



**NEW MARKETS TAX CREDIT PROGRAM (NMTC)
ALLOCATEE TRANSACTION LEVEL REPORT (TLR)
DATA POINT GUIDANCE AND REPORTING
INSTRUCTIONS FOR AMIS**

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CDFI FUND
U.S. DEPARTMENT OF THE TREASURY

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I. TLR REPORTING INSTRUCTIONS FOR AMIS

1. Introduction

This guide provides instructions for Organizations using the CDFI Fund’s Award Management Information System (AMIS) to meet their Allocatee Transaction Level Report (TLR) submission obligations under the Allocation Agreement. This guide provides instructions on submitting new TLR records, updating existing TLR records, certifying TLRs, submitting TLRs for Multi-CDE projects and generating ad-hoc reports in AMIS. In addition, it provides detailed instructions on how to report each of the data fields in the TLR.

Note: For detailed instructions on logging into and navigating the AMIS system, please refer to [Getting Started – Navigating AMIS](#).

1.1 CDFI Fund Disclosure Policy

The CDFI Fund may upon request provide information collected and any associated reporting submitted by the Allocatee to an appropriate federal, State, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order.

2. What’s New in This Version

This version of the NMTC Allocatee TLR Guidance includes updates that improve the clarity and usability of the document. These updates span both how TLR records are submitted in AMIS and how individual data points should be reported.

2.1 Restructured and Expanded Instructional Content

Several sections have been rewritten or added to clarify reporting processes:

- **Section 1 (Introduction)**
- **Section 2 (What’s New in This Version)**
- **Section 3 (TLR Reporting Requirements)** provides an explanation of the required report types (TLR, ILR, QEI Closeout), the distinction between new records and annual updates, and the importance of certification deadlines.
- **Section 4 (Submitting New TLR Records)** features detailed instructions for individual record submission via the AMIS user interface and for bulk uploading TLR Projects, Notes, Addresses, and Loan Sources via CSV or XML file.
- **Section 5 (Submitting Annual Updates to Existing TLR Records)** distinguishes between two types of updatable records:

- *Annual Update Fields* (e.g., loan performance and borrower financials), which must be updated each year;
- *36-Month Reporting Fields* (e.g., job creation, people served, environmental outcomes), which can be updated up to three years after loan origination.
- **Section 6 (Handling Projects with Multiple Project Locations)** explains how to apportion QLICI investment amounts across multiple addresses.
- **Section 7 (Certifying TLRs)** has been rewritten to clearly differentiate between Interim and Final Certification and includes step-by-step instructions for completing each.
- **Section 8 (TLR Reporting for Multi-CDE Projects)** incorporates the previously stand-alone guidance document for reporting Multi-CDE projects. This section offers guidance on Multi-CDE Project reporting including:
 - Identifying a Lead CDE;
 - Creating and populating a Multi-CDE Project record;
 - Linking participating TLR Projects to Multi-CDE Project record ;
 - Coordinating outcome reporting to prevent double-counting.
- **Section 9 (Generating NMTC Reports)** provides instructions on how to generate and export preformatted and unformatted reports in AMIS.
- **Section 10 (Getting Help)** consolidates Help Desk information and provides directions for submitting Service Requests.

2.2 New Callout Boxes with Data Point Section-Specific Guidance

Throughout the NMTC Allocatee TLR Guidance, new shaded “Additional Guidance” callout boxes have been added to clarify common sources of confusion and help users report data more accurately. The sections for which callout boxes were added include:

- **Financial Note Terms**
Clarifies reporting on Amortization Type, use of projected collateral values for Collateral Value at Origination, and how to report Points or other charges even when rarely used.
- **Reporting Period Activity**
Explains how to handle annually updated fields like Days Delinquent and Number of Times Restructured, as well as cumulative measures like Annual Rate of Return and Projected Residual Value.
- **Total Project Cost & Underwriting Criteria**
Offers guidance on how to report underwriting ratios like Loan-to-Value Ratio and Projected Debt Service Coverage Ratio for early-stage real estate projects, including when to report projected values.
- **Investee/Borrower Profile**
Defines how to identify the “investee” in various scenarios (e.g., SPEs), emphasizes consistent entity reporting across fields, and clarifies ownership/control thresholds.
- **Project Outcomes (Jobs Reporting)**
Reinforces that Allocatees must report either all Projected or all Actual job data (not a mix), and provides definitions for FTE, job types, and Multi-CDE coordination.

- **Project Outcomes (Non-Job Outcome Reporting)**
Encourages Allocatees to report best estimates for outcomes such as people served and facility capacity at the time of reporting and clarifies when to enter zero vs. leave blank.
- **Fees and Transaction Costs**
Explains how to differentiate fees vs. transaction costs, how to report by payment recipient and timing, and how to split fees across participating CDEs in multi-CDE projects.
- **Project Address Reporting**
Clarifies when to use full addresses vs. latitude/longitude, provides formatting standards (ZIP, FIPS, Census vintage), and explains how AMIS handles geocoding confidence scores.

2.3 Data Point Instruction Updates

This version of the guidance includes revised instructions for several data points. The updates clarify reporting expectations, incorporate user feedback, and align definitions across programs. Updates have been made to the following data points:

- **TLR Note**
 - Points
 - Collateral Value at Origination
- **TLR Project**
 - Business Description – Primary
 - Annual Gross Revenue from Business Operations at Time of Loan/Investment
 - Annual Gross Revenue from Business Operations Reported During the Reporting Period
 - Job Quality Measure
 - Jobs Accessibility Measure
 - Environmental Restoration/Sustainability Outcome Measure
 - Total QEI Proceeds Retained by the CDE or CDE Affiliate
- **Loan Source and Disbursement**
 - Record Type of New Record -> Loan Source Type
- **Multi-CDE Project**
 - Environmental Restoration/Sustainability Outcome Measure

Please review the updated sections to ensure future submissions comply with the revised requirements.

3. TLR Reporting Requirements

NMTC Allocatees must submit various reports to fulfill their compliance obligations under Section 6.5 of the Allocation Agreement. This section explains the key reporting requirements, the difference between submitting new records and updating existing records, and why both processes are essential.

3.1 Required Reports

Allocatees must submit the following reports through AMIS:

- **Institution Level Report (ILR):** Provides organizational details and is required annually once the Allocatee or a Subsidiary Allocatee issues its first QEI.
- **Transaction Level Report (TLR):** Captures details of transactions, including new activity and updates to previously reported transactions. Allocatees must certify this report annually.
- **QEI Closeout Report:** Required when a QEI reaches the end of its seven-year tax credit compliance period.
- **Audited Financial Statements:** Must be uploaded into AMIS following instructions provided in the Allocatee ILR Instructions Guide.

All reporting deadlines are based on the Allocatee's fiscal year-end date. Even if a Subsidiary Allocatee has a different fiscal year-end, reports must align with the parent Allocatee's schedule.

3.2 Submitting New Records vs. Updating Existing Records

Allocatees must both **report new transactions** and **update active transactions** to maintain compliance.

- **New Records:** When an Allocatee or a Subsidiary Allocatee issues a QEI or makes an AWARD for the first time, it must submit a new record in AMIS. This requirement applies for every fiscal year in which new transactions occur.
- **Updating Existing Records:** Once a transaction is reported, Allocatees must update relevant data points annually. These updates ensure that previously reported transactions remain accurate and reflect the most current compliance information.

Both actions—submitting new records and updating existing ones—are required to provide a complete picture of an Allocatee's financial and compliance status.

3.3 Certification Requirements

Allocatees must certify their TLR reports in AMIS using the **Final Certification** feature. This certification confirms both the reporting of new transactions and the required updates to prior-

year transactions. Final Certification is due within **180 days after the end of the Allocatee's fiscal year**.

Allocatees may also use **Interim Certification** to timestamp and validate new transactions as they occur throughout the fiscal year. This feature helps reduce the reporting burden at the time of Final Certification.

3.4 Consequences of Late or Incomplete Reporting

Failure to submit required reports on time may result in a **default under the Allocation Agreement**. Consequences include:

- Scoring penalties on future applications to the CDFI Fund.
- Reallocation or termination of unused allocations.
- Ineligibility for future funding or allocations.

Section 8.3 of the Allocation Agreement outlines additional remedies available to the CDFI Fund in the event of default.

3.5 Reporting After the Compliance Period

After completing the seven-year compliance period for the last QEI, Allocatees will no longer be required to submit audited financial statements, ILRs, or TLRs. The Allocation Agreement will terminate **two years after the end of the final seven-year period** unless the Allocatee requests an earlier termination through AMIS.

If a Subsidiary Allocatee exits compliance, the Allocatee must notify the CDFI Fund via the **Sub-CDE Dissolution** portal in AMIS. The Allocatee remains responsible for any final reporting requirements associated with the dissolved entity.

4. Submitting New TLR Records

In AMIS, you can submit your TLR using one of two methods:

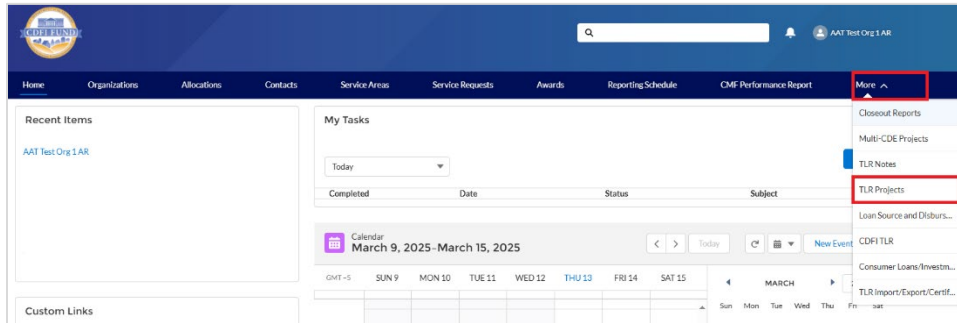
- UI Entry: Enter your TLR records directly through the AMIS user interface (UI).
- Bulk file Upload: Upload multiple TLR records at once using either a CSV file or an XML schema.

4.1 UI Entry of New TLR Records

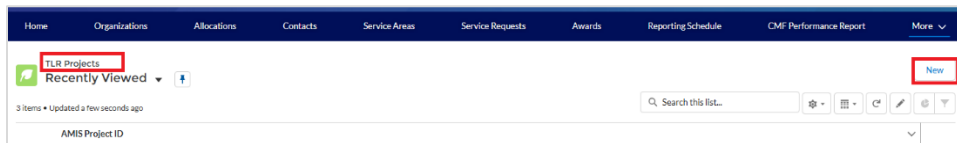
To create your TLR submissions via the AMIS UI, follow these steps:

1. Create a New TLR Project

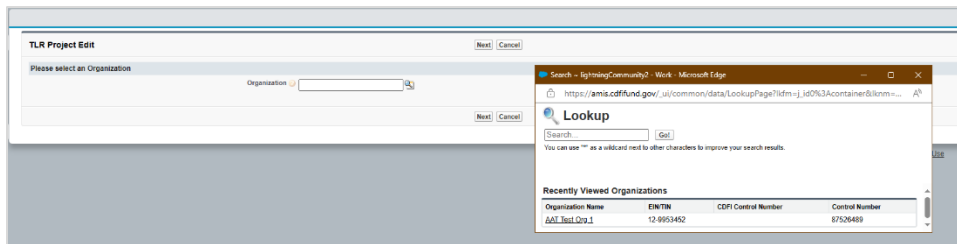
- Click on the **TLR Projects** tab in the **More** dropdown menu.



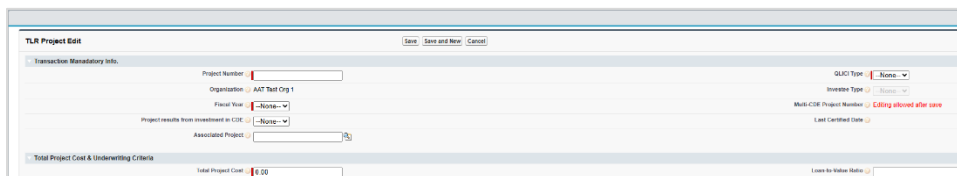
- Click the **New** button on the **TLR Projects** tab.



- Enter your organization's name in the **Organization Name** field or use the search icon to find your organization.

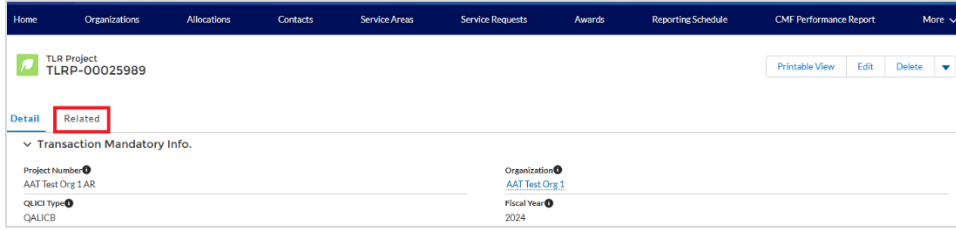


- Fill in the required **TLR Project** information based on the data point instruction in the guide and **Save** the record.

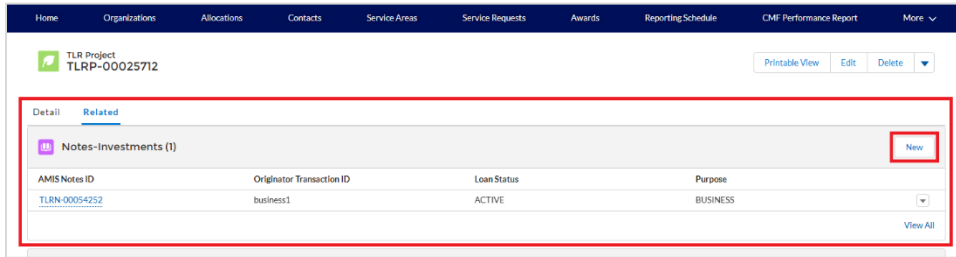


2. Add TLR Notes

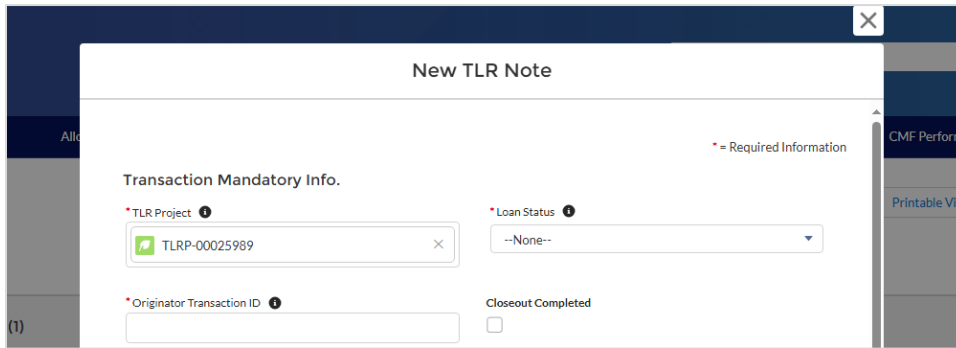
- From the **TLR Project** page, click on the **Related** tab to find the **TLR Note** object.



- Click **New** on the **Notes-Investments** related object to create a new **TLR Note** record.

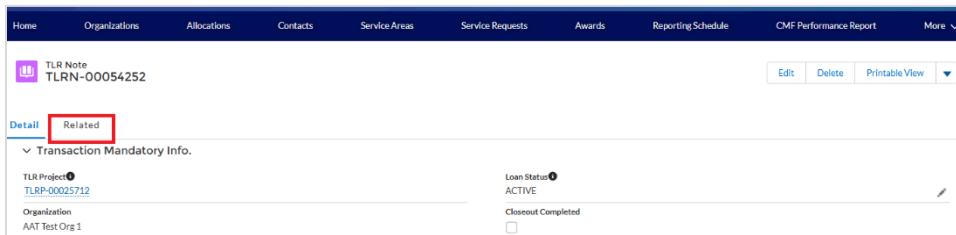


- Enter the required **TLR Note** details based on the data point instruction in the guide and **Save** the record.

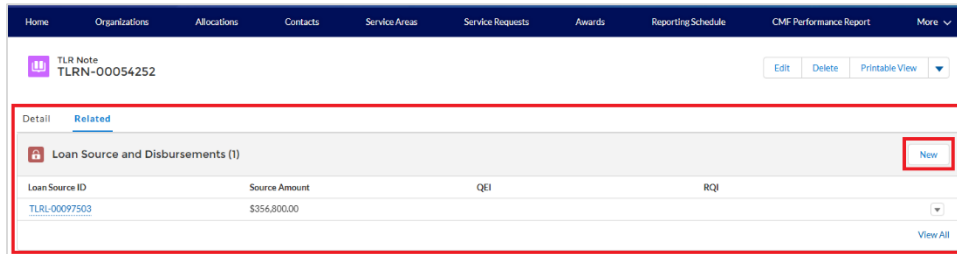


3. Add Loan Source and Disbursements

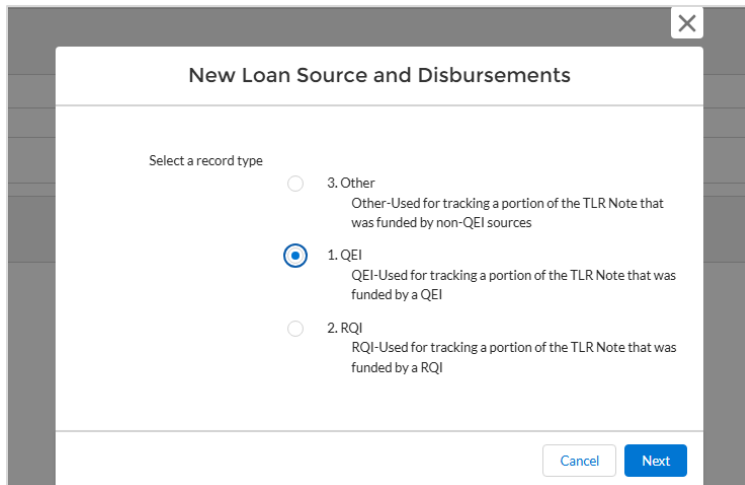
- From the **TLR Notes** page, click on the **Related** tab to find the **Loan Source and Disbursements** object.



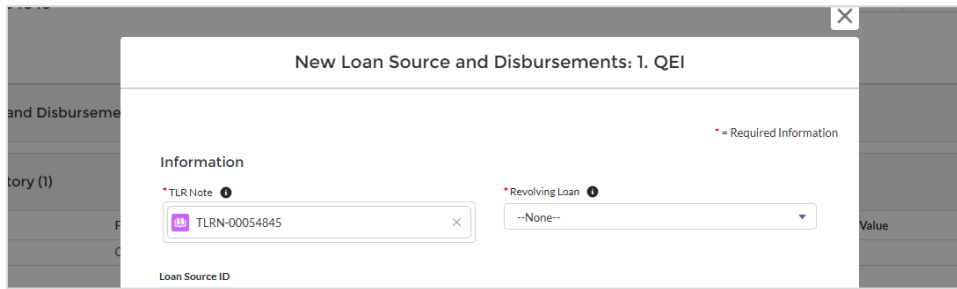
- Click **New** on the **Loan Source and Disbursements** related object to create a new **Loan Source and Disbursements** record.



- Select the **Record Type** of the **Loan Source and Disbursements** record.

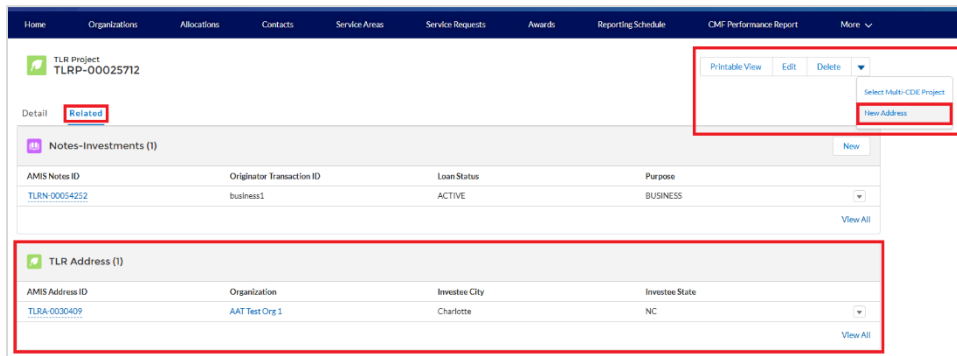


- Enter the required **Loan Source and Disbursements** details based on the data point instruction in the guide and **Save** the record.

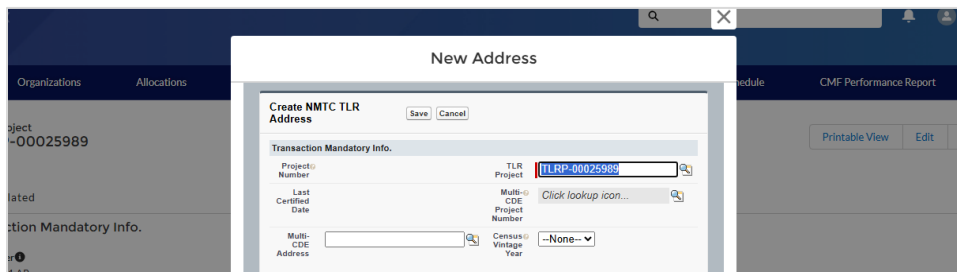


4. Add an Address

- Return to the **TLR Projects** tab, select the new project you created, and click **New Address**.



- Enter the required **TLR Address** details based on the data point instruction in the guide and **Save** the record.



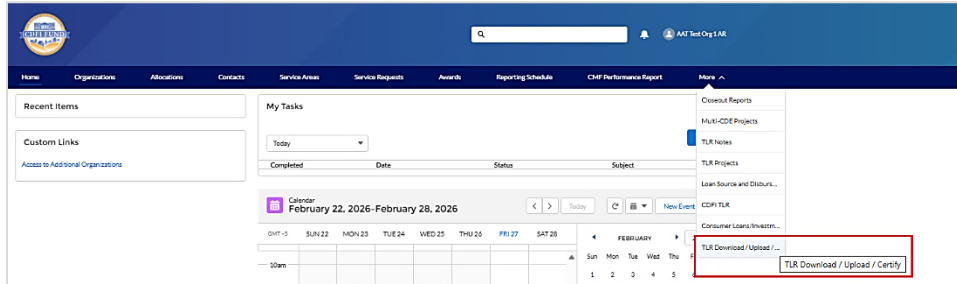
- Once you have submitted all your records, you may move on to the TLR Certification process (see section 7 of this guide for instructions on how to certify your records).

Note: In order to certify, each TLR Project must be linked to at least one TLR Note record and at least one TLR Address record and each TLR Note must be linked to at least one Loan Source and Disbursement record.

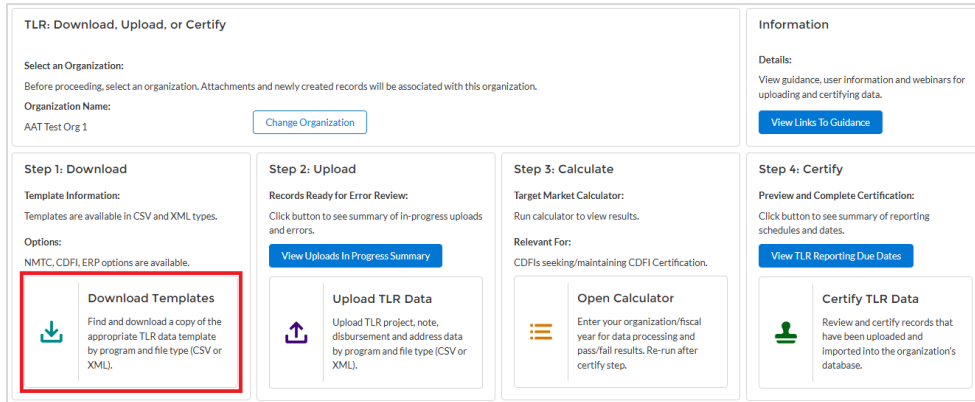
4.2 CSV Bulk Upload for Multiple New TLR Records

To upload multiple TLR records using a CSV file:

1. Download New CSV Template
 - Navigate to the **TLR Download/Upload/Certify** tab in the **More** dropdown menu.



- Click **Download Templates**



- Click the NMTC tab

TLR: Download Templates

Organization Name: AAT Test Org 1 [Change Organization](#)

CDFI **NMTC** ERP

NMTC CSV Templates: Click a linked file name below to download the corresponding template file.

- [NMTC TLR Project CSV Template](#)
- [NMTC TLR Note CSV Template](#)
- [NMTC TLR Address CSV Template](#)
- [NMTC TLR Loan Source and Disbursement CSV Template](#)
- [Update NMTC TLR Project CSV Template](#)
- [Update NMTC TLR Note CSV Template](#)

NMTCXML Templates: Click a linked file name below to download the corresponding template file.

- [NMTC TLR XML Schema](#)
- [Update NMTC TLR Data XML](#)

- Click the appropriate link to download the CSV template you need:
 - NMTC TLR Project CSV Template** for TLR Projects
 - NMTC TLR Note CSV Template** for TLR Notes
 - NMTC TLR Address CSV Template** for TLR Address
 - NMTC TLR Loan Source and Disbursement CSV Template** for Loan Source & Disbursements

Note: Make sure to download the latest CSV template before starting and always use the “General” cell formatting for CSV uploads.

2. Review CSV Template Structure

- Each CSV template contains the following rows:

Row	Description
Row 1	Field labels
Row 2	Filed types
Row 3	Available options to choose from (if applicable)
Row 4	Help text explaining how to enter data

3. Fill Out the CSV File

- Use the Help Text in row 4 as needed while completing the template with your TLR data.
- Once finished, save the file.

- Click **Back to Menu** to return to the **TLR Download/Upload /Certify** landing page.

TLR: Download Templates
[NMTC Download/Upload Guidance](#)
[CDFI Download/Upload Guidance](#)
[Back to Menu](#)

Organization Name:
AAT Test Org 1 [Change Organization](#)

- Upload Completed CSV File

- Click **Upload TLR Data**

TLR: Download, Upload, or Certify

Select an Organization:
Before proceeding, select an organization. Attachments and newly created records will be associated with this organization.
Organization Name:
AAT Test Org 1 [Change Organization](#)

Information
Details:
View guidance, user information and webinars for uploading and certifying data.
[View Links To Guidance](#)

Step 1: Download

Template Information:
Templates are available in CSV and XML types.

Options:
NMTC, CDFI, ERP options are available.

Download Templates

Find and download a copy of the appropriate TLR data template by program and file type (CSV or XML).

Step 2: Upload

Records Ready for Error Review:
Click button to see summary of in-progress uploads and errors.
[View Uploads In Progress Summary](#)

Upload TLR Data

Upload TLR project, note, disbursement and address data by program and file type (CSV or XML).

Step 3: Calculate

Target Market Calculator:
Run calculator to view results.

Relevant For:
CDFIs seeking/maintaining CDFI Certification.

Open Calculator

Enter your organization/fiscal year for data processing and pass/fail results. Re-run after certify step.

Step 4: Certify

Preview and Complete Certification:
Click button to see summary of reporting schedules and dates.
[View TLR Reporting Due Dates](#)

Certify TLR Data

Review and certify records that have been uploaded and imported into the organization's database.

- Click the **NMTC** tab
- Click the appropriate link to upload the CSV file you saved:
 - Upload NMTC TLR Project CSV** for TLR Projects
 - Upload NMTC TLR Note CSV** for TLR Notes
 - Upload NMTC TLR Address CSV** for TLR Address
 - Upload NMTC TLR Loan Source and Disbursement** for Loan Source & Disbursements

TLR: Upload Data
[NMTC Download/Upload Guidance](#)
[CDFI Download/Upload Guidance](#)
[Back to Menu](#)

Organization Name:
AAT Test Org 1 [Change Organization](#)

CDFI NMTC ERP

NMTC CSV Upload:
Click a link below to upload the corresponding data type.

[Upload NMTC TLR Project CSV](#)

[Upload NMTC TLR Note CSV](#)

[Upload NMTC TLR Address CSV](#)

[Upload NMTC TLR Loan Source and Disbursement CSV](#)

[Upload Update to NMTC TLR Project CSV](#)

[Upload Update to NMTC TLR Note CSV](#)

NMTC XML Upload:
Click a link below to upload the corresponding data type.

[Upload NMTC TLR XML](#)

[Upload Update to NMTC TLR XML](#)

NMTC Manual Uploads:
To add your records one-by-one using our manual entry templates, please visit the following links:

[NMTC TLR Project Manual Entry](#)

[NMTC TLR Note Manual Entry](#)

[NMTC TLR Disbursement Manual Entry](#)

Need a Template?:
Click 'Back to Menu' to return to the landing page; the 'Download' tile will take you to a full list of relevant templates.

- Click **Upload Files** and choose the CSV file you saved. If the wrong file is selected, click **Upload Files** again to select a different file.

Add Files for Processing
[NMTC Download/Upload Guidance](#)
[CDFI Download/Upload Guidance](#)
[Back to Upload Menu](#)

Organization Name: AAT Test Org 1 Record Type: TLR Project File Type: CSV

File Upload Instructions:
Click on the 'Upload Files' button below to choose your CSV or XML file. Once the file format is validated, you will be able to load the records into the system and review any errors present in the data on a line-by-line basis.

[Upload Files](#) Or drop files

[Proceed To Load Records](#) [Cancel and Delete File](#)

6. Confirm File Validation Message

- If the correct template is selected, AMIS displays:

Validated: File Headers Match Template
File Name: New_NMTC_TLR_Project (18).csv
Total Records Included in File: 1

[Proceed To Load Records](#) [Cancel and Delete File](#)

- If the wrong template is selected, AMIS displays:

Invalid: File Headers Do Not Match Template
error uploaded: Originator Transaction ID does not match expected: Project Number
File Name: CDFI_TLR_Project_Errors.csv
Object Type: TLR_Project_c

[Proceed To Load Records](#) [Cancel and Delete File](#)

- If an invalid template is selected, click **Upload Files** again to select a valid template. If the error persists, you may need to return to step **1. Download New CSV Template** to download the most recent template available.
- Once a valid file has been selected, click **Proceed to Load Records**.
- AMIS will display the total number of records uploaded. Click **Continue**.

7. Check and Resolve Errors

- To review and correct any errors in your file, click Check for Errors.

Add Files for Processing
[NMTC Download/Upload Guidance](#)
[CDFI Download/Upload Guidance](#)
[Back to Upload Menu](#)

Organization Name: AAT Test Org 1 Record Type: TLR Project File Type: CSV

File Upload Instructions:
Click on the 'Upload Files' button below to choose your CSV or XML file. Once the file format is validated, you will be able to load the records into the system and review any errors present in the data on a line-by-line basis.

Records Loaded: Ready to Check For Errors
File Name: NMTC_TLR_Project_Errors.csv
6 records loaded.
Click 'Check for Errors' below to view and correct any errors present in the data prior to completing the upload process.

[Check For Errors](#) [Cancel and Delete File](#)

- AMIS will display a page listing the errors found in your file, including:
 - a. the CSV row number

- b. a unique identifier
- c. the error message
- d. Update fields and buttons for entering corrections

Add Files for Processing
[NMTC Download/Upload Guidance](#)
[CDFI Download/Upload Guidance](#)
[Back to Upload Menu](#)

Organization Name: AAT Test Org 1 Record Type: TLR Project File Type: CSV

[Download Errors](#)
[Clear All Rows](#)

Total Records to Create: 1

Error Row	Unique ID	Error Message(s)	Update Field(s)	Actions
TLR Project				
5	2231518	- Business Description Primary must be OTHER when QLICI Type is CDE.	Business Description - Primary Select New Value	Update Field(s) Remove and Delete Record

- Correct errors directly on the screen by entering the right data and clicking **Update Field**.
- To remove the entire row/record from the uploaded records, click **Remove and Delete Record**.
- If AMIS still detects an error, the row will remain unsaved until the correct data is entered.
- To remove and delete all uploaded records and start fresh, click **Clear All Rows**.

Add Files for Processing
[NMTC Download/Upload Guidance](#)
[CDFI Download/Upload Guidance](#)
[Back to Upload Menu](#)

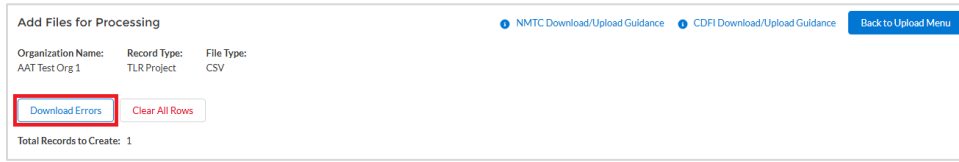
Organization Name: AAT Test Org 1 Record Type: TLR Project File Type: CSV

No Errors Found:
All records ready to load as TLRs. Please press "Submit" to finish creating these records.

Total Records to Create: 1

[Submit](#)
[Clear All Rows](#)

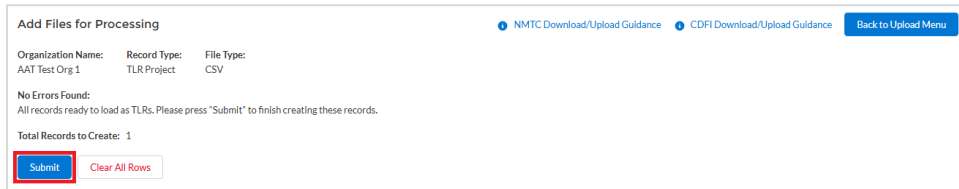
8. Fix Errors Using Downloadable Error Files (Optional)
 - o To correct errors in the CSV file itself, click Download Errors.



- o Use the downloaded file to make corrections and upload the updated CSV again.
- o Once all errors are corrected, AMIS will confirm that there are no remaining errors in the upload file.

9. Finalize and Submit Records

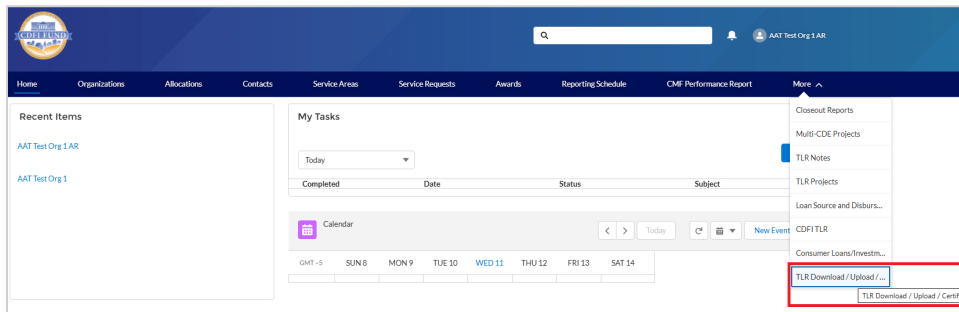
- o After reviewing your data, click **Submit** to finalize the upload.



4.3 XML Bulk Upload for Multiple New TLR Records

To upload multiple TLR records using an XML file:

1. Download the XML Schema:
 - o Navigate to the **TLR Download/Upload/Certify** tab in the **More** dropdown menu.



- Click **Download Templates**

The image shows a four-step process flow for TLR reporting:

- Step 1: Download**: Includes 'Download Templates' (highlighted with a red box) and instructions to find and download a copy of the appropriate TLR data template by program and file type (CSV or XML).
- Step 2: Upload**: Includes 'Upload TLR Data' and instructions to upload TLR project, note, disbursement and address data by program and file type (CSV or XML).
- Step 3: Calculate**: Includes 'Open Calculator' and instructions to enter organization/fiscal year for data processing and pass/fail results.
- Step 4: Certify**: Includes 'Certify TLR Data' and instructions to review and certify records that have been uploaded and imported into the organization's database.

- Click the **NMTC** tab
- Click the link labeled **NMTC TLR XML Schema** to download the XML schema.

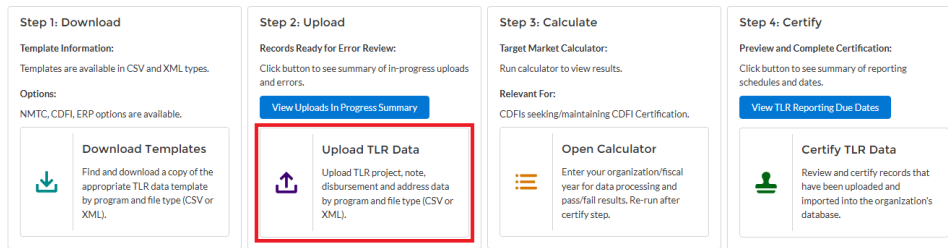
The image shows the 'TLR: Download Templates' page with the following details:

- Organization Name: AAT Test Org 1
- Selected Tab: **NMTC** (highlighted with a red box)
- Available Templates:
 - NMTC TLR Project CSV Template
 - NMTC TLR Note CSV Template
 - NMTC TLR Address CSV Template
 - NMTC TLR Loan Source and Disbursement CSV Template
 - Update NMTC TLR Project CSV Template
 - Update NMTC TLR Note CSV Template
 - NMTC TLR XML Schema** (highlighted with a red box)
 - Update NMTC TLR Data XML

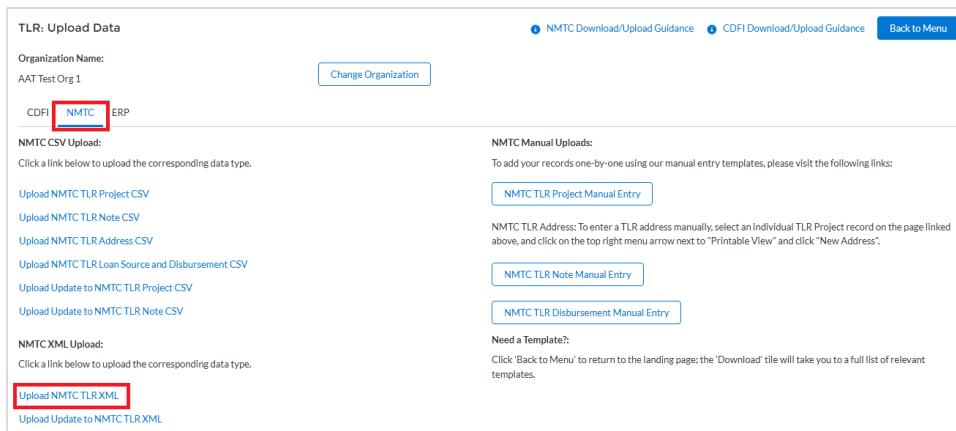
2. Fill Out XML File

- Use the downloaded XML schema to create and complete your XML file.
- After completing the XML file, save it.
- Click **Back to Menu** to return to the **TLR Download/Upload/Certify** landing page.

3. Upload XML File
 - o Click **Upload TLR Data**



- o Click the **NMTC** tab
- o Click the link labeled **Upload NMTC TLR XML**.



- o Click **Upload Files** and choose the XML file you saved.
 - o If the wrong file is selected, click **Upload Files** again to select a different file.
4. Follow Same Steps as CSV Upload Error Resolution and Submission
 - o The steps to confirm valid files, review errors, correct data and finalize the upload are the same as for CSV file uploads.
 - o Refer to **steps 6-9 in Section 4.2 (CSV Bulk Upload for Multiple New TLR Records)** for instructions.

5. Submitting Annual Updates to Existing TLR Records

Allocatees are required to review and update specific fields for TLR records submitted in prior years. These updates ensure that the CDFI Fund receives accurate, up-to-date information on loan performance and project outcomes as projects progress. AMIS unlocks eligible records

each fiscal year, allowing users to make necessary changes before submitting annual certifications.

There are two categories of fields that may be updated in prior-year TLR records:

- **Annual Update Fields** – These are performance and loan status fields that must be reviewed and updated each year for all active transactions.
- **36-Month Outcome Fields** – These are project impact measures that can be reported up to three years after loan origination, allowing Allocatees to report stabilized project outcome data.

Updates can be submitted through the AMIS user interface or in bulk via CSV or XML upload.

5.1 Annual Update Fields

The following performance and loan status fields must be reviewed and updated each year for all active transactions:

- **TLR Project:**
 - Annual Gross Revenue (Reporting Period)
- **TLR Note:**
 - Loan Status
 - Term (in months)
 - QLICI Level
 - Principal Balance Outstanding
 - Days Delinquent
 - Number of Times 60 Days or More Delinquent
 - Number of Times the Loan was Restructured
 - Amount Charged Off
 - Amount Recovered
 - Annual Gross Revenue during the Reporting Period

5.2 36-Month Reporting Fields

The following outcome fields may be reported up to **three years after loan origination** to reflect more accurate or complete results:

- **TLR Project:**
 - Actual Jobs Created (Construction)
 - Actual Jobs Created (Financed)
 - Actual Jobs Created (Tenant)
 - Job Quality Measure
 - Number of Quality Jobs
 - Jobs Accessibility Measure
 - Number of Accessible Jobs

- Number of People Served by Commercial Goods or Services
- Number of People Served by Community Goods or Services
- Number of Households Served by Infrastructure Services
- Environmental Restoration and/or Sustainability Outcome Measure
- Environmental Restoration and/or Sustainability Outcome

Note: Only the fields listed in Sections 5.1 and 5.2 may be updated on prior-year TLR records. No other fields can be modified. In addition, the fields in Section 5.2 may only be reported once after which those fields will be locked by AMIS and further changes to the data will not be permitted.

After making updates, you must complete either **Interim** or **Final Certification** to finalize the changes.

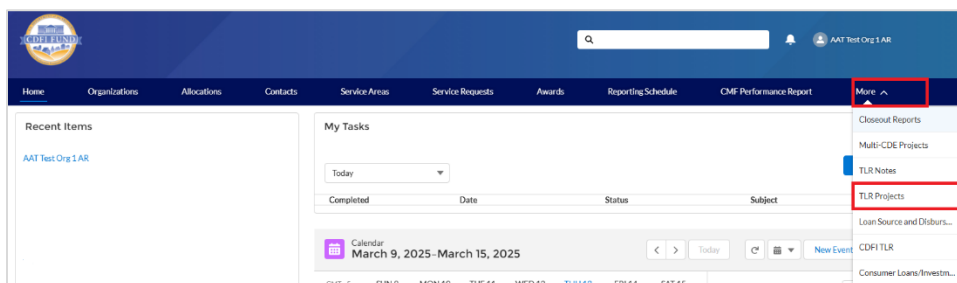
5.3 Methods for Updating Existing TLR Records

Allocatees can update eligible TLR Project and Note fields using one of two methods: UI entry or CSV/XML bulk upload. Only **TLR Project** and **TLR Note** records may be updated. **TLR Address** and **Loan Source and Disbursement** records cannot be modified once submitted.

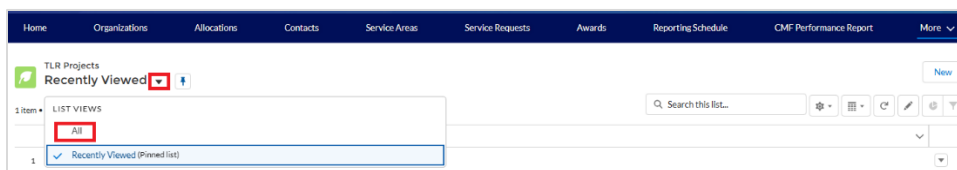
1. TLR Record Update via User Interface (UI)

To update individual records directly in AMIS:

- From the **More** dropdown menu, select the **TLR Project** tab.



- Click the arrow next to **Recently Viewed**, then select **All** to view all TLR Projects.



- Locate the TLR Project you want to update using the search bar, sort options, or by entering the **Project Number**.

AMIS Project ID	Project Number	Last Certified Date	Total Project Cost	Client ID	Organization	Created Date
TLRP-0001514	1203450	8/24/2018	\$1,000,000.00	111111111	AAT Test Org 1	8/24/2018 10:38 AM

- Click the **TLR Project ID** to open the record and, on the record page, click **Edit**.

- Make changes only to the fields listed in Sections 5.1 (Annual Update Fields) and 5.2 (36-Month Fields) and click **Save**.

- Repeat the process for each record that requires updates.

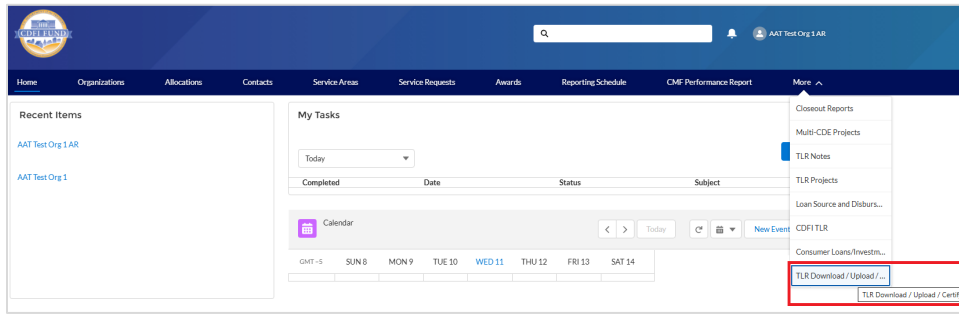
Note: The process for updating the **TLR Note** is similar except you would go to the **TLR Note** tab from the **More** dropdown menu.

Only fields in the TLR Project and TLR Note records can be updated. AMIS will not allow changes to **TLR Address** and **Loan Source and Disbursement** records.

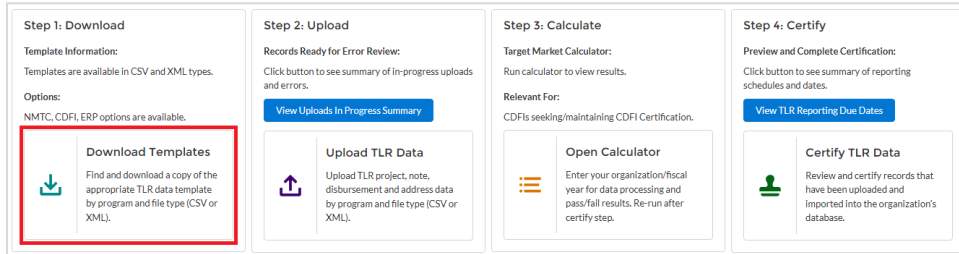
2. CSV File Upload

To submit bulk updates via CSV:

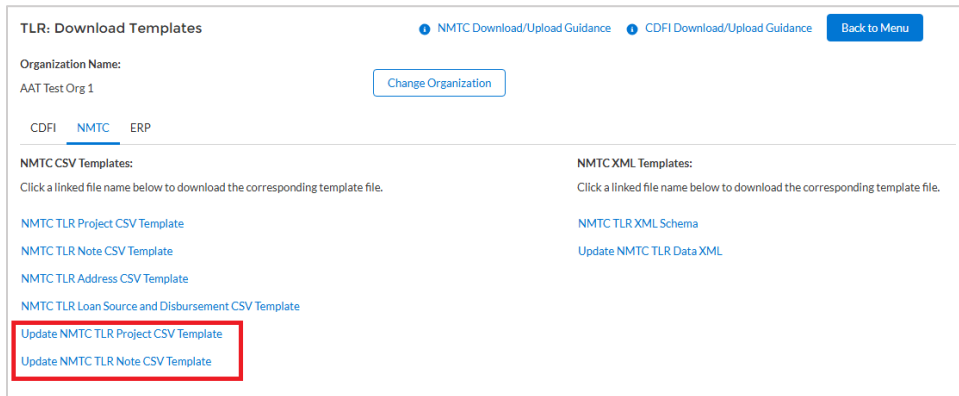
- From the **More** dropdown menu, select the **TLR Download/Upload/Certify** tab.



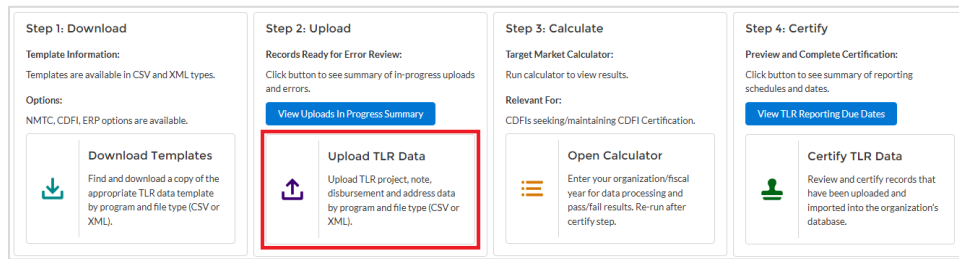
- Click **Download Templates**



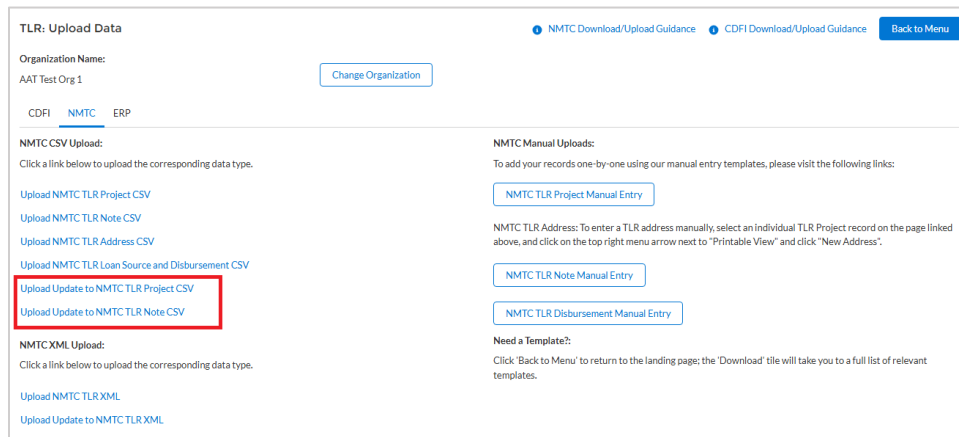
- Click the **NMTC** tab



- Click the appropriate link to download the latest update templates:
 - Update NMTC TLR Project CSV Template**
 - Update NMTC TLR Note CSV Template**
- Enter your updates into the templates using the exact format provided.
- After completing the template, save the file.
- Click **Back to Menu** to return to the **TLR Download/Upload /Certify** landing page.
- Click **Upload TLR Data**



- Click the **NMTC** tab



- Upload the files using the appropriate links:
 - Upload Update to NMTC TLR Project CSV**
 - Upload Update to NMTC TLR Note CSV**
- Click **Upload Files** and choose the CSV file you saved. If the wrong file is selected, click **Upload Files** again to select a different file.
- The steps to review errors, correct data, and finalize the upload are the same as for CSV file uploads. Refer to **Steps 6–8 in Section 4.2 (CSV Bulk Upload for Multiple New TLR Records)** for instructions.

3. XML File Upload

To submit bulk updates via XML:

- From the **TLR Download/Upload/Certify** page, click **Download Templates**.

Step 1: Download
Template Information:
Templates are available in CSV and XML types.
Options:
NMTC, CDFI, ERP options are available.
Download Templates
Find and download a copy of the appropriate TLR data template by program and file type (CSV or XML).

Step 2: Upload
Records Ready for Error Review:
Click button to see summary of in-progress uploads and errors.
View Uploads In Progress Summary
Upload TLR Data
Upload TLR project, note, disbursement and address data by program and file type (CSV or XML).

Step 3: Calculate
Target Market Calculator:
Run calculator to view results.
Relevant For:
CDFIs seeking/maintaining CDFI Certification.
Open Calculator
Enter your organization/fiscal year for data processing and pass/fail results. Re-run after certify step.

Step 4: Certify
Preview and Complete Certification:
Click button to see summary of reporting schedules and dates.
View TLR Reporting Due Dates
Certify TLR Data
Review and certify records that have been uploaded and imported into the organization's database.

- Click the **NMTC** tab
- Click the link labeled **NMTC TLR XML Schema** to download the XML schema.

TLR: Download Templates
NMTC Download/Upload Guidance | CDFI Download/Upload Guidance | **Back to Menu**

Organization Name:
AAT Test Org 1
Change Organization

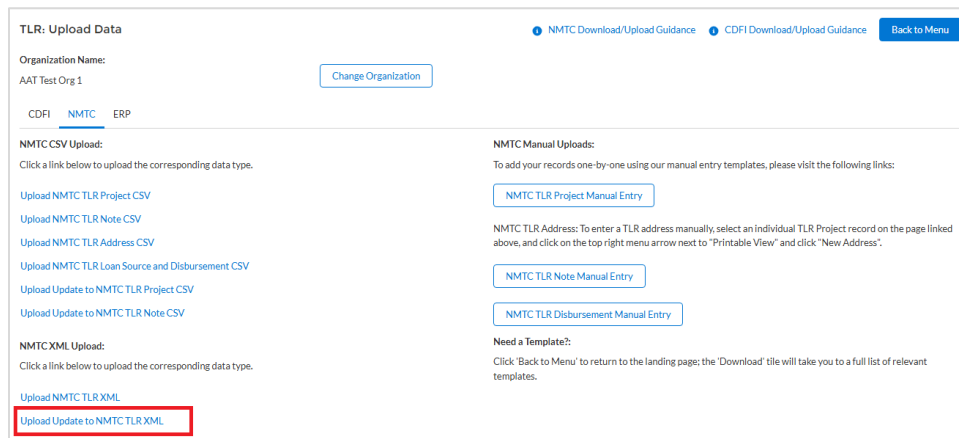
CDFI | **NMTC** | ERP

NMTC CSV Templates:
Click a linked file name below to download the corresponding template file.
[NMTC TLR Project CSV Template](#)
[NMTC TLR Note CSV Template](#)
[NMTC TLR Address CSV Template](#)
[NMTC TLR Loan Source and Disbursement CSV Template](#)
[Update NMTC TLR Project CSV Template](#)
[Update NMTC TLR Note CSV Template](#)

NMTC XML Templates:
Click a linked file name below to download the corresponding template file.
[NMTC TLR XML Schema](#)
Update NMTC TLR Data XML

- Enter your updates using the required XML format and save the file.
- Click **Back to Menu** to return to the **TLR Download/Upload /Certify** landing page.
- Click **Upload TLR Data**
- Click the **NMTC** tab

- Upload the saved XML file using the link:
 - Upload Update to NMTC TLR XML**

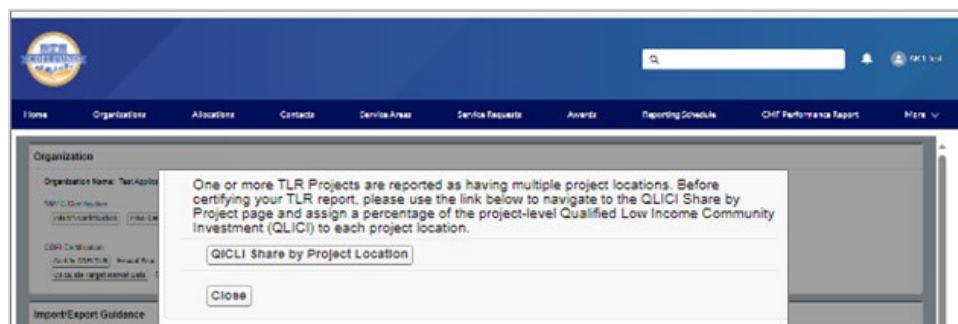


- Resolve Errors and Submit: The steps to add the file, resolve errors and submit the file are the same as for CSV file uploads. Refer to **Steps 6–8 in Section 4.2 (CSV Bulk Upload for Multiple New TLR Records)** for instructions.

6. Handling TLR Projects with Multiple Project Locations

If you report a project with multiple locations, you'll need to assign a percentage of the total Qualified Low Income Community Investment (QLICI) to each location.

When prompted, click **QLICI Share by Project Location**.



The next screen will display projects with multiple locations. For each, assign a percentage of the total QLICI to each location. The percentages must total 100%. Once finished, click **Save**, then **Next** to proceed with the rest of the certification process.

QLICI Share by Project Location

TLR Projects with 1 Address will automatically default to 100%. You must save to continue.

[View All Projects](#)

AMIS Address Id	Project Address	Percentage of QLICI	Amount of QLICI
TLRA-0324734	X - 77 042556 Y 35 904108	50	\$500,000.00
TLRA-0324735	1801 L St NW Washington DC 20036	50	\$500,000.00
Total		100%	\$1,000,000.00

[Save](#) [Next](#) [Exit](#)

You can view all projects at once by clicking **View All Projects**. When done, click **Exit** to continue with the certification process.

7. Certifying TLRs

Allocatees are required to certify their TLRs annually. The certification process includes both reporting new transactions and updating existing ones. Final Certification is due within **180 days after the end of the Allocatee's fiscal year**. Interim Certification can be used throughout the fiscal year to time stamp and validate new transactions, reducing the burden at Final Certification.

To view upcoming and past TLR reporting due dates, navigate to the **TLR Download/Upload/Certify** tab in AMIS.

Recent Items

- AAT Test Org 1 AR
- AAT Test Org 1

My Tasks

Completed Date Status Subject

Calendar

GMT-5 SUN 8 MON 9 TUE 10 WED 11 THU 12 FRI 13 SAT 14

More

- Closeout Reports
- Multi-CDE Projects
- TLR Notes
- TLR Projects
- Loan Source and Disbur...
- CDFI TLR
- Consumer Loans/Investm...
- TLR Download / Upload / Certify**
- TLR Download / Upload / Certify

Click **View TLR Reporting Due Dates**.

Step 1: Download Template Information: Templates are available in CSV and XML types. Options: NMTC, CDFI, ERP options are available. Download Templates Find and download a copy of the appropriate TLR data template by program and file type (CSV or XML).	Step 2: Upload Records Ready for Error Review: Click button to see summary of in-progress uploads and errors. View Uploads In Progress Summary Upload TLR Data Upload TLR project, note, disbursement and address data by program and file type (CSV or XML).	Step 3: Calculate Target Market Calculator: Run calculator to view results. Relevant For: CDFIs seeking/maintaining CDFI Certification. Open Calculator Enter your organization/fiscal year for data processing and pass/fail results. Re-run after certify step.	Step 4: Certify Preview and Complete Certification: Click button to see summary of reporting schedules and dates. View TLR Reporting Due Dates Certify TLR Data Review and certify records that have been uploaded and imported into the organization's database.
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Review Interim and Final Certification NMTC TLR submission due dates.

TLR Reporting Due Dates:
NMTC TLR Interim Certification Deadline: Allocation Round: 2024-2025 Due: April 24th, 2025
Past Due Dates:
Upcoming Due Dates: Fiscal Year 2025

7.1 Final Certification

Final Certification is **mandatory** and due **within 180 days after the end of your fiscal year**. This process locks all certified TLR records, preventing further edits for the rest of the fiscal year.

The **Final Certification** includes both:

- Reporting of new transactions.
- Updating existing transactions reported in prior years, particularly the **Annual Update Fields**.

To complete Final Certification after reporting new transactions and updating existing transactions, follow these steps:

1. From the **TLR Download/Upload/Certify** page, click **Certify TLR Data**.

TLR: Download, Upload, or Certify

Select an Organization:
Before proceeding, select an organization. Attachments and newly created records will be associated with this organization.
Organization Name: AAT Test Org 1 [Change Organization](#)

Information
Details:
View guidance, user information and webinars for uploading and certifying data.
[View Links To Guidance](#)

Step 1: Download
Template Information:
Templates are available in CSV and XML types.
Options:
NMTC, CDFI, ERP options are available.
Download Templates
Find and download a copy of the appropriate TLR data template by program and file type (CSV or XML).

Step 2: Upload
Records Ready for Error Review:
Click button to see summary of In-progress uploads and errors.
[View Uploads In Progress Summary](#)
Upload TLR Data
Upload TLR project, note, disbursement and address data by program and file type (CSV or XML).

Step 3: Calculate
Target Market Calculator:
Run calculator to view results.
Relevant For:
CDFIs seeking/maintaining CDFI Certification.
Open Calculator
Enter your organization/fiscal year for data processing and pass/fail results. Re-run after certify step.

Step 4: Certify
Preview and Complete Certification:
Click button to see summary of reporting schedules and dates.
[View TLR Reporting Due Dates](#)
Certify TLR Data
Review and certify records that have been uploaded and imported into the organization's database.

2. Enter **Fiscal Year to Certify-NMTC** and click the **Preview and Final Certify NMTC Data** button.

- AMIS automatically populates this field. If the field is not populated or the selected year is not correct, enter the appropriate fiscal year.
- Click **Preview and Final Certify NMTC Data**.

TLR: Certify Data [NMTC Download/Upload Guidance](#) [CDFI Download/Upload Guidance](#) [Back to Menu](#)

Organization Name:
Enterprise Financial CDE, LLC [Change Organization](#)

NMTC Certification:
[Preview and Interim Certify NMTC Data](#) [Preview and Final Certify NMTC Data](#) Fiscal Year to Certify NMTC: 2026

CDFI Certification:
 We generally expect regulated entities (i.e. banks, credit unions, cooperatives) to submit both CLR and TLR data. If you are a regulated entity that makes only consumer loans or only non-consumer loans (but not both), click here to attest that your data is complete. Please note that mortgage loans are considered non-consumer loans by the CDFI Fund. Unregulated institutions (i.e. loan funds) should ignore this attestation.
[Preview and Certify CDFI TLR Data](#) Fiscal Year to Certify CDFI: 2026

3. Review System Validation Results: When **Preview and Final Certify NMTC Data** is initiated, AMIS performs a final validation check before certification. Records with validation errors must be corrected before they can be certified. AMIS will:
- Count the number of records already certified for the reporting period.
 - Identify records submitted but not yet certified.
 - Flag records with validation errors.
 - Count records ready for Final Certification (those that pass all validation checks).

NMTC Certification

You have already certified 0 records for reporting period 2025

You have:

- 3 TLR Projects
- 4 TLR Addresses
- 5 TLR Notes
- 5 TLR Loan Source and Disbursements

that are yet to be certified.

[QLICI Share by Project Location](#)

Are you ready to Interim certify the 17 without errors?

4. Review Required Data Relationships: Before certification, ensure that required relationships between records are complete.

Each TLR Project must have:

- at least one active Note and
- at least one Address and

Each TLR Note must have:

- at least one Loan Source and Disbursement.

If any of these elements are missing, AMIS will not certify the records.

5. Assign QLICI Shares for Multi-Location Projects (If Applicable): If any reported project has multiple project locations, you must allocate the total project QLICI across those locations.

Use the **QLICI Shares by Project Location** button to assign the appropriate share to each location.

See section **6. Handing TLR Projects with Multiple Locations** for additional instructions.

- Before proceeding with certification, you may review your records by selecting **Download Certification Preview**. This file will show the validation status of each record, highlighting any errors and the specific fields that fail validation.

	A	B	C	D	E
1	Result	Project Number	Originator Transaction ID	Purpose	Transaction Type
2	SUCCESS	TLRP-00021331	DBA1	RECOCOM	TERM
3	SUCCESS	TLRP-00021332	DBA2	RECOCOM	TERM
4	SUCCESS	TLRP-00021333	TEX1	RECOCOM	TERM
5	SUCCESS	TLRP-00021334	TEX2	RECOCOM	TERM
6					

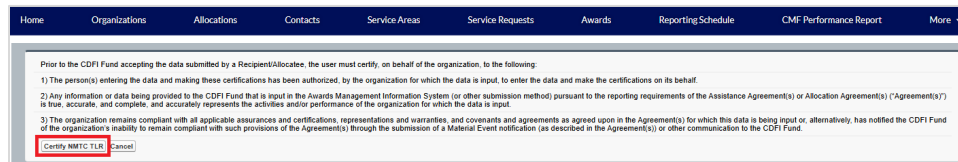
- Confirm Final Certification: Once you are ready to proceed, click **Yes** to confirm certification.

Carefully review and accept the certification statement.

After **Final Certification**:

- AMIS locks the certified records for that fiscal year, preventing any further modifications to certified records.
- AMIS closes the certification window for the fiscal year, meaning no additional records may be submitted or certified for that year.

Failure to complete Final Certification within the deadline may result in penalties, including default under the Allocation Agreement, which could affect eligibility for future funding.



7.2 Interim Certification

Interim Certification allows Allocatees to certify new transactions as they occur throughout the fiscal year. This feature is **optional** and enables you to validate transactions before the Final Certification deadline. Interim Certification helps ensure that transactions are accurate and meet compliance requirements ahead of the formal reporting deadline.

The process to certify records using Interim Certification is similar to Final Certification. To certify records using Interim Certification, follow these steps:

- Go to the **TLR Download/Upload/Certify** tab in the **More** dropdown.

2. Enter **Fiscal Year to Certify-NMTC** and click the **Preview and Interim Certify NMTC Data** button.

TLR: Certify Data

Organization Name: Enterprise Financial CDE, LLC [Change Organization](#)

NMTC Certification: [Preview and Interim Certify NMTC Data](#) [Preview and Final Certify NMTC Data](#) Fiscal Year to Certify NMTC: 2026

CDFI Certification: We generally expect regulated entities (i.e. banks, credit unions, cooperatives) to submit both CLR and TLR data. If you are a regulated entity that makes only consumer loans or only non-consumer loans (but not both), click here to attest that your data is complete. Please note that mortgage loans are considered non-consumer loans by the CDFI Fund. Unregulated institutions (i.e. loan funds) should ignore this attestation.

[Preview and Certify CDFI TLR Data](#) Fiscal Year to Certify CDFI: 2026

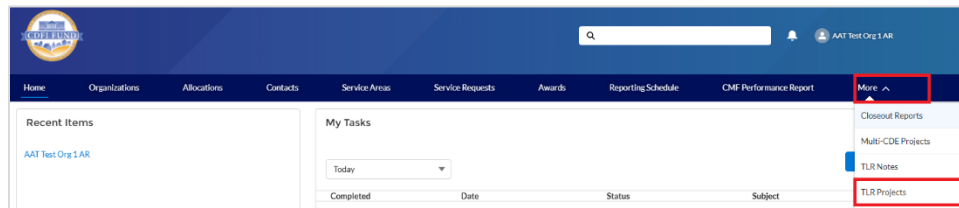
3. AMIS will run a final check on all records and pull records that meet the required validation criteria for Interim Certification.
4. You can preview your data before proceeding by selecting **Download Certification Preview**.
5. Once you are ready to proceed, confirm by clicking **Yes**, and then carefully review and accept the certification statement.

AMIS will then certify all records without errors. **Interim Certification** does not prevent you from adding or editing records later in the fiscal year.

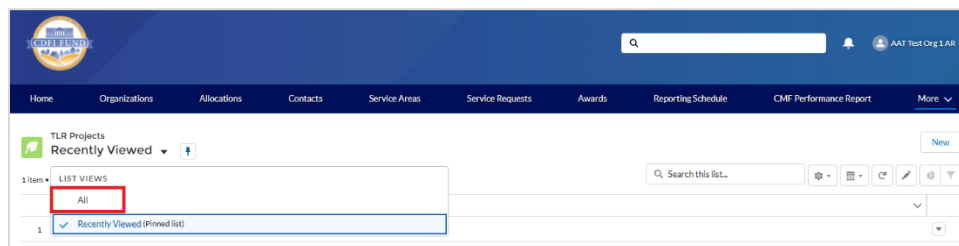
7.3 Verifying Certification Status

To check if a TLR Project has passed Final Certification:

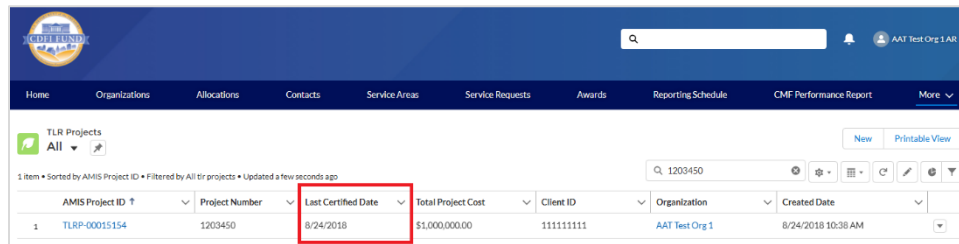
1. Go to the **TLR Projects** tab in the **More** dropdown.



2. Select **All** from the **View** list.



3. Look for a date in the **Last Certified Date** column. This indicates the project has been certified.



The screenshot shows the AMIS web interface with a table of TLR Projects. The table has the following columns: AMIS Project ID, Project Number, Last Certified Date, Total Project Cost, Client ID, Organization, and Created Date. The first row contains the following data: AMIS Project ID: TLRP-00015154, Project Number: 1203450, Last Certified Date: 8/24/2018, Total Project Cost: \$1,000,000.00, Client ID: 111111111, Organization: AAT Test Org 1, and Created Date: 8/24/2018 10:38 AM. The 'Last Certified Date' cell is highlighted with a red box.

AMIS Project ID	Project Number	Last Certified Date	Total Project Cost	Client ID	Organization	Created Date
TLRP-00015154	1203450	8/24/2018	\$1,000,000.00	111111111	AAT Test Org 1	8/24/2018 10:38 AM

Note: If Final Certification was completed by mistake, and you need to submit additional records, to submit a Service Request or contact the AMIS Help Desk at AMIS@CDFI.treas.gov.

8. TLR Reporting for Multi-CDE Projects

A **Multi-CDE Project** is a single project financed by multiple Allocatees. The **Multi-CDE Reporting** tab in AMIS allows Allocatees to coordinate reporting for shared projects, preventing the "double counting" of key data tracked by the CDFI Fund. To report **Multi-CDE Projects**, follow these steps:

8.1 Choose a Lead Organization

All participating CDEs must agree on one CDE to act as the **Lead**. The Lead CDE is responsible for collecting and entering certain project outcome data into AMIS. The reported figures must reflect the cumulative outcomes of the entire project, across all participating Allocatees.

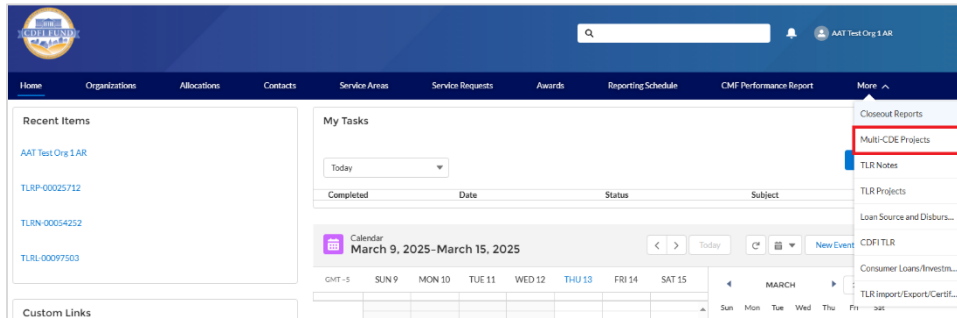
8.2 Lead CDE: Identify Key Outcome Data

The Lead CDE must gather the following data fields:

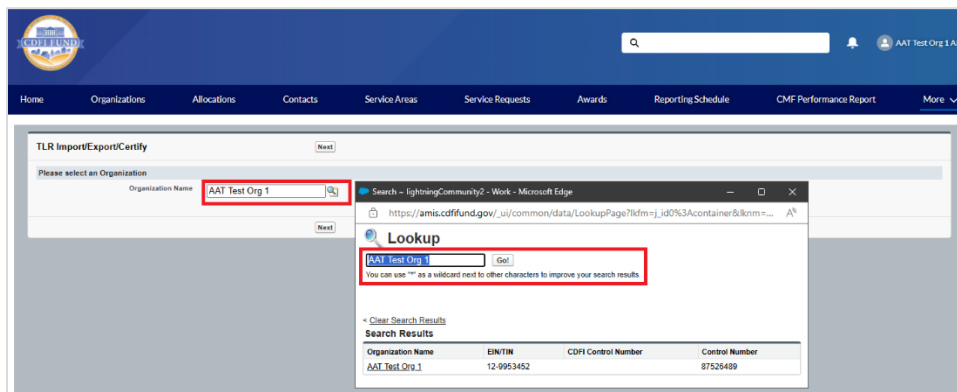
- Total Project Cost
- Total Project Cost Public Sources
- Total Project Cost Private Investment
- Projected Jobs (Construction/Financed/Tenant)
- Actual Jobs Created (Construction/Financed/Tenant)
- Square Feet of Real Estate (Office, Manufacture, Retail)
- Housing Units (Sale/Rental, Affordable)
- Capacity of Community Facilities (Childcare, Healthcare, Arts, Education)
- Project Address (Street Address, City, State, Zip Code)
- NAICS Code

8.3 Lead CDE: Create Multi-CDE Project Record

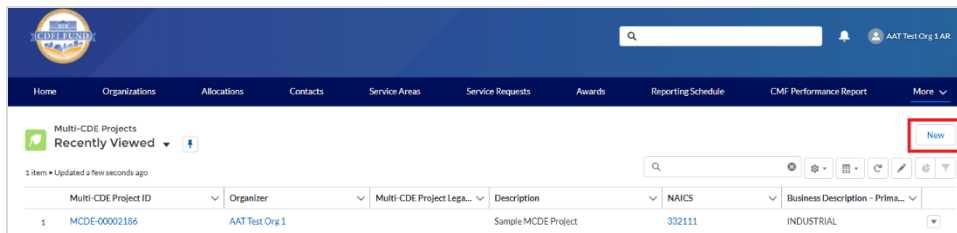
1. Go to the **Multi-CDE** tab in the **More** dropdown menu.



2. Enter your organization's name in the **Organization Name** field or select it from the search list.



2. Click the **New** button on the **Multi-CDE Project** tab.



3. Enter Project Information:
 - o Select the Lead CDE from the list (if you have access to multiple organizations).
 - o Fill in all required fields (including NAICS and Business Description - Primary).

New Multi-CDE Project: Lead Approach

* = Required Information

Multi-CDE Project ID Description

Multi-CDE Project Legacy ID

* Organizer Search Organizations...

Key Outcomes Complete

4. Validate Total Project Cost: Ensure the following rules are met when reporting Total Project cost:
 - Total Project Cost ≥ Total Public Sources.
 - Total Project Cost ≥ Total Private Investment.
 - Total Project Cost ≥ Other CDEs’ Contributions + Original Loan/Investment Amount.

Project Cost Section

Total Project Costs Total Project Cost Public Sources

Total Project Cost Private Investment

5. Choose between Actual or Projected Jobs:
 - If Actual Jobs are not available, report Projected Jobs and update Actual Jobs later.
 - Return to Update Actual Jobs: The Lead CDE must update Actual Jobs within 3 years of loan origination.

Projected and Actual Job Measures

Jobs at Time of Loan/Investment

Projected Jobs (Construction) ⓘ

Projected Permanent Jobs (Financed) ⓘ

Projected Permanent Jobs (Tenant) ⓘ

Actual Jobs Created (Construction) ⓘ

Actual Jobs Created (Financed) ⓘ

Actual Jobs Created (Tenant) ⓘ

6. If a data field doesn’t apply to your project and AMIS still requires an entry, enter “0”.
7. Mark Key Outcomes as Complete:

- Once all the fields are entered, check the Key Outcomes Complete checkbox.
- This allows participating CDEs to link their TLR Project to the Multi-CDE Project.

The screenshot shows a form titled "Organizer" with a search bar "Search Organizations...". Below it is a checkbox labeled "Key Outcomes Complete" which is highlighted with a red rectangular box. Underneath is a section titled "Project Cost Section" containing two input fields: "Total Project Costs" and "Total Project Cost Public Sources".

- Note that once you check Key Outcomes Complete, you will not be able to uncheck it, so make sure to only check it when you are ready to allow participating CDEs to link to the Multi-CDE Project.

8. Save the Record:

- Click **Save** or, if you need to enter multiple projects, click **Save & New**.

The screenshot shows a form titled "Square Footage of all Community Facilities". It contains several input fields: "Square Feet of Real Estate - Manufacture", "Square Feet of Real Estate - Office", "Square Feet of Real Estate - Retail", "Housing Units - Rental", and "Housing Units - Sale". At the bottom right, there are three buttons: "Cancel", "Save & New" (highlighted with a red box), and "Save".

8.4 Lead CDE: Create Multi-CDE Project Address Record

1. Click the **New Address** button on the Multi-CDE Project page.

The screenshot shows a web interface for a "Multi-CDE Project" with ID "MCDE-00002186". The top navigation bar includes links like Home, Organizations, Allocations, etc. Below the project title, there are buttons for "Printable View", "Change Owner", and "Delete". A dropdown menu is open, showing "Edit" and "New Address" (highlighted with a red box). Below this is a table with columns "Detail" and "Related", containing project ID and description information.

2. Fill out **Multi-CDE Address** details.

3. Click the **Save** button. If AMIS is unable to validate the address provided, you may need to take additional steps to ensure that you are reporting a valid project location:
- If AMIS is unable to validate the exact address entered, it will tell you the closest matching address it is able to find. Re-enter the address in the same format as displayed in the message.

- If re-entering an address, delete the Project Latitude and Project Longitude entries which are populated automatically when you hit the Save button.

- If AMIS is unable to find an address matching the project location, enter instead the Project Latitude and Project Longitude in decimal degrees with at least 6 decimal places.

8.5 Lead CDE: Add Participating CDEs

1. Invite Other CDEs:
 - Scroll to the bottom of the Multi-CDE Project page to the **CDEs** section.
 - Click **Add CDE**.

2. Select an organization and a contact from the dropdown to send an invitation.

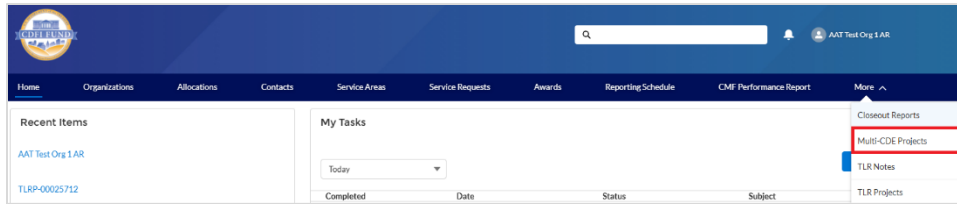
3. Click **Save** and click **OK** to confirm the resulting AMIS message. The invited CDE will receive an email prompting them to confirm their participation in the Multi-CDE Project. Once confirmed, the CDE's status will change from **Pending** to **Approved**. Note that the lead CDE that created the Multi-CDE Project record is an automatically Approved participant.

8.6 Participating CDEs: Confirm Participation and Link TLR Projects

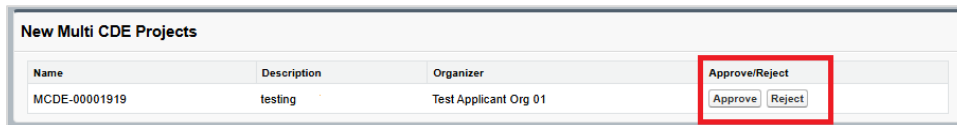
Once the Lead CDE creates the Multi-CDE Project and sends invitations, participating CDEs must complete the following steps:

1. Confirm Participation

- Log into AMIS and navigate to the **Multi-CDE Projects** tab.



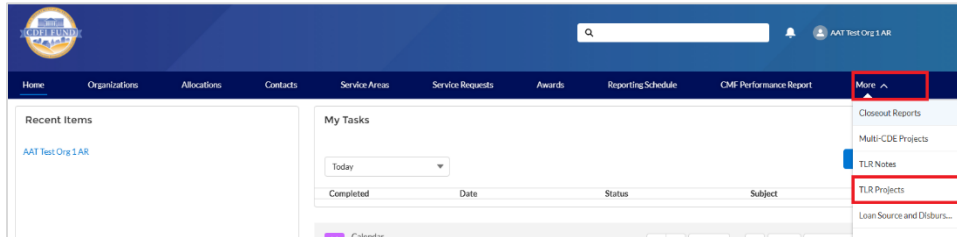
- Locate the project invitation and select **Approve** or **Reject**.



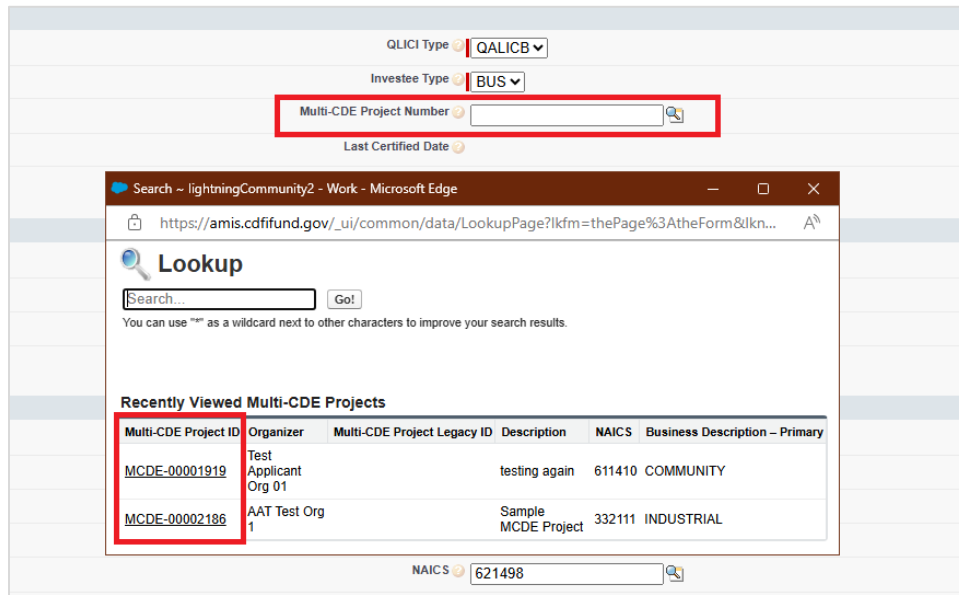
- After approval, your organization will gain access to the shared Multi-CDE Project record.

2. Link TLR Projects to the Multi-CDE Project

- Ensure the Lead CDE has marked the project as **Key Outcomes Complete**. This step must be completed before TLRs can be linked.
- Navigate to the **TLR Projects** tab.



- Open an existing TLR record or create a new one.
- On the TLR Project Detail page, click the **Multi-CDE Project Number** lookup button and choose the Multi-CDE Project you want to link to from the list.



- Fill out the rest of the required fields and click **Save** to link the record.

Note: Once linked, AMIS will automatically populate the participant’s TLR with the **key outcome data fields** reported by the Lead CDE in the Multi-CDE Project record. These include data such as total project cost, job creation, square footage, and housing units. Participating CDEs **cannot enter or modify** these fields in their TLRs. Only the Lead CDE can make changes to these shared data points by updating the Multi-CDE Project record.

3. Add a TLR Address Record

- Go to the **Addresses** section of the TLR Project.
- Click **New Address** and enter the required **Investee Address** information as you would for any TLR project.

New Address

Create NMTC TLR Address Save Cancel

Transaction Mandatory Info.

Project Number: [] TLR Project: TLRP-00025989

Last Certified Date: [] Multi-CDE Project Number: MCDE-00001919

Multi-CDE Address: MCDEA-0001829 Census Vintage Year: 2020

Investee Address

Investee Street Address Line 1: 123 Test TLR Project: TLRP-00025989

Investee Street Address Line 2: [] Investee FIPS Code: []

Investee City: Cottonwood Investee Longitude (X-Coordinate): []

Investee State: CA Investee Latitude (Y-Coordinate): []

Investee Zip Code: 96022

Investee Zip Code +4: []

Project Address

- For the **Project Address**, click the lookup button next to the **Multi-CDE Project Number** field and select the Multi-CDE Project record you want to link to.

New Address

Create NMTC TLR Address Save Cancel

Transaction Mandatory Info.

Project Number: [] TLR Project: TLRP-00025989

Last Certified Date: [] Multi-CDE Project Number: Click lookup icon...

Multi-CDE Address: [] Census Vintage Year: []

Investee Address

Investee Street Address Line 1: [] TLR Project: []

Investee Street Address Line 2: [] Investee FIPS Code: []

Investee City: [] Investee Longitude (X-Coordinate): []

Investee State: [] Investee Latitude (Y-Coordinate): []

Investee Zip Code: []

Investee Zip Code +4: []

Project Address

Lookup

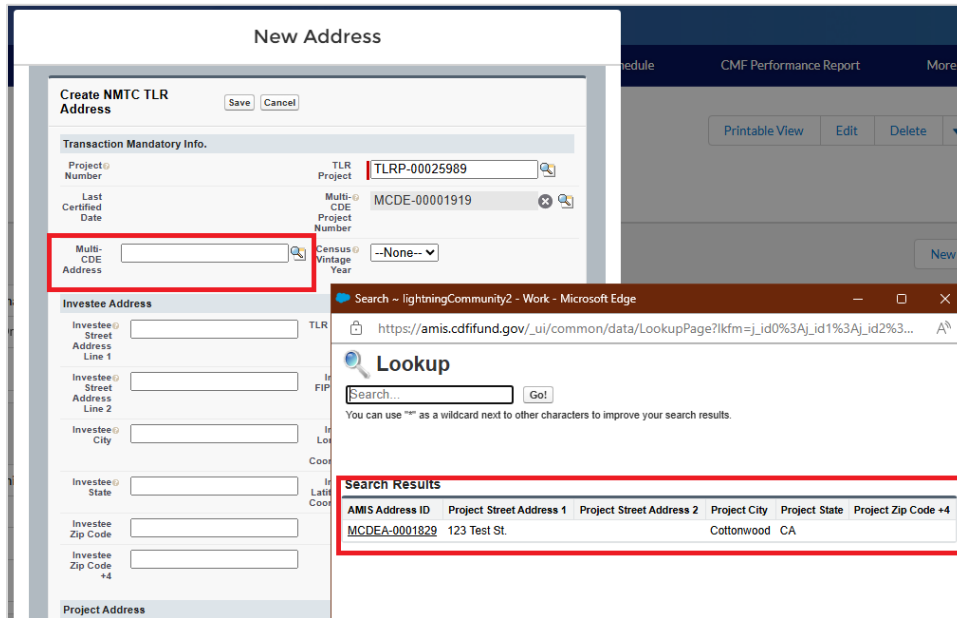
Search: [] Go!

You can use "*" as a wildcard next to other characters to improve your search results.

Recently Viewed Multi-CDE Projects

Multi-CDE Project ID	Organizer	Multi-CDE Project Legacy ID	Description	NAICS	Business Description - Primary
MCDE-00001919	Test Applicant Org 01		testing again	611410	COMMUNITY
MCDE-00002186	AAT Test Org 1		Sample MCDE Project	332111	INDUSTRIAL

- Next, click the lookup button next to the **Multi-CDE Address** field and select the Multi-CDE Address that corresponds to the linked Multi-CDE Project.

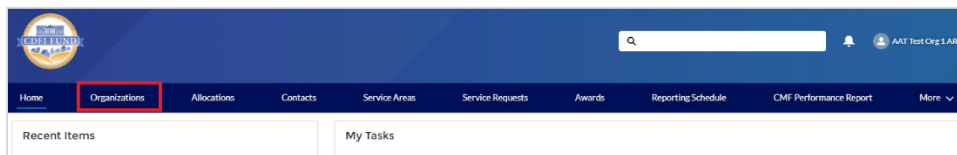


- **Note:** Do not manually enter the project address details—AMIS will automatically populate this information from the Multi-CDE Project record.
- Select an appropriate option for Census Vintage Year and **Save** the record.

9. Generating NMTC Reports

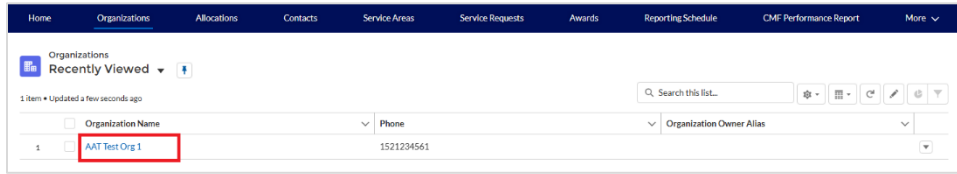
Follow these steps to generate TLR reports in AMIS:

1. Navigate to the **Organizations** tab



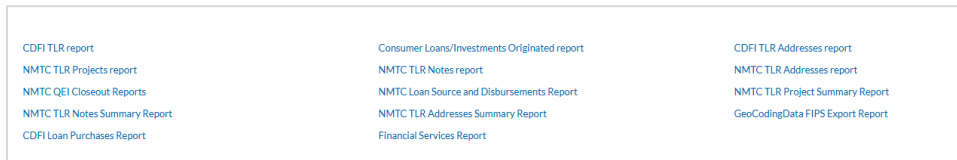
2. Find the Organization:

- o Locate the organization whose reports you need to view.
- o Click on the organization's name to access its details.



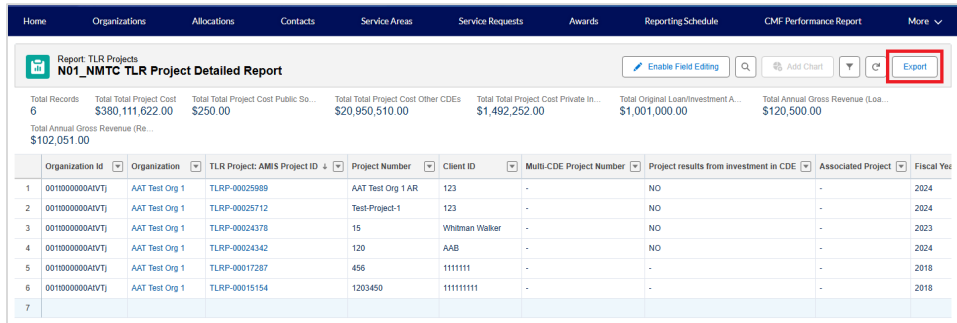
3. Locate the report links:

- o On the organization's page, scroll to the bottom to find the report links section.
- o Available reports will be listed in this section.



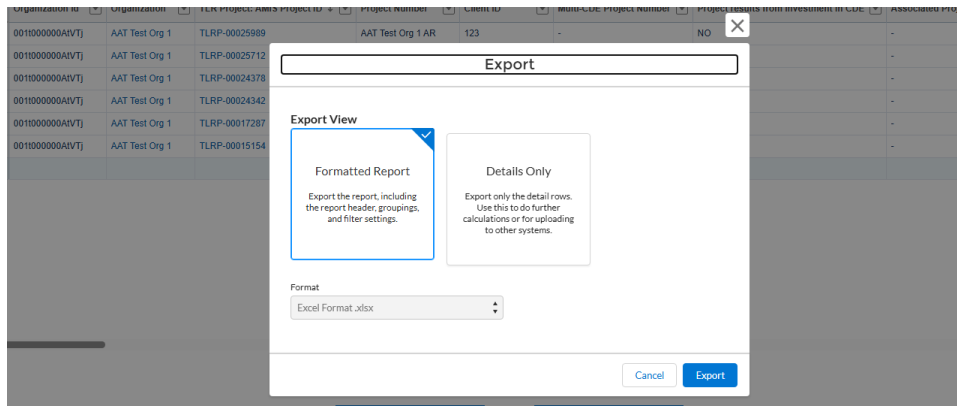
4. Generate the Report:

- o Click on the report link you wish to generate.
- o The report will open in a new window displaying all records that meet the built-in criteria for that report. Note that customization of the report is not possible at this stage.



5. Export View:

- Click the **Export** button to generate an Excel spreadsheet version of the report.



6. Formatted vs. Unformatted Report:

- Click the **Formatted Report** button to generate a report including the report header, groupings, and filter settings. Alternatively, you can click on the **Details Only** button to generate a report with detail rows only and no other formatting.

10. Getting Help

For assistance with data entry, system errors, or general questions related to your report, contact the AMIS Helpdesk. The preferred method is to submit a Service Request within AMIS:

- Go to the **Service Request** tab and click **Create New Service Request**.
- Accept the default record type of **General Inquiry**.
- In the **Type** dropdown, select **NMTC- AMIS technical problem**.

You may also contact the Helpdesk by email at AMIS@cdfi.treas.gov. Use the subject line: **“NMTC: TLR Assistance Needed.”** Technical support staff typically respond within 24 hours on weekdays.

For urgent issues, you may call the CDFI Fund IT Help Desk at 202-653-0422. If no one is immediately available, leave a voicemail. Calls are generally returned within 36 hours on weekdays.

II. ALLOCATEE TLR DATA POINT GUIDANCE

Understanding the Data Point Guidance

Each data point in the Transaction Level Report (TLR) – Data Point Guidance is displayed in a labeled box. These boxes are color-coded to indicate how each field should be treated when completing the report.	
Mandatory:	A response is required. AMIS will not accept the TLR if a response is not provided.
Conditionally Required:	This field becomes required only if a previous field is answered in a certain way.
Optional:	A response is not required, but Allocatees are encouraged to provide information if available.
System Generated:	This field is populated automatically by AMIS. User cannot enter or modify this data.

Each data point in the guide follows a standardized format to help users understand what to report and how to enter it in AMIS. The example data point box below shows where to find the data field name, column position in the upload template, reporting instructions, validation rules and response format for each field.

Data Field Name (<i>Column letter in Excel template</i>)	
Data field instruction	
AMIS Data Field Validation Rules: <ul style="list-style-type: none"> • Rule 1 • Rule 2 	
Pick list option 1	Pick list option description 1
Pick list option 2	Pick list option description 2
Response Format	

Section-level callout boxes provide extra guidance to help users interpret complex data points, avoid common mistakes and address frequently asked questions.

Additional Guidance: Data Point Section

1.TLR Note Data Fields

1.1 TLR Note: Record IDs

TLR Project
TLR Project is used to link a financial note(s) to a distinct Project and to track Projects across reporting periods. This field is also used for navigational purposes. This field is automatically generated for the user by AMIS.
Validations: <ul style="list-style-type: none">• Mandatory Field (automatically generated by AMIS when the user creates the TLR Project).

Project Number (Column B)
Assign a unique identifier to each Project.
Validations: <ul style="list-style-type: none">• Mandatory Field.• Report the TLR Project Number.• If you receive the following error “This identifier already exists. To update, please use a different link” when uploading your TLR file, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov.
Response must be numeric

Originator Transaction ID (Column C)
Assign a unique Originator Transaction ID to track financial note.
Validations: <ul style="list-style-type: none">• Mandatory Field.• Each Originator Transaction ID must be unique to each financial note.• Duplicate Originator Transaction IDs will cause errors in the file.• Allocatees MUST use the same Originator Transaction ID for each reporting period.• Originator Transaction IDs cannot contain any special characters such as, but not limited to, commas and exclamation points.
Response must be text - up to 20 characters

Last Certified Date

AMIS will populate this field with the date the TLR object was certified.

Validations:

- This field will only populate when the user has certified the TLR object.

Format of mm/dd/yyyy

1.2 TLR Note: Financial Note Terms

Additional Guidance: Financial Note Terms

QLICI Purpose vs. QALICB Type

When reporting the **Purpose** of a transaction, select the option that reflects the primary use of proceeds. Use related classifications such as **QALICB Type** to report whether the borrower is a real estate entity or an operating business.

Rarely Used or Situational Data Points

Some fields in this section may be used infrequently (e.g., **Points**). These fields must still be reported when applicable. If not applicable, leave the field blank or enter zero depending on the specific data point guidance.

Amortization Type Reporting

For loans with deferred principal payments during the compliance period followed by full amortization, select *“Partially Amortized”*, unless the amortization schedule is strictly interest-only for the full term. Use *“Other”* only if the loan does not fit standard definitions (e.g., structures not captured by Fully/Partially/Non-Amortizing).

Collateral Values and Other Estimates at Origination

For data points requiring values “at origination” when the underlying asset does not yet exist (e.g., real estate under construction, equipment not yet acquired), report the value applied during underwriting, such as a projected stabilized value or purchase cost.

Purpose (Column D)

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

Validations:

- **Mandatory Field.**

Please select one of the following:

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

Transaction Type (Column E)

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

Validations:

- **Mandatory Field.**

Please select one of the following:

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

Loan Status (Column F)

Annual Update Field

Report the status of the loan/investment amount at the reporting period end. Loans that were “modified” (i.e., increase in principal) must be reported as **RESTRUCT**, and the modified loan must also be reported as a new transaction.

Validations:

- **Mandatory Field.**

Please select one of the following:

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

Date Originated (Column G)

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

Validations:

- **Mandatory Field.**
- Date Originated must be prior to the current date.

The response must be in the format of mm/dd/yyyy

Original Loan/Investment Amount (Column H)

Report the amount of the loan/investment.

Validations:

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

Response must be in numeric format

Refinancing (Column I)

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

Validations:

- **Mandatory Field.**

Please select one of the following:

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

Construction or Permanent Financing (Column J)

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

Validations:

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

Please select one of the following:

CONSTRUCTION	Construction
PERMANENT	Permanent
BOTH	Both construction and permanent

Take-out or Acquisition Financing (Column K)

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

Validations:

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

Please select one of the following:

TAKEOUT	Take-out financing
ACQUISITION	Acquisition without rehabilitation

Acquisition or Rehabilitation (Column L)

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

Validations:

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

Please select one of the following:

ACQUISITIONREHAB	Acquisition and rehabilitation
REHABILITATION	Rehabilitation only

Rehabilitation Amount (Column M)

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

Validations:

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

Response must be in numeric format

Loan Origination Fees (Column N)

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

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**
- Value must be > 0 AND less than or equal to Original Loan Investment Amount.
- Exclude points.

Response must be in dollars up to two decimal places

Interest Rate at Origination (Column O)

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

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**
- Enter the percentage as a whole number (i.e., if the Interest Rate at Origination is 2.0%, enter 2.0).
- Value must be => 0 AND <= 100.

The response must be in numeric format up to three decimal places

Interest Type (Column P)

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

Validations:

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

Please select one of the following:

FIXED	Fixed
ADJ	Adjustable

Points (Column Q)

Report the points charged to the borrower at origination.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan or Debt with Equity.**
- Report the points as a percentage of the original loan amount.
- Include points for the particular financial note reported.
- Leave blank or zero if points do not apply.

Response must be in numeric format up to three decimal places

Amortization Type (Column R)

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

Validations:

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

Please select one of the following:

FULLAMORT	Fully Amortized – Amortization schedule includes both interest and principal payments throughout the life of the loan.
PARTAMORT	Partially Amortized – The amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity. For loans with no principal payments during the compliance period but fully amortizing thereafter, select Partially Amortized.
NONAMORT	Non-Amortizing – Amortization schedule includes interest only payments with a single principal payment at maturity.
OTHER	Other - Use “Other” only if the loan does not fit standard definitions (e.g., structures not captured by Fully/Partially/Non-Amortizing).

Length of Amortization Period (in months) (Column S)

Report the length of the amortization period.

Validations:

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

Response must be in numeric format

Period of Interest Only Payments (in months) (Column T)

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

Validations:

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

Response must be in numeric format

Term (in months) (Column U)

Annual Update Required

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

Validations:

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

Response must be in numeric format

Guarantee (Column V)

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

Validations:

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

Please select one of the following:

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

Lien Position (Column W)

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

Validations:

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

Please select one of the following:

FIRST	First
SECOND	Second
UNSECURED	Unsecured Debt
OTHER	Other

Collateral Type (Column X)

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

Validations:

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

Please select one of the following:

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

Collateral Value at Origination (Column Y)

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

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**
- If the asset securing the loan does not yet exist at closing (e.g., real estate under construction or equipment not yet acquired), report the value used during your underwriting process (e.g., projected stabilized value).

Response must be in numeric format

Equity-Like Features (Column Z)

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

Validations:

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

Please select one of the following:

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

Equity Injection Amount *(Column AA)*

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

Validations:

- **Optional Field.**
- Include both cash and non-cash injections.

Response must be in numeric format

1.3 TLR Note: Other Financial Note Characteristics

Advanced Purchase Commitment *(Column AB)*

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

Validations:

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

Response must be YES or NO

Seller Organization *(Column AC)*

Report the seller organization.

Validations:

- **Conditionally Required if [Advance Purchase Commitment](#) = YES.**

Response must be text

1.4 TLR Note: Better Rates and Terms

Equity Product *(Column AD)*

Compliance Check

Report whether the financial note is an equity product.

Validations:

- **Mandatory Field.**
- Reject if Equity Product = YES & [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or Other.

Response must be YES or NO

Equity-Equivalent Terms & Conditions (Column AE)

Compliance Check

Report whether the financial note has equity-equivalent terms and conditions.

Validations:

- **Mandatory Field.**

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

Debt with Equity Features (Column AF)

Compliance Check

Report whether the financial note has debt with equity features.

Validations:

- **Mandatory Field.**
- Reject if Debt with Equity Features = YES & [Transaction Type](#) = Term Loan, Equity, Line of Credit or Other.

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

Subordinated Debt (Column AG)

Compliance Check

Report whether the financial note is subordinated debt.

Validations:

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

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

Below Market Interest Rate at Origination (Column AH)

Compliance Check

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

Validations:

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

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

Comparable Interest Rate at Origination (Column AI)

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

Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES.**
- Comparable Interest Rate at Origination must be greater than Interest Rate at Origination AND ≤ 100 .
- Enter the percentage as a whole number (i.e., if the Comparable Interest Rate at Origination is 2.0%, enter 2.0).

Response must be in numeric format up to three decimal places

What is Interest Rate Comparable at Origination? (Column AJ)

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

Validations:

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

Please select one of the following:

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

Interest Rate Comparable at Origination – Other (Column AK)

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

Validations:

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

Response must be text

Lower than Standard Origination Fees (Financial Note) (Column AL)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Standard Origination Fees (Column AM)

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

Validations:

- **Conditionally required if [Lower than Standard Origination Fees \(Financial Note\)](#) = YES.**
- Standard Origination Fees must be greater than Loan Origination Fees AND less than or equal to Original Loan Amount.

Response must be numeric up to two decimal places

Longer than Standard Period of Interest Only Payments (Column AN)

Compliance Check

Report whether the financial note has longer than standard period of interest only payments.

Validations:

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

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

Standard Period of Interest Only Payments (Column AO)

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

Validations:

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

Response must be numeric

Longer than Standard Amortization Period (Column AP)

Compliance Check

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

Validations:

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

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

Standard Amortization Period (Column AQ)

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

Validations:

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

Response must be numeric

What is Standard Amortization Period Comparable? (Column AR)

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

Validations:

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

Please select one of the following:

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

Standard Amortization Period Comparable – Other (Column AS)

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

Validations:

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

Response must be text

Nontraditional Forms of Collateral (Column AT)

Compliance Check

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

Validations:

- **Mandatory Field.**

Response must be YES or NO

Traditional Form of Collateral (Column AU)

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

Validations:

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

Please select one of the following:

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

What is Traditional Form of Collateral Comparable? (Column AV)

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

Validations:

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

Please select one of the following:

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

Traditional Form of Collateral Comparable – Other (*Column AW*)

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

Validations:

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

Response must be text

1.5 TLR Note: Reporting Period Activity

Additional Guidance: Reporting Period Activity

Measuring Non-Real Estate Activities

Use the ***Dollar Amount Used to Finance Non-Real Estate Activities*** field to report proceeds supporting activities such as working capital, equipment, or inventory. The CDFI Fund is refining how Non-Real Estate Activities are measured for compliance purposes, and the role of this field may evolve. A simplified Yes/No indicator may also be considered in the future.

Actual Rate of Return

Allocatees are required to report ***Actual Rate of Return*** for equity investments only (i.e. ***Transaction Type = "Equity Investment"***). Allocatees should report the single IRR (internal rate of return) figure calculated during underwriting, which represents the annualized return over the entire period. Because this captures the full compliance term, it is reported once and does not need annual updates.

Aligning Purpose, Business Loan Type, and Related Classifications

Align the ***Type of Business Loan*** with the loan's Purpose, which is determined by the majority use of proceeds. Use ***QALICB Type*** to further clarify whether the loan is tied to a real estate entity, non-real estate business, or special purpose entity.

Report Once, Unless Marked as "Annual Update Field"

Unless a field is explicitly identified as an "Annual Update Field", it must be reported once only with accurate information at the time of reporting. If the exact value is not available, Awardees should enter their best estimate based on the information used at origination or underwriting.

If an unavoidable error is identified after submission, a correction may only be made through a Service Request. Routine revisions or updates are not permitted after annual TLR certification.

QLICI Level (Column AX)

Annual Update Required

Compliance Check

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

Validations:

- **Mandatory Field.**

Please select one of the following:

ORIG	Original QEI funds
REINVST	Reinvestment of repaid QLICI(s)
ORIGREIN	Both

Principal Balance Outstanding (Column AY)

Annual Update Required

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

Validations:

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

Response must be numeric

Dollar Amount Used to Finance Non-Real Estate Activities (Column AZ)

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

Validations:

- **Mandatory Field.**

Response must be numeric up to two decimal places

New Originator Transaction ID of Restructured Loan (Column BA)

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

Validations:

- **Conditionally required if Loan Status = RESTRUCT.**
- Information provided must match a current or previously submitted Originator Transaction ID. (All previously submitted IDs by the Organization regardless of the associated Project.)

Response must be text

Days Delinquent (Column BB)

Annual Update Required

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

Validations:

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

Response must be numeric

Number of Times 60 Days or More Delinquent (Column BC)

Annual Update Required

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

Validations:

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

Response must be numeric

Number of Times the Loan was Restructured (*Column BD*)

Annual Update Required

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

Validations:

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

Response must be numeric

Amount Charged Off (*Column BE*)

Annual Update Required

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

Validations:

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

Response must be numeric

Amount Recovered (*Column BF*)

Annual Update Required

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

Validations:

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

Response must be numeric

Actual Rate of Return (Column BG)

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

Validations:

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

Response must be numeric format up to three decimals

Projected Residual Value of QLICI that May be Obtained by the QALICB and/or QALICB Affiliate (Column BH)

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

Validations:

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

Response must be numeric

Type of Business Loan (Column BI)

Choose one of the pre-defined types below that best describes the type of business loan provided to the QALICB. This is a conditionally required response when the user selects the loan "Purpose" field for either "Business" or "Micro" which then requires the recipient to select one of three broad categories of business loans or investments: Business Working Capital; Business Fixed Capital; and Business Expansion or Business Startup.

Validations:

- **Conditionally required if Purpose = BUSINESS, MICRO and Date Originated is > 10/01/2023.**
- Note that investments in real estate structures cannot be included as "business fixed capital" and instead must be reported in the TLR data point for "Purpose" by selecting the appropriate category. For example, "Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial," or "Real Estate – Rehabilitation – Commercial," etc.

Select one of the measures below:

Business Working Capital	A loan or investment that will be used to cover any ongoing operating expenses of a business such as payroll, inventory, rent, or utility expenses.
Business Fixed Assets	A loan or investment that will be used to pay for any tangible property used in the operation of a business, but which is not expected to be consumed or converted into cash in the ordinary course of events. Commonly financed fixed assets include machinery and equipment, furniture and fixtures, and leasehold improvements.
Business Expansion or Startup	A loan to support the expansion or startup of a business or develop a new product line or service which may include a mix of investments in equipment, salaries, materials, etc., to support the business startup or expansion.

2. TLR Project Data Fields

2.1 TLR Project: Record IDs

TLR Project

TLR Project is used to link a financial note(s) to a distinct Project and to track Projects across reporting periods. This field is also used for navigational purposes. This field is automatically generated for the user by AMIS.

Validations:

- **Mandatory Field (automatically generated by AMIS when the user creates the TLR Project).**

Last Certified Date

AMIS will populate this field with the date the TLR object was certified.

Validations:

- **Automatically populated field.**
- This field will only populate when the user has certified the TLR object.

Format of mm/dd/yyyy

Project Number *(Column B)*

Assign a unique identifier to each Project.

Validations:

- **Mandatory Field.**
- Report the TLR Project Number
- If you receive the following error “This identifier already exists. To update, please use a different link” when uploading your TLR file please contact the AMIS Help Desk at AMIS@cdfi.treas.gov for help.

Response must be numeric

QLICI Type (Column C)

Compliance Check

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

Validations:

- **Mandatory Field.**
- Nonprofit businesses (except CDEs) and Advanced Purchases = QALICB.
- Exclude loan purchases (except Advance Purchases), Financial Counseling, and Other Services (FCOS).

Please select one of the following:

CDE	CDE
QALICB	QALICB

Investee Type (Column D)

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

Validations:

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

Please select one of the following:

BUS	Business
CDE	CDE

Multi-CDE Project ID (Column E)

Report the Multi-CDE Project Number that was assigned to the Multi-CDE Project. Use the lookup function to identify and report the Multi-CDE Project ID associated with the project.

Validations:

- **Conditionally Required if TLR Project is part of Multi-CDE Project.**
- Additional guidance can be found in the Multi-CDE section of AMIS.
- Response must be a valid project number generated by AMIS under the Multi-CDE Project section.
- Use the lookup icon to view a list of Multi-CDE Projects associated with the organization that the TLR Project can be linked to.

Response must be text

Project Results from Investment CDE (Column F)

Report if the project results from funds provided as investments in, or loans to, another CDE.

Validations:

- **Mandatory Field.**

Response must be Yes or No

Associated Project ID (Column G)

If the project results from an investment in a CDE, enter the AMIS project ID. This field links the secondary loans or investments resulting from investments in, or loans to, another CDE.

Validations:

- **Conditionally Required if Project Results from Investment CDE = Yes; and QLICI Type = QALICB.**

Fiscal Year (Column H)

Choose one of the pre-defined values. The system will auto-populate the current and previous Fiscal Year of the TLR Project available.

Validations:

- **Mandatory Field.**

Date Format yyyy

Last Certified Date

AMIS will populate this field with the date the TLR object was certified.

Validations:

- **Automatically populated field.**
- This field will only populate when the user has certified the TLR object.

Format of mm/dd/yyyy

2.2 TLR Project: Total Project Cost & Underwriting Criteria

Additional Guidance: Total Project Cost & Underwriting

Projected Financial Metrics at Stabilization

For real estate projects that are in construction or start-up phases, report projected values at project stabilization. This applies to fields such as **Estimated Annual Net Operating Income (NOI)**, **Loan-to-Value Ratio**, and **Debt Service Coverage Ratio**. Use the assumptions from your underwriting analysis or financial model at origination to maintain consistency across reporters.

Estimated Annual Net Operating Income (NOI)

Report the estimated annual net operating income (NOI) projected at project stabilization, as used in your underwriting analysis at origination. For real estate SPEs, report the NOI of the entity responsible for operating the financed asset. If the project is in development, use the forecasted stabilized NOI.

Loan-to-Value Ratio (LTV)

If another lender holds a senior lien or the collateral is shared, base the LTV on the portion of the total project secured by the CDE's loan. Use the same method your organization used for underwriting analysis.

Multi-CDE Project Fields

For **Total Project Cost**, **Total Project Cost Public Sources**, and **Total Project Cost Private Investment**, data must be reported, when applicable, at the Multi-CDE level by the lead CDE. All project participants must coordinate to avoid duplication or underreporting.

Total Project Cost (Column I)

Report the total cost of the project being funded.

Validations:

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

Response must be numeric

Total Project Cost Public Sources (Column J)

Report the portion of the [Total Project Cost](#) provided by public sources excluding any amount(s) reported in Other Tax Credit Amount and Public Subsidy Used to Fund Leveraged Loan.

Validations:

- **Conditionally Required if Date Originated > 12/31/2022.**
- Include federal, state, and local government funds, including funding derived from other tax credits (state and federal) used to directly finance the NMTC project and that were not part of the leverage structure.
- Exclude foundation grants and NMTC funds.
- If public sources are being bridged by other types of capital, then those must be included in the dollar amount if the public source is known at the time of closing.
- Response must be in dollar amount.

Response must be numeric

Total Project Cost Other CDE (Column K)

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

Validations:

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

Response must be numeric

Total Project Cost Private Investment (Column L)

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

Validations:

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

Response must be numeric

Estimated Annual Net Operating Income (Column M)

In the case of a for-profit entity, report the Estimated Annual Net Operating Income, which is the annual revenue less operating costs of the project. In the case of a nonprofit entity, report the Change in Net Assets or the Addition to Net Assets.

Validations:

- **Conditionally Required if Date Originated > 10/01/2023.**
- Response must be in dollar amount.
- A value of \$0 is allowed.

Response must be numeric

Loan-to-Value Ratio (Column N)

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

Validations:

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

Response must be numeric up to three decimal places OR NA

Projected Debt Service Coverage Ratio (Column O)

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

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type = Term Loan](#).**
- Enter the percentage as a numeric ratio (i.e., if response is 125%, enter 1.25).
- The value entered must be => 0 AND <=5.

Response must be numeric up to three decimal places OR NA

Loan Loss Reserve Requirement (Column P)

Report the loan loss reserve requirement for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type = Term Loan](#).**
- Enter the percentage as a whole number (i.e., if response is 25%, enter 25).
- The Loan Loss Reserve Requirement must be => 0 AND <=100.

Response must be numeric up to three decimal places OR NA

2.3 TLR Project: Investee/Borrower Profile

Additional Guidance: Investee/Borrower Profile

Defining the Investee/Borrower

For data fields that reference “Investee” or “Borrower”, these terms should be identified based on the structure of the financed business. For real estate developers, the developer is the investee. For operating businesses, the business itself is the investee. In cases where a special purpose entity (SPE) is created to lease property back to a parent business, the parent business is treated as the investee.

Reporting Outcomes for QALICBs Structured as SPEs

If the QALICB is a Special Purpose Entity (SPE), report investee characteristics and project outcomes for the parent or affiliate operating business.

- If the parent operates only one location, report project details for the full business.
- If the parent operates multiple locations, report project details only for the location(s) that received NMTC financing.

Additional Guidance: Investee/Borrower Profile

Ownership and Control Fields

Ownership and control fields (e.g., **Minority-Owned or Controlled**, **Native American-Owned or Controlled**, **Women-Owned or Controlled**, **Low-Income Owned or Controlled**) must reflect at least 51% ownership or control by the group in question. This is stricter than “greater than 50% ownership” and applies regardless of whether multiple groups are involved. Each field must be answered independently. If a business qualifies under more than one category, report “YES” in each applicable field.

Business Description and NAICS

When the business description is “Mixed-Use” select the **NAICS** code that reflects the predominant square footage use. If no single use predominates, a *Lessors of Real Estate* code may be used only if no more appropriate option exists.

Revenue Reporting

Annual gross revenue fields must be reported when **QLICI Type** = “QALICB”, regardless of whether the **Purpose** is “Business” or “Real Estate”. For single-purpose entities (SPEs), report revenue for the parent operating business.

Multi-CDE Projects

For Multi-CDE Projects, **NAICS** data must be reported, when applicable, at the Multi-CDE level by the lead CDE. All project participants must coordinate to avoid duplication or underreporting.

Business Description Categories Update

The categories for **Business Description – Primary** have been updated to better align with the business categories in the NMTC Program Application. The “Food” category has been removed, and “Education/Training”, “Business Services”, “Utilities/Energy Generation” and “Infrastructure” have been added as options.

To report food-related businesses, use the appropriate remaining categories. For example, grocery stores should be categorized as “Retail” and food manufacturing facilities should be categorized as “Manufacturing/ Industrial”.

Client ID (Column Q)

Report a unique identifier to each client (investee/borrower). The Client ID is used to track the investee/borrower across Projects. Please do not use any names, social security numbers, or any other personal identifying information in formulating the Client ID.

Validations:

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

Response must be text up to 20 characters

Investee TIN (Column R)

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

Validations:

- **Conditionally required if [QLICI Type](#) = CDE.**
- The Investee TIN and Investee CDE must belong to the same organization.

Response must be numeric

Investee CDE Certification Number (Column S)

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

Validations:

- **Conditionally required if [QLICI Type](#) = CDE.**
- The Investee CDE Certification Number must be a valid CDE Certification Number.
- The Investee TIN and Investee CDE must belong to the same organization.

Response must be numeric

Date Business Established (Column T)

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

Validations:

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

Response must in the format of mm/dd/yyyy

Entity Structure (Column U)

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

Validations:

- **Conditionally required if Date Originated is after 12/31/2010.**

Please select one of the following:

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

Minority-Owned or Controlled Businesses (Column V)

Report whether the investee/borrower is at least 51% owned or controlled by one or more individuals that identify themselves as American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- If the business is a for-profit entity, report whether at least 51% of the owners are minorities.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors are minorities.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report minority-controlled status for the parent business.

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

Native American-Owned or Controlled Businesses (*Column W*)

Report whether the investee/borrower is at least 51% owned or controlled by one or more individuals who are members of tribal entities recognized by the Bureau of Indian Affairs (BIA) or by individuals having origins in any of the original peoples of Hawaii.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- If the business is a for-profit entity, report whether at least 51% of the owners are Native American.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors are Native American.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report Native American-controlled status for the parent business.

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

Women Owned or Controlled (*Column X*)

Report whether the investee/borrower is at least 51% owned or controlled by one or more women.

Validations:

- **Conditionally required if Investee Type = BUS.**
- If the business is a for-profit entity, report whether at least 51% of the owners are women.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors are women.

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

Low-Income Owned or Controlled (*Column Y*)

Report whether the investee/borrower is at least 51% owned or controlled by one or more Low-Income Person.

Validations:

- **Conditionally required if Investee Type = BUS.**
- If the business is a for-profit entity, report whether at least 51% of its equity ownership (or the equivalent in limited liability companies) interest being owned by one or more Low-Income Person.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors (i.e., Governing Board) consists of individuals who are Low-Income Persons.

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

Race (Column Z)

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

Validations:

- **Conditionally required if Investee Type = BUS.**
- If there is more than one investee/borrower, select the race of the primary investee/borrower.
- If there is more than one primary investee/borrower, select the race of one of them.
- If the investee/borrower is of mixed race, report one of the races.
- If the investee/borrower did not provide their information, report **NG**.

Please select one of the following:

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

Hispanic Origin (Column AA)

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

Validations:

- **Conditionally required if Investee Type = BUS.**
- If there is more than one investee/borrower, respond for the primary investee/borrower.
- If the investee/borrower did not provide their information, report **NG**.

Please select one of the following:

YES	Yes
NO	No
NG	Not Given
NA	Not Applicable

Business Description – Primary (Column AB)

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

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB (Investee Type = BUS).**
- If [QLICI Type](#) = CDE then Business Description – Primary **must** = OTHER.

Please select one of the following:

OFFICE SPACE	Includes financial, professional, scientific, management, business, or other office space
MANUFACTURING/ INDUSTRIAL	Includes industrial, manufacturing, transportation, logistics, or warehousing space
HOUSING	Includes for-sale and for-rent housing
HEALTHCARE	Healthcare services
COMMUNITY	Multi-Service Community Organization/Social Services
ARTS/CULTURE	Includes facilities or space for the performing arts, cultural, entertainment, or other amenities
RETAIL	Consumer retail services
HOSPITALITY/TOURISM	Includes hotels
MIXED-USE	Includes combinations of office/retail, housing, and community spaces
EDUCATION/TRAINING	Education or training facilities
BUSINESS SERVICES	Business-to-business services
UTILITIES/ENERGY GENERATION	Utilities or energy generation
INFRASTRUCTURE	Infrastructure
OTHER	Other

Business Description – Narrative (Column AC)

Provide an additional description of the type of business that is being financed (e.g., grocery store, Federally Qualified Health Center, charter school, a manufacturing company, etc.) and of the products or services provided by the operating business (e.g., manufacture of farm equipment, early childhood education, primary health care, etc.).

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB (Investee = BUS).**
- Description cannot exceed 255 characters.

The response must be text

NAICS (Column AD)

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

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB** Guidance:
- For investments in leased buildings, the NAICS code for the end user of the leased building must be reported. **Avoid using the NAICS codes for Lessors of Real Estate** (i.e., six-digit NAICS codes beginning with 531).
- To determine the NAICS code for the QALICB financed, go to <https://www.census.gov/naics/> and use the keyword search for the latest version of NAICS.
- Please note that the NAICS code must match the business described in the Business Description field.

Response must be numeric

Annual Gross Revenue from Business Operations at Time of Loan/Investment (Column AE)

Report the investee's/borrower's annual gross business revenue during the most recent 12-month period prior to Project origination for which the information is available. If the QALICB is a single-purpose entity (SPE), report the revenue of the parent business.

Validations:

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

Response must be numeric

Annual Gross Revenue from Business Operations Reported During the Reporting Period (*Column AF*)

Annual Update Required

Report the investee's/borrower's annual gross business revenue during the most recent 12-month period for which the information is available. If the QALICB is a single-purpose entity (SPE), report revenue for the parent business.

Validations:

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

Response must be numeric

2.4 TLR Project: Project Outcomes

Additional Guidance: Project Outcomes (Jobs Reporting)

Projected vs. Actual Jobs Reporting

You must report either all **Projected Job** fields or all **Actual Job** fields—not a mix. Actual job fields can be reported later (within 36 months of origination), but they are locked after submission. Updates beyond this deadline require a service request and are generally discouraged unless there is a material error.

Convert Part-Time Jobs to Full-Time Equivalent

One Full-Time Equivalent job (FTE) is a 35-hour or more work week.

Convert part-time jobs to FTEs (e.g., two part-time jobs that offer 17.5 hours per week each equal one FTE).

Created vs. Retained Jobs

- Created jobs are jobs that did not exist before NMTC financing.
- Retained jobs existed before NMTC financing.
- Report the combined total of FTEs created and retained due to NMTC financing.

Additional Guidance: Project Outcomes (Jobs Reporting)

Jobs at Time of Loan/Investment

Job-related fields are conditionally required depending on the **Purpose** of the loan or investment. **Jobs at Time of Loan/Investment** is only required for “*Business*” or “*Micro*” purposes; AMIS will reject entries when **Purpose** = “*Real Estate*” or “*Other*”.

Quality and Accessible Jobs

For **Quality and Accessible Jobs** counts, report the number of unique FTEs that meet at least one selected job quality or accessibility measure. FTEs do not need to meet every selected measure.

Quality and Accessible Jobs Apply Across Purposes

Quality Jobs and Accessible Jobs are no longer limited to transactions where **Purpose** = “*Business*”. These outcomes must also be reported for transactions where **Purpose** = “*Real Estate*” when applicable.

Multi-CDE Projects

For Multi-CDE Projects, **Project Jobs (Construction/Financed/Tenant)** and **Actual Jobs (Construction/Financed/Tenant)** data must be reported, when applicable, at the Multi-CDE level by the lead CDE. All project participants must coordinate to avoid duplication or underreporting.

Additional Guidance: Project Outcomes (Jobs Reporting)

36-Month Reporting Allowance

Some data fields (such as *Actual Jobs*, *Job Quality Measure/Number*, *Jobs Accessibility Measure/Number*, *Number of People Served by Commercial/Community Goods or Services*, *Number of Households Served by Infrastructure Services*, *Environmental Restoration and/or Sustainability Outcome Measure/Outcome*) explicitly allow up to 36 months after loan origination for reporting actual values.

This deadline strikes a balance between giving Allocatees time to report meaningful actuals with the need for timely program data and is not expected to be extended.

- **If the field explicitly states “within 36 months”:** You may wait until actual data is available, but if actuals are not determinable by 36 months, you must submit your best estimate at that point.
- **If the data field does *not* include a 36-month allowance:** It must be reported during the first reporting cycle (the first year of reporting), unless the instructions explicitly say the field is not required.
- **Follow data field-specific instructions:** Always defer to the instructions tied to each data point. Where an allowance is not stated, assume the expectation is for first-year reporting.

Updating Previously Entered Actual Jobs

Please submit a service request if previously entered values need to be updated.

Jobs at Time of Loan/Investment *(Column AG)*

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

Validations:

- **Conditionally required if Purpose = Business or Micro.**
- **Reject if Purpose is Real Estate or Other**
- Exclude construction jobs.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business.

Response must be numeric

Projected FTE Construction *(Column AH)*

Report the number of full-time equivalent (FTE) construction jobs projected to be created due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option.**
- Exclude induced FTE jobs.
- Include direct jobs only.
- The number of jobs must not change after the transaction's initial year of being reported.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project-Outcomes section.
- User may enter a "0" in this field if it does not apply.

Response must be numeric

Projected FTE Jobs - Financed Businesses (Column AI)

Report the number of permanent full-time equivalent (FTE) jobs projected (at date originated) to be created and/or retained in the business due to this financing.

Validations:

- **Conditionally required if Purpose = BUSINESS or MICRO.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- The number of jobs must not change after the transaction's initial year of being reported.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- User may enter a "0" in this field if it does not apply.

Response must be numeric

Projected FTE Jobs - Tenant Businesses (Column AJ)

Report the number of permanent full-time equivalent (FTE) jobs projected to be created and/or retained in businesses located at the property financed.

Validations:

- **Conditionally required if QLICI Type = QALICB.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report projected FTE permanent jobs to be created and/or retained at parent business.
- The number of jobs must not change after the transaction's initial year of being reported.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- User may enter a "0" in this field if it does not apply.
- Include owner-occupied businesses.

Response must be numeric

Actual FTE Jobs - Financed Businesses (Column AK)

Report the cumulative number of permanent full-time equivalent (FTE) jobs created or retained in the business due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- Note that you will not be able to change the Actual Jobs information once it is entered.
- This field can be left blank and filled out in the future if all projected job fields are filled out.
- This field must be reported within 36 months of origination.

Response must be numeric

Actual FTE Construction Jobs (Column AL)

Report the cumulative number of full-time equivalent (FTE) construction jobs created due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option.**
- Exclude induced FTE jobs.
- Include direct jobs only.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- Note that you will not be able to change the Actual Jobs information once it is entered.
- This field can be left blank and filled out in the future if all projected job fields are filled out.
- This field must be reported within 36 months of origination.

Response must be numeric

Actual FTE Jobs - Tenant Businesses (Column AM)

Report the cumulative number of permanent full-time equivalent (FTE) jobs created or retained in businesses located at the property financed.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report actual FTE permanent jobs created and/or retained at parent business.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- Note that you will not be able to change the Actual Jobs information once it is entered.
- This field can be left blank and filled out in the future if all projected job fields are filled out.
- This field must be reported within 36 months of origination.
- Include owner-occupied businesses

Response must be numeric

Source of Job Estimates (Column AN)

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

Validations:

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

Please select one of the following:

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

Source of Job Estimates – Other (Column AO)

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

Validations:

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

Response must be text

Job Quality Measure (Column AP)

Select all job quality measures that apply to the actual full-time equivalent (FTE) jobs associated with this project investment.

Validations:

- Conditionally required if [Purpose](#) = BUSINESS, MICRO, or any Real Estate option and Date Originated ≥ 10/01/2023.
- Report within 36 months of loan origination.

Select all that apply:

Livable wage	Classification based on third-party method to analyze employee earnings necessary to meet a household's minimum basic needs and maintain self-sufficiency based on regional data.
Health insurance	A health care plan is offered with employer contributions.
Paid leave	Paid leave is compensation for employee time off for sick leave, vacation and compensatory time.
Career advancement & training	Company offers formal training program to employees or reimburses them for outside training or credentials.
Retirement plan	A retirement plan such as 401(K) or Roth IRA with an employer match.
Profit sharing/stock options	Offers a profit sharing plan or employee stock option plan.
NA	Not Applicable

Number of Quality Jobs (Column AQ)

Provide number of full-time equivalent (FTE) quality jobs associated with job quality measures selected above.

Validations:

- **Conditionally required if Jobs Quality Measure is not “NA” and Date Originated \geq 10/01/2023.**
- Report the total number of unique FTEs. FTEs that offer more than one measure of job quality should be counted only once.
- Report within 36 months of loan origination.

Response must be numeric

Jobs Accessibility Measure (Column AR)

Select all job accessibility measures that apply to the actual full-time equivalent (FTE) jobs associated with this project investment.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS, MICRO, or any Real Estate option and Date Originated ≥ 10/01/2023.**
- Report within 36 months of loan origination.

Select all that apply:

<p>Number of Low-Income persons</p>	<p>As defined in the NMTC Allocation Application, a Low-Income person is “Any individual having an income, adjusted for family size, of not more than: (1) For metropolitan areas, 80% of the area median family income; and (2) For non-metropolitan areas, the greater of (a) 80% of the area median family income or (b) 80% of the statewide non-metropolitan area median family income.”</p>
<p>Number of Low-Income Community residents</p>	<p>As stated in the NTMC Allocation Application, a Low-Income Community is “Under IRC §45D(e)(1), any population census tract if: (1) The poverty rate for such tract is at least 20 percent, or (2) (a) In the case of a tract not located within a metropolitan area, the median family income for such tract does not exceed 80 percent of statewide median family income, or (b) in the case of a tract located within a metropolitan area, the median family income for such tract does not exceed 80 percent of the greater of statewide median family income or the metropolitan area median family income. With respect to IRC §45D(e)(1)(B), possession-wide median family income shall be used (in lieu of statewide income) in assessing the status of census tracts located within a possession of the United States. Under IRC §45D(e)(2), Targeted Populations will also be treated as Low-Income Communities. See IRS Notice 2006-60. Under IRC §45D(e)(3), in the case of an area that is not tracted for population census tracts, the equivalent county divisions (as defined by the Bureau of the Census for purposes of determining poverty areas) shall be used for purposes of defining poverty rates and median family incomes. See IRC §45D(e) for additional criteria.”</p>
<p>Number of people with employment barriers</p>	<p>Examples include job applicants with lower levels of formal education, longer terms of unemployment, limited language proficiency, displaced workers, formerly incarcerated persons, etc.</p>
<p>NA</p>	<p>Not applicable</p>

Number of Accessible Jobs (Column AS)

Provide number of accessible full-time equivalent (FTE) jobs associated with job accessibility measure(s) selected above.

Validations:

- **Conditionally required if Accessible Jobs Measures is not “NA” and Date Originated ≥ 10/01/2023.**
- Report the total number of unique FTEs. FTEs that offer more than one measure of job accessibility should be counted only once.
- Report within 36 months of loan origination.

Response must be numeric

Additional Guidance: Project Outcomes (Non-Job Outcome Reporting)

Report Once, Unless Marked as “Annual Update Field”

Unless a field is explicitly identified as an “Annual Update Field”, it must be reported once only with accurate information at the time of reporting. If the exact value is not available, Awardees should enter their best estimate based on the information used at origination or underwriting.

If an unavoidable error is identified after submission, a correction may only be made through a Service Request. Routine revisions or updates are not permitted unless specifically allowed by the data point instructions.

Community Benefit Fields

The “Community Capacity” fields (e.g., *Healthcare, Education, Arts and Childcare*) and the “People Served” fields (e.g., *by Commercial or Community Goods or Services*) are designed to capture a range of impacts. Use whichever best represents the benefits created.

People Served by Goods or Services Fields

For **Number of People Served by Commercial or Community Goods or Services**, data must be reported when applicable, including for Multi-CDE projects. Allocatees may report up to 36 months after loan origination, but no further extensions are planned. For consistency, use the methodology most appropriate to the service type (e.g., unique individuals served vs. visits/encounters) and apply it consistently across projects.

Additional Guidance: Project Outcomes (Non-Job Outcome Reporting)

Environmental Restoration/Sustainability Fields

Only one predefined environmental outcome measure may be selected per project. Additional categories, such as carbon reduction or waste diversion, are under review but are not currently supported. You should not include real estate rehab projects in this category.

Report the annualized amount for outcomes that are measured in rates or flow units. This includes:

- *MBTU energy saved/ conserved*
- *MWh renewable energy produced*
- *Gallons of water diverted from waste stream*

Report the cumulative/total amount for outcomes that are measured in area or footprint. This includes:

- *Acres*
- *Square footage*
- *Square miles*

Multi-CDE Projects

For Multi-CDE Projects, ***Square Feet of Real Estate, Housing Units, and Capacity of Community Facilities*** data must be reported, when applicable, at the Multi-CDE level by the lead CDE. All project participants must coordinate to avoid duplication or underreporting.

Square Feet of Real Estate – Industrial/Manufacturing (*Column AT*)

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Square Feet of Real Estate – Office (Column AU)

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Square Feet of Real Estate – Retail (Column AV)

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Housing Units – Sale (Column AW)

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB**
- Housing Units – Sale **must be** greater than or equal to [Affordable Housing Units - Sale](#).

Response must be numeric

Housing Units – Rental (Column AX)

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB**
- Housing Units – Rental **must be** greater than or equal to [Affordable Housing Units - Rental](#).

Response must be numeric

Affordable Housing Units – Sale (Column AY)

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Affordable Housing Units – Rental (Column AZ)

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Community Facility (Column BA)

Report whether the project financed is a community facility.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**
- Include educational, childcare, healthcare, arts or any other type of community facility.

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

Capacity of Educational Community Facility (Column BB)

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

Validations:

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

Response must be numeric

Capacity of Childcare Community Facility (Column BC)

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

Validations:

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

Response must be numeric

Capacity of Healthcare Community Facility (Column BD)

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

Validations:

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

Response must be numeric

Capacity of Arts Center Community Facility (Column BE)

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

Validations:

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

Response must be numeric

Number of People Served by Commercial Goods or Services (Column BF)

Report the number of people served annually by commercial goods or services resulting from NMTC financing (e.g., retail, grocery stores, farmers' markets, entertainment, pharmacies).

Validations:

- **Conditionally required if QLIC Type = QALICB and Date Originated \geq 10/01/2023.**
- Report within 36 months of loan origination.
- Zero (0) value is allowed.
- Follow generally accepted practices for counting people or use the methodology that was described in the NMTC Allocation Application.

Response must be numeric

Number of People Served by Community Goods or Services (Column BG)

Report the number of people served annually by community goods or services resulting from NMTC financing (e.g., food pantries, health care, social services, educational, cultural).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated ≥ 10/01/2023.**
- Report within 36 months of loan origination.
- Zero (0) value is allowed.
- Follow generally accepted practices for counting people or use the methodology that was described in the NMTC Allocation Application.

Response must be numeric

Number of Households Served by Infrastructure Services (Column BH)

Report the number of households served by infrastructure services funded through NMTC (e.g., broadband, water/sewer services, transportation services).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated ≥ 10/01/2023.**
- Report within 36 months of Loan Origination.
- Zero (0) value is allowed.

Response must be numeric

Environmental Restoration/Sustainability Outcome Measure (Column BI)

Choose one of the pre-defined environmental restoration or sustainability measure that best describes the impact of the investment (e.g., financing for energy conservation, renewable energy generation, land or water area restoration or conservation, brownfield cleanup, forestry, fisheries).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated ≥ 10/01/2023.**
- Report within 36 months of Loan Origination.
- NA is allowed.

Select one of the measures:

MBTU energy saved/ conserved	Estimated energy (MBTUs) conserved as a result of the investment. (Conversions: 1 Kilowatt = 3.412 MBTUs, 1 gallon diesel fuel = 0.139 MBTUs, 1 gallon gasoline = 0.124 MBTUs). Report annualized amount.
MWh renewable energy produced	Number of megawatts of renewable energy generated as a result of the investment. Report annualized amount.
Acres	Number of acres conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment. Report cumulative/total amount for the project.

Square footage	Number square footage conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment. Report cumulative/total amount for the project.
Square miles	Number of square miles conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment. Report cumulative/total amount for the project.
Gallons of water diverted from waste stream	Gallons of water not used or treated as a result of the investment. Report annualized amount.
NA	Not Applicable

Quantify Environmental Restoration/Sustainability Outcome (Column BJ)	
Report numeric value associated with the environmental restoration and/or sustainability outcome measure selected above.	
<p>Validations:</p> <ul style="list-style-type: none"> • Conditionally required if Environmental Restoration/Sustainability Outcome Measure is not “NA” and Date Originated ≥ 10/01/2023. • Report within 36 months of Loan Origination. • Zero (0) value is allowed. 	
Response must be numeric	

2.5 TLR Project: Program Criteria

QALICB Type (Column BK)	
Compliance Check	
Choose one of the pre-defined values below and report the QALICB type that describes the investee/borrower.	
<p>Validations:</p> <ul style="list-style-type: none"> • Conditionally required if QLICI Type = QALICB. 	
Please select one of the following:	
RE	Real Estate QALICB
NRE	Non-Real Estate QALICB
SPE	Special Purpose Entity QALICB

NMTC Eligibility Criteria *(Column BL)*

Compliance Check

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

Validations:

- **Mandatory Field.**

Please select one of the following:

TARGETPOP	Targeted Population
HIGHMIGRATION	High Migration Rural County
LIC-TRACTS	Low-Income Community Census Tract

Related Entity *(Column BM)*

Compliance Check

Report whether the investee (entity receiving the financing) is a related entity as defined under the applicable allocation agreement.

Validations:

- **Mandatory Field.**

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

2.6 TLR Project: Project Fees

Additional Guidance: Fees and Transaction Costs

Fee and Transaction Cost Reporting Requirements

Allocatees must report in the TLR all NMTC-related fees, compensation, and transaction costs that are assessed to the QALICB or otherwise required of the QALICB as a condition of receiving a QLICI. This includes:

- Direct fees charged by the Allocatee (e.g., compliance/monitoring, servicing, asset management fees).
- Indirect transaction costs that the QALICB is required to pay from NMTC proceeds at any level of the structure (e.g., legal opinions, financial modeling/projections, audit, tax preparation, accounting, and consulting costs).
- Any consulting fees the QALICB is required to incur as a condition of closing.

Allocatees should not include costs paid by the QALICB that are unrelated to NMTC transactions or project financing.

Multi-CDE Projects

In the case of multiple-CDE transactions, each Allocatee must report its prorated share of all QALICB fees and transaction costs, consistent with the combined disclosure statement provided to the QALICB under Section 6.12 of the Allocation Agreement.

- Allocatees should not prorate fees in ways that obscure each Allocatee's actual disclosure. Reported **Upfront, Ongoing** and **Backend Fees** must mirror the QALICB Disclosure Form and reflect the fees charged by each Allocatee individually.
- Transaction costs may be divided among participating CDEs using a reasonable allocation method agreed upon by all parties (e.g., pro-rate by QEI, evenly split, or another reasonable approach). Regardless of the method used, the total fees and costs must be fully reported in aggregate.

Treatment of Fees Paid from QLICI Interest

Fees paid from QLICI interest if the fee represents a compensation mechanism (e.g., interest rate spread) should be reported in the appropriate fee category (e.g., **Ongoing Fees to the CDE or Affiliate**). Do not include ordinary interest payments passed through to investors.

Fee Estimates at Origination

All values should reflect the best available estimate at origination, even for ongoing and back-end amounts. These fields are not annually updated.

Additional Guidance: Fees and Transaction Costs

Reserved Fees

If a fee is reserved in full at closing but paid out over time (e.g., asset management fee held in escrow), report it in the appropriate *Ongoing Fee* field.

Reporting Total Amount Retained by CDE

Report only the amounts the CDE keeps for its own use (e.g., fees, reserves under CDE control). Do not include loan loss reserves in this field, even if they were funded from the QEI. For reporting purposes, the QEI should equal:

Total QEI proceeds retained by the CDE + QLICIs + Loan Loss Reserves = QEI

Upfront Fees to Investors or Investor Affiliates (*Column BN*)

Report the dollar amount of upfront sources of compensation and fees paid to investors or investor Affiliates.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees or revenue charged prior to or during the close of the QLICI transaction (i.e., origination fees, placement fees, sub-allocation fees, syndication fees, etc.).
- This includes any fees or revenue charged before the QEI is made.
- An upfront fee or revenue is a one-time charge and is not recurring.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses).
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Upfront Fees to the CDE or CDE Affiliate (Column BO)

Report the dollar amount of upfront sources of compensation and fees paid to CDE or CDE Affiliates.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees, revenue, or payments charged prior to or during the close of the QLICI transaction, including any cash, loan or payment received by CDE or CDE Affiliates (e.g., placement fees, sub-allocation fees, syndication fees, etc.). This includes any fees, payments, revenue or loans received by the CDE/CDE affiliate before the QEI is made.
- If a CDE or a CDE Affiliate charges a fee for services provided that would normally be considered a project cost (e.g., real estate development consulting, financial consulting by a CDE or a CDE Affiliate, etc.), then such a fee must be reported under this data point.
- Do not include any amounts reported in "Total QEI Proceeds Retained by the CDE or CDE Affiliate."
- An upfront fee or revenue is a one-time charge and is not recurring.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses).
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Upfront Fees to Unaffiliated Third Parties (Column BP)

Report the dollar amount of upfront sources of compensation and fees paid to unaffiliated third parties.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include all fees or revenue charged prior to or during the close of the QLICI transaction (e.g., assistance with Allocation Application, identifying/underwriting transactions, managing a portfolio of QLICIs, Allocation Agreement compliance, etc.).
- This includes any fees or revenue charged before the QEI is made.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses).
- An upfront fee or revenue is a one-time charge and is not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Ongoing Fees Paid to Investors or Investor Affiliates (Column BQ)

Report the dollar amount of ongoing sources of compensation and fees paid to investor or investor Affiliates.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected throughout the allocation compliance period (i.e., asset management fees, compliance fees, interest rate spread, loan servicing, etc.)
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses).
- Exclude any ordinary interest or dividend payments passed through to investors.
- An ongoing fee is charged after the QLICI is closed and during the seven-year compliance period.
- Allocatees must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Ongoing Fees to the CDE or CDE Affiliate (Column BR)

Report the dollar amount of ongoing sources of compensation and fees paid to the CDE or CDE Affiliate.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees or revenue collected throughout the allocation compliance period (e.g., asset management fees, compliance fees, interest rate spread, loan servicing fees, Allocation Agreement compliance, etc.).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses).
- Exclude any ordinary interest or dividend payments passed through to investors. An ongoing fee or revenue is charged after the QLICI transaction is closed and during the seven-year compliance period.
- Allocatees must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Include fees paid from QLICI interest if the fee represents a compensation mechanism (e.g., interest rate spread). Do not include ordinary interest payments passed through to investors.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Ongoing Fees to Unaffiliated Third Parties (Column BS)

Report the dollar amount of ongoing sources of compensation and fees paid to unaffiliated third parties.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected throughout the allocation compliance period (e.g., asset management fees, compliance fees, loan servicing, Allocation Agreement compliance, etc.).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses).
- An ongoing fee or revenue is charged after the QLICI transaction is closed and during the seven-year compliance period.
- Allocates must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Total QEI Proceeds Retained by the CDE or CDE Affiliate (Column BT)

Report the total dollar amount of the QEI proceeds retained by the CDE prior to the QLICI being made.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- $QEI \text{ proceeds retained by the CDE} + QLICIs + \text{Loan Loss Reserves} = QEI$.
- Do not include any amounts included in "Upfront Fees to the CDE or CDE Affiliate."
- Do not include amounts set aside for loan loss reserves. These are reported separately in the Loan Loss Reserve Requirement data point.
- Fees must be in dollar amounts. A value of \$0 is allowed.

Response must be numeric

Back-end Fees to Investors or Investor Affiliates (*Column BU*)

Report the amount of back-end sources of compensation and fees paid to investors or investor Affiliates.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected at the end of or after the seven year compliance period (e.g., success, residuals, exit fees, carried interest, etc.).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- A back-end fee or revenue is a one-time charge and not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Back-end to CDE or CDE Affiliates (*Column BV*)

Report the amount of back-end sources of compensation and fees paid to CDE or CDE Affiliates.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees, revenue, or repayments collected at the end of or after the seven-year compliance period retained by the CDE or CDE Affiliates (e.g., success, residuals, loan repayments, reserves, donations, exit fees, carried interest, Allocation Agreement reporting and compliance, etc.). Exclude third-party transaction costs paid to parties not affiliated to CDE (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- A back-end fee or revenue is a one-time charge and not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Back-end Fees to Unaffiliated Third Parties (Column BW)

Report the dollar amount of back-end sources of compensation and fees paid to unaffiliated third parties.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected at the end of or after the seven-year compliance period (e.g., success, residuals, exit fees, Allocation Agreement compliance, etc.), except for transaction costs.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- A back-end fee or revenue is a one-time charge and not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

Upfront Transaction Costs (Column BX)

Report the dollar amount of upfront transaction costs.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all transaction costs collected prior to or during the close of the QLICI transaction paid to parties not affiliated to CDE (e.g., legal, financial modeling/projections, placement fees, syndication fees, audit, tax preparation, and accounting expenses associated with closing an NMTC transaction). If the fees are paid to an affiliate of the CDE, it must be reported under the Upfront Fees to the CDE or CDE Affiliate. Fees must be in dollar amount.
- A value of \$0 is allowed.

Response must be numeric

Ongoing Transaction Costs (*Column BY*)

Report the dollar amount of ongoing transaction costs.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all transaction costs collected after the QLICI transaction is closed and during the seven- year compliance period (e.g., legal, audit, tax preparation, and accounting expenses).
- Applicants must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Guidance:

Fees and expenses paid from QLICI interest must **NOT** be reported in this data field.

Response must be numeric

Back-end Transaction Costs (*Column BZ*)

Report the dollar amount of back-end transaction costs.

Validations:

- **Mandatory field for TLR Notes originated on or after 10/01/2023.**
- Include any and all transaction costs collected at the end of or after the seven year compliance period (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

2.7 TLR Project: Project Better Rates and Terms

Below Market Interest Rate at Origination (*Column CA*)

Compliance Check

Report whether the project had a below market interest rate at origination.

Validations:

- **Mandatory Field.**

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

Blended Interest Rate at Origination (Column CB)

Compliance Check

Report the blended interest rate in effect at origination.

Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES.**
- When calculating the blended interest rate, users may treat equity investments as 0% interest loans
- Response must be > 0 AND < 100.
- Enter the percentage as a whole number (i.e., if the Blended Interest Rate is 2%, enter 2.0).

Response must be numeric up to three decimal places

Comparable Blended Interest Rate at Origination (Column CC)

Report the comparable market rate at origination that the Allocatee used as a benchmark to determine that the project has a below market interest rate.

Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES.**
- Enter the percentage as a whole number (i.e., if the Blended Interest Rate is 2%, enter 2.0).
- Comparable Blended Interest Rate at Origination **must** be greater than [Blended Interest Rate at Origination](#) AND ≤ 100 .

Response must be numeric up to three decimal places

Lower than Standard Origination Fees (Column CD)

Compliance Check

Report whether the project has lower than standard origination fees.

Validations:

- **Mandatory Field.**

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

Standard Origination Fees (Project) (Column CE)

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

Validations:

- **Conditionally required if [Lower than Standard Origination Fees](#) = YES.**
- Value must be > 0 and \leq Total Original Loan Amount (at Project level).

Response must be in dollars up to three decimal places

Higher than Standard Loan-to-Value Ratio (Column CF)

Compliance Check

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

Validations:

- **Mandatory Field.**

Response must be YES or NO

Standard Loan to Value Ratio (Column CG)

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

Validations:

- **Conditionally required if [Higher than Standard Loan to Value Ratio](#) = YES.**
- Enter the percentage as a whole number (i.e., if 2%, enter 2.0).
- Value must be > 0 AND less than the Loan-to-Value Ratio.

Response must be numeric up to three decimal places

More Flexible Borrower Credit Standards (Column CH)

Compliance Check

Report whether the project has more flexible borrower credit standards.

Validations:

- **Mandatory Field.**

Response must be YES or NO

Lower than Standard Debt Service Coverage Ratio (Column CI)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Standard Debt Service Coverage Ratio (Column CJ)

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

Validations:

- **Conditionally required if [Lower than Standard Debt Service Coverage Ratio](#) = YES.**
- Must be expressed as a ratio (e.g., if response is 150%, enter 1.5).
- Value must be greater than the Projected Debt Service Coverage Ratio AND ≤ 5 .

Response must be numeric up to three decimal places

Lower than Standard Loan Loss Reserve Requirement (Column CK)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Standard Loan Loss Reserve Requirement (Column CL)

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

Validations:

- **Conditionally required if [Lower than Standard Loan Loss Reserve Requirement](#) = YES.**
- Enter the percentage as a whole number (i.e., if 25%, enter 25.0).
- Value must be greater than the Loan Loss -Reserve Requirement AND ≤ 100 .

Response must be numeric up to three decimal places

2.8 TLR Project: Areas of Higher Distress

Poverty Rates Greater than 25% but less than or equal to 30% (*Column CM*)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Poverty Rates Greater than 30% (*Column CN*)

Compliance Check

Poverty Rates Greater than 30%

Validations:

- **Mandatory Field.**

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

Median Income Less than or Equal to 60% of Area Median Income (*Column CO*)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

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

(Column CP)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Unemployment rates equal to or greater than 1.25 but less than 1.5 times the national average *(Column CQ)*

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Unemployment rates at least 1.5 times the national average *(Column CR)*

Compliance Check

Unemployment rates at least 1.5 times the national average.

Validations:

- **Mandatory Field.**

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

Designated for Redevelopment *(Column CS)*

Compliance Check

Designated for redevelopment by a governmental agency.

Validations:

- **Mandatory Field.**

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

Designated EZ, EC, or RC (Column CT)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

SBA Designated HUB Zone (Column CU)

Compliance Check

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

Validations:

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

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

Designated Native American or Alaska Native Area, Hawaiian Homeland, or Redevelopment Area by Tribe or Other Authority (Column CV)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Brownfield Redevelopment Area (Column CW)

Compliance Check

Federally designated Brownfields redevelopment areas.

Validations:

- **Mandatory Field.**

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

Encompassed by HOPE VI Redevelopment Plan (Column CX)

Compliance Check

Validations:

- **Mandatory Field.**

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

Located in a Hot Zone (Column CY)

Compliance Check

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

Validations:

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

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

Appalachian Regional Commission or Delta Regional Authority (Column CZ)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Colonias (Column DA)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Medically Underserved Area (Column DB)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

TIF District or Enterprise Zone Program (Column DC)

Compliance Check

Federally designated Opportunity Zones, Promise Zones, Impacted Coal Counties, base realignment and closure areas, State Enterprise Zone programs, or other similar state/local programs targeted toward particularly economically distressed communities.

Validations:

- **Mandatory Field.**
- TIF District or Enterprise Zone Program ≠ [Designated for Redevelopment](#).

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

High Migration Rural County (Column DD)

Compliance Check

Validations:

- **Mandatory Field.**

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

Non-Metropolitan Census Tract (Column DE)

Compliance Check

Validations:

- **Mandatory Field.**

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

FEMA (Column DF)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

TAA Program (Column DG)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Food Desert (Column DH)

Compliance Check

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

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

Validations:

- **Mandatory Field.**

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

Targeted Populations (*Column DI*)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

Other Areas of Higher Distress (*Column DJ*)

Compliance Check

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

Validations:

- **Mandatory Field.**

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

3. TLR Address Data Fields

Additional Guidance: Address Reporting

Census Vintage Year

The Census Vintage Year must match the tract vintage in use at the time of loan origination. Use the following table to determine acceptable census vintages based on origination date ranges:

Census Vintage Year	Loan Origination
2020	≥ 9/1/2024
2015 or 2020	9/1/2023 to 10/31/2024
2015	9/1/2018 to 10/31/2023
2010 or 2015	9/1/2017 to 10/31/2018
2010	≤ 10/31/2017

3.1 TLR Address: Record IDs

Project Number (Column B)

Compliance Check

Report the project number for each address that was previously input in Project Number column on the TLR Project tab: Column B.

Validations:

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

Response must be numeric, up to eight digits

Census Vintage Year (Column C)

Compliance Check

Provide the 2010 or 2020 Census Year.

Validations:

- **Mandatory Field.**

Response must be numeric

Multi-CDE Project Number (Column D)

Report the Multi-CDE Project Number that was assigned to the project. Use the lookup function to identify and report the Multi-CDE Project ID associated with the project.

Validations:

- **Conditionally Required** if the TLR Project that the TLR Address is being entered for is part of a Multi-CDE Project.
- Additional guidance can be found in the Multi-CDE section of AMIS.
- Response must be a valid project number generated by AMIS under the Multi-CDE Project section.
- Use the lookup icon to view a list of Multi-CDE Projects associated with the organization that the TLR Project can be linked to.

3.2 TLR Address: Investee Address

Investee Street Address Line 1 (Column E)

Compliance Check

Report the address for the investee/borrower.

Validations:

- Field is Mandatory unless one of the following two conditions are met:
 - Investee Longitude and Latitude are populated; OR The Investee State is a U.S. territory— Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the United States Virgin Island (VI), in which case the Investee Address Line 1 MUST NOT be entered.
 - No post office boxes or rural routes.

Response must be text

Investee Street Address Line 2 (Column F)

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

Validations:

- **Optional Field.**
- No post office boxes or rural routes.

Response must be text

Investee City (Column G)

Compliance Check

Report the investee's city.

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
 - Investee Longitude and Latitude are populated; OR
 - The Investee State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the United States Virgin Island (VI), in which case the Investee City MUST NOT be entered.

Response must be text

Investee State (Column H)

Compliance Check

Report the two-letter state abbreviation. If the location is one of the following U.S. territories, include the two-letter abbreviations for that territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI).

Validations:

- **Mandatory Field.**

Response must be text

Investee Zip Code (Column I)

Compliance Check

Report the five-digit ZIP code.

Validations:

- **Field is Mandatory unless one of the following two conditions is met:**
 - Investee Longitude and Latitude are populated; OR
 - The Investee State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.S. Virgin Island (VI), in which case the Investee ZIP Code MUST NOT be entered.

Response must be numeric

Investee Zip Code +4 (Column J)

Compliance Check

Report the four-digit ZIP code extension.

Validations:

- **Optional Field.**

Response must be numeric

Investee FIPS Code (Column K)

Report the investee's 11-digit FIPS Code.

Validations:

- **Optional Field.**
- FIPS Code: The 11-digit Federal Information Processing Standards code, made up of the State, County, and Tract Code. To find a FIPS Code, visit [here](#).
- When entering FIPS Codes in AMIS, use the format: 11001010700.
- As of December 2023, AMIS has been updated with 2020 Census tract data. Please use the most current census information when obtaining and reporting FIPS Codes.

Response must be numeric

Investee Longitude (Column L)

Report the Investee Longitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**
- Response must be a valid longitude for the state or territory reported.
- Report longitude with at least 6 decimals places.

Response must be numeric

Investee Latitude (Column M)

Report the Investee Latitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**
- Response must be a valid latitude for the state or territory reported.
- Report latitude with at least 6 decimal places.

Response must be numeric

3.3 TLR Address: Project Address

Additional Guidance: Address Reporting

Project Address Requirements

For projects located in U.S. states, provide the full address (Street, City, State, ZIP). If a full address for a project located in the 50 U.S. states is not available or cannot be validated by AMIS, you may enter latitude and longitude instead. Ensure coordinates are reported in decimal degrees with at least six decimal places and fall within the valid range for the state or territory.

For projects located in U.S. territories, provide only latitude and longitude—do not enter address fields.

Multi-CDE Projects

For Multi-CDE Projects, Project Address data must be reported at the Multi-CDE level by the lead CDE. All project participants must coordinate to avoid duplication or underreporting.

FIPS Codes

The FIPS Code field is optional and should only be entered if AMIS cannot determine the code based on the full street address or geographic coordinates provided. Records with a FIPS Code but no valid address or coordinates will be rejected.

Latitude and Longitude in Upload Templates

Some upload templates display latitude and longitude in different column orders. Always verify that latitude values are entered in the latitude field and longitude values in the longitude field before upload. Inconsistencies in column order are known and under review.

Additional Guidance: Address Reporting

Geocoding Confidence Levels

AMIS geocoding templates may occasionally return address matches with less than 100% confidence. Low-confidence matches can be rejected during address upload. If this occurs, confirm proper address formatting and, if necessary, use manually validated coordinates.

QLICI Share by Project Location

For projects with multiple addresses, Allocatees must provide their best estimate of the portion of the total QLICI allocated to each address at the time of initial reporting. AMIS will not allow certification to proceed without these percentages. See *Part I: Section 6. Handling TLR Projects with Multiple Project Locations* of this guide for instructions on how to complete this form. Adjustments can only be made through service requests once certification is complete.

Project Street Address Line 1 (Column N)

Compliance Check

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

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
 - Project Longitude and Latitude are populated; OR
 - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.S. Virgin Island (VI), in which case the Project Street Address Line 1 MUST NOT be entered.
- No post office boxes or rural routes.

Response must be text

Project Street Address Line 2 (Column O)

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

Validations:

- **Optional Field.**
- No Post Office Boxes or Rural Routes.

Response must be text

Project City (Column P)

Compliance Check

Report the project's city.

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
 - Project Longitude and Latitude are populated; OR
 - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.D. Virgin Island (VI), in which case the Project City MUST NOT be entered.

Response must be text

Project State (Column Q)

Compliance Check

Report the two-letter state abbreviation. If the location is one of the following US Territories, include the two-letter abbreviations for that territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI).

Validations:

- **Mandatory Field.**

Response must be text

Project Zip Code (Column R)

Compliance Check

Report the five-digit ZIP code.

Validations:

- **Field is mandatory unless one of the following two conditions is met:**
 - Project Longitude and Latitude are populated; OR
 - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI), in which case the Project City MUST NOT be entered.

Response must be numeric

Project Zip Code +4 (Column S)

Compliance Check

Report the four-digit ZIP code extension.

Validations:

- **Optional Field.**

Response must be numeric

Project FIPS Code (Column T)

Report the project's 11-digit FIPS Code.

Validations:

- **Optional Field.**
- FIPS Code: The 11-digit Federal Information Processing Standards code, made up of the State, County, and Tract Code. To find a FIPS Code, visit [here](#).
- When entering FIPS Codes in AMIS, use the format: 11001010700.
- As of December 2023, AMIS has been updated with 2020 Census tract data. Please use the most current census information when obtaining and reporting FIPS Codes.

Response must be numeric

Project Longitude (Column U)

Report the Project Longitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**
- Response must be a valid longitude for the state or territory reported.
- Report longitude with at least 6 decimals places.

Response must be numeric

Project Latitude (Column V)

Report the Project Latitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**
- Response must be a valid latitude for the state or territory reported.
- Report latitude with at least 6 decimals places.

Response must be numeric

4. Loan Source and Disbursement Data Fields

4.1 Loan Source and Disbursements: Record IDs

TLR Note ID
The system will auto-populate this field with the TLR Note ID of the TLR Note if one was previously selected. If this field is not prepopulated, the user will be required to look up the TLR Note.
Validations: <ul style="list-style-type: none">• Mandatory Field.• Will auto-populate with the TLR Note number. If this field is not pre-populated, the user will be required to look up the TLR Note.• Once Loan Source data is saved, this field allows the users to easily navigate back to the associated TLR Note via the “TLR Note” field hyperlink.
Alphanumeric

Originator Transaction ID
Assign a unique Originator Transaction ID to track financial note.
Validations: <ul style="list-style-type: none">• Mandatory Field.• Each Originator Transaction ID must be unique to each financial note.• Duplicate Originator Transaction ID’s will cause errors in the file.• Allocates MUST use the same Originator Transaction ID for each reporting period.• Originator Transaction IDs cannot contain any special characters such as, but not limited to, commas and exclamation points.
Response must be text, up to 20 characters

Revolving Loan
Report if the QLICI is part of a revolving loan fund.
Validations: <ul style="list-style-type: none">• Mandatory Field.
Response must be YES or NO

4.2 Loan Source and Disbursements: Detail

Loan Source Type	
Choose one of the pre-defined values below and indicate whether the Loan Source record type being reported is a QEI, RQI, or Other.	
Validations: <ul style="list-style-type: none"> • Mandatory Field. 	
Please select one of the following:	
QEI	Qualified Equity Investment
RQI	Repayment of Qualified Equity Investments (Redeployed QLICs Proceeds)
Other	Other (Non-NMTC Source of Funds)

Disbursement Date
Report the Disbursement date.
Validations: <ul style="list-style-type: none"> • Mandatory Field.
Format of mm/dd/yyyy

QEI Name
Report the QEI that the Loan Source is associated with.
Validations: <ul style="list-style-type: none"> • Conditionally required: If “QEI” was selected as the disbursement type. • QEI Identifier must be in the following format: QEI12345678 (“QEI” followed by eight numbers).
Lookup Field to QEIs

AMIS Number
Report the Allocation if record type is RQI.
Validations: <ul style="list-style-type: none"> • Conditionally required if Record Type of New Record = RQI.
Lookup Field to AMIS Number on the Allocation object

Source Amount

For each Loan Source, report the amount disbursed. The Source Amount represents the portion of the QEI or RQI used to fund the associated disbursement.

Validations:

- **Mandatory Field.**
- Reported QEIs must be a valid QEI for the Allocatee in the Allocation and QEI Tracking module in AMIS.
- Reported Allocations containing the RQI must be a valid Allocation for the Allocatee in the Allocation and QEI Tracking module in AMIS.
- The sum of Source Amounts cannot exceed the Original Loan/Investment Amount.
- The Sum of Source Amounts for QEI Loan Source must not exceed the Total QEI Amount on the QEI Record.
- The Sum of Source Amounts for RQI Loan Source must not exceed the Total RQI Amount on the RQI Record.

Response must be numeric

5. Multi-CDE Project Data Fields

5.1 Multi-CDE Project: Record IDs

Multi-CDE Project ID

AMIS will populate this field with the Multi-CDE Project ID created for the Multi-CDE Project record.

Validations:

- **Mandatory Field** (automatically generated by AMIS when the user creates the Multi-CDE Project).

Organizer

Report the name of the Organizer or Lead CDE responsible for managing and submitting key outcomes for the Multi-CDE Project. Use the lookup function to select from available options.

Validations:

- **Mandatory field.**

Format of mm/dd/yyyy

Key Outcomes Complete

Check this box once all the required outcome fields have been entered and verified. This action allows participating CDEs to link their TLR Projects to the Multi-CDE Project.

Validations:

- **Mandatory field.**

Format of mm/dd/yyyy

Description

Provide a brief summary of the Multi-CDE Project, highlighting its purpose, scope, or key characteristics.

Validations:

- **Mandatory field.**

Format of mm/dd/yyyy

5.2 Multi-CDE Project: Total Project Cost

Total Project Cost

Report the total cost of the project being funded.

Validations:

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

Response must be numeric

Total Project Cost Public Sources

Report the portion of the [Total Project Cost](#) provided by public sources excluding any amount(s) reported in Other Tax Credit Amount and Public Subsidy Used to Fund Leveraged Loan.

Validations:

- **Mandatory Field.**
- **Required if Date Originated is greater than 12/31/2022.**
- Include federal, state, and local government funds, including funding derived from other tax credits (state and federal) used to directly finance the NMTC project and that were not part of the leverage structure.
- Exclude foundation grants and NMTC funds.
- If public sources are being bridged by other types of capital, then those must be included in the dollar amount if the public source is known at the time of closing.
- Response must be in dollar amount.

Response must be numeric

Total Project Cost Other CDE

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

Validations:

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

Response must be numeric

Total Project Cost Private Investment

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

Validations:

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

Response must be numeric

5.3 Multi-CDE Project: Project Outcomes

Jobs at Time of Loan/Investment

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

Validations:

- **Conditionally required if Purpose = Business or Micro.**
- **Reject if Purpose is Real Estate or Other**
- Exclude construction jobs.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business.

Response must be numeric

Projected FTE Construction

Report the number of full-time equivalent (FTE) construction jobs projected to be created due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option.**
- Exclude induced FTE jobs.
- Include direct jobs only.
- The number of jobs must not change after the transaction's initial year of being reported.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project-Outcomes section.
- User may enter a "0" in this field if it does not apply.

Response must be numeric

Projected FTE Jobs - Financed Businesses

Report the number of permanent full-time equivalent (FTE) jobs projected (at date originated) to be created and/or retained in the business due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- The number of jobs must not change after the transaction's initial year of being reported.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- User may enter a "0" in this field if it does not apply.

Response must be numeric

Projected FTE Jobs - Tenant Businesses

Report the number of permanent full-time equivalent (FTE) jobs projected to be created and/or retained in businesses located at the property financed.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report projected FTE permanent jobs to be created and/or retained at parent business.
- The number of jobs must not change after the transaction's initial year of being reported.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- User may enter a "0" in this field if it does not apply.
- Include owner-occupied businesses.

Response must be numeric

Actual FTE Jobs - Financed Businesses

Report the cumulative number of permanent full-time equivalent (FTE) jobs created or retained in the business due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS or MICRO.**
- **This field must be reported within 36 months of origination.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- Note that you will not be able to change the Actual Jobs information once it is entered.
- This field can be left blank and filled out in the future if all projected job fields are filled out.

Response must be numeric

Actual FTE Construction Jobs

Report the cumulative number of full-time equivalent (FTE) construction jobs created due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option.**
- **This field must be reported within 36 months of origination.**
- Exclude induced FTE jobs.
- Include direct jobs only.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- Note that you will not be able to change the Actual Jobs information once it is entered.
- This field can be left blank and filled out in the future if all projected job fields are filled out.

Response must be numeric

Actual FTE Jobs - Tenant Businesses

Report the cumulative number of permanent full-time equivalent (FTE) jobs created or retained in businesses located at the property financed.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**
- **This field must be reported within 36 months of origination.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report actual FTE permanent jobs created and/or retained at parent business.
- Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.
- Note that you will not be able to change the Actual Jobs information once it is entered.
- This field can be left blank and filled out in the future if all projected job fields are filled out.
- Include owner-occupied businesses

Response must be numeric

Source of Job Estimates

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

Validations:

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

Please select one of the following:

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

Source of Job Estimates – Other

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

Validations:

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

Response must be text

Square Feet of Real Estate – Industrial/Manufacturing

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Square Feet of Real Estate – Office

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Square Feet of Real Estate – Retail

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Housing Units – Sale

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB**
- Housing Units – Sale **must be** greater than or equal to [Affordable Housing Units - Sale](#).

Response must be numeric

Housing Units – Rental

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB**
- Housing Units – Rental **must be** greater than or equal to [Affordable Housing Units - Rental](#).

Response must be numeric

Affordable Housing Units – Sale

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Affordable Housing Units – Rental

Compliance Check

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

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

Community Facility

Report whether the project financed is a community facility.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**
- Include educational, childcare, healthcare, arts or any other type of community facility.

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

Capacity of Educational Community Facility

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

Validations:

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

Response must be numeric

Capacity of Childcare Community Facility

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

Validations:

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

Response must be numeric

Capacity of Healthcare Community Facility

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

Validations:

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

Response must be numeric

Capacity of Arts Center Community Facility

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

Validations:

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

Response must be numeric

Number of People Served by Commercial Goods or Services

Report the number of people served annually by commercial goods or services resulting from NMTC financing (e.g., retail, grocery stores, farmers' markets, entertainment, pharmacies).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated \geq 10/01/2023.**
- Report within 36 months of loan origination.
- Zero (0) value is allowed.
- Follow generally accepted practices for counting people or use the methodology that was described in the NMTC Allocation Application.

Response must be numeric

Number of People Served by Community Goods or Services

Report the number of people served annually by community goods or services resulting from NMTC financing (e.g., food pantries, health care, social services, educational, cultural).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated \geq 10/01/2023.**
- Report within 36 months of loan origination.
- Zero (0) value is allowed.
- Follow generally accepted practices for counting people or use the methodology that was described in the NMTC Allocation Application.

Response must be numeric

Number of Households Served by Infrastructure Services

Report the number of households served by infrastructure services funded through NMTC (e.g., broadband, water/sewer services, transportation services).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated \geq 10/01/2023.**
- Report within 36 months of Loan Origination.
- Zero (0) value is allowed.

Response must be numeric

Environmental Restoration/Sustainability Outcome Measure

Choose one of the pre-defined environmental restoration or sustainability measure that best describes the impact of the investment (e.g., financing for energy conservation, renewable energy generation, land or water area restoration or conservation, brownfield cleanup, forestry, fisheries).

Validations:

- **Conditionally required if QLICI Type = QALICB and Date Originated ≥ 10/01/2023.**
- Report within 36 months of Loan Origination.
- NA is allowed.

Select one of the measures:

MBTU energy saved/ conserved	Estimated energy (MBTUs) conserved as a result of the investment. (Conversions: 1 Kilowatt = 3.412 MBTUs, 1 gallon diesel fuel = 0.139 MBTUs, 1 gallon gasoline = 0.124 MBTUs). Report annualized amount.
MWh renewable energy produced	Number of megawatts of renewable energy generated as a result of the investment. Report annualized amount.
Acres	Number of acres conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment. Report cumulative/total amount for the project.
Square footage	Number square footage conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment. Report cumulative/total amount for the project.
Square miles	Number of square miles conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment. Report cumulative/total amount for the project.
Gallons of water diverted from waste stream	Gallons of water not used or treated as a result of the investment. Report annualized amount.
NA	Not Applicable

Quantify Environmental Restoration/Sustainability Outcome

Report numeric value associated with the environmental restoration and/or sustainability outcome measure selected above.

Validations:

- **Conditionally required if Identify Environmental Restoration/Sustainability Outcome Measure is not "NA" and Date Originated \geq 10/01/2023.**
- Report within 36 months of Loan Origination.
- Zero (0) value is allowed.

Response must be numeric

5.4 Multi-CDE Project: Business Description

Business Description – Primary	
Choose one of the pre-defined values below and report the primary description of the business of the QALICB.	
Validations: <ul style="list-style-type: none"> • Conditionally required if QLICI Type = QALICB (Investee Type = BUS). • If QLICI Type = CDE then Business Description – Primary must = OTHER. 	
Please select one of the following:	
OFFICE SPACE	Includes financial, professional, scientific, management, business, or other office space
MANUFACTURING/ INDUSTRIAL	Includes industrial, manufacturing, transportation, logistics, or warehousing space
HOUSING	Includes for-sale and for-rent housing
HEALTHCARE	Healthcare services
COMMUNITY	Multi-Service Community Organization/Social Services
ARTS/CULTURE	Includes facilities or space for the performing arts, cultural, entertainment, or other amenities
RETAIL	Consumer retail services
HOSPITALITY/TOURISM	Includes hotels
MIXED-USE	Includes combinations of office/retail, housing, and community spaces
EDUCATION/TRAINING	Education or training facilities
BUSINESS SERVICES	Business-to-business services
UTILITIES/ENERGY GENERATION	Utilities or energy generation
INFRASTRUCTURE	Infrastructure
OTHER	Other

NAICS

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

Validations:

- **Conditionally required if [QLICI Type = QALICB](#)** Guidance:
- For investments in leased buildings, the NAICS code for the end user of the leased building must be reported. **Avoid using the NAICS codes for Lessors of Real Estate** (i.e., six-digit NAICS codes beginning with 531).
- To determine the NAICS code for the QALICB financed, go to <https://www.census.gov/naics/> and use the keyword search for the latest version of NAICS.
- Please note that the NAICS code must match the business described in the Business Description field.

Response must be numeric

6. Multi-CDE Address Data Fields

6.1 Multi-CDE Address: Record IDs

AMIS Address ID

Automatically generated by AMIS when a new Multi-CDE Address is created. Used as a unique identifier for tracking.

Validations:

- **Mandatory Field (automatically generated by AMIS when the user creates the Multi-CDE Address).**

Multi-CDE Project ID

AMIS will populate this field with the Multi-CDE Project Number that was assigned to the Multi-CDE Project.

Validations:

- **Mandatory Field (automatically generated by AMIS when the user creates the Multi-CDE Address).**

Census Vintage Year

Select the census year AMIS should use to determine project location eligibility. This ensures alignment with the appropriate census tract data (e.g., 2010, 2020),

Validations:

- **Mandatory Field.**

Response must be numeric

6.2 Multi-CDE Address: Project Address

Project Street Address Line 1

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

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
 - Project Longitude and Latitude are populated; OR
 - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.S. Virgin Island (VI), in which case the Project Street Address Line 1 MUST NOT be entered.
- No post office boxes or rural routes.

Response must be text

Project Street Address Line 2

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

Validations:

- **Optional Field.**
- No Post Office Boxes or Rural Routes.

Response must be text

Project City

Report the project's city.

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
 - Project Longitude and Latitude are populated; OR
 - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.D. Virgin Island (VI), in which case the Project City MUST NOT be entered.

Response must be text

Project State

Report the two-letter state abbreviation. If the location is one of the following US Territories, include the two-letter abbreviations for that territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI).

Validations:

- **Mandatory Field.**

Response must be text

Project Zip Code

Report the five-digit ZIP code.

Validations:

- **Field is mandatory unless one of the following two conditions is met:**
 - Project Longitude and Latitude are populated; OR
 - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI), in which case the Project City MUST NOT be entered.

Response must be numeric

Project Zip Code +4

Report the four-digit ZIP code extension.

Validations:

- **Optional Field.**

Response must be numeric

Project Longitude

Report the Project Longitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**
- Response must be a valid longitude for the state or territory reported.
- Report longitude with at least 6 decimals places.

Response must be numeric

Project Latitude

Report the Project Latitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**
- Response must be a valid latitude for the state or territory reported.
- Report latitude with at least 6 decimals places.

Response must be numeric