



Community Development Financial Institutions Fund

# AMIS System Updates:

## NMTC TLR Overview

Financial Strategies & Research

Webinar | 5-28-2026





# Agenda

1

## **AMIS Update Overview for NMTC TLR Submissions**

Financial Strategies & Research | 15 – 30 minutes

2

## **NMTC Compliance Updates**

Office of Compliance Monitoring & Evaluation | 15 – 30 minutes

3

## **Q & A**

Remaining session | All presenters

# What's New?



- Page Name: Import/Export/Certify
- One long page packed with links
- TLR Data Export Template & NMTC XML Links
- TLR Data Import & NMTC XML Links
- Cluttered error correction page
- Certification functions integrated into Import/Export/Certify Page



- Page Name: Download/Upload/Certify
- Streamlined landing page with 4 step tiles
  - New link: *View Links to Guidance*
- Step 1: Download Templates (CSV & XML)
- Step 2: Upload TLR Data
  - New Summary Report: *View Uploads in Progress Summary*
- Step 3: Target Market Calculator (N/A for NMTC)
- Step 4: Certify TLR Data
  - New Summary Report : *View TLR Reporting Due Dates*
- Cleaner visuals for error correction page
- New function: Simultaneous editing for TLR Projects and Notes during error correction

# Legacy TLR Submission Page



**TLR or Abbreviated TLR Guidance**

If an entity is unclear about which version of the TLR that they should complete, look at the situations listed below to see which one best describes the entity. If an entity is still unsure, please submit an AMIS Service Request describing your situation and CDFI Fund staff will respond with the appropriate TLR determination.

1. An entity who has never been certified before completes the Abbreviated TLR.
2. A currently Certified entity that does not have any active Award Agreements completes the Abbreviated TLR.
3. An entity that has an active Award Agreement that does not have a TLR submission requirement regardless of their current Certification status completes the Abbreviated TLR.
4. An entity that has an active Award Agreement that has a TLR submission requirement regardless of current Certification status completes the Full Length TLR.

**Organization**

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

NMTC Certification  
  Fiscal Year to Certify-NMTC:

*There are no NMTC TLRs that need to be certified.*

CDFI Certification  
 Fiscal Year to Certify-CDFI: 2025  
 Fiscal Year to Calculate Target Market Data:

**Import/Export Guidance**

[NMTC Import/Export Guidance](#) [CDFI Import/Export Guidance](#)

**TLR Data Export Template**

<p><b>NMTC CSV</b></p> <p><a href="#">New NMTC TLR Project August 2020.csv</a> <a href="#">Update NMTC TLR Project.csv</a></p> <p><a href="#">New NMTC TLR Note August 2020.csv</a> <a href="#">Update NMTC TLR Note.csv</a></p> <p><a href="#">New NMTC TLR Address August 2020.csv</a></p> <p><a href="#">New NMTC Loan Source and Disbursements August 2020.csv</a></p>	
<p><b>CDFI CSV</b></p> <p><a href="#">New CDFI TLR Project August 2020.csv</a></p> <p><a href="#">New Consumer Loans Investments Originated August 2020.csv</a></p> <p><a href="#">New Financial Service.csv</a></p> <p><a href="#">New CDFI Loan Purchase.csv</a></p>	<p><a href="#">New CDFI TLR Address August 2020.csv</a></p> <p><a href="#">New GEOCODING Address.csv</a></p> <p><a href="#">New Abbreviated TLR.csv</a></p>
<p><b>ERP CSV</b></p> <p><a href="#">New ERP_GLR.csv</a></p>	<p><a href="#">New ERP Consumer Loan Investments Originated.csv</a></p>
<p><b>CDFI XML</b></p> <p><a href="#">CDFI TLR Xml Schema.xsd</a></p> <p><a href="#">Consumer Loans Investments Originated.xsd</a></p> <p><a href="#">CDFI Loan Purchase Xml Schema.xsd</a></p>	<p><a href="#">Abbreviated TLR Xml Schema.xsd</a></p> <p><a href="#">Financial Service Xml Schema.xsd</a></p>
<p><b>NMTC XML</b></p> <p><a href="#">NMTC TLR Xml Schema.xsd</a></p>	<p><a href="#">Update NMTC TLR Data.xml</a></p>

