

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

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## AMIS Training Manual

# Capital Magnet Fund Compliance Reporting Guidance

Updated: March 2024

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# 1. Introduction

## 1.1 CMF Reporting in AMIS



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

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

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

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

CMF Program Recipients will submit compliance reports exclusively in AMIS:

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

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

## 1.2 Summary of Changes

The July 2023 CMF Compliance release in AMIS includes several updates and enhancements. Recipients who have previously completed a CMF Performance Report (award years 2016-2020) will notice some functionality and field changes. Recipients should be sure to familiarize themselves with these changes before completing their next CMF Performance Report.

For CMF Recipients (award year 2021) receiving their award in two payments, subsequent payment guidance is available external to this reporting guide. The following table summarizes key changes:

*Table 1. Section References for Key AMIS Changes*

<b>Change</b>	<b>Section Reference</b>
Homeownership Affordability Period Gaps	6.8.4
Homeownership Project CSV Upload	9
Annual Report CSV Upload	8

Subsequent Payment Process	External Guidance
Project Status Options	6.6.4, 6.8.3, 6.9.2

## 2. Types of Reports

### 2.1 Organization vs. Award-Specific Reports

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

Reports that may be required by the Recipient include:

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

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

### 2.2 Reporting Schedule

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

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

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

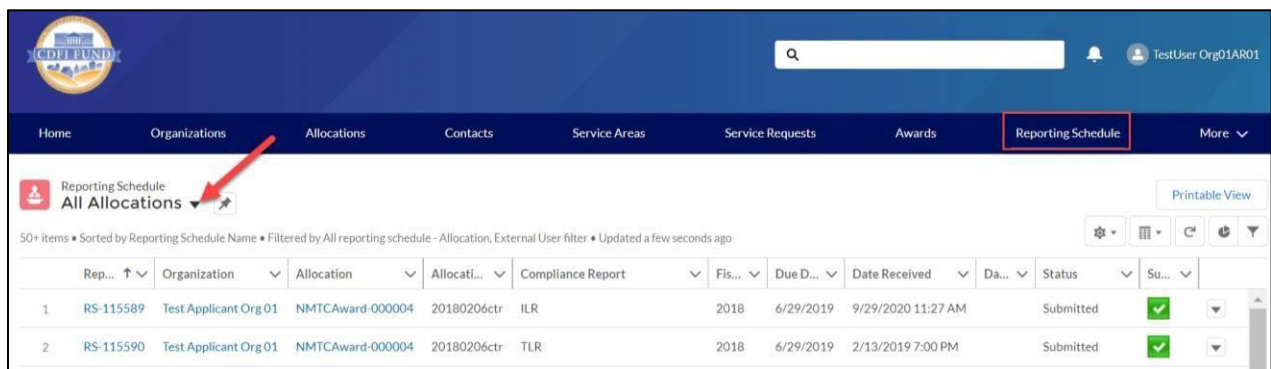


Figure 1. Reporting Schedule Home Page

<sup>1</sup> Terms in **BOLD** reference AMIS links, pages, or important terms. To view all reports, choose **ALL** in the dropdown menu. A list of compliance reports that are due is displayed. Note that if your organization has active awards for

more than one CDFI Fund program, your list will include reports for other CDFI Fund programs, in addition to those associated with your CMF Award.

2	RS-115590	Test Applicant Org 01	NMTCAward-000004	20180206ctr	TLR	2018	6/29/2019	2/13/2019 7:00 PM	Submitted		
3	RS-115591	Test Applicant Org 01	NMTCAward-000004	20180206ctr	Financial Statement Audit Report	2018	6/29/2019		Overdue		
4	RS-115592	Test Applicant Org 01	NMTCAward-000004	20180206ctr	ILR	2019	6/29/2020		Overdue		
5	RS-115593	Test Applicant Org 01	NMTCAward-000004	20180206ctr	TLR	2019	6/29/2020		Overdue		
6	RS-115594	Test Applicant Org 01	NMTCAward-000004	20180206ctr	Financial Statement Audit Report	2019	6/29/2020		Overdue		
7	RS-115595	Test Applicant Org 01	NMTCAward-000004	20180206ctr	ILR	2020	6/29/2021	6/28/2021 5:50 PM	Submitted		

Figure 2. Reporting Schedule All List View

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

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

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

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

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

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

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

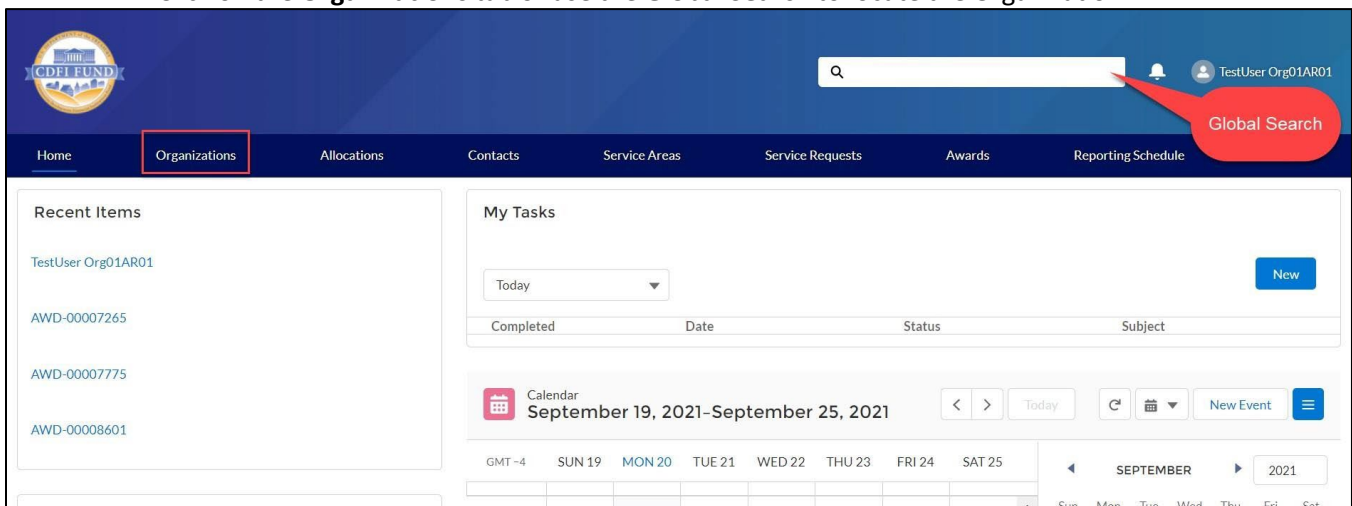


Figure 3. Home Page

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

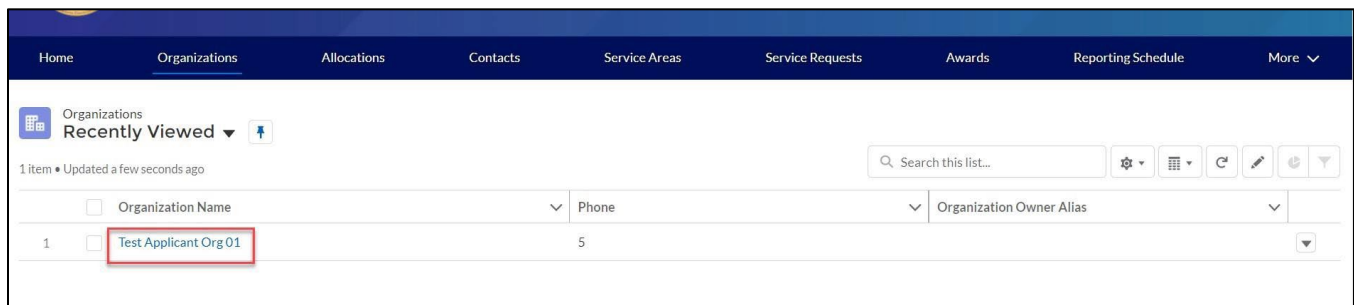


Figure 4. Organizations Tab

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

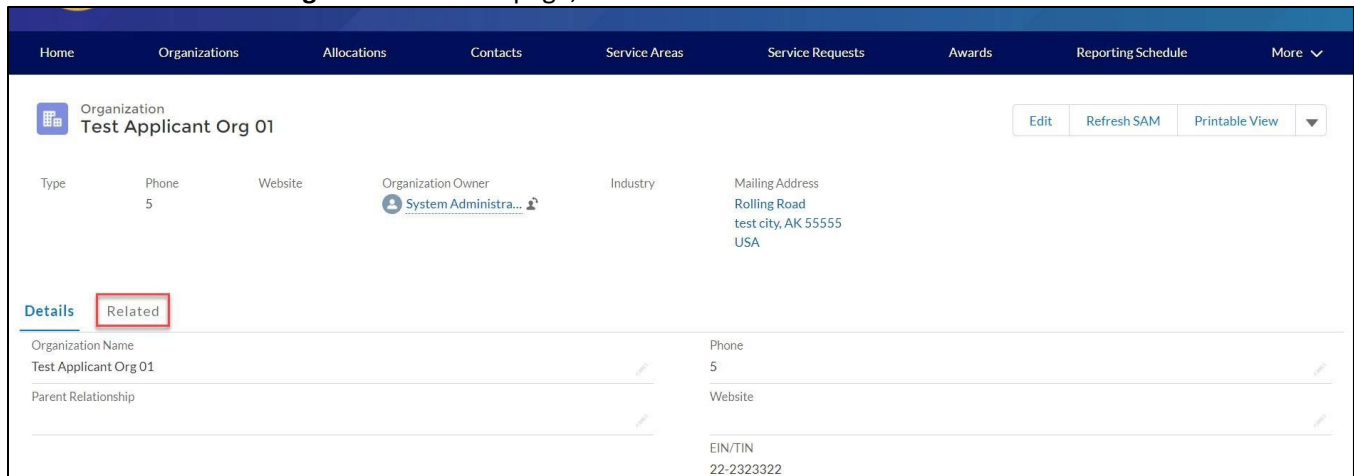


Figure 5. Organization Page - Related Tab

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

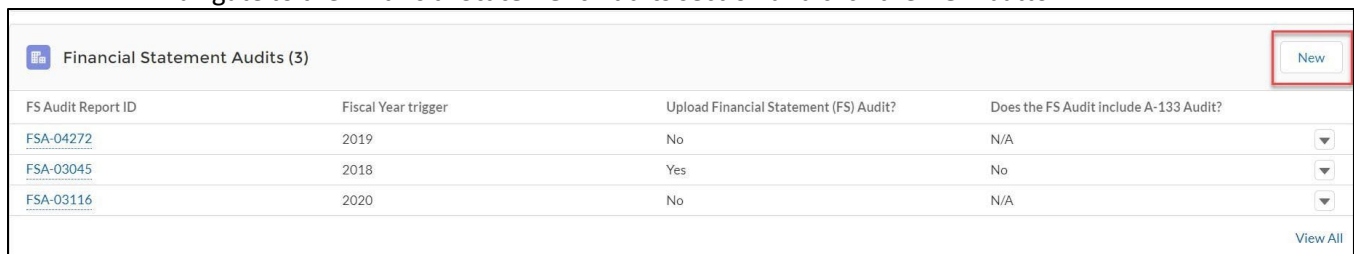


Figure 6. Financial Statement Audits Section - New

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

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

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

**New Financial Statement Audit: Statement Audit**

**Financial and Audit Report Information**

\* Upload Financial Statement (FS) Audit? IF FS Audit not submitted, why not ⓘ  
--None--

