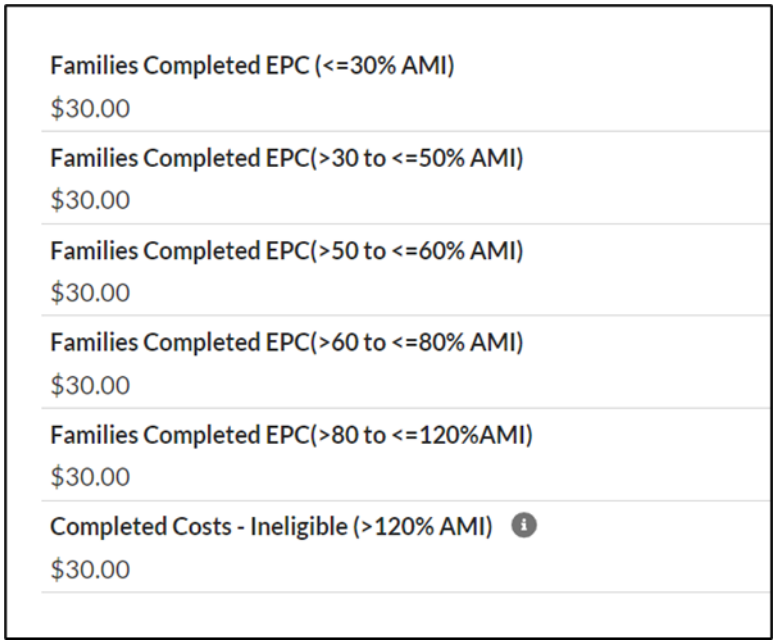


Figure 111: Eligible Project Costs by Family Income Category

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.)

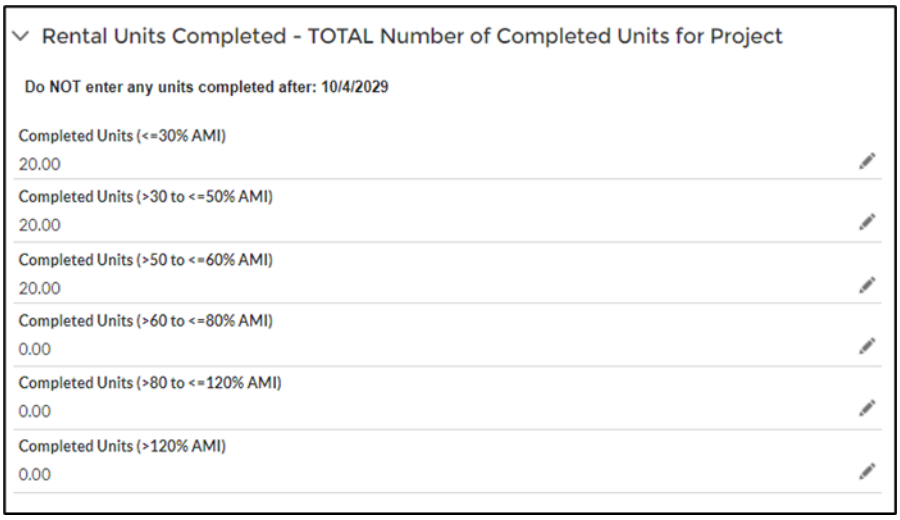


Figure 112: Rental Units Completed

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.

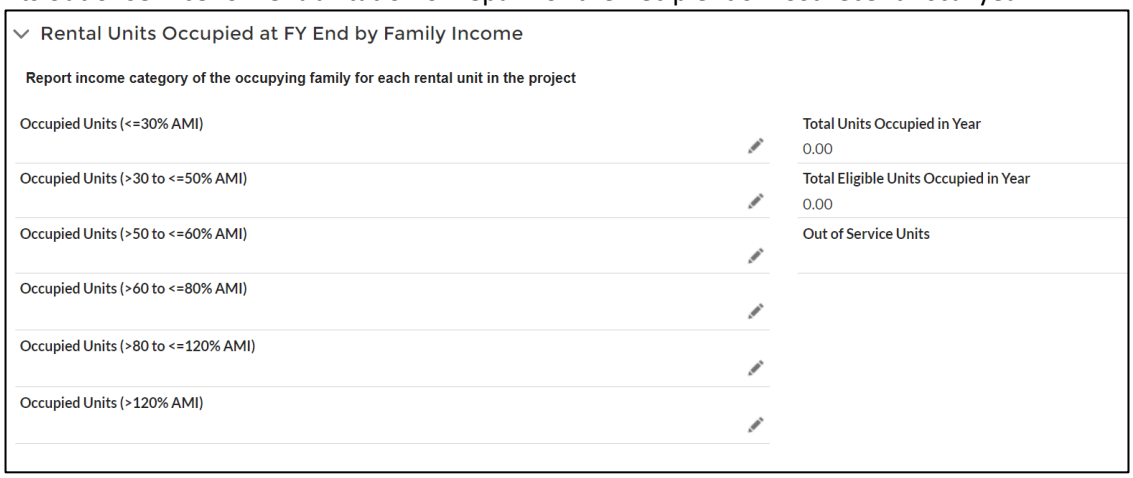


Figure 113: Rental Units Occupied at FY End by Family Income

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.

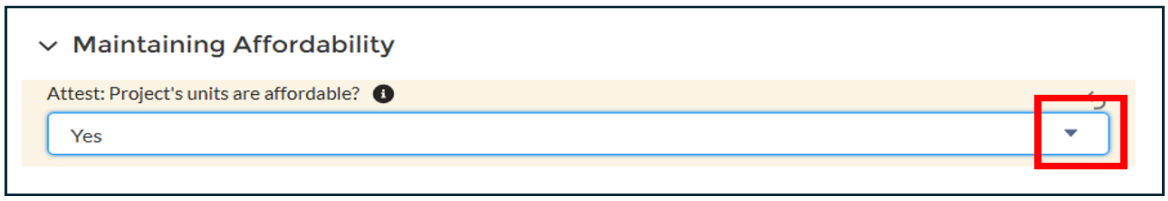


Figure 114: Attesting to Rental Projects maintained affordability

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



Figure 115: 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,[2] 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.

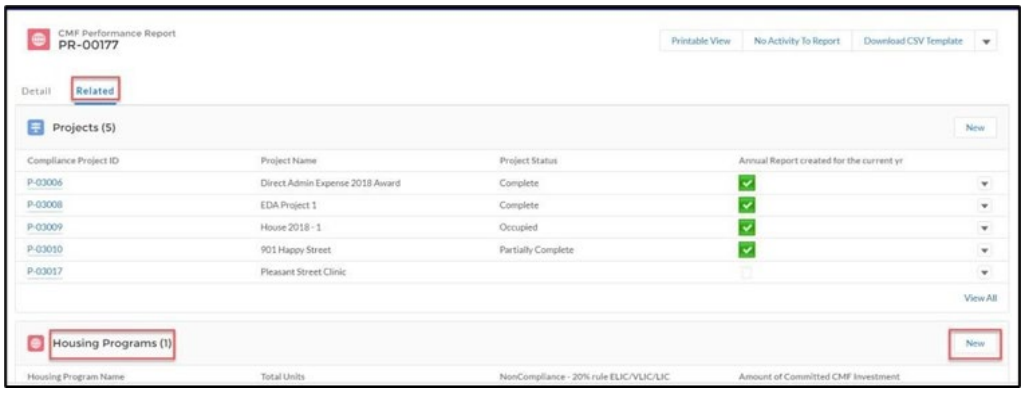


Figure 116: New Housing Program Fund Button

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[2]. Click **Save** to create the housing program.

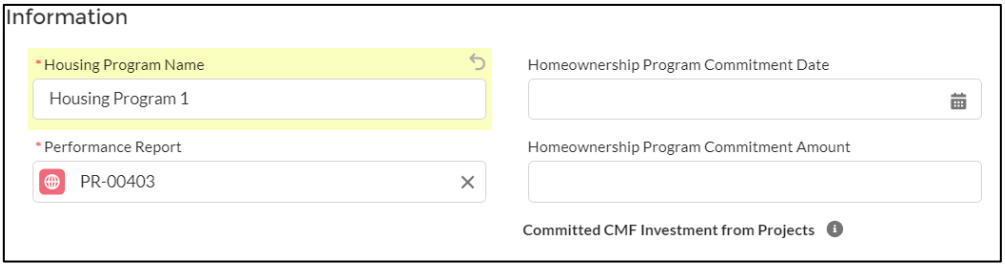


Figure 117: Housing Program Name, Commitment Date, and Commitment Amount Fields

3. 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

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

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

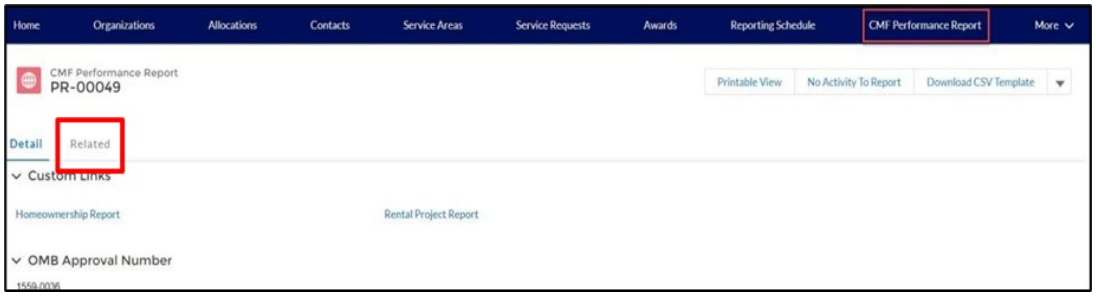


Figure 118: CMF Performance Report Detail Page

   d. **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 119: New Compliance Project

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

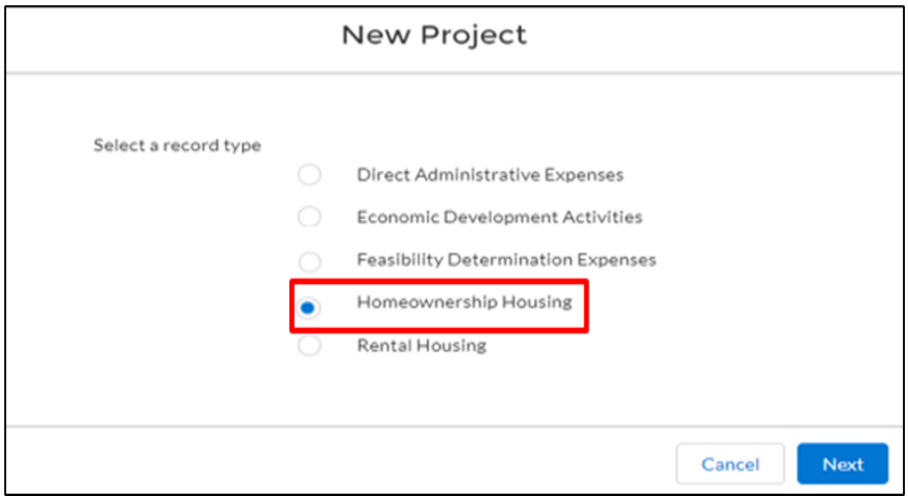


Figure 120: Project Record Type Dropdown

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).**

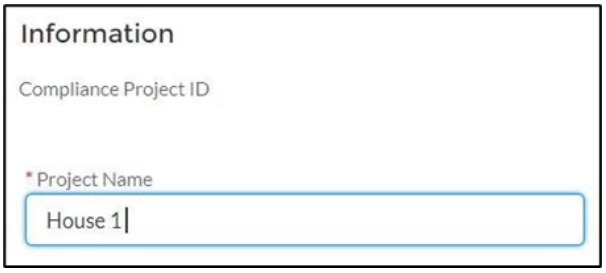


Figure 121: Project Name for Homeownership Project

   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**.

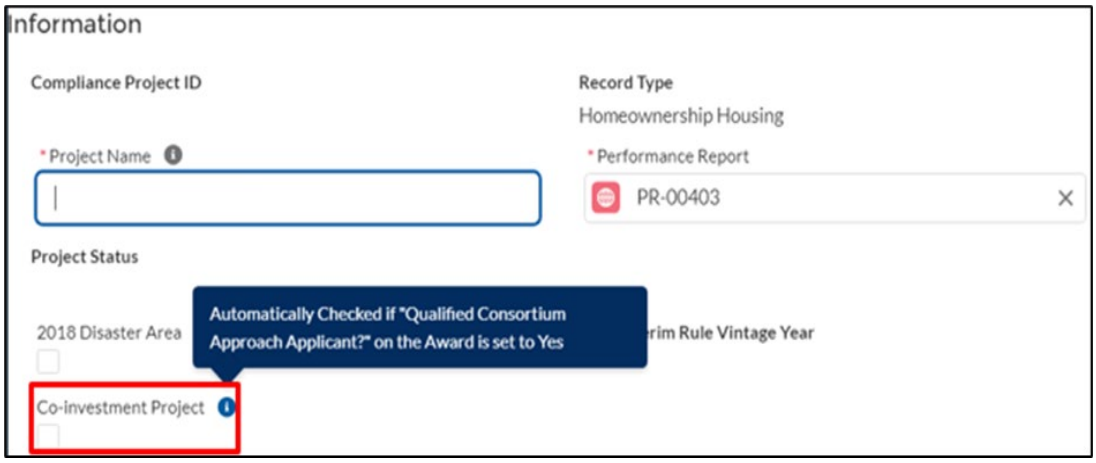


Figure 122: Homeownership Project Name

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

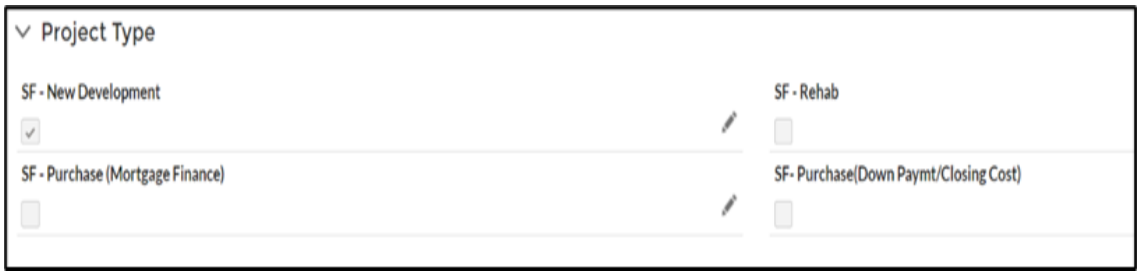


Figure 123: Homeownership Project Type

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.

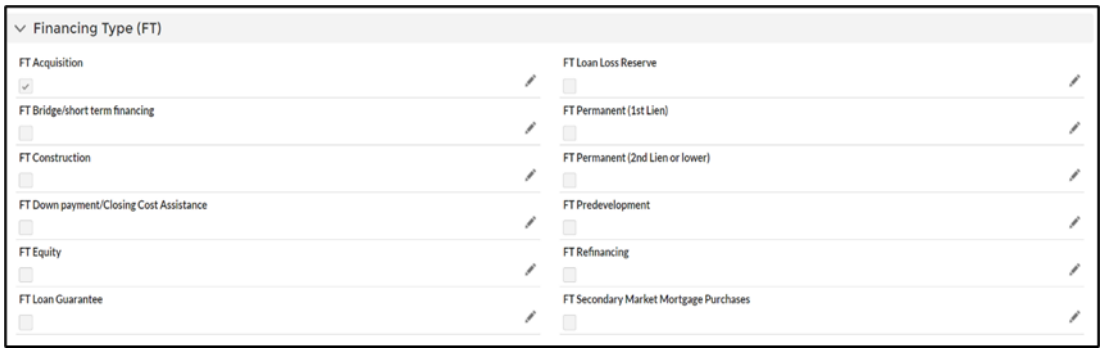


Figure 124: Homeownership Primary Financing Type

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

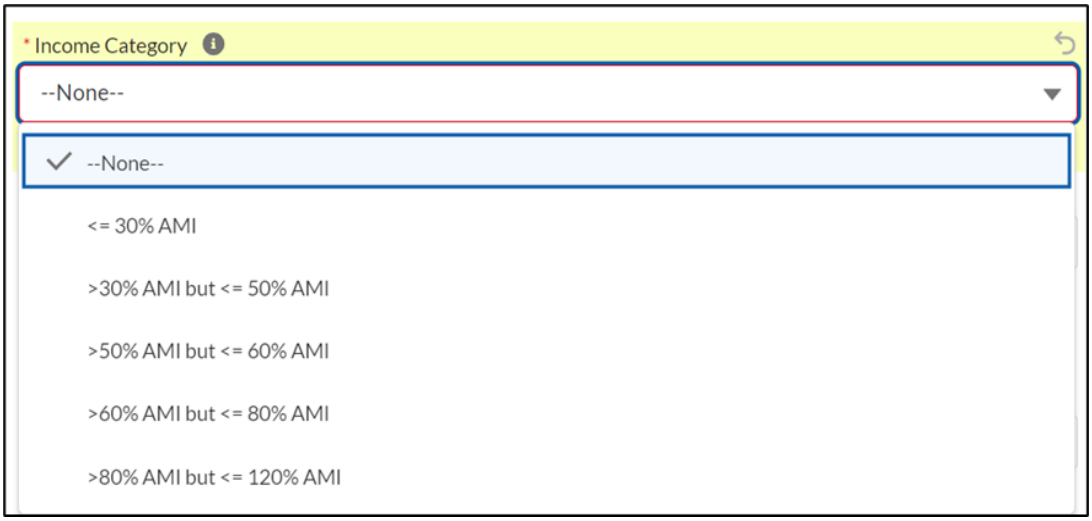


Figure 125: Homebuyer Income Category

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.

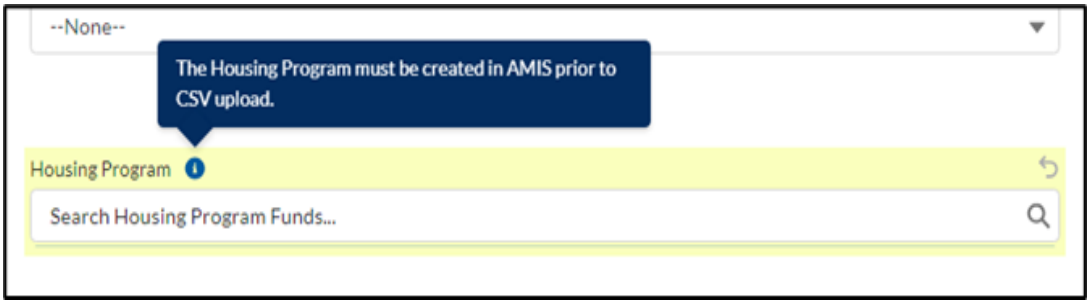


Figure 126: Housing Program Field

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 N**o** from the picklist menu and select the applicable funds for your case.

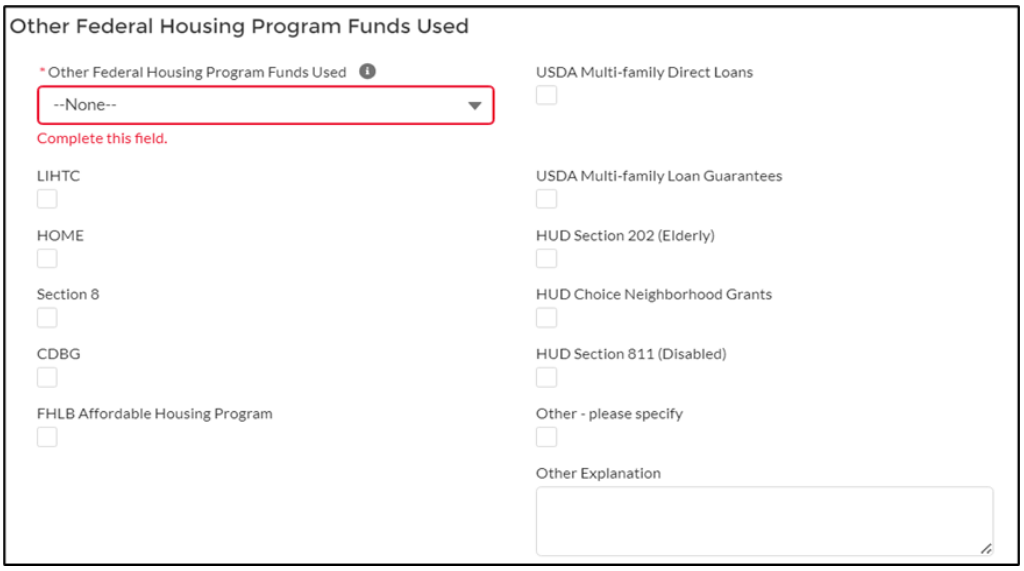


Figure 127: Other Federal Housing Program Funds Used

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.

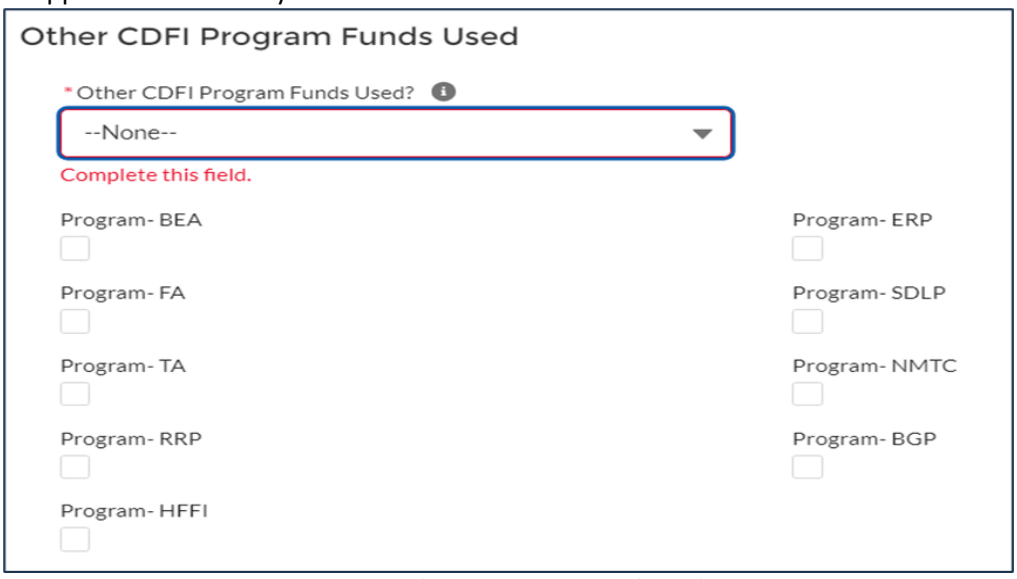


Figure 128: Other CDFI Program Funds Used

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).

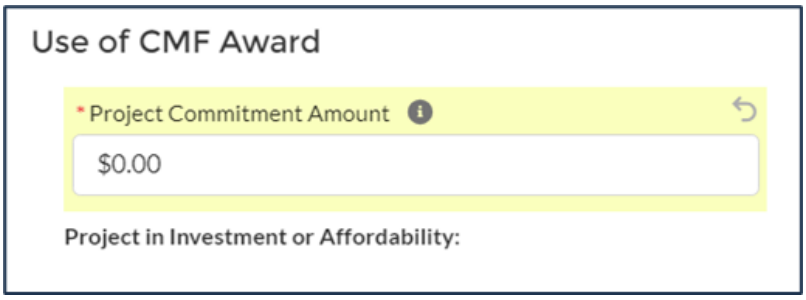


Figure 129: Use of CMF Award- CMF Amount Committed

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**.



Figure 130: 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).

    a. 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.

    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 loan used by the developer would be a private source.

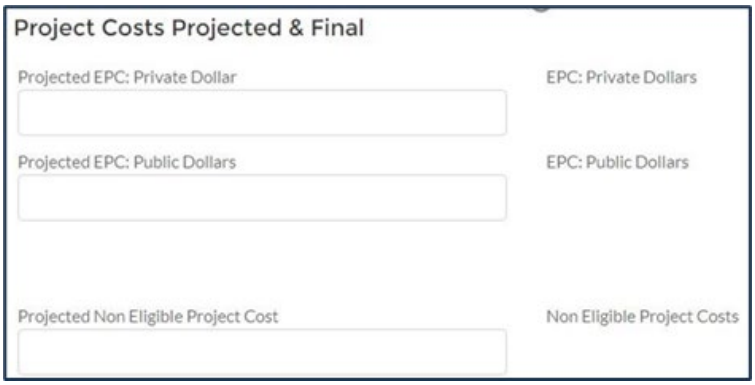


Figure 131: Projected Eligible Project Costs by Source

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.

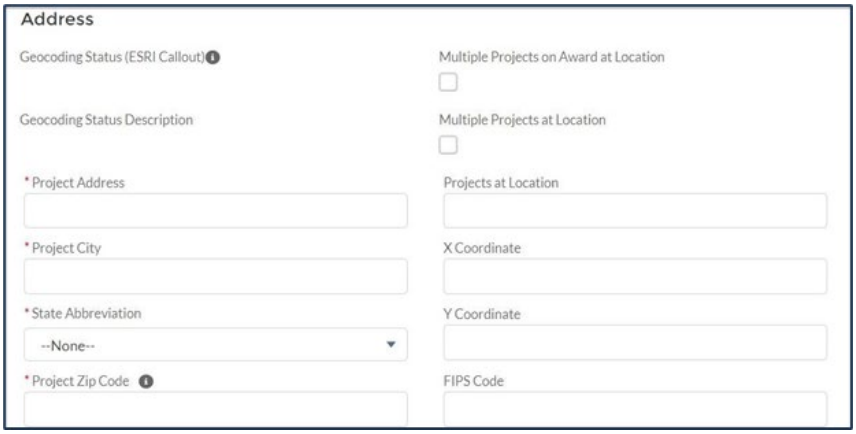


Figure 132: Project Address Fields

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 [Updated] 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.

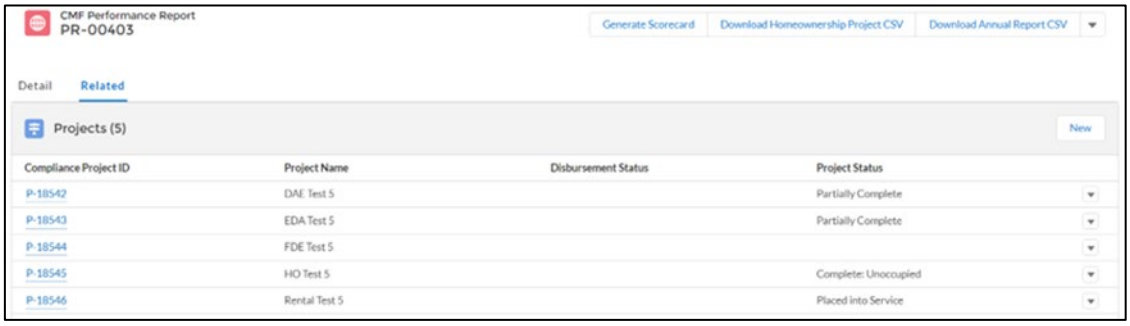


Figure 133: Accessing a Project Record

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.

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



Figure 134: Create New Annual Report Button

4. On the **Annual Report** record, start with the status information in the header section.

   a. 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.

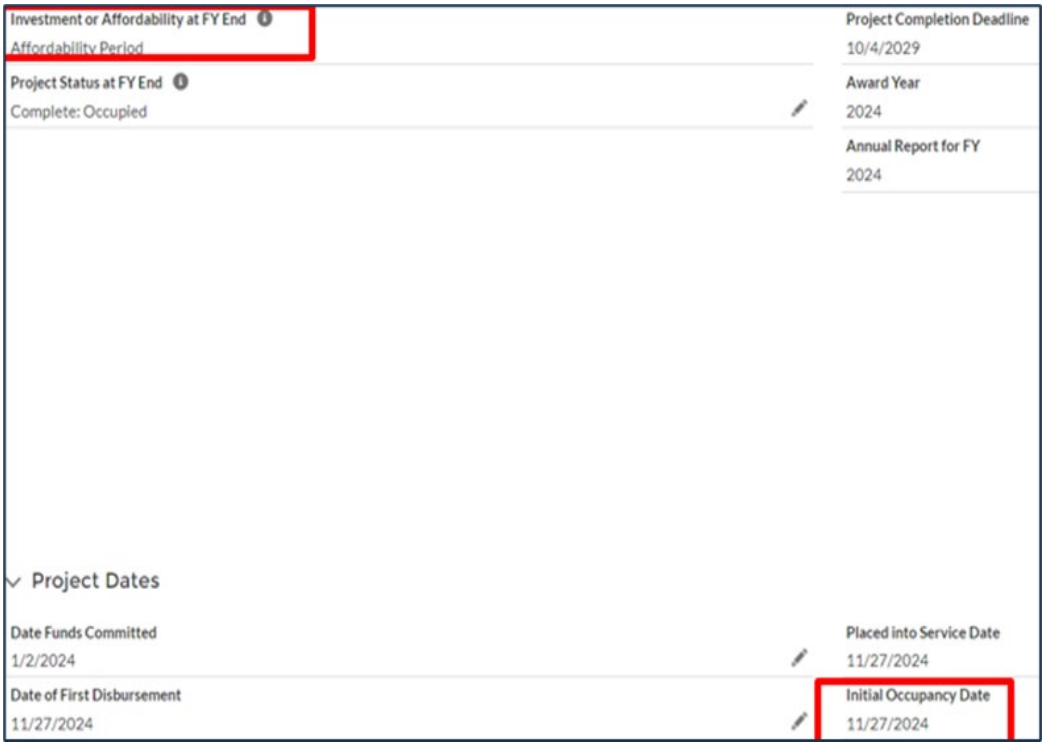


Figure 135: Investment or Affordability at FY End (auto populated)

   b. 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.

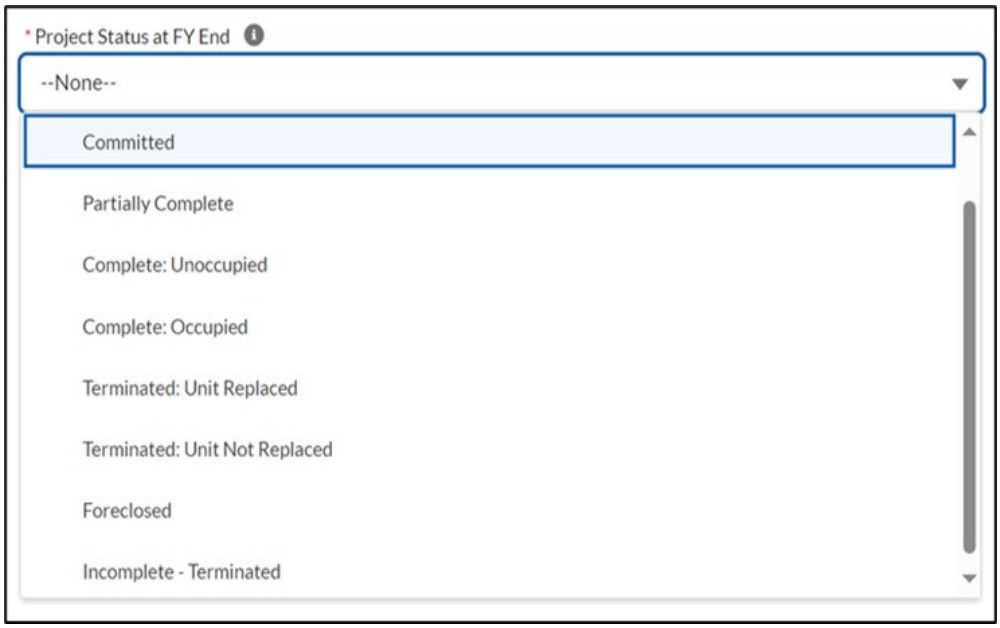


Figure 136: Project Status at FY End Dropdown

For Homeownership statuses of Incomplete-Terminated, submit a Material Event Form stating the reason for the termination as this may be considered an event of noncompliance. Enter the termination date. If CMF was previously entered as committed or disbursed, zero out these fields. You should **not** show Incomplete-Terminated projects as being repaid (Program Income Earned); zero out that field as well (if applicable). Incomplete-Terminated projects do not count towards any performance goals or measures.

Foreclosed Projects should submit a Material Event Form. To report foreclosed Projects in AMIS, change the status to Foreclosed on the Annual Report, enter the foreclosed date, and leave the termination date field blank. Foreclosed projects DO NOT require a replacement, DO count towards performance goals and measures, and no longer require annual reports to be created.

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.



Figure 137: 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.

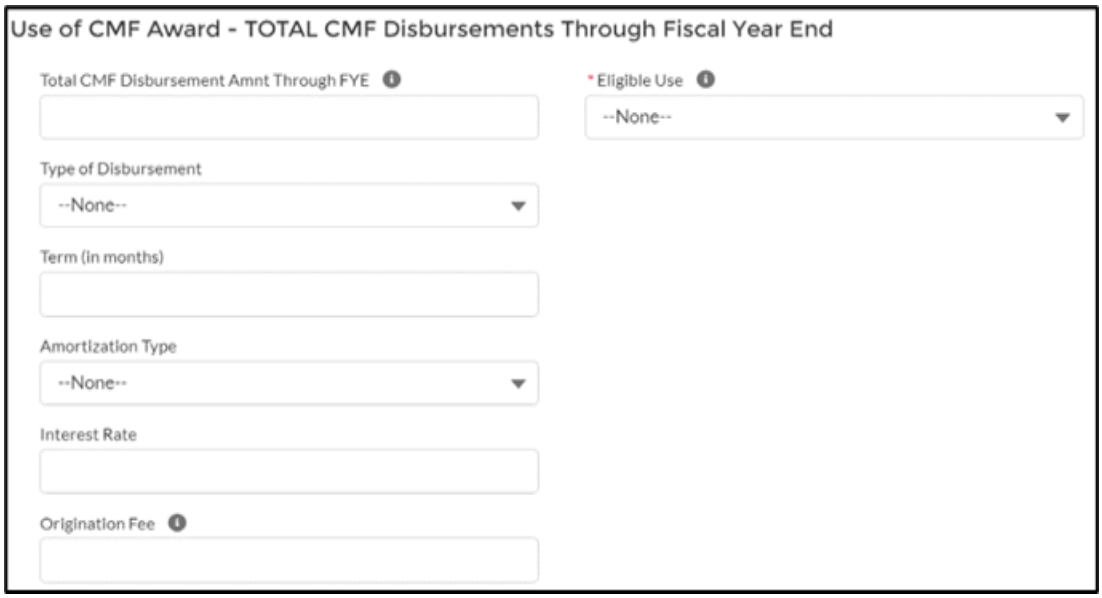


*Figure 138: Use of **CMF Award**-- Disbursement Details*

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.

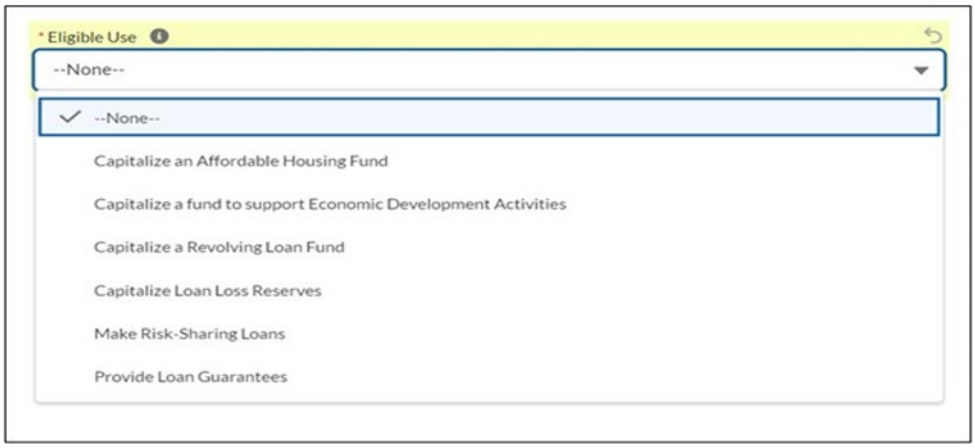


Figure 139: Eligible Use Dropdown

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.



Figure 140: 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.**



Figure 141: 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.



Figure 142: Eligible Project Costs by Private and Public Sources

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



Figure 143: 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

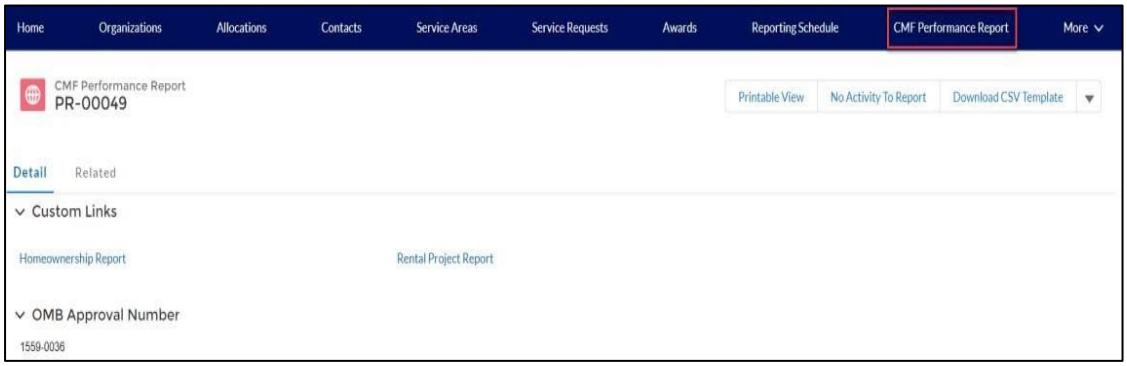


*Figure 144: **CMF Performance Report** Detail Page*

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.



Figure 145: Projects Section- New Compliance Project

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

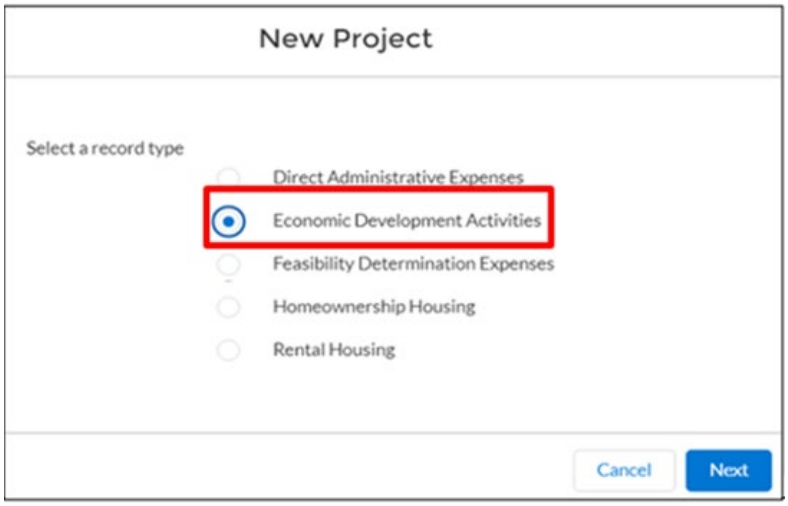


Figure 146: Select Project Record Type- Economic Development Activities

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 147: 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.

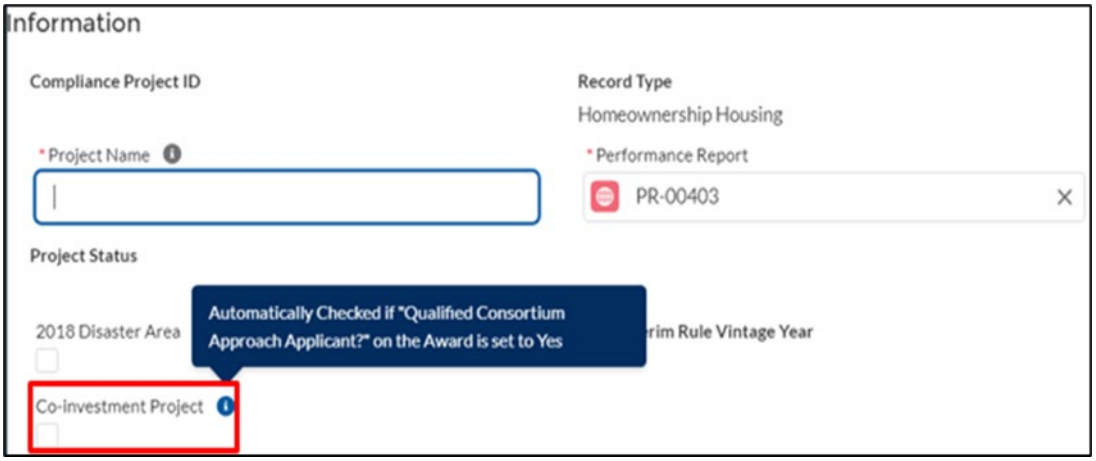


Figure 148: Co-Investment Project

7. **Project Details** section.

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



Figure 149: EDA Project Types

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



Figure 150: EDA Types

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

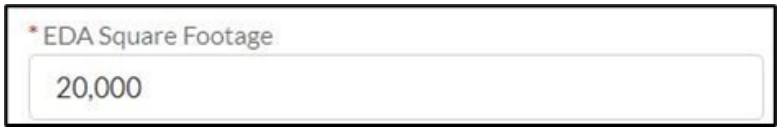


Figure 151: EDA Square Footage Field

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.



Figure 152: 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.

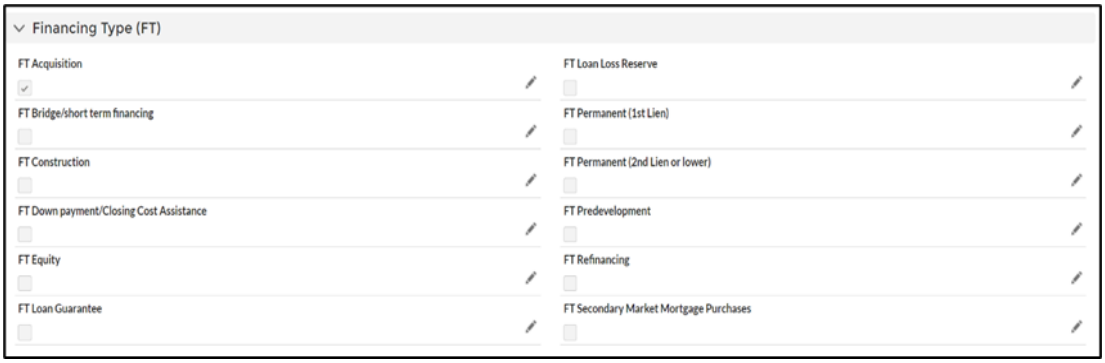


Figure 153: Financing Type (FT) for New Project Record

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).

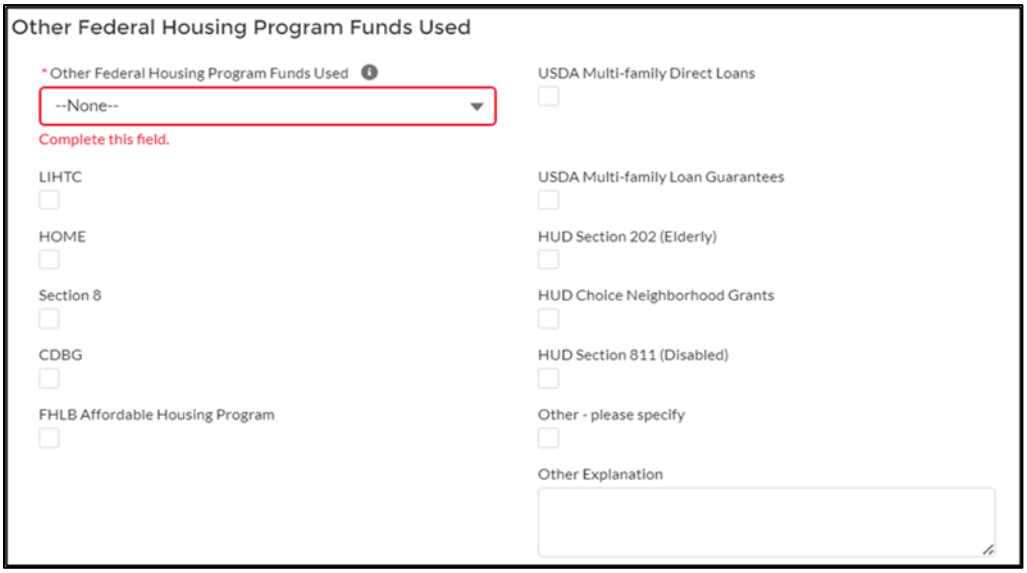


Figure 154: Other Federal Housing Programs Funds Used

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).

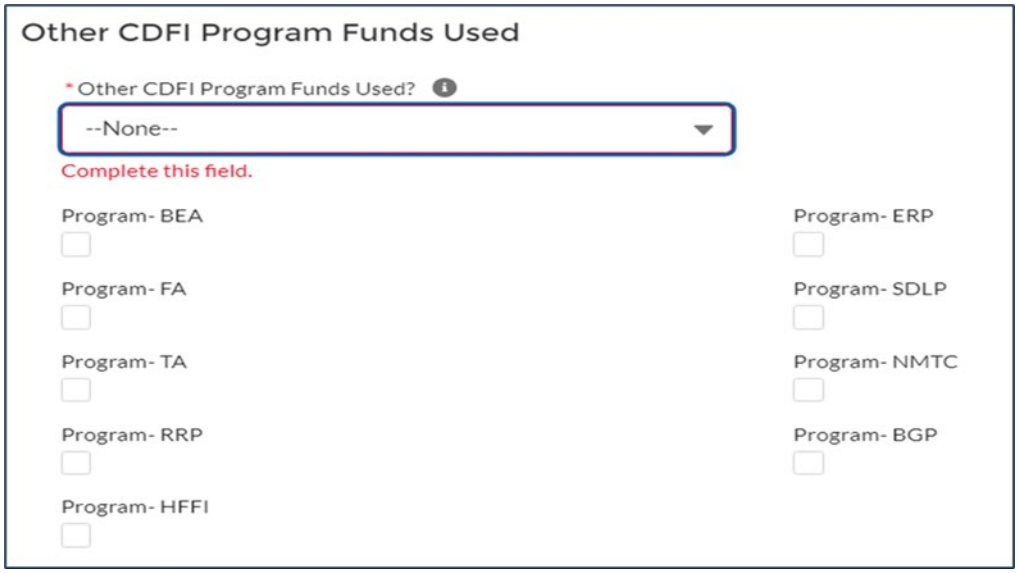


Figure 155: Other CDFI Program Funds Used

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**.

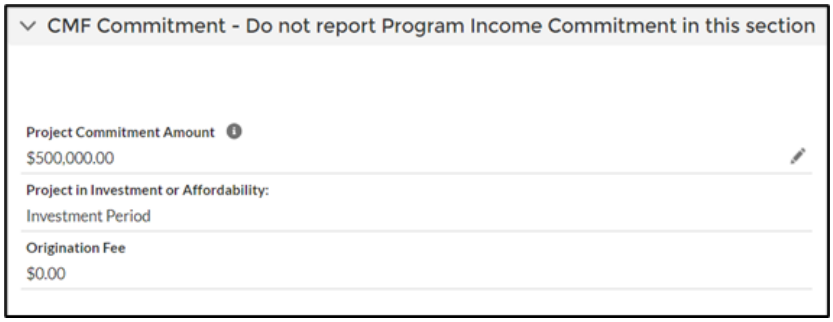


Figure 156: Other CDFI Program Funds Used

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.**

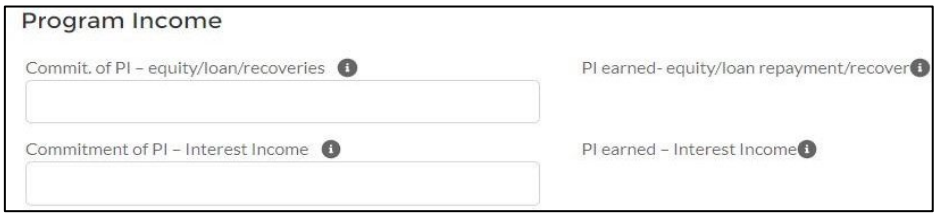


Figure 157: Commitment of Program Income Fields

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.

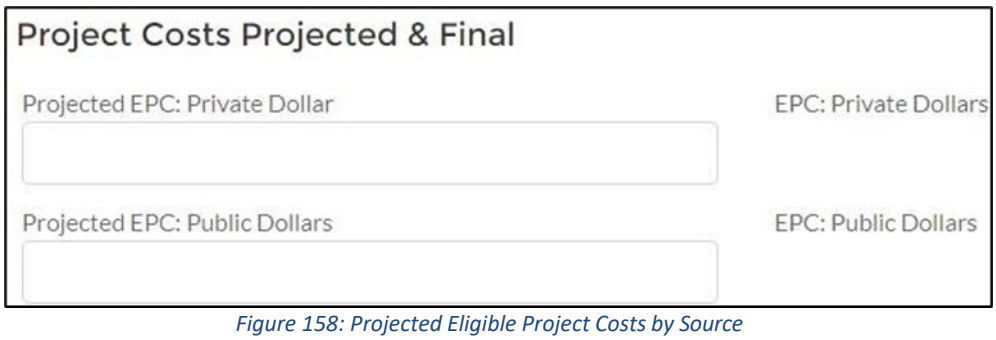


Figure 158: Projected Eligible Project Costs by Source

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.

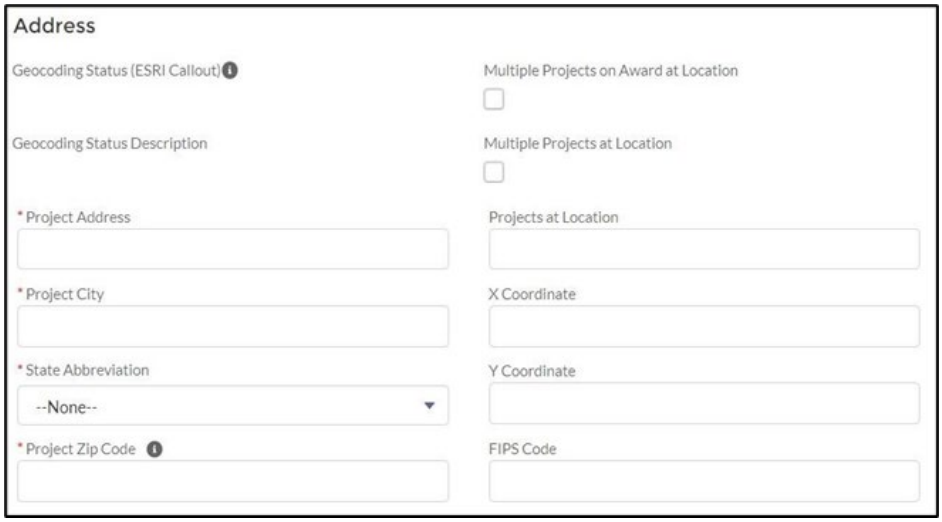


Figure 159: Project Address Fields

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 re-populate (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.

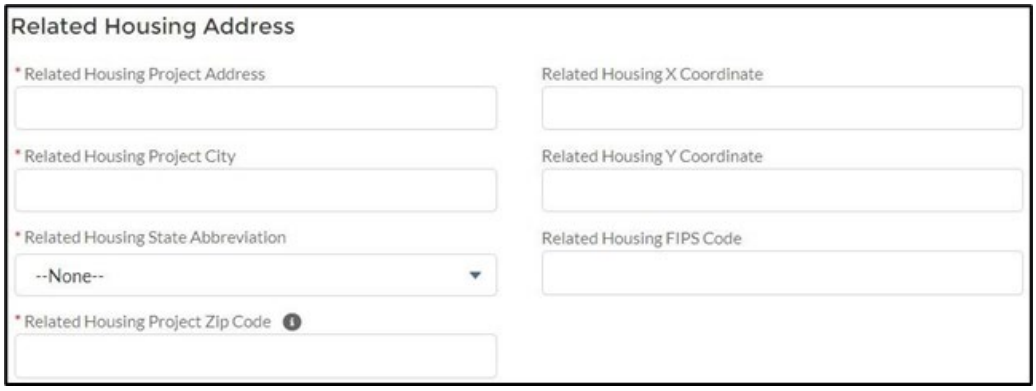


Figure 160: EDA Project Related Housing Address Fields

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



Figure 161: 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.

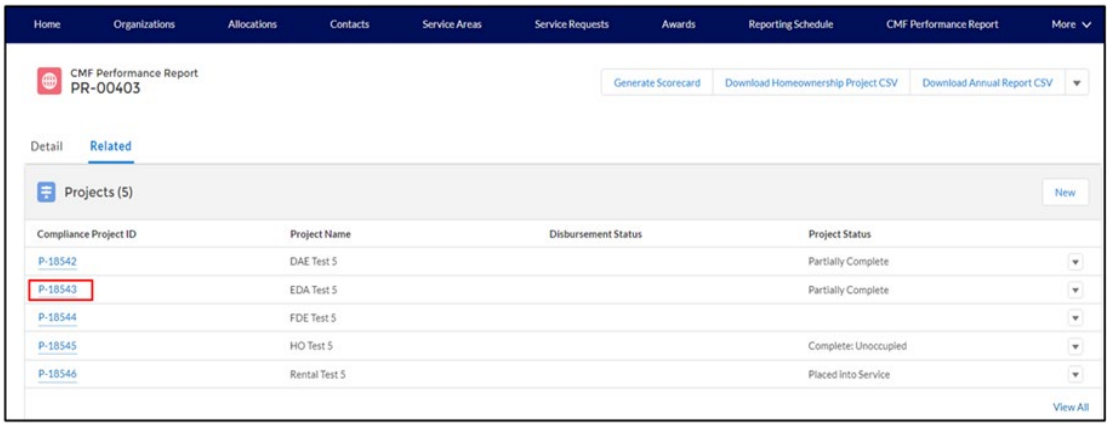


Figure 162: Accessing a Project Record

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.

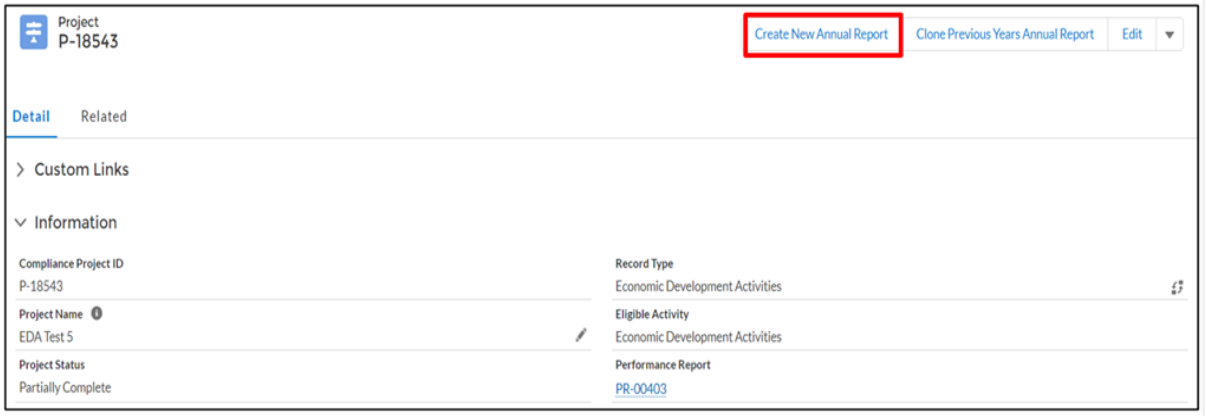


Figure 163: Create New CMF Project Annual Report Button

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.

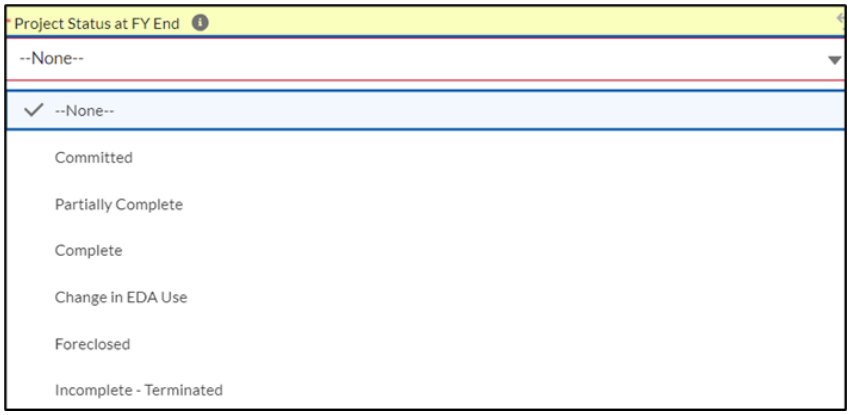


Figure 164: Project Status Dropdown

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.

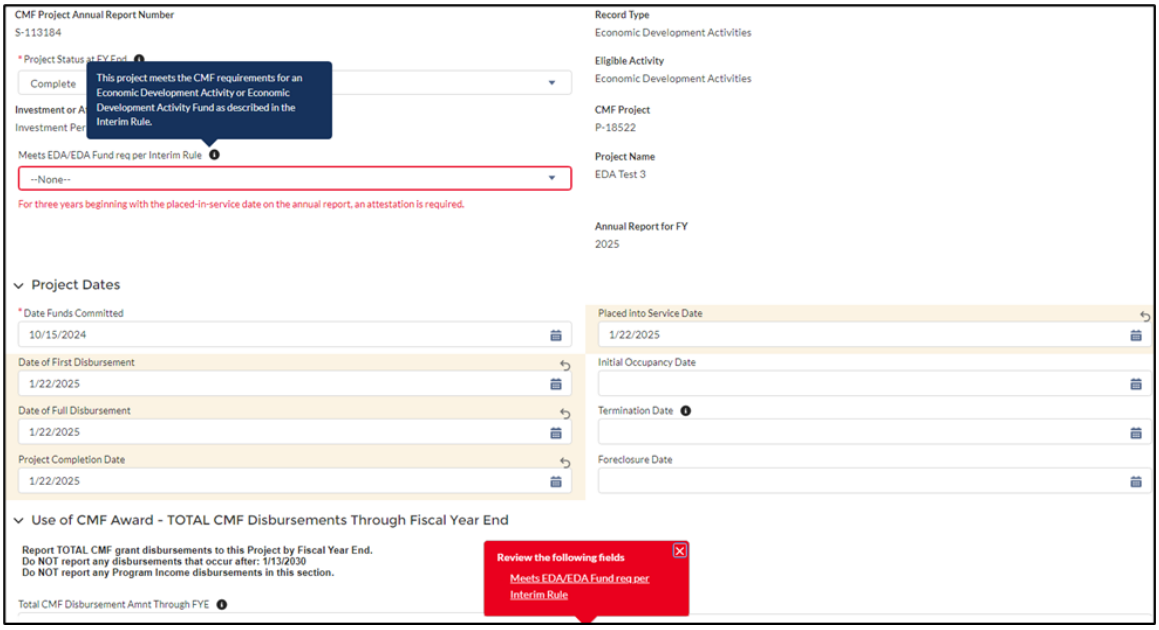


Figure 165: Does EDA Project meet CMF Interim Rule

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.
    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.

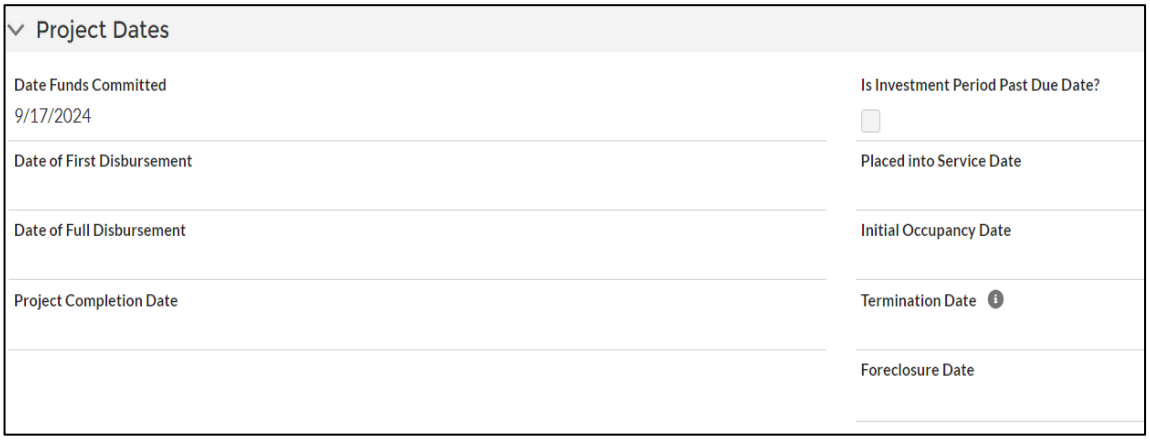


Figure 166: Project Dates

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 – F**rom 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.

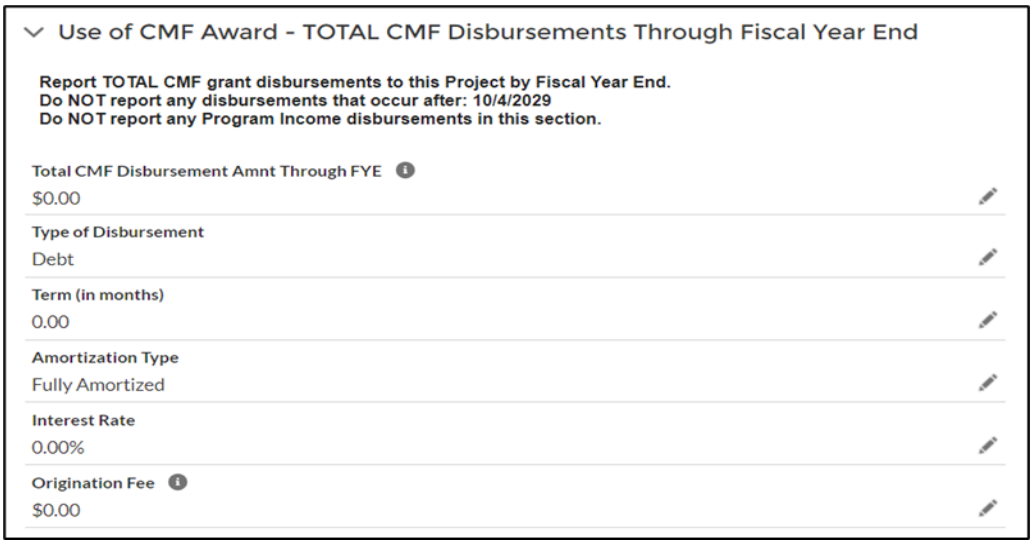


Figure 167: Use of CMF Award- Disbursement Details

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.**

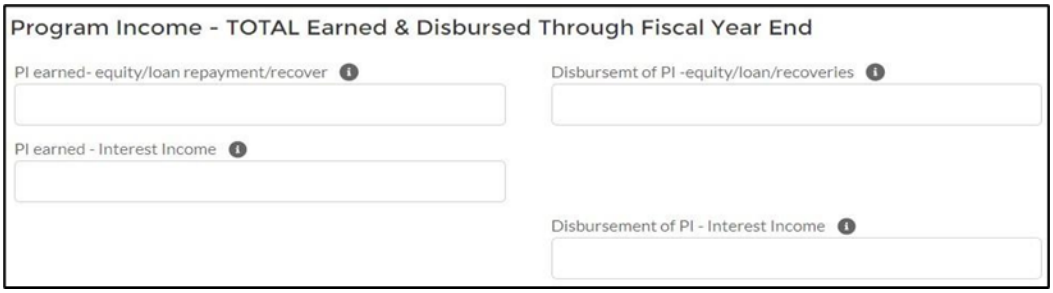


Figure 168: Program Income Earned and Disbursed CMF Project Annual Report Fields

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.



Figure 169: 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 170: 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.

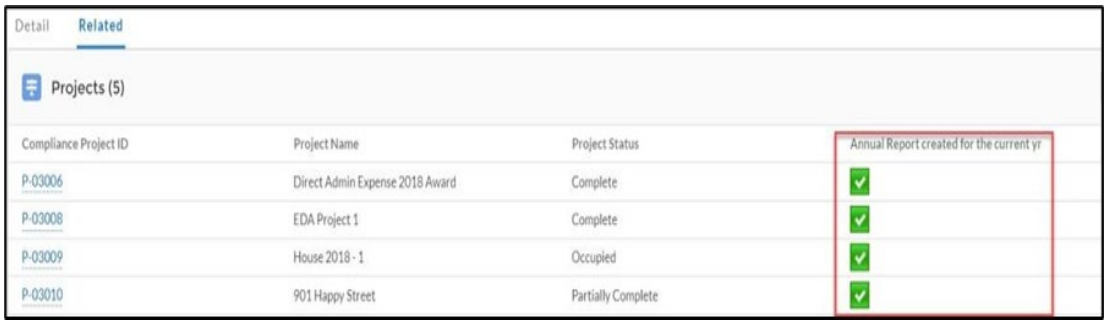


Figure 171: Projects Section- Annual Project Report Created Checklist

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:

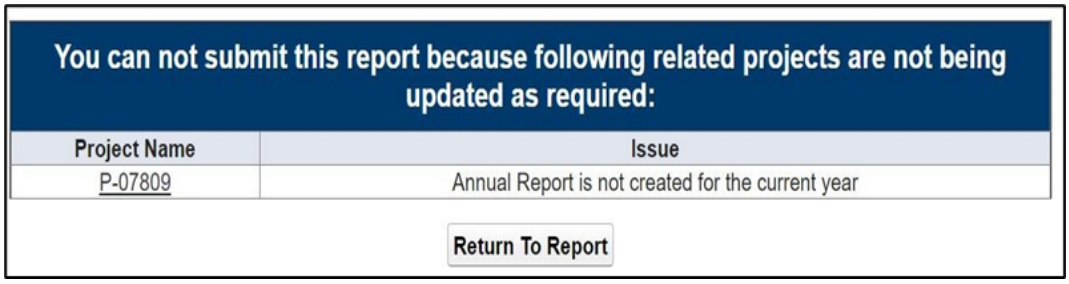


Figure 172: Missing Annual Report Record Error Message

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**.

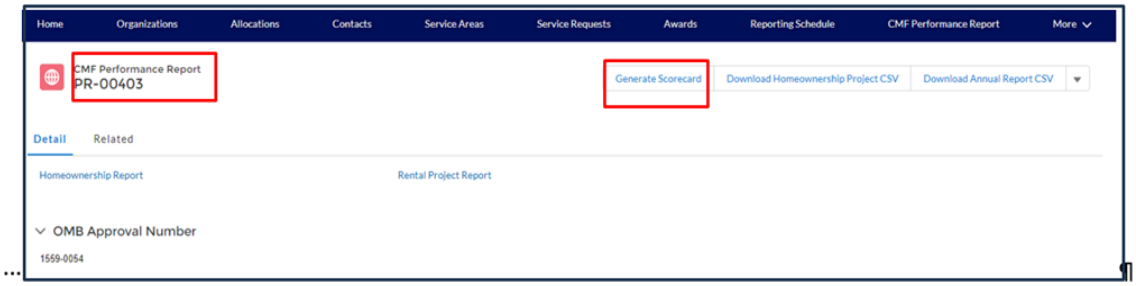


Figure 173: Performance Report Detail Page- Generate Performance Scorecard

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

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



Figure 174: Submitting Performance Scorecard

2. 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.

3. **Fail/Pass** indicators will be displayed on the scorecard.

4. 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.

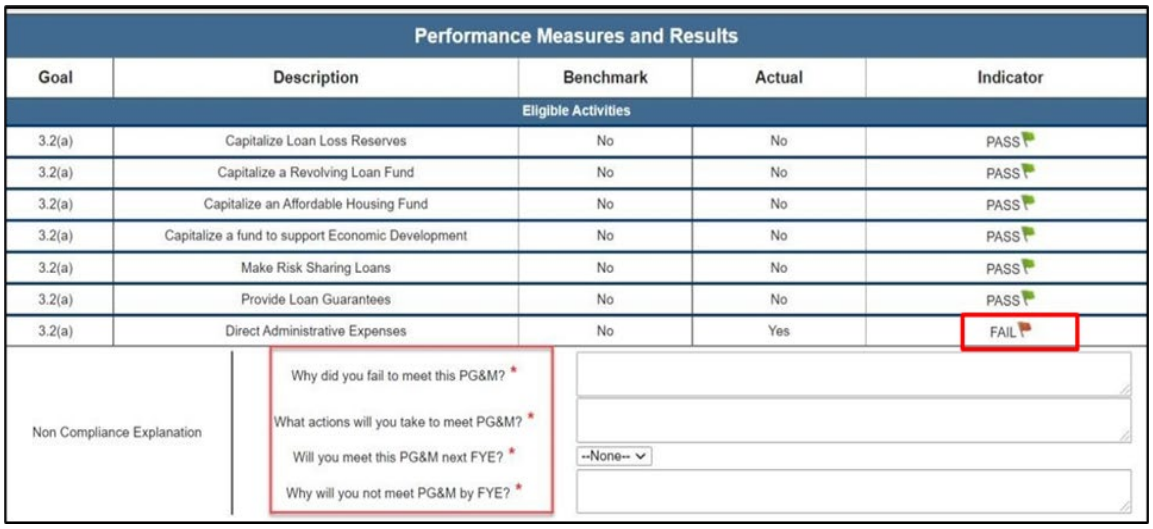


Figure 175: Non-Compliance Explanation

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.



Figure 176: 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.



Figure 177: 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 178: 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 179: Rental Project Report Link- Performance Scorecard

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



Figure 180: Rental Project Report Download

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

	A	B	C	D	E	F	G	H
1	**Rental Project Report**							
2	**Compliance Project ID**	**Project Name**	**Project Status**	**Project Location Warning**	**Award Year**	**Project Type**	**Primary Financing Type**	**Other CDFI Program Funds Used?**
3	P-05341	Rental 1	Complete		2017	MF- Rehab	Construction financing	No
4	P-05342	Rental 2	Disbursed		2017	MF- Rehab	Construction financing	No
5	P-05343	Rental 3	Complete		2017	MF- Rehab	Construction financing	No
6	P-05344	Rental 4	Committed		2017	MF- Rehab	Construction financing	No
7	P-05345	Rental 5	Committed		2017	MF- Rehab	Construction financing	No
8								

Figure 181: Rental Project Report

14.2 Rental Annual Project Report

1. 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.

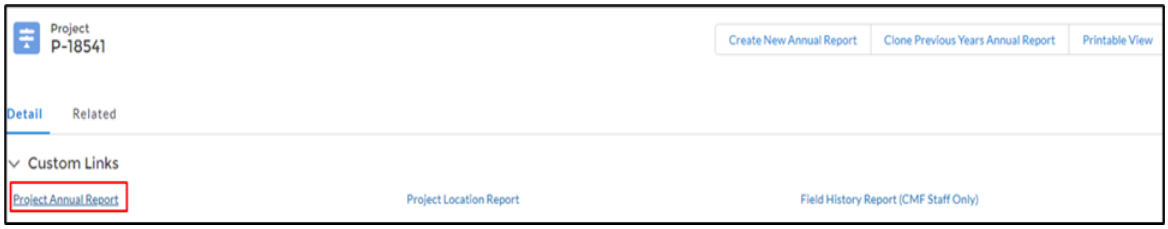


Figure 182: Project Annual Report Link- Project Detail Page

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



Figure 183: Project Annual Report Download

3. 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 184: Rental Project Annual Report

14.3 Rental Project Location Report

1. 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.



Figure 185: Project Location Report Link

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



Figure 186: Project Location Report Download

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

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

Figure 187: 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.

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



Figure 188: Homeownership Report Link

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 189: Homeownership Report Link

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



Figure 190: Homeownership Report Download

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

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

Figure 191: 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 192: Homeownership Project Annual Report Link

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



Figure 193: 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 194: 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.

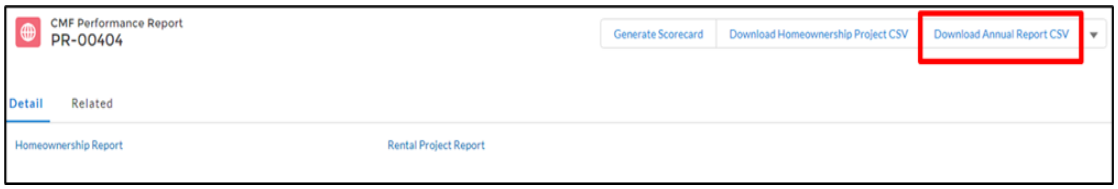


Figure 195: CMF Performance Report Detail Page- Download CSV Template

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 196: 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.

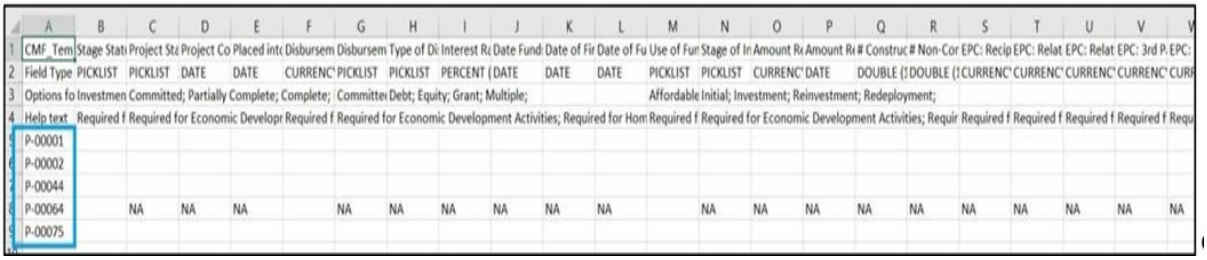


Figure 197: Sample Annual Report CSV Template

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
1	Template Name	Project ID	Investment or Affordability at FY End	Project Status at FY End	Project Completion Date	Placed into Service Date
2	CMF_Template_2017	Field Type	PICKLIST	PICKLIST	DATE (MM/DD/YYYY)	DATE (MM/DD/YYYY)
3		Options for Picklist Field	Investment; Affordability;	Committed; Partially Complete; Complete; Incomplete - Terminated; Replac		
4	Project Name	Help text	Required for Direct Administrative Ex	Required for Economic Development Activities; Required for Homeownersh		
5	DAE	P-02923		NA	NA	NA
6	123 Hilltop Ln	P-02924				
7	Rental 1	P-05346				
8	EDA 1	P-05347				
9	Home 1	P-05412				
10	DAE 2	P-05413		NA	NA	NA

Compliance Project ID #

Input Fields

Figure 198: 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 199: 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 200: 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 201: 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 Activities; Required for Homeownership Housing; Required for Rental Housing;

Figure 202: 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 203: 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.

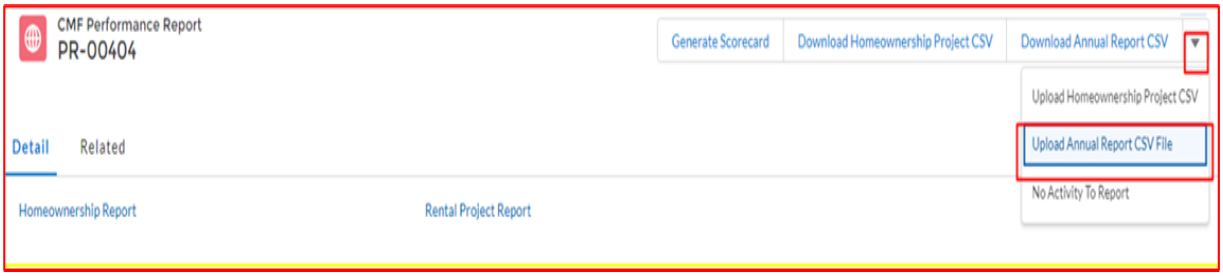


Figure 204: CMF Performance Report Details Page- Upload CSV File

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

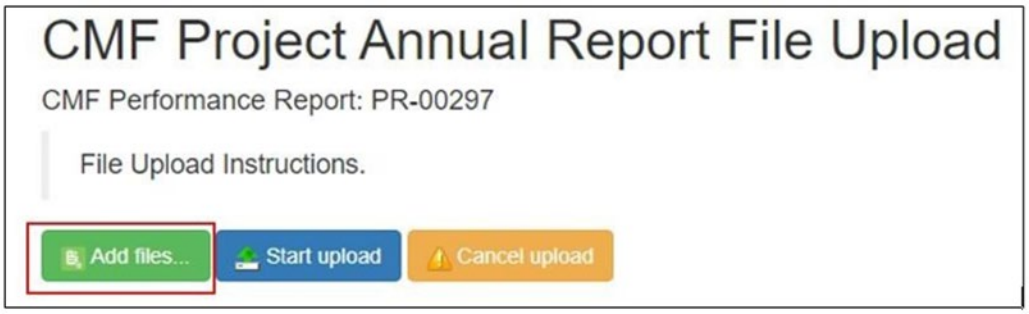


Figure 205: Browse for CSV File

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

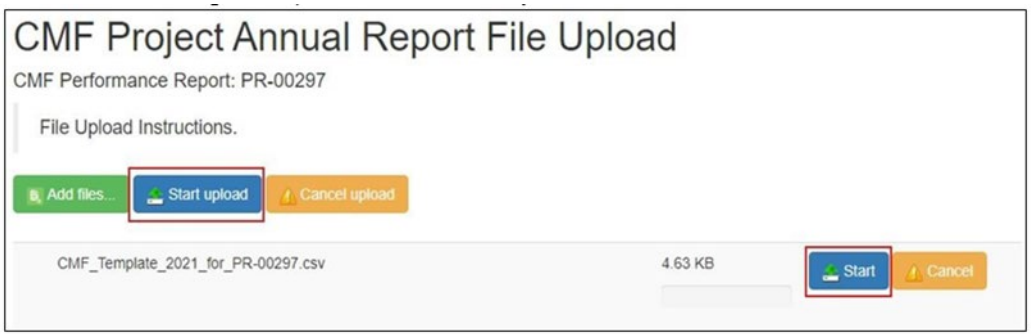


Figure 206: Start CSV Upload

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.



Figure 207: 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 208: Submit CSV Upload

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



Figure 209: 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**.

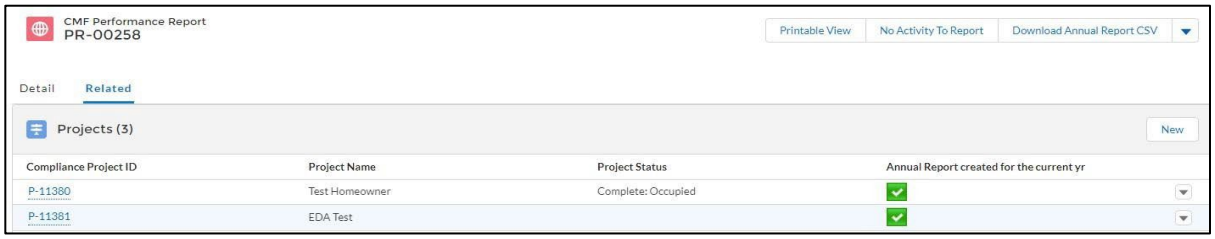


Figure 210: Annual Reports Created after CSV Upload

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.



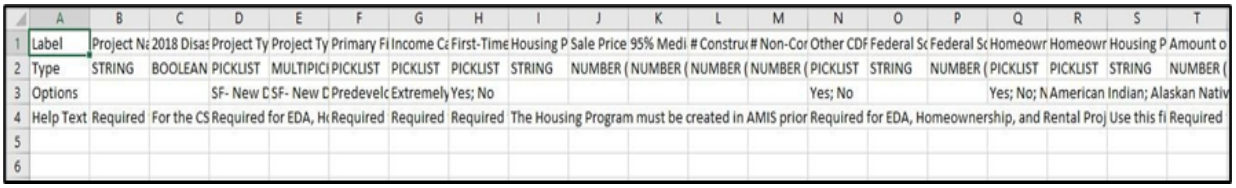
Figure 211: Download Homeownership Project Upload CSV Template

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 212: 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.



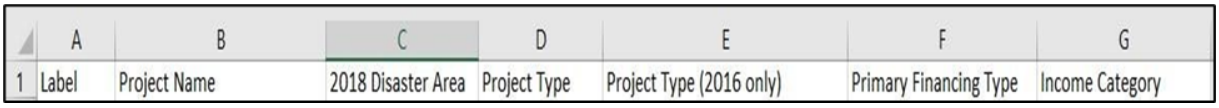
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Label	Project Na	2018 Disas	Project Ty	Project Ty	Primary Fi	Income Ca	First-Time	Housing P	Sale Price	95% Medi	# Construc	# Non-Cor	Other CDF	Federal Sc	Federal Sc	Homeowr	Homeowr	Housing P	Amount o
2	Type	STRING	BOOLEAN	PICKLIST	MULTIPICI	PICKLIST	PICKLIST	PICKLIST	STRING	NUMBER (	NUMBER (	NUMBER (	NUMBER (	PICKLIST	STRING	NUMBER (	PICKLIST	PICKLIST	STRING	NUMBER (
3	Options			SF- New D	SF- New D	Predevelc	Extremely	Yes; No						Yes; No			Yes; No; N	American Indian; Alaskan Nativ		
4	Help Text	Required	For the CS	Required for EDA, H		Required	Required	Required	The Housing Program must be created in AMIS prior					Required for EDA, Homeownership, and Rental Proj					Use this fi	Required
5																				
6																				

Figure 213: 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 214: Row 1- Fields

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



Figure 215: 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 216: 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 Activities; Required for Homeownership Housing; Required for Rental Housing;

Figure 217: 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
5		[Enter First Project Here]	
6			
7			
8			

Figure 218: 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.

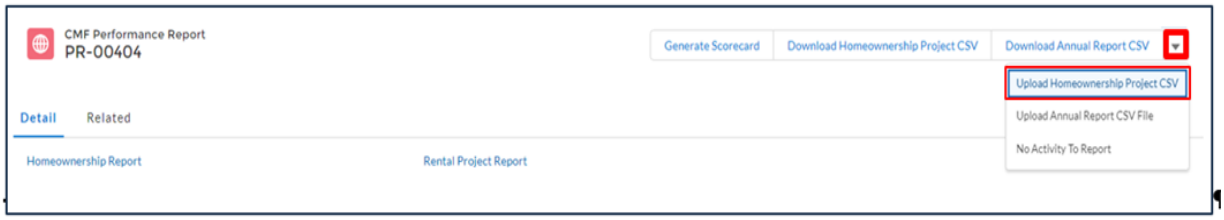


Figure 219: CMF Performance Report Details Page- Upload Homeownership Project CSV File

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



Figure 220: Browse for Homeownership Project CSV File

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



Figure 221: 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.

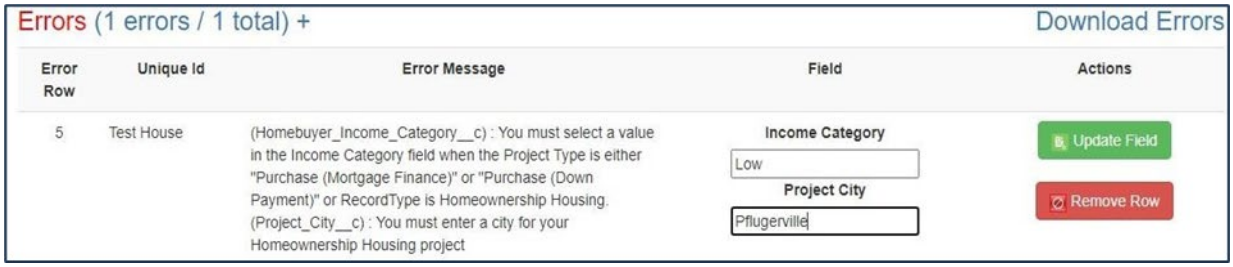


Figure 222: CSV Upload Errors

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 223: Submit CSV Upload

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



Figure 224: 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.

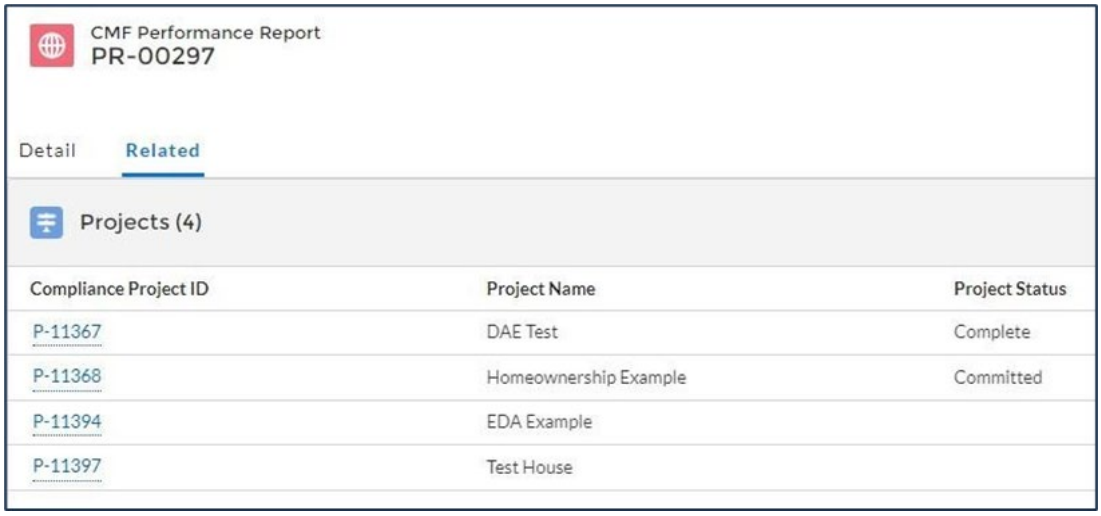


Figure 225: Confirmation that Project was created after CSV Upload

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.[4] Replacement of homes must be reported according to the following steps:

16.4 How to Report a Replacement Homeownership Project

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 Terminated- Unit Replaced 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 or Terminated- Unit Not Replaced.

[4] The Recipient should refer to Section 5.3 of the Assistance Agreement for more information regarding resale and recoupment requirements.

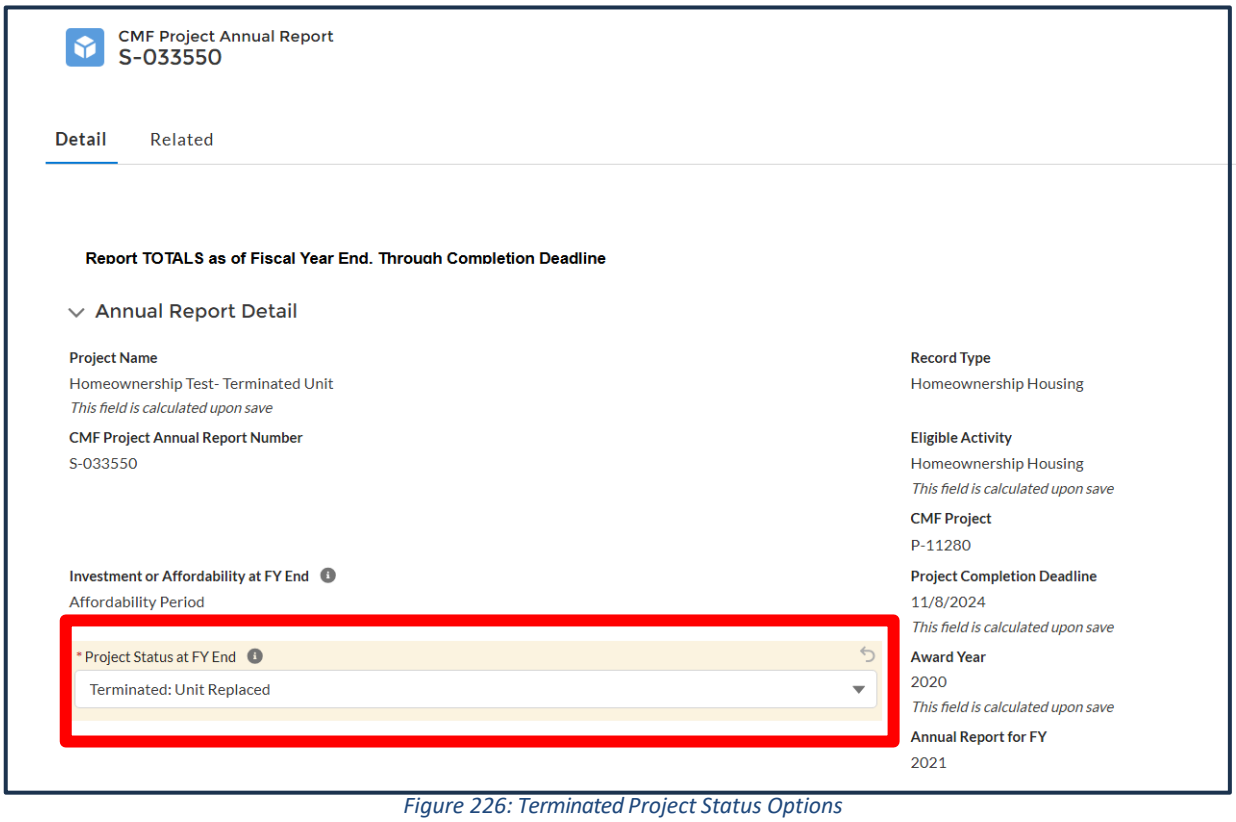


Figure 226: Terminated Project Status Options

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 Dat**e 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.

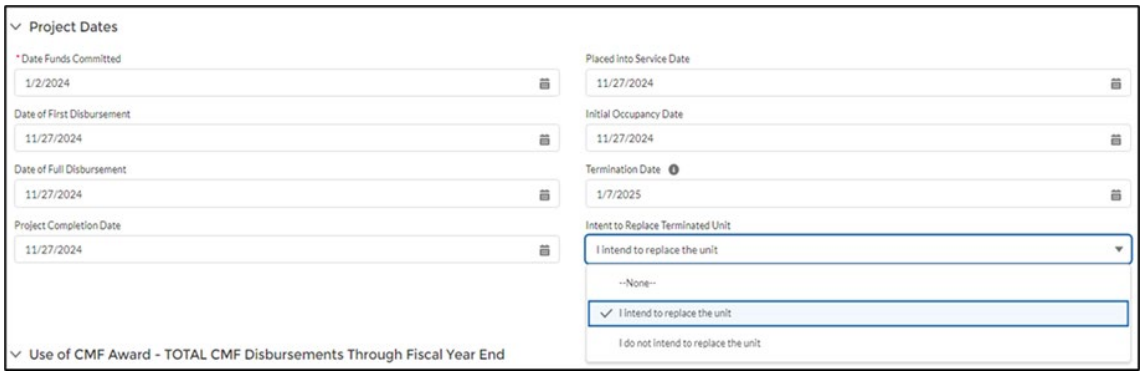


Figure 227: Terminated date & Intent to Replace dropdown

2. 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:

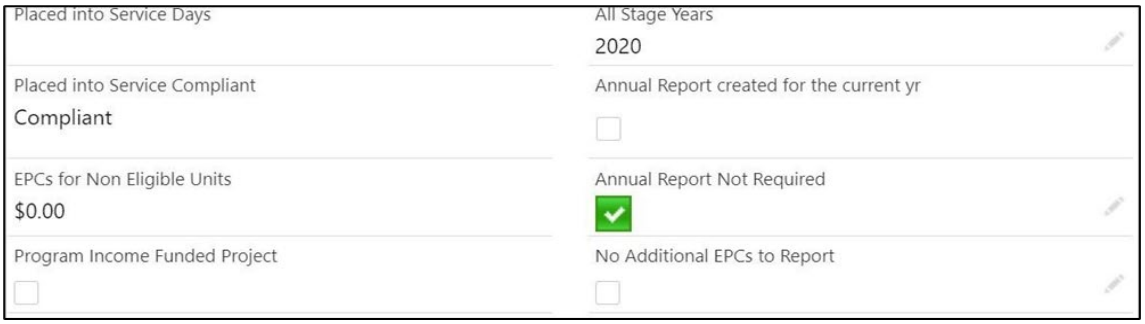


Figure 228: Annual Report not Required Checkbox

16.5 Create the Replacement Project Record and CMF Project Annual Report

1. 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

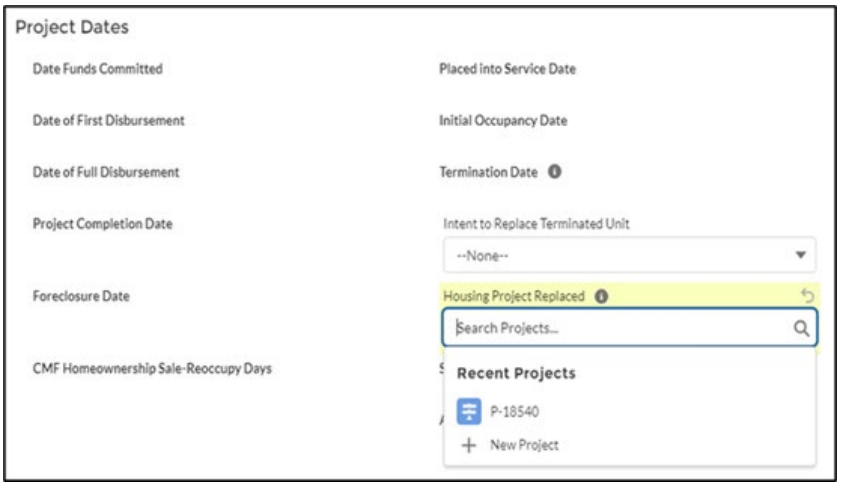


Figure 229: Housing Project Replaced Field and Search Tool

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).



Figure 230: 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.

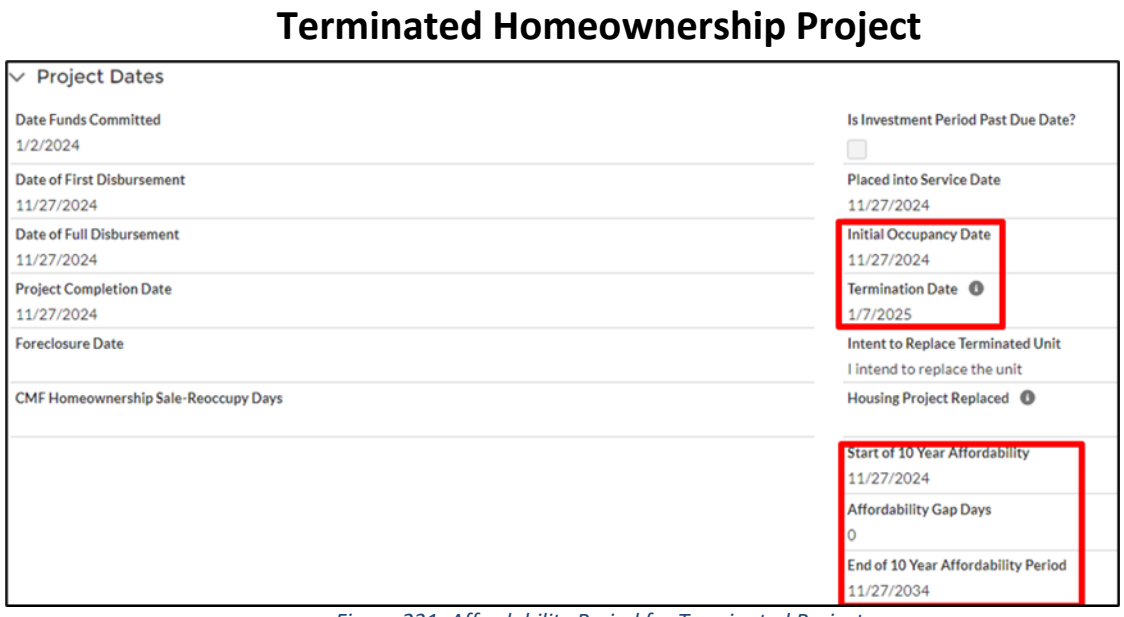


Figure 231: Affordability Period for Terminated Project

Replacement Homeownership Project



Figure 232: 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:

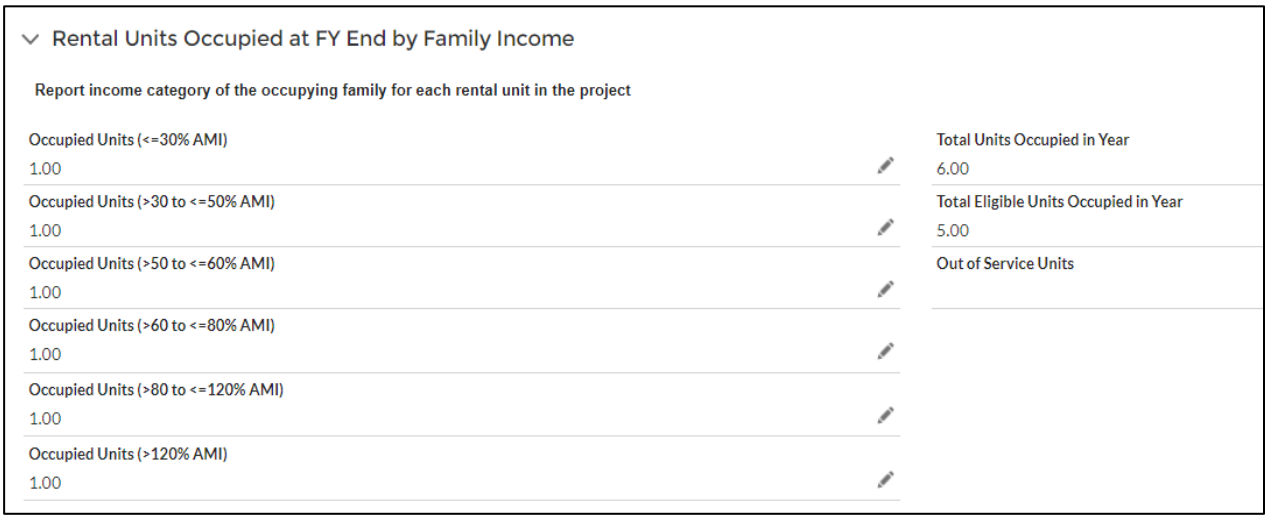


Figure 233: CMF Project Annual Report Record- Rental Units Occupied at Performance Year-End

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 234: Service Request Tab

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



Figure 235: 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).

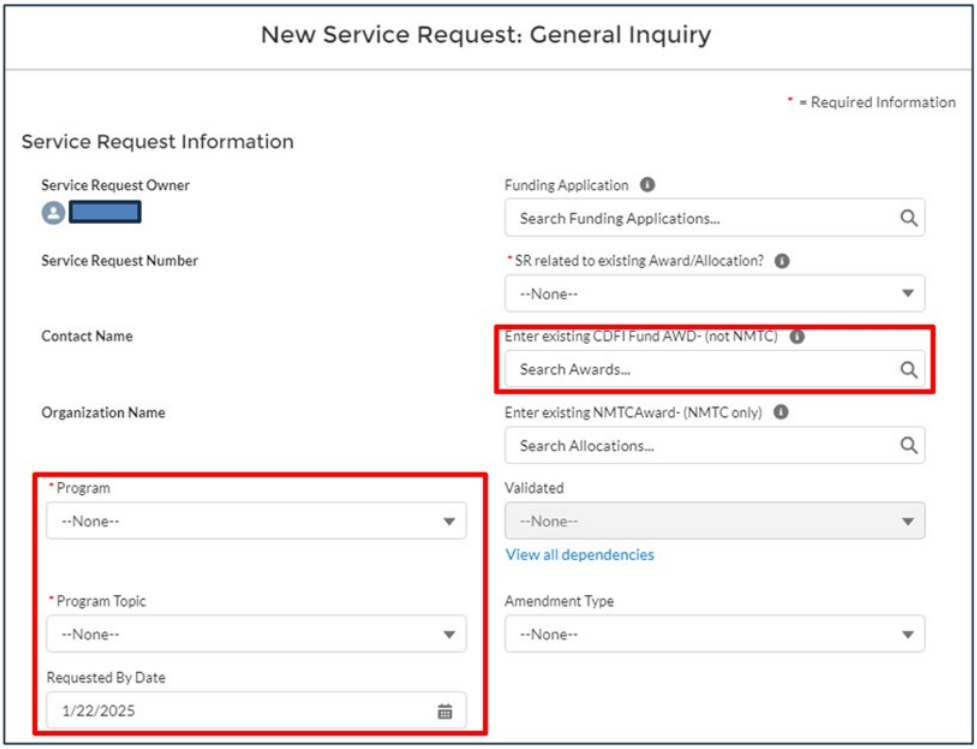


Figure 236: New Service Request #1

4. Click Save to submit the Service Request.

19. (New) Accessing your Assistance Agreement

1. Log into AMIS. Click on **Awards** from the tab options. If no awards appear, click the Recently Viewed dropdown and select "ALL". Select the award under Award Name.

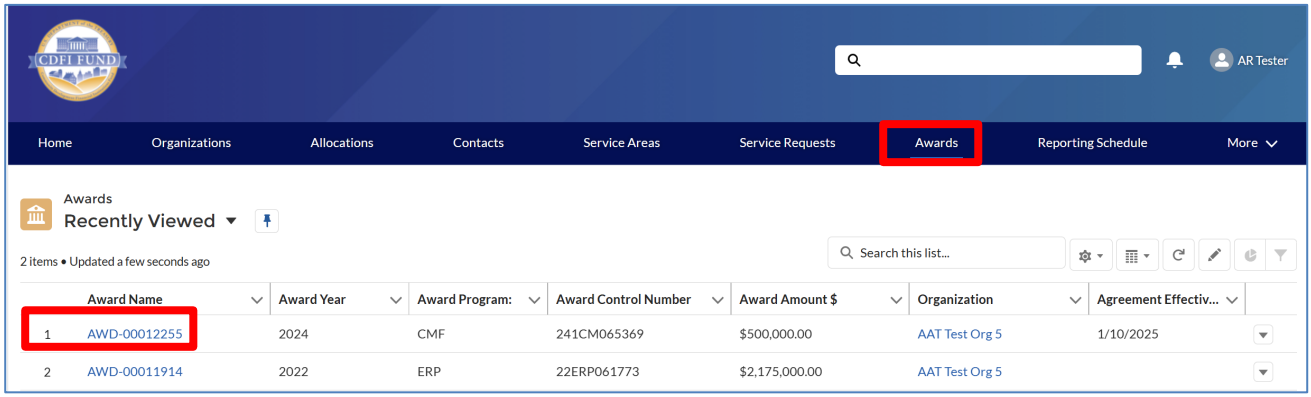


Figure 237: Award Page

2. Once the Award record is open, then click the Related tab.

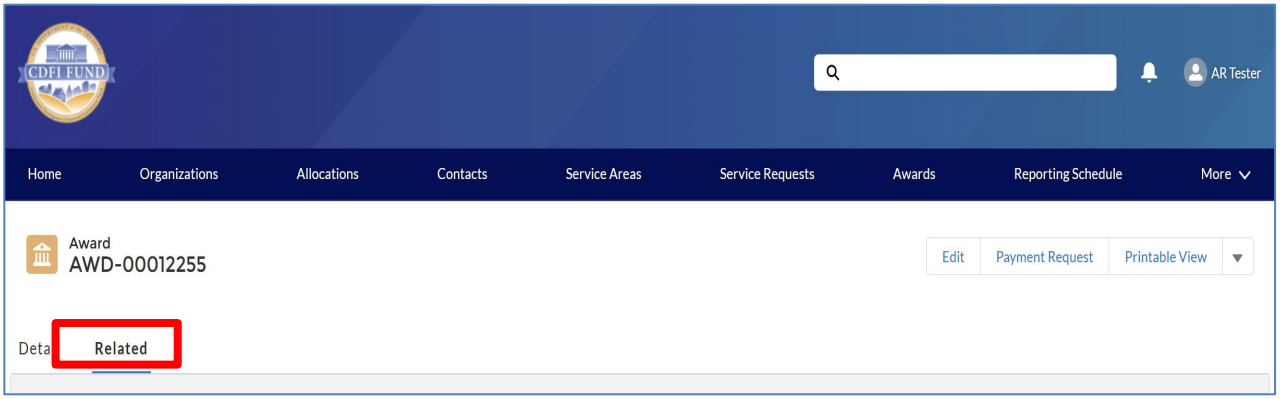


Figure 238: Award - Related tab

3. Scroll down to the "Notes & Attachments" section to locate and open your Assistance Agreement.

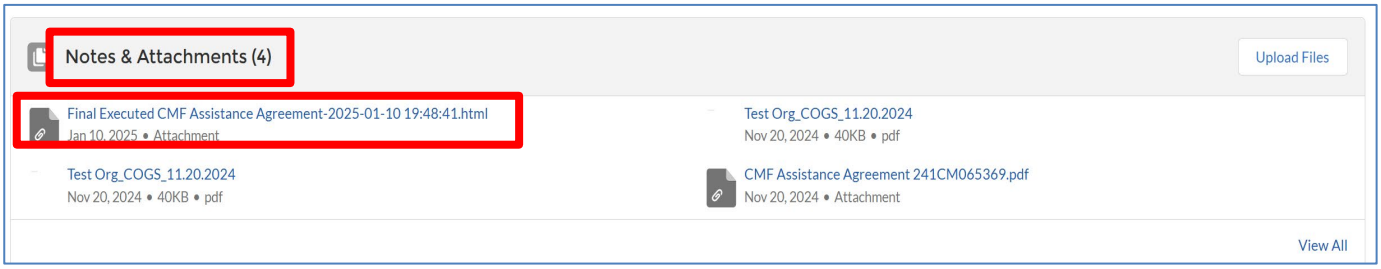


Figure 239: Notes & Attachments section showing Assistance Agreement