**TLR Data Import Links**

<p><b>NMTC CSV</b></p> <p><a href="#">Import New NMTC TLR Project</a></p> <p><a href="#">Import New NMTC TLR Note</a></p> <p><a href="#">Import New NMTC TLR Address</a></p> <p><a href="#">Import New NMTC Loan Source and Disbursement</a></p>	<p><a href="#">Import NMTC TLR Project Update</a></p> <p><a href="#">Import NMTC TLR Note Update</a></p>
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<p><a href="#">New NMTC TLR Note August 2020.csv</a></p> <p><a href="#">New NMTC TLR Address August 2020.csv</a></p> <p><a href="#">New NMTC Loan Source and Disbursements August 2020.csv</a></p>	<p><a href="#">Update NMTC TLR Note.csv</a></p>
<p><b>CDFI CSV</b></p> <p><a href="#">New CDFI TLR Project August 2020.csv</a></p> <p><a href="#">New Consumer Loans Investments Originated August 2020.csv</a></p> <p><a href="#">New Financial Service.csv</a></p> <p><a href="#">New CDFI Loan Purchase.csv</a></p>	<p><a href="#">New CDFI TLR Address August 2020.csv</a></p> <p><a href="#">New GEOCODING Address.csv</a></p> <p><a href="#">New Abbreviated TLR.csv</a></p>
<p><b>ERP CSV</b></p> <p><a href="#">New ERP_GLR.csv</a></p>	<p><a href="#">New ERP Consumer Loan Investments Originated.csv</a></p>
<p><b>CDFI XML</b></p> <p><a href="#">CDFI TLR Xml Schema.xsd</a></p> <p><a href="#">Consumer Loans Investments Originated.xsd</a></p> <p><a href="#">CDFI Loan Purchase Xml Schema.xsd</a></p>	<p><a href="#">Abbreviated TLR Xml Schema.xsd</a></p> <p><a href="#">Financial Service Xml Schema.xsd</a></p>
<p><b>NMTC XML</b></p> <p><a href="#">NMTC TLR Xml Schema.xsd</a></p>	<p><a href="#">Update NMTC TLR Data.xml</a></p>
<p><b>TLR Data Import Links</b></p> <p><b>NMTC CSV</b></p> <p><a href="#">Import New NMTC TLR Project</a> <a href="#">Import NMTC TLR Project Update</a></p> <p><a href="#">Import New NMTC TLR Note</a> <a href="#">Import NMTC TLR Note Update</a></p> <p><a href="#">Import New NMTC TLR Address</a> <a href="#">Import NMTC TLR Address Update</a></p> <p><a href="#">Import New NMTC Loan Source and Disbursement</a></p>	
<p><b>CDFI Certification</b></p> <p><a href="#">Import New Abbreviated TLR</a></p> <p><a href="#">Import XML Abbreviated TLR (New Format)</a></p>	
<p><b>CDFI CSV</b></p> <p><a href="#">Import New CDFI TLR</a></p> <p><a href="#">Import New Consumer Loans/Investments Originated</a></p> <p><a href="#">Import New Financial Service</a></p>	<p><a href="#">Import New CDFI TLR Address</a></p> <p><a href="#">Import New GEOCODING Address Data</a></p> <p><a href="#">Import New CDFI Loan Purchase</a></p>
<p><b>ERP CSV</b></p> <p><a href="#">Import New ERP_GLR</a></p>	<p><a href="#">Import New ERP Consumer Loan/Investments Originated</a></p>
<p><b>BEA Transactions</b></p> <p><a href="#">Import New BEA Transactions</a></p>	
<p><b>NMTC &amp; CDFI XML</b></p> <p><i>Similar to the current CSV process, this new XML Import will provide users with the opportunity to correct any data related issues before export. To take advantage of this new functionality, please download a new copy of the XSD Definition file from the "TLR Data Export Section".</i></p> <p><a href="#">Import XML NMTC TLR Update (New Format)</a></p> <p><a href="#">Import XML CDFI TLR (New Format)</a></p> <p><a href="#">Import XML Consumer Loans/Investments Originated (New Format)</a></p> <p><a href="#">Import XML Financial Service (New Format)</a></p> <p><a href="#">Import XML CDFI Loan Purchase</a></p>	<p><a href="#">Import XML NMTC TLR Update (New Format)</a></p> <p><a href="#">Import XML CDFI TLR Address (New Format)</a></p> <p><a href="#">Import XML GEOCODING Address Data (New Format)</a></p> <p><a href="#">Import XML CDFI Loan Purchase</a></p>
<p><b>ERP XML</b></p> <p><a href="#">Import XML ERP_GLR (New Format)</a></p>	<p><a href="#">Import XML ERP Consumer Loans/Investments Originated (New Format)</a></p>

# TLR Download, Upload, or Certify Page – New 4-Step Layout



A screenshot of the CDFI Fund website's TLR Download, Upload, or Certify page. The page has a dark blue header with the CDFI Fund logo, a search bar, and a user profile for "AAT Test Org 1 AR". Below the header is a navigation menu with links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and a More dropdown menu. The main content area is divided into four columns. The first column, titled "TLR: Download, Upload, or Certify", contains a "Select an Organization:" section with a dropdown menu showing "AAT Test Org 1" and a "Change Organization" button. The second column, "Step 1: Download", includes "Template Information" (CSV and XML), "Options" (NMTC, CDFI, ERP), and a "Download Templates" button with a download icon. The third column, "Step 2: Upload", includes "Records Ready for Error Review" and a "View Uploads In Progress Summary" button. The fourth column, "Step 3: Calculate", includes "Target Market Calculator" and "Relevant For:" (CDFIs seeking/maintaining CDFI Certification), with an "Open Calculator" button and icon. The fifth column, "Step 4: Certify", includes "Preview and Complete Certification:" and a "View TLR Reporting Due Dates" button. A final "Certify TLR Data" button with a person icon is at the bottom of the fourth column.

- To access the new landing page, navigate to the **TLR Download/Upload/Certify** tab in the **More** dropdown menu
- For detailed step-by-step instructions on how to submit NMTC TLR reports in AMIS, access the following resources on the CDFI Fund website at <https://www.cdfifund.gov/>:
  - Allocatee TLR Data Point Guidance
  - Multi-CDE Guidance
  - Webinar: How to Complete a NMTC Allocatee (CDE) Transaction Level Report (TLR) in AMIS Lightning

# Step 1 – Download Templates



**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](#)

- Start by downloading the latest template by clicking **Download Templates**
- Click NMTC tab
- Click the appropriate link to download the CSV or XML template you need:
  - New Project/Note/Address/Loan Source CSV
  - Update Project/Note CSV
  - New TLR XML
  - Update NMTC
- Fill out the template and proceed to next step

# Step 2 – Upload Your Files



**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](#)

**NMTC TLR Address:** To enter a TLR address manually, select an individual TLR Project record on the page linked above, and click on the top right menu arrow next to "Printable View" and click "New Address".

**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 TLR Data**
- Click **NMTC** tab
- Click the appropriate link to upload the CSV or XML file you filled out:
  - New Project/Note/Address/Loan Source CSV
  - Update Project/Note CSV
  - New TLR XML
  - Update TLR XML
- Proceed to error correction process

# Error Correction – After Upload



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

Organization Name: SB New Markets CDE LLC    Record Type: TLR Note    File Type: CSV

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

Total Records to Create: 4

Error Row	Unique ID	Error Message(s)	Update Field(s)	Actions
7	<a href="#">Project Number</a> 1021121	Estimated Annual Net Operating Income Field On TLR Project Required for TLR Notes originated on or after 10/01/2023 Must be in dollars Zero is allowed	Error Cannot Be Resolved Via Note Field Update: Please refer to the error message regarding necessary data updates on related records. <a href="#">Open Project Record</a>	<a href="#">Update Field(s)</a> <a href="#">Remove and Delete Record</a>
8	<a href="#">Project Number</a> 1021121	- Required. - Must be greater than or equal to zero. - Cannot be greater than \$50000 if Purpose is MICRO. - Must be numeric.  Purpose must be 'Other' when TLR Project's QLICI Type = 'CDE'  Conditionally required if Purpose = BUSINESS MICRO Required for TLR Notes originated on or after 10/01/2023  Estimated Annual Net Operating Income Field On TLR Project Required for TLR Notes originated on or after 10/01/2023 Must be in dollars Zero is allowed	Original Loan/Investment Amount <input type="text" value="1668602"/>  Purpose <input type="text" value="MICRO"/>  Type of Business Loan <input type="text" value="Select New Value"/>	<a href="#">Update Field(s)</a> <a href="#">Remove and Delete Record</a> <a href="#">Open Project Record</a>

- Upload completed CSV/XML file by clicking the appropriate link and following instructions on the screen
- Check and resolve errors
- Correct errors directly on the screen by entering the right data and clicking **Update Field**.
- **New function:** If AMIS identifies a mismatch between the TLR Project and TLR Note during the error checking process, users can now update the related record without existing the error checking screen. Update the related record by clicking **Open Project Record** or **Open Note Record**. Once updates are made, users can resume the error checking process
- 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**

# Step 4 - Certification



**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

- AMIS automatically populates the fiscal year field. If the field is not populated or the selected year is not correct, enter the appropriate fiscal year
- Click **Preview and Interim Certify NMTC Data** or **Preview and Final Certify NMTC Data** depending on the process you are performing
- Review System Validation Results
- AMIS performs a final validation check before certification
- Records with validation errors must be corrected before they can be certified

# New Summary Reports



## View Uploads In Progress Summary

**Uploads In Progress Summary:**

**CDFI Uploads In Progress (Not Yet Submitted):**

**CDFI TLR:**

- No CDFI TLR Uploads In Progress

**CDFI TLR Address:**

- No CDFI TLR Address Uploads In Progress

**Consumer Loans Investments Originated:**

- No Consumer Loans Investments Uploads In Progress

**Financial Services:**

- No Financial Services Uploads In Progress

**CDFI Loan Purchase:**

- No CDFI Loan Purchase Uploads In Progress

**Geocoding Data:**

- No Geocoding Data Uploads In Progress

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**NMTC Uploads In Progress (Not Yet Submitted):**

**NMTC TLR Project:**

- TLR Project Total Records: 6
- TLR Project Records With Errors: 6

**NMTC TLR Note:**

- No NMTC TLR Note Uploads In Progress

**NMTC TLR Address:**

- No NMTC TLR Address Uploads In Progress

**NMTC TLR Disbursement:**

- No NMTC TLR Disbursement Uploads In Progress

[Close](#)

## View TLR Reporting Due Dates

**TLR Reporting Due Dates:**

**NMTC TLR Interim Certification Deadline:**

Allocation Round: 2024-2025  
Due: April 24th, 2025

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**Past Due Dates:**

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**Upcoming Due Dates:**

Fiscal Year 2025

- NMTC TLR  
Due Date: June 29th, 2026  
Status: Pending Receipt  
Award Program(s): NMTC  
Awards/Allocations: NMTCAward-001323, NMTCAward-001541

Fiscal Year 2026

- NMTC TLR  
Due Date: June 29th, 2027  
Status: Pending Receipt  
Award Program(s): NMTC  
Awards/Allocations: NMTCAward-001541, NMTCAward-001323

[Close](#)

- View number of records in upload progress
- View number of records with errors in upload progress
- View Interim Certification due date
- View past and upcoming due dates for Final Certification



# Additional Resources

NMTC TLR Guidance: Go to <https://www.cdfifund.gov/>

From the **Tools & Resources** tab, select **Compliance and Performance Reporting Resources**

Scroll down to access the following resources:

- Allocatee TLR Data Point Guidance
- Multi-CDE Guidance
- Webinar: How to Complete a NMTC Allocatee (CDE) Transaction Level Report (TLR) in AMIS Lightning

For assistance with data entry, system errors, or general questions related to your report, submit a Service Request in 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](mailto:AMIS@cdfi.treas.gov) using 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