\* FS Audit Report Type of Finding Describe why FS Audit not completed ⓘ  
--None--

\* Does the FS Audit include A-133 Audit? ⓘ Date to be completed and submitted ⓘ  
--None--

\* Will you submit an A-133 Audit this FYE? ⓘ If "Other" please describe  
--None--

Cancel Save & New Save

Figure 7. New Financial Statement Audit #1

**New Financial Statement Audit: Statement Audit**

Anticipate having Material Weaknesses ⓘ \* Upload Auditor Correction Confirmation  
--None--

Material Weaknesses resolved by FYE ⓘ  
--None--

**Audit Opinion and Corrective Actions**

What caused audit opinion Audit opinion corrected by FYE  
 --None--

Actions to address audit opinion If not corrected, explain why

Current status of corrective actions

Cancel Save & New Save



Figure 8. New Financial Statement Audit #2

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

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

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

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

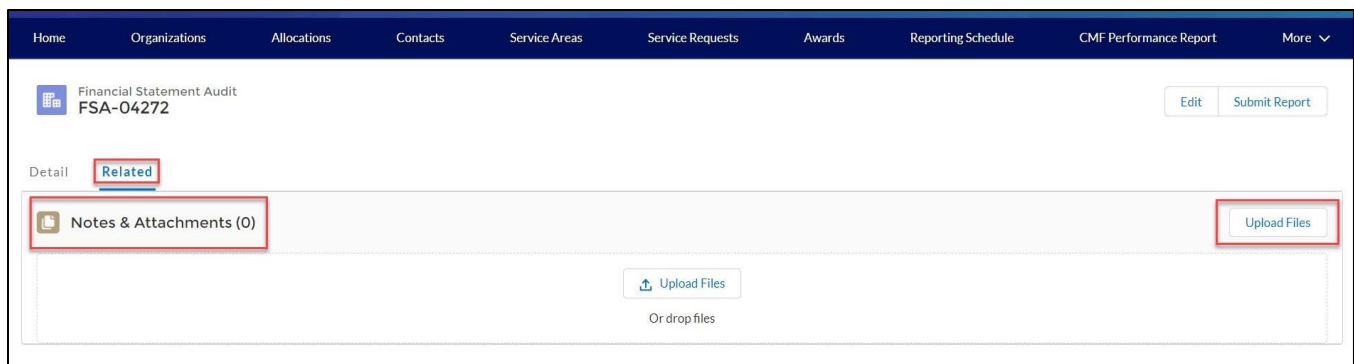


Figure 9. Financial Statement Audit Upload Files

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

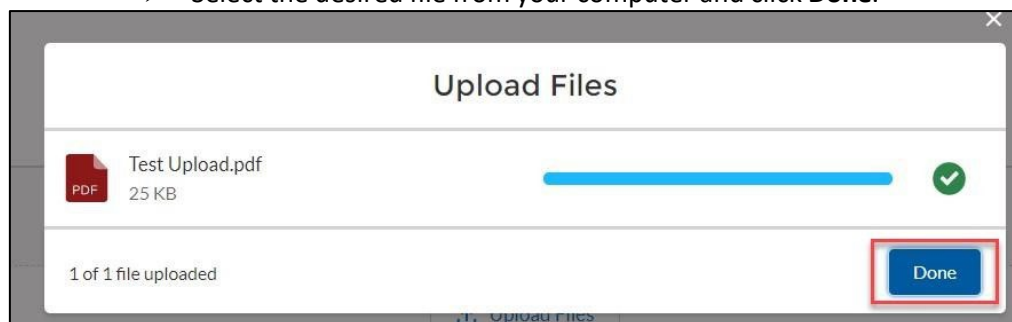


Figure 10. Upload Files - Done

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

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

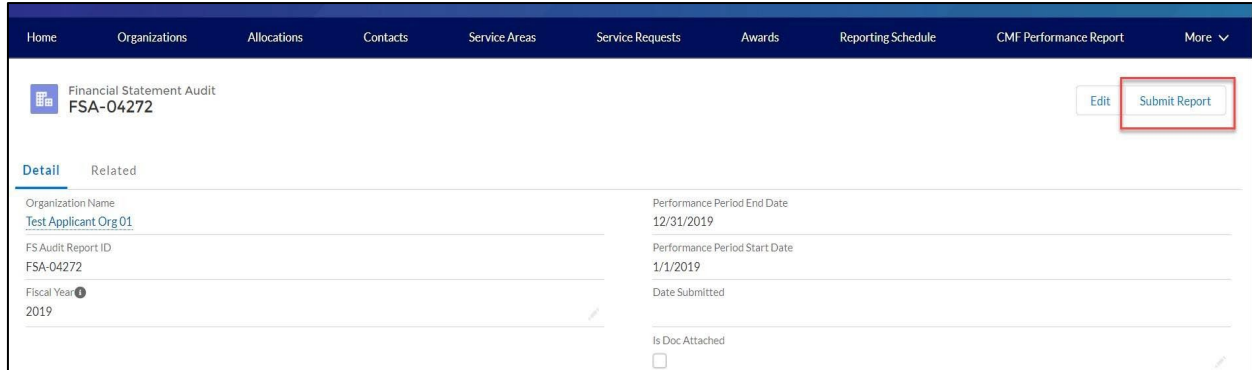


Figure 11. Financial Statement Audit- Submit Report

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

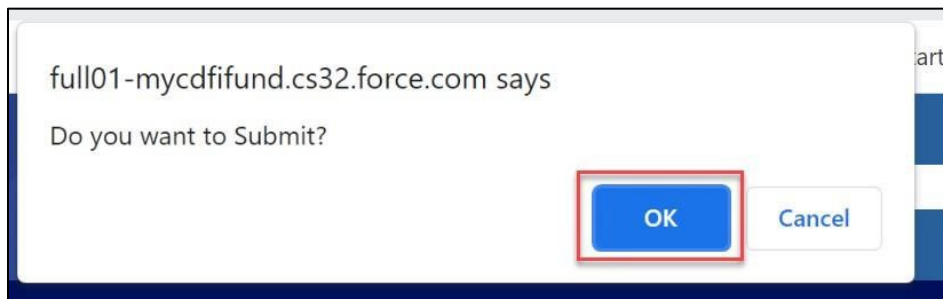


Figure 12. Submit Confirmation

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

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

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

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

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

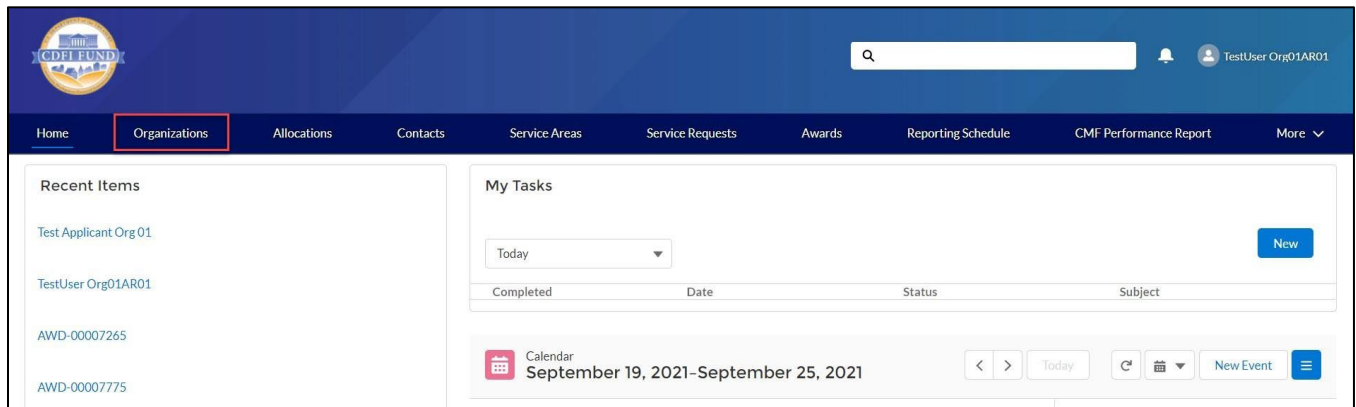


Figure 13. Home Page - Organization Tab

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

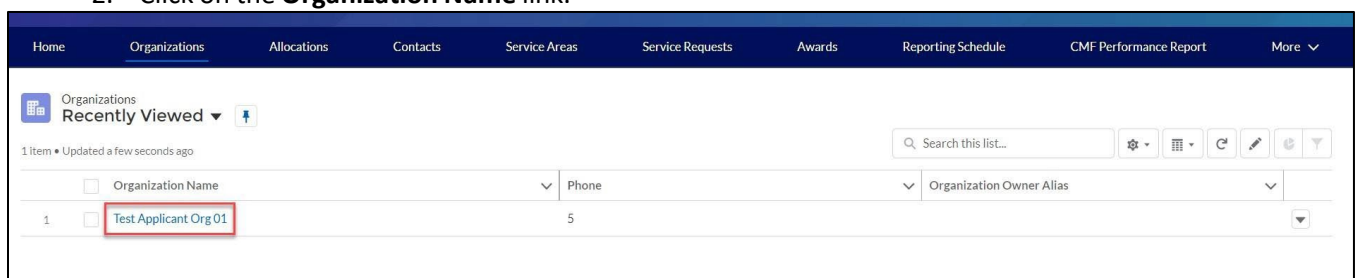


Figure 14. Organization Name Link

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

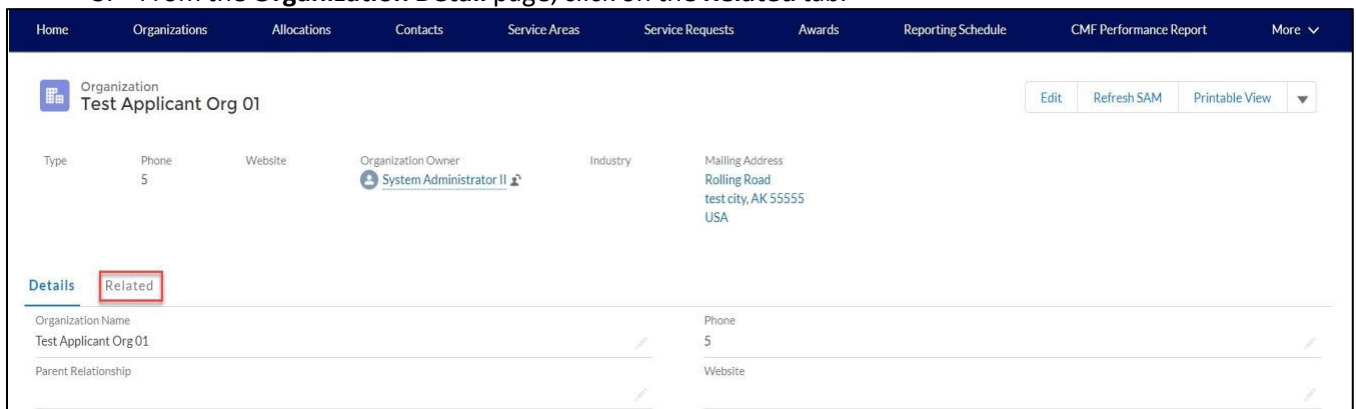


Figure 15. Organization Detail Page - Related Tab

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

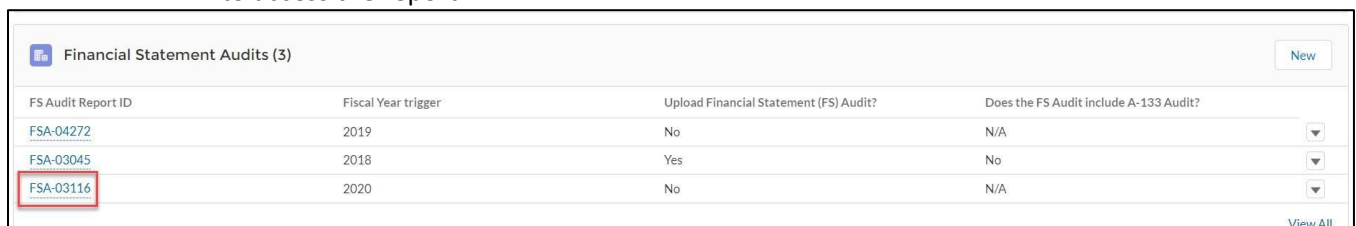


Figure 16. Financial Statement Audits - FS Audit Report Link

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

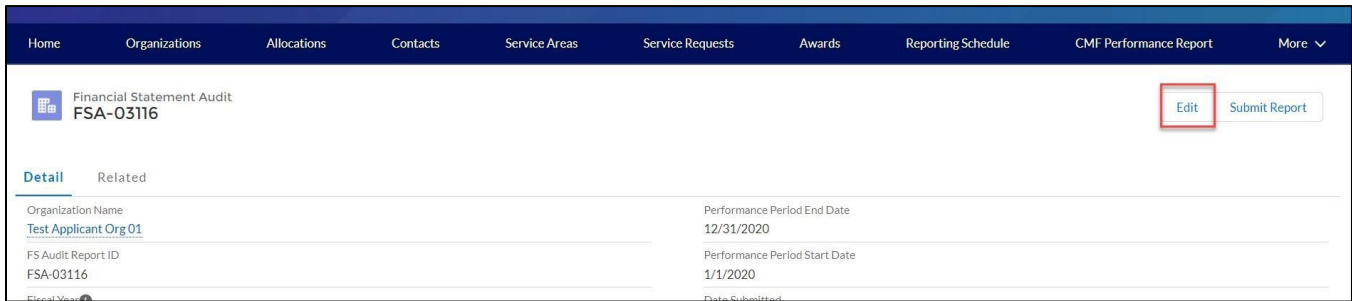


Figure 17. Edit Button

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

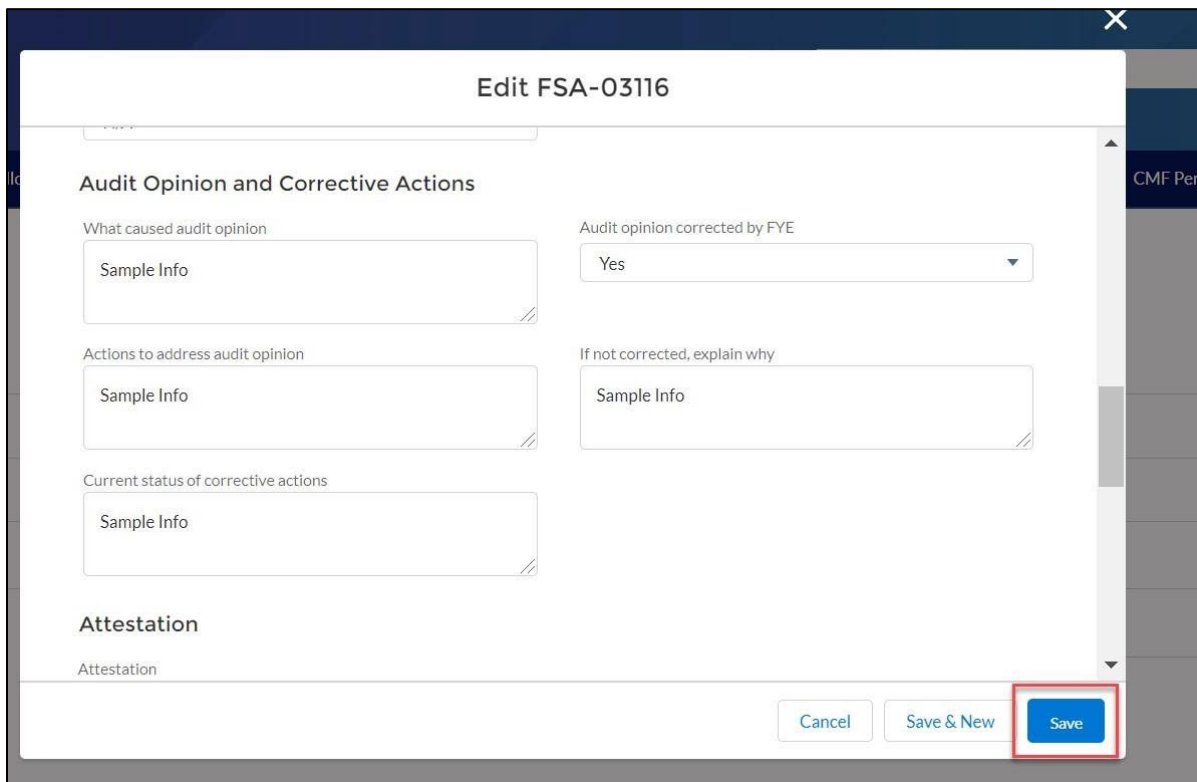


Figure 18. Explain Audit Opinion and Corrective Actions

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

Figure 19. Submit Report

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

A Nonprofit Recipient must complete an annual Single Audit Report pursuant to the Uniform Administrative Requirements (2 C.F.R. § 200.500) if it expends \$750,000 or more in Federal Awards in its fiscal year, or such other dollar threshold established by OMB pursuant to 2 C.F.R. 200.500. If a Single Audit Report is required, it must be submitted electronically to the Federal Audit Clearinghouse (FAC). Information and instructions for uploading a Single Audit Report to the FAC can be found here: [Federal Audit Clearinghouse](#).

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

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

### 4.2 Complete Noncompliance Section for Single Audit

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

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

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

A-133 Audit Reports (3)			
A-133 Report Record ID	Fiscal Year Trigger	Significant Deficiencies	Material Weaknesses
A133-01592	2021	No	Yes
A133-01593	2020		
A133-01315	2019		

View All

Figure 20. Audit Reports Section

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

3. Click the **Related** tab.

The screenshot shows the 'Related' tab for audit report A133-01593. The 'Detail' tab is also visible. The 'Related' tab contains the following information:

Organization Name Test Applicant Org 01	Performance Period Start Date 10/1/2019
A-133 Report Record ID A133-01593	Performance Period End Date 9/30/2020
Report Receipt New	Date Submitted
Fiscal Year 2020	
Authorized Representative	

Figure 21. Audit Report - Related Tab

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

The screenshot shows the 'Material Weaknesses' section for audit report A133-01593. The 'Related' tab is selected. At the bottom of the section, there is a 'Material Weaknesses (0)' header and a 'New' button, which is highlighted with a red box.

Figure 22. Material Weaknesses - New

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

### New Material Weakness

**Material Weakness Explanation/Corrective Action**

\* What caused Material Weakness

\* Actions to address Material Weakness

\* Current status of Material Weakness

\* Material Weakness corrected by FYE

--None--

Why Material Weakness not corrected

Figure 23. New Material Weaknesses



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

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

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

Material Weakness MW-00149

**Detail** Related

A-133 Audit Report

A133-01593

Material Weakness ID MW-00149

Material Weakness Test

CDFI Award Funds Impacted

How CDFI Award Funds Impacted

Describe trends in Materials Weaknesses

Figure 24. A-133 Audit Report Link

- You will be forwarded to the “A-133 Audit Report Detail” page.

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

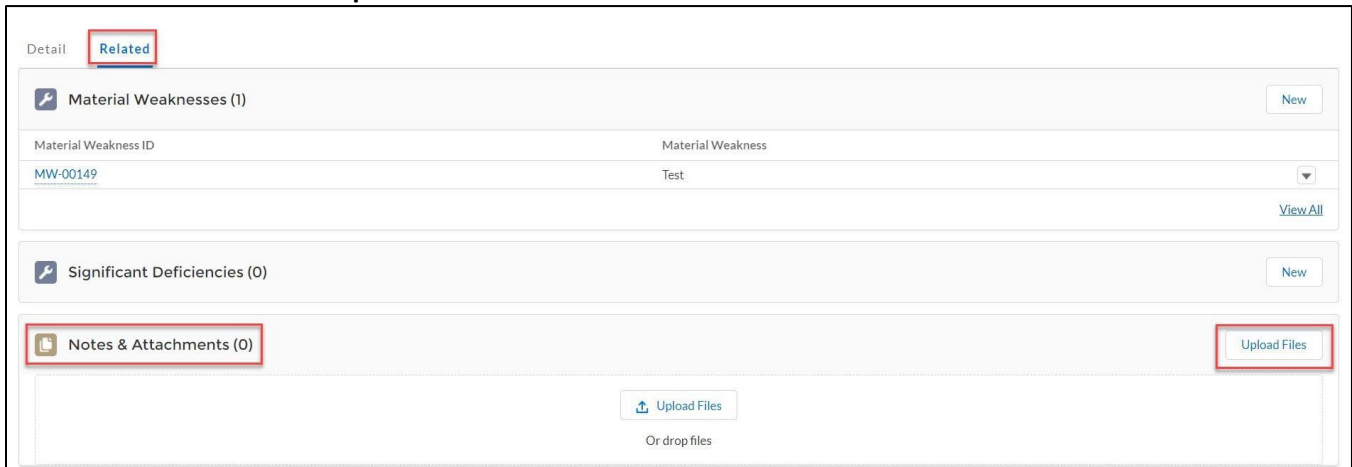


Figure 25. Upload Files Section

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

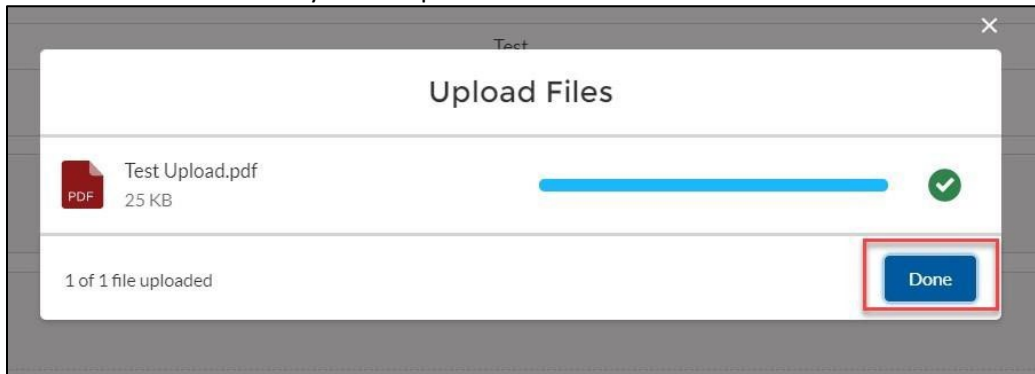


Figure 26. Upload Files - Done

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

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



Figure 27. Submit A133

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



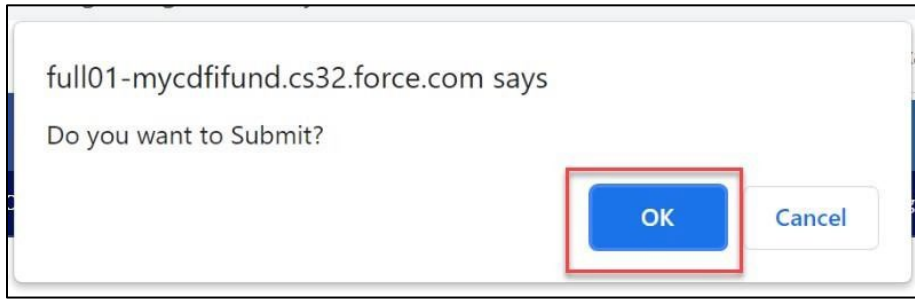


Figure 28. Submit Confirmation

## 5. Complete the SF-425 Federal Financial Report (for FY 2016 Awards)

The SF-425 report allows the Recipient to report to the CDFI Fund the cumulative amount of funds expended for this award. This performance report is only required for FY 2016 CMF Recipients per the Assistance Agreement deadlines. It is not required for FY 2017 awards and later.

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

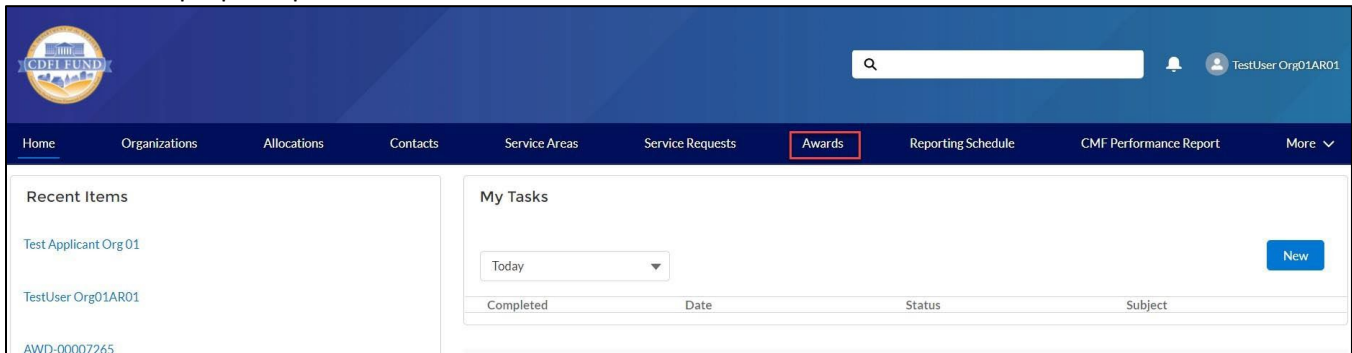


Figure 29. Awards Home Page

2. Select the **Award Name**.

	Award Name	Award Year	Award Program:	Award Control Number	Award Amount \$	Organization	Agreement Effective...
1	AWD-00007775	2018	CMF	181CMtest007775	\$1,000,000.00	Test Applicant Org 01	3/27/2019
2	AWD-00008601	2020	NACA-TA	201NA054831	\$150,000.00	Test Applicant Org 01	
3	AWD-00007486	2017	CMF	171CMtest02	\$1,000,000.00	Test Applicant Org 01	5/3/2018
4	AWD-00007776	2018	CMF	181CMtest007776	\$1,000,000.00	Test Applicant Org 01	3/27/2019
5	AWD-00007777	2018	CMF	181CMtest007777	\$1,000,000.00	Test Applicant Org 01	3/27/2019
6	AWD-00007265	2018	BEA	181BE023479		Test Applicant Org 01	

Figure 30. Awards List

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

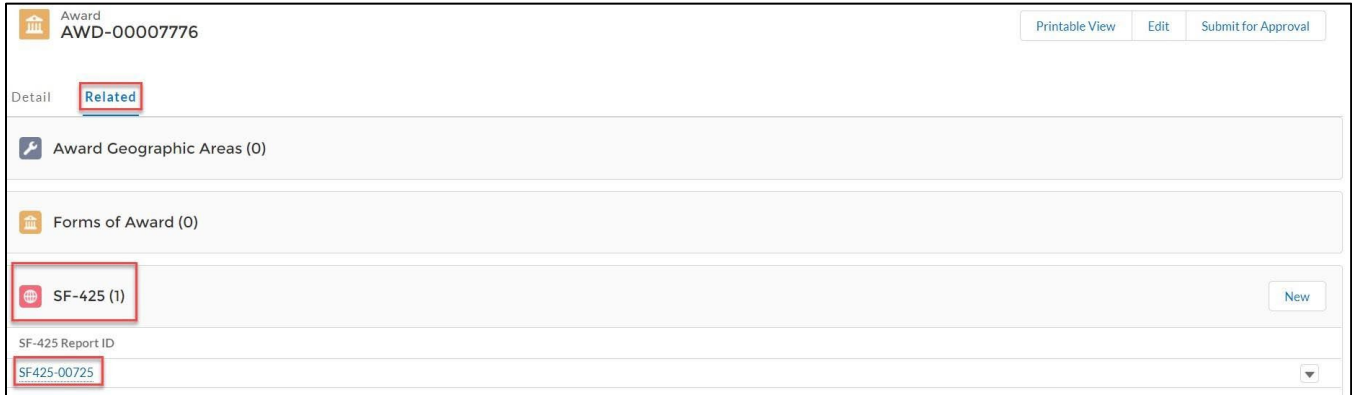


Figure 31. SF-425 Section

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

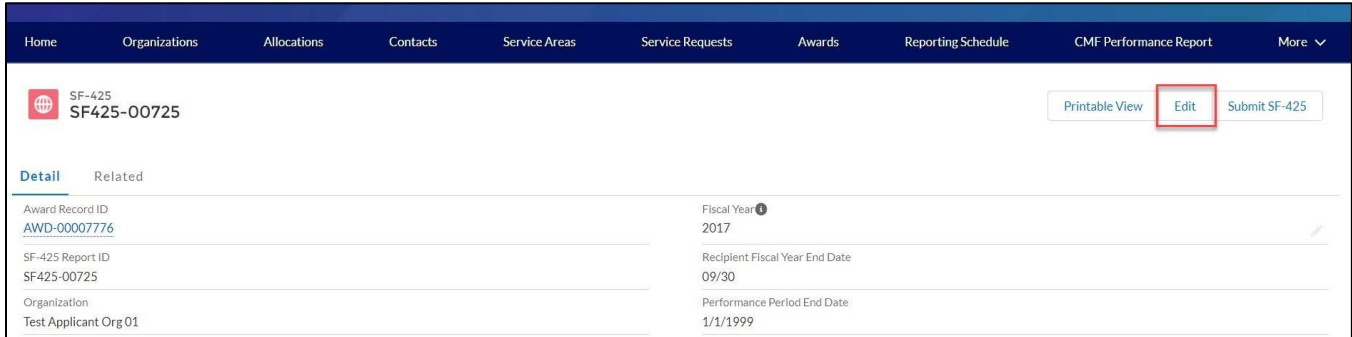


Figure 32. SF-425 Detail Page

- On the edit screen, you will need to supply the amount of “Federal Cash Disbursements.”
  - If you are uncertain what information to enter, please refer to the help text icon for more information.

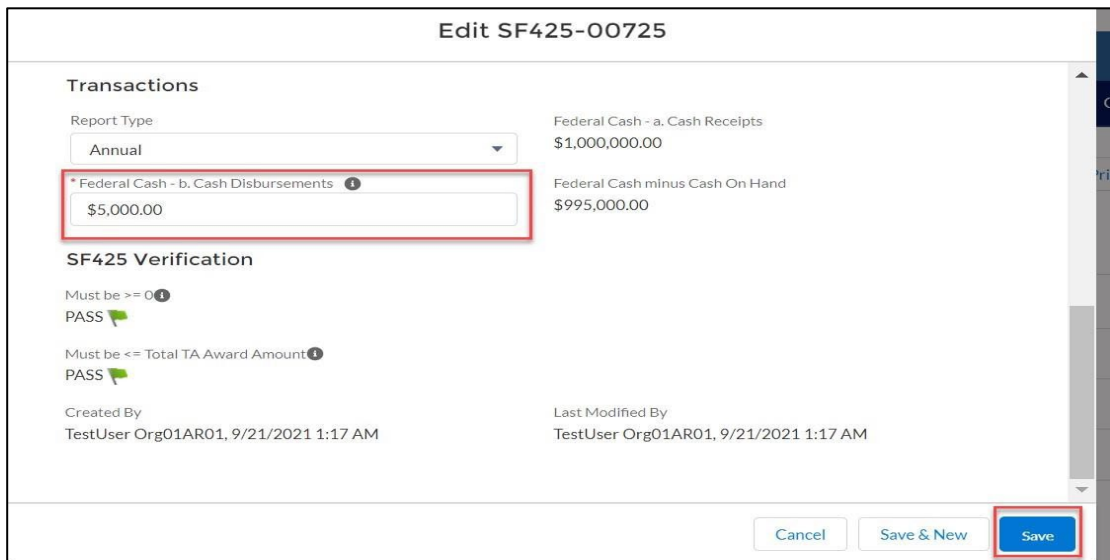


Figure 33. SF-425 Edit Page

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

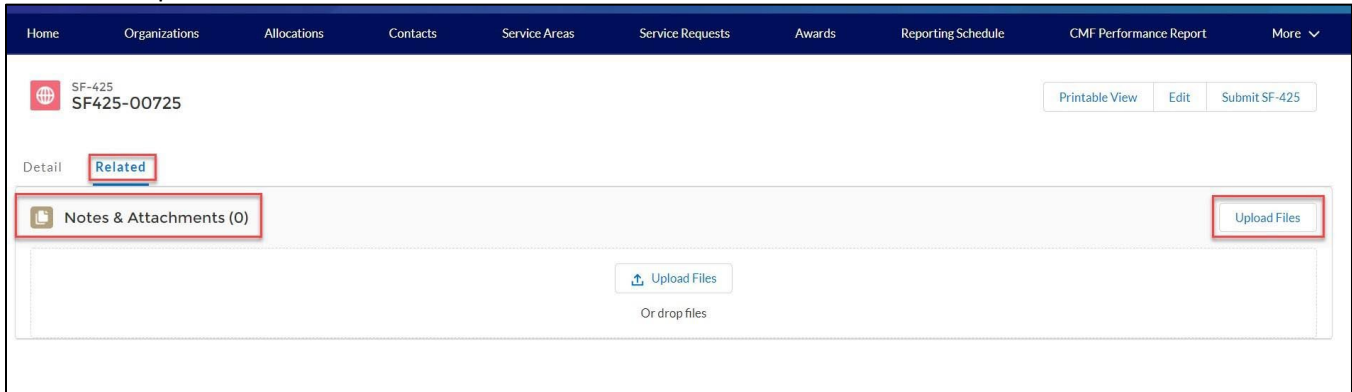


Figure 34. Notes & Attachments

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

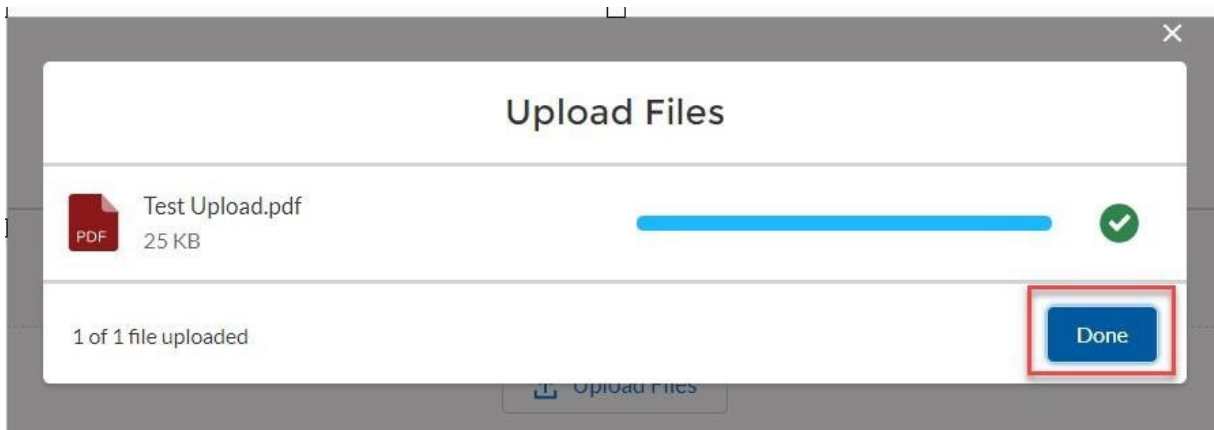


Figure 35. Upload Files

9. The attached file should be displayed under “Notes & Attachments”.
10. Once you have completed the SF-425, click on the **Submit SF-425** button and click on the **Confirm to Submit** to submit your report to the CDFI Fund.

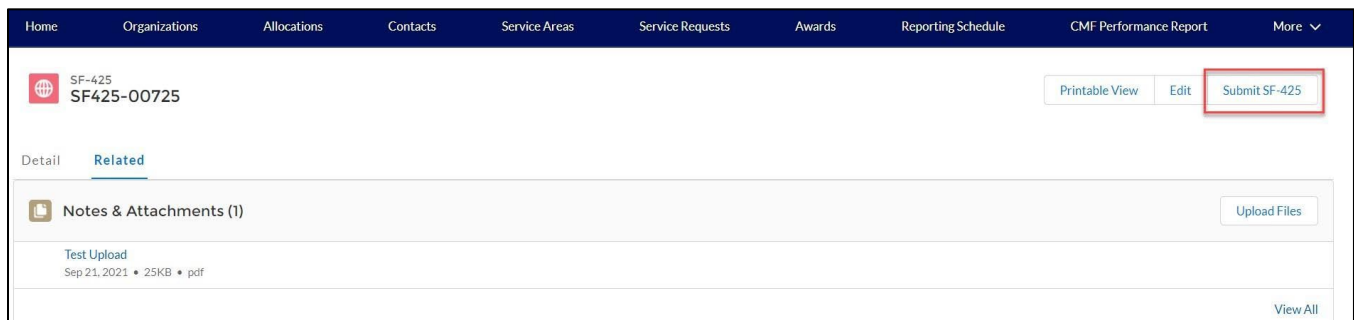


Figure 36. Submit SF-425

## 6. Complete the CMF Performance Report

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

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

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

### 6.1 Getting Started

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

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

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

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

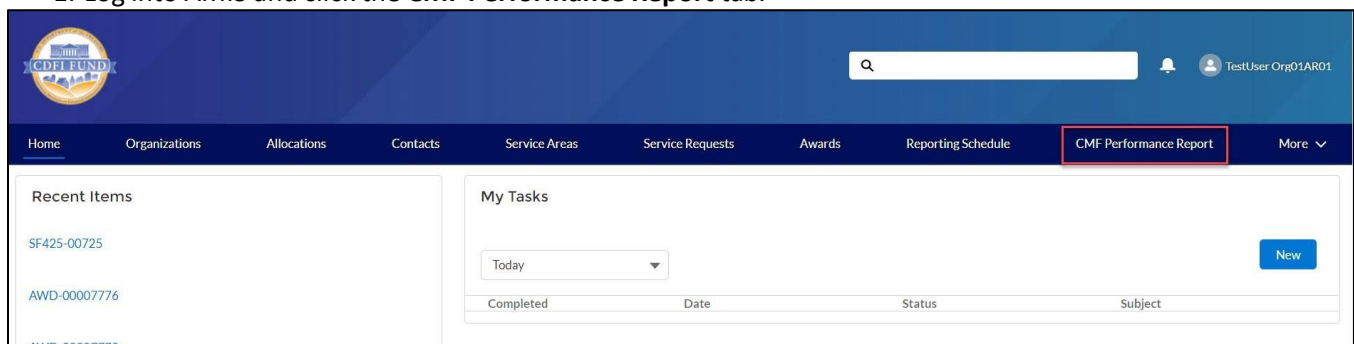


Figure 37. CMF Report Tab

The **CMF Performance Report(s)** for your Organization will be listed. Click on the record to view the **CMF Performance Report Detail** page. If you do not see your **CMF Performance Report**, select **All** from the **View**.

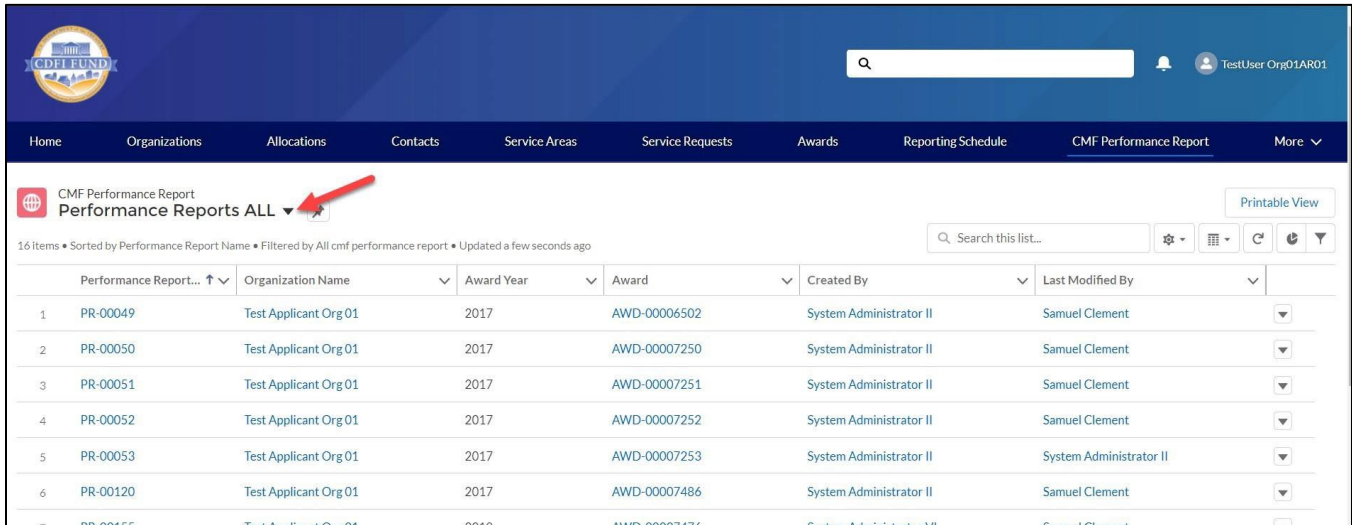


Figure 38. CMF Performance Report List View

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

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

1. You can also access the CMF Performance Report through the **Awards** tab in AMIS. First, log into AMIS.
2. On the home page, navigate to the **Awards** tab.

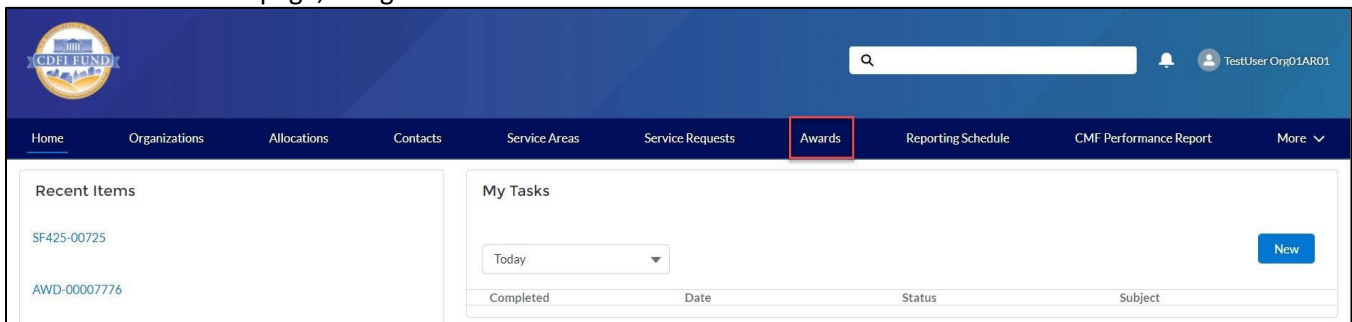


Figure 39. Home Page - Awards Tab

On the **Awards** home page, select **CMF** as the award name under the **Award Program** drop-down menu to access the CMF Award’s detail page. If the desired award is not listed, select **All** from the drop-down menu.

	Award Name	Organization	Award Control Number	Award Year	Award Program	Award Amount \$	Award Status
1	AWD-00008601	Test Applicant Org 01	201NA054831	2020	NACA-TA	\$150,000.00	Award Review
2	AWD-00006502	Test Applicant Org 01	171CM022153	2017	CMF	\$500,000.00	Executed
3	AWD-00007250	Test Applicant Org 01	171CMtest01	2017	CMF	\$1,000,000.00	Executed

Figure 40. Awards List View

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

Figure 41. Award Detail Page - Related Tab

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

Performance Report Name	Reporting Year
PR-00049	2018

Figure 42. CMF Performance Report Name Link

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

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

### Inputs

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

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

Completion of a Project record requires entering fields with information that generally does not change from

year to year (i.e. more or less static data). For example, creating a Project will include providing the address of the property, whether it is rental or for-sale housing, etc. Having this information created only one time reduces the reporting burden and data entry mistakes.

While Project records generally contain static information, **Annual Project Reports** contain data that may need to be verified or updated every year. Examples of this type of data would be reporting on the income level of tenants in a rental Project or updating dates for a housing Project from commitment through the date the property is initially occupied. Figure 43 visually demonstrates the difference in the types of data reported through Projects vs. Annual Project Reports (for illustrative purposes only). Each Project will have only one Project record but requires a new Annual Project Report every year.

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

## Outputs

There are two CMF Performance Report outputs in AMIS:

- **Performance Report Detail Page**
- **Performance Scorecard**

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

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

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

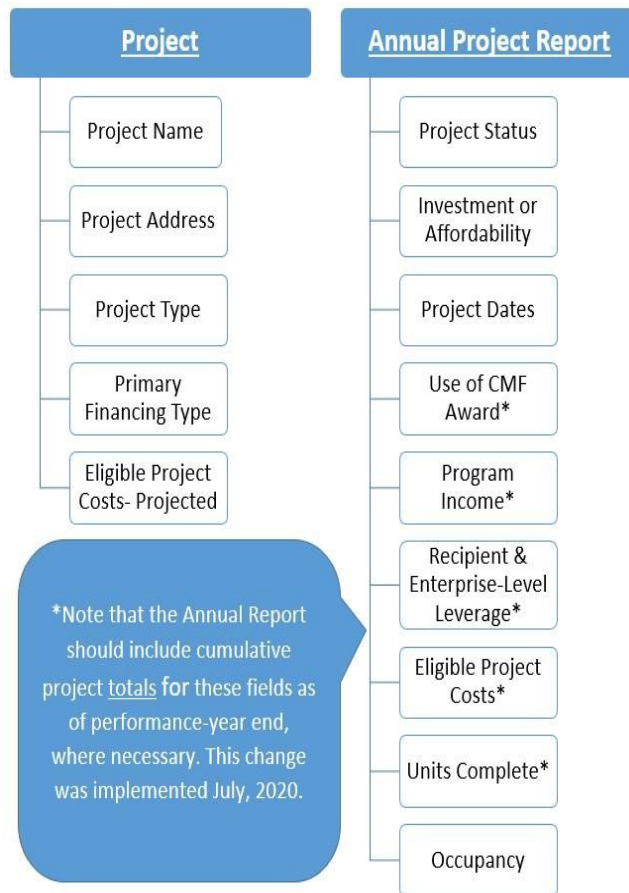


Figure 43. Project and CMF Project Annual Report Record

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

### 6.3 Warnings and Error Messages

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

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

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

Figure 44. CMF Commitment Amount Warning

**Error Messages:** Error messages will appear when data entered violates a validation rule. These errors can



appear either at the top of a record when the user attempts to save it or directly around the field that contains the error. In this example, the user accidentally entered a letter into the zip code field. An error message appears at the top of the Project record and below the field containing the error. Errors must be corrected to successfully save the record.



Figure 45. Error Message



Figure 46. Error Message- Incorrect Zip Code Format

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

#### 6.4 Submission of a No Activity Report

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

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

**TIP:** Note that after the first CMF activity has taken place, such as a commitment to a Project or commitment to use the award for Direct Administrative Expenses, the Recipient cannot submit a **No Activity Report**, since annual updates to Project information are required.

Please note that if your Award is from 2019 or prior you will not be allowed to submit a "No Activity Report".

1. Log into AMIS.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 6.1.

3. Once on the **CMF Performance Report Detail** page, click on the **No Activity to Report** button.

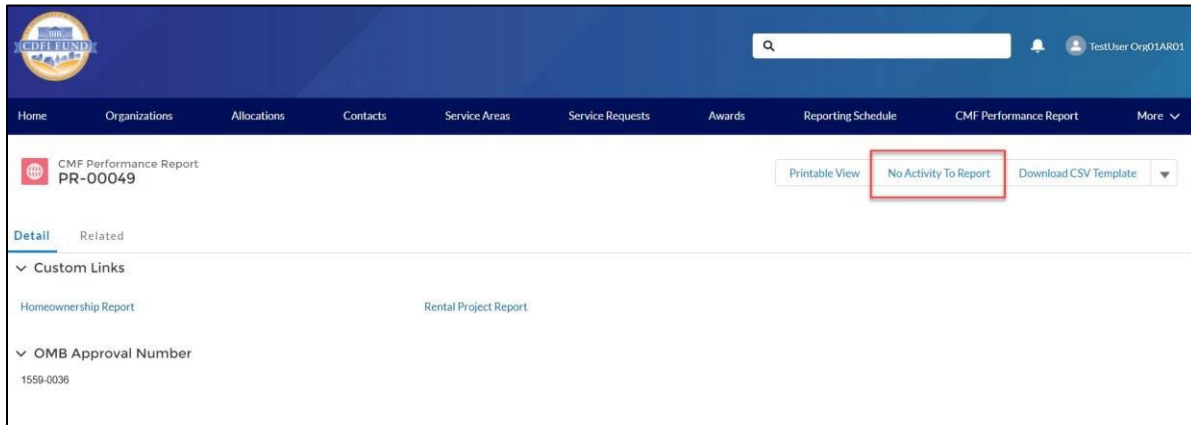


Figure 47. CMF Performance Report Detail Page - No Activity to Report

4. You will receive a confirmation that your report was submitted with no activity. No additional action is required. Your report will be locked until the CDFI Fund approves the report.



Figure 48. Return to Report

**TIP:** If you clicked on the **No Activity to Report** button, but actually have activity to report you will need to contact the CDFI Fund to reopen the report. To do so, you must submit a Service Request in AMIS. See Section 12 for instructions on submission of a Service Request.

## 6.5 Reporting a Direct Administrative Expense

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

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 6.1.
3. The CMF Performance Report for the Award is listed. Click on the **Performance Report Name** to view the **CMF Performance Report Detail** page.

**TIP:** If your organization has multiple CMF Awards, check the **Award Year** field to confirm the report is for the correct award.

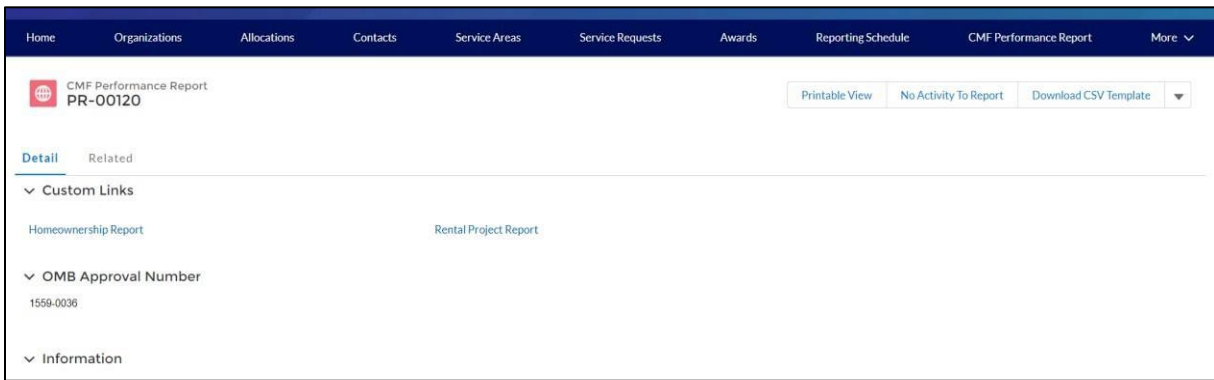


Figure 49. CMF Performance Report Detail Page

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

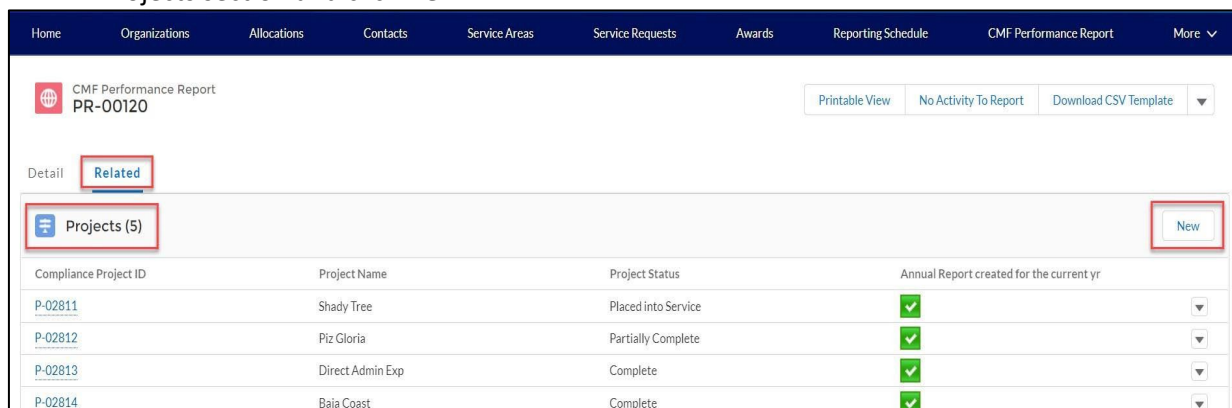


Figure 50. Project Section - New Compliance Project

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

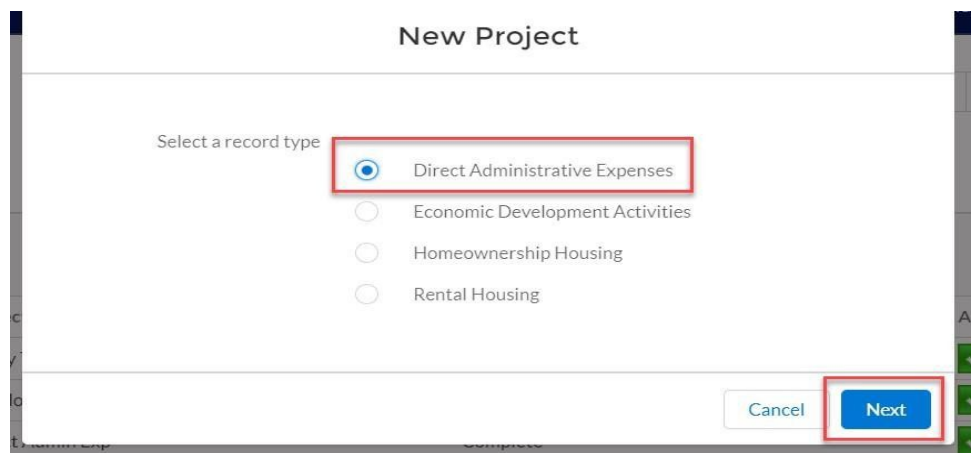


Figure 51. Select Project Record Type- Direct Administrative Expenses

### 6.5.1 Reporting a Direct Administrative Expense Commitment

1. Fill in the fields according to the guidelines below and click on the **Save** button. All required fields are marked in red.
  - a. Add a unique, user-defined Project name in the **Project Name** field.

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

**TIP:** A best practice is to enter a DAE commitment in the same amount as will be disbursed at one time. The Recipient has the option to create as many DAE Projects as desired, should the Recipient decide to make a subsequent disbursement. However, the CMF Award must be fully Committed within two years of the Assistance Agreement’s effective date.

Figure 52. New Compliance Project- Direct Administrative Expenses

- Click **Save**. This creates a new Direct Administrative Expense Project and records the amount of commitment.

### 6.5.2 Reporting a Direct Administrative Expense Disbursement

Keeping in mind that the Recipient should report all amounts of the CMF Award to be used for Direct Administrative Expenses by the commitment deadline, the CDFI Fund recommends matching the commitment and disbursement amount whenever possible. However, the system can accommodate multiple disbursement records for the same Project, so the choice is left to the Recipient.

**TIP:** Users may create multiple DAE Projects under a single CMF Award.

1. Starting on the **Performance Report Related** page, scroll down to the **Projects** list. You may need to expand the list to see all of the Projects.
2. Select the Project for which the Recipient needs to create a **CMF Project Annual Report** record by clicking on the **Compliance Project ID** link. In the figure below, clicking on **P-07809** will take the Recipient to the Project page for the Direct Administrative Expenses record.

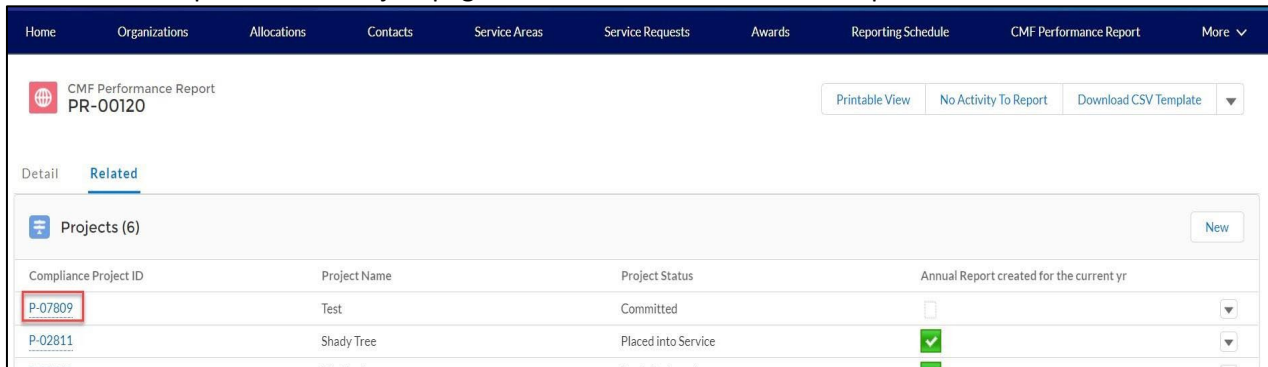


Figure 53. Accessing a Project Record

3. Once on the Project Detail Page, click on the **Create Blank Annual Report** button.

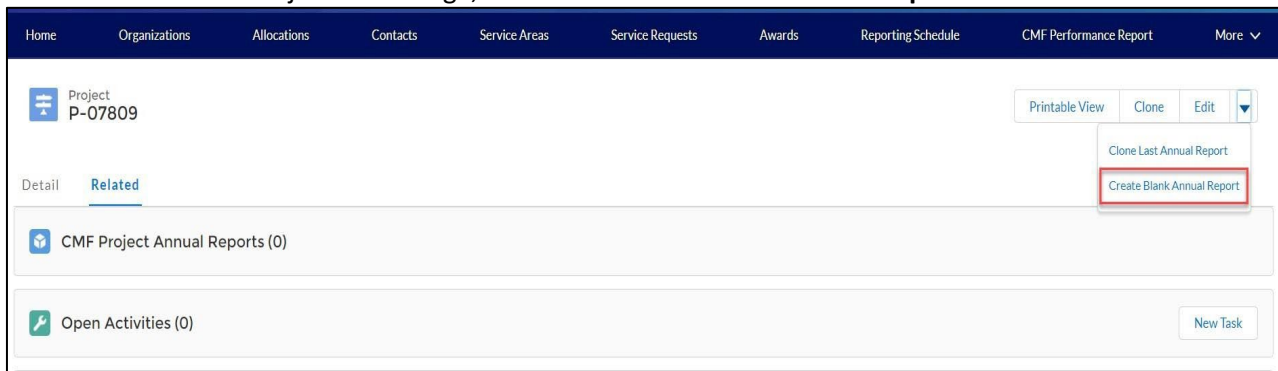


Figure 54. Create Blank Annual Report

4. On the **CMF Project Annual Report** record, by source, report the TOTAL disbursements associated with the DAE record as of the end of the Fiscal Year:
  - a. Report any investments made directly from the CMF Award in the **Total CMF Disbursement Amnt Through FYE** field in the **Use of CMF Grant** section.
  - b. Enter the commitment date in the **Date Funds Committed** field.
  - c. Report TOTAL (cumulative) disbursements from Program Income through the end of the fiscal year, for which the CMF Project Annual Report applies, in the **Program Income** section fields **Disbursement of PI – equity/loan/recoveries** or **Disbursement of PI – Interest Income**, as appropriate. Note that it is critical to distinguish between returns of capital (equity/loan/recoveries) versus returns on capital investments.

Only the latter is to be reported as Disbursements of PI – Interest Income. Do not report Program Income that was invested from another program or another CMF Award.

- d. The **CMF Project Annual Report** can be edited and revised up to the point that the report is submitted to the CDFI Fund.

Figure 55. CMF Project Annual Report Edit Screen

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

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

Direct Administrative Expense Test	
Direct Admin Expense Permitted	Total DAE Allowed
Yes	\$25,000.00
Total DAE Disbursed	Pct. DAE Allowance Disbursed
\$100,000.00	400.00%
Direct Admin Expense Test Passed?	
No	

Figure 56. Direct Administrative Expense Test

Once an organization has reported that five percent of the award amount has been disbursed for DAE, the **Pct. DAE Allowance Disbursed** field will be 100% and no additional DAE disbursements are permitted, according to the rules of the program. If less than 100%, the Recipient can make additional DAE disbursements. Recipients are not required to disburse funds for Direct Administrative Expenses, even if authorized.

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

Information	
Compliance Project ID P-00364	Record Type Direct Administrative Expenses
Project Name DAE Test 1	Performance Report <a href="#">PR-00049</a>
	Award Year 2017
	Reporting Year 2018
	All Stage Years 2018
	Annual Report created for the current yr <input type="checkbox"/>
	<b>Annual Report Not Required</b> <input checked="" type="checkbox"/>

Figure 57. CMF Project Annual Report Not Required Indicator on Project Detail Page

## 6.6 Reporting Rental Projects

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

### 6.6.1 Getting Started – Creating a Rental Project

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 6.1.
3. The **CMF Performance Report** for the award is listed. Click on the **Performance Report Name** to view the **CMF Performance Report Detail** page.

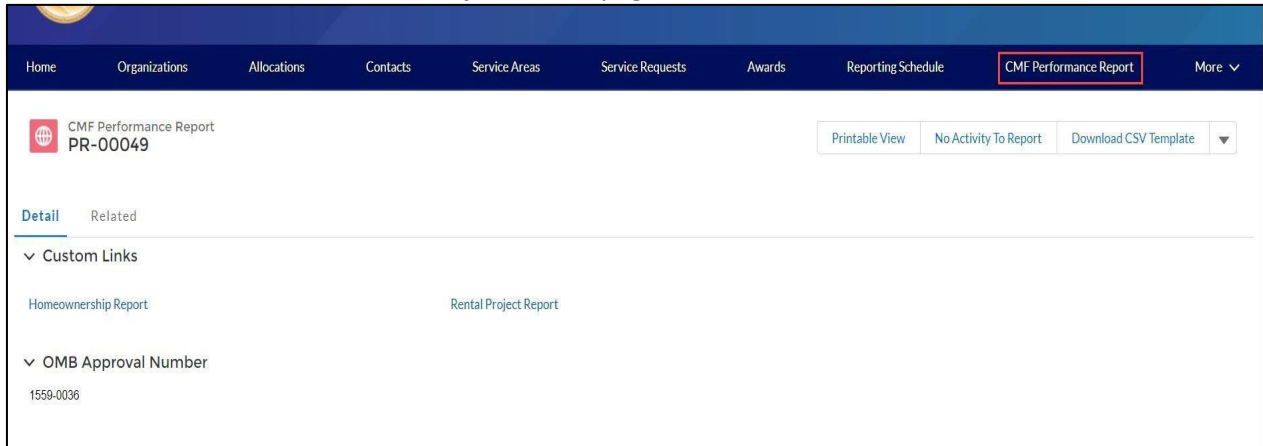


Figure 58. CMF Performance Report Detail Page

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

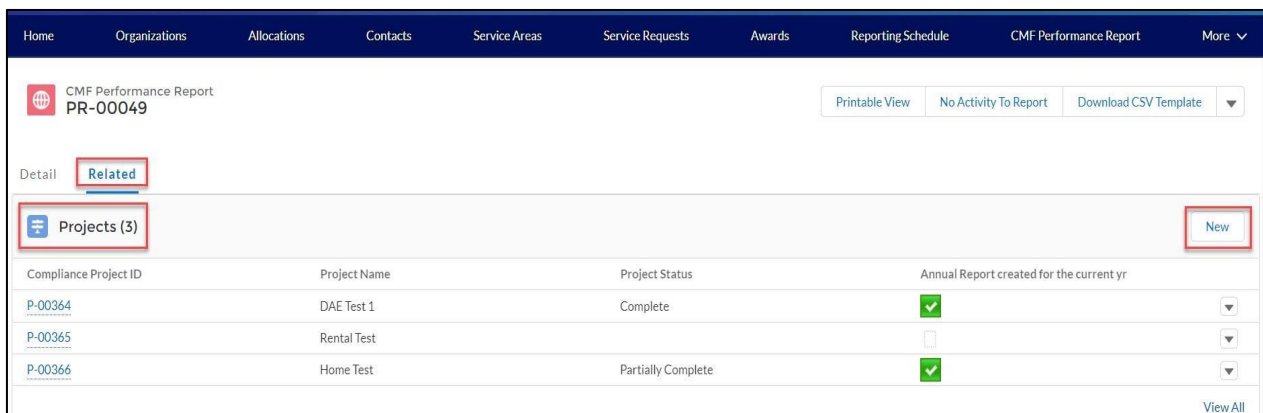


Figure 59. Projects Section- New Project Button

6. Select **Rental Housing** as the **record type** from the picklist and click on the **Next** button.



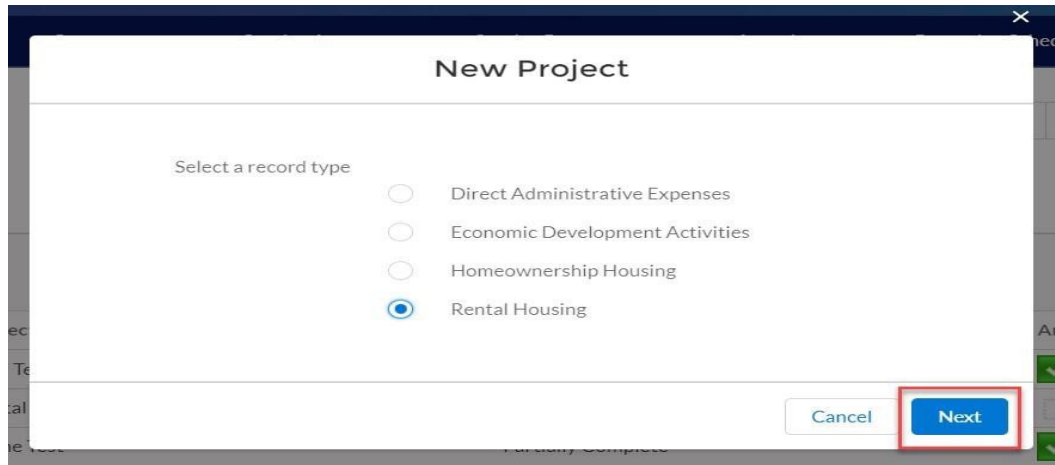


Figure 60. New Rental Project Record

## 6.6.2 Rental Project Creation

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

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

Figure 61. Project Name for Rental Project Record

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

a. **Project Type** options:

- i. **MF – New Development** = Project financing is new construction
- ii. **MF – Rehab** = Project financing is for the rehabilitation of rental housing
- iii. **MF – Preservation W/O Rehab** = An investment to preserve rental housing without rehabilitation of the property
- iv. **MF – Preservation WITH Rehab** = An investment to preserve rental housing with the rehabilitation of the property

The screenshot shows a form titled "Project Details". On the left, there is a dropdown menu for "\* Project Type" with a blue border. The menu is open, showing a list of options: "--None--" (selected with a checkmark), "MF- New Development", "MF- Rehab", "MF- Preservation W/O Rehab", and "MF- Preservation WITH Rehab". To the right of the dropdown are several input fields: "# Construction Jobs Created", "# Non-Construction Jobs Created", "\* Other CDFI Program Funds Used?" (with a dropdown menu set to "--None--"), and "Federal Sources of Funding".

Figure 62. Project Type for New Rental Project Record

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

The screenshot shows a form titled "Primary Financing Type". On the left, there is a dropdown menu with a blue border. The menu is open, showing a list of options: "--None--" (selected with a checkmark), "Predevelopment financing", "Acquisition", "Site development financing", "Bridge loans or similar short term financing", "Construction financing", and "Permanent financing (1st lien)". To the right of the dropdown are several input fields: "# Non-Construction Jobs Created", "\* Other CDFI Program Funds Used?" (with a dropdown menu set to "--None--"), "Federal Sources of Funding", "Federal Sources Funding Amount", and "\* Use of Low-Income Housing Tax Credit \$?".

Figure 63. Primary Financing Type for New Project Record

- c. Respond to whether **Other CDFI Program Funds Used?** by selecting **yes** or **no** in the dropdown menu. Report the name of the Program providing other **Federal Sources of Funding**, if there is another Federal program financing the Project (Enter Multiple, if appropriate). Additionally, report the total **Federal Sources Funding Amount** (Exclude CMF Financing). Finally, indicate if the Project financing also involves the use of Low-Income

Housing Tax Credits by selecting **yes** or **no** from the **Use of Low-Income Housing Tax Credit \$?** dropdown menu. Optionally, report the total number of construction and nonconstruction jobs created.

Figure 64. Other CDFI Program, Federal, and LIHTC Funding Sources

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

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

Figure 65. Use of Funds- CMF Amount Committed

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

**Program Income**

Commit. of PI – equity/loan/recoveries ⓘ <input style="width: 90%; height: 20px;" type="text"/>	PI earned- equity/loan repayment/recover ⓘ <input style="width: 90%; height: 20px;" type="text"/>
Commitment of PI – Interest Income ⓘ <input style="width: 90%; height: 20px;" type="text"/>	PI earned – Interest Income ⓘ <input style="width: 90%; height: 20px;" type="text"/>

*Figure 66. Commitment of Program Income*

5. **Report the total number of projected units by income category** section. In this section, report on the projected number of units to be produced that will be restricted to a given income category. For example, if an apartment is going to be reserved for a tenant at 50% of AMI, this unit would be reported as a projected unit in the **Very Low-Incomes Families – Projected** field. This is **not** the place to report the occupancy of units.
- Do not report a unit as projected under a given category unless that unit will be restricted in its occupancy to a family in that income category. For example, even if you anticipate that a unit will be occupied by families at 30% of AMI or lower due to rent subsidies, if the unit is only restricted at 60% of AMI, it would be reported as restricted at 80% AMI or lower. In this example, the unit would only qualify as a Low-Income unit.
  - Units that are not subject to restrictions, even if projected to be occupied by Eligible-Income families, cannot be reported under the restricted categories. Instead, they must be reported as unrestricted units under **Non-Eligible Families – Projected**.
  - Enter zeros where appropriate, since all the fields are required.
  - **Extremely Low-Income Families – Projected** = Units reserved for Families at 0 to 30% AMI  
**Very Low-Income Families – Projected** = Units reserved for Families at 31 to 50% AMI  
**Low-Income Families – Projected** = Units reserved for Families at 51 to 80% AMI  
**Eligible-Income Families – Projected** = Units reserved for Families at 81 to 120% AMI  
**Non-Eligible Families – Projected** = Units for Families above 120% AMI or not reserved

### Report total number of projected units by income category

- \* Extremely Low Income Families -Projected
- \* Very Low Income Families -Projected
- \* Low Income Families - Projected
- \* Other Eligible Families -Projected
- \* Non Eligible Families -Projected

Figure 67. Projected Units by Income Category

**TIP:** The data in this section feeds into several compliance projections available on the **CMF Performance Report Detail** page. For example, this data is aggregated to generate a projection of the total number of Eligible-Income units anticipated to be completed and indicates progress toward compliance with the measure.

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

<p>Production Target Tests</p> <p>Total Eligible Units Completed 48</p> <p>Eligible Units Required 420</p> <p>Pct. Production Target Completed 11.43%</p>		<p>Total Eligible Units Projected 48</p> <p>Pct. Production Target Projected 11.43%</p> <p>Number of Projects Reported - Completed 4</p>
<p>Rental – Portfolio Test - % of units for ELI and VLI Families</p> <p>Rental Housing Portfolio Test % Complete 42.55%</p> <p>Rental Housing Portfolio % Required 75</p> <p>Pct. of Rental Portfolio Test Achieved 56.74%</p>		<p>Rental Housing Port. Test % Projected 25.53%</p> <p>Pct. of Rental Portfolio Test Projected 34.04%</p>
<p>Rental - Project Targeted Income 20% Test</p> <p>Rental - 20% test applicable? Yes</p> <p>Rental Unit completed % test passed? Yes</p>		<p>Projected Rental Project Compliance? Yes</p>

Figure 68. Rental Project Compliance Test Projections

**6. Eligible Project Cost – Recipient-Level/Enterprise-Level Leverage section.**

- a. **Projected EPC: Rec-Level Leveraged \$** - Report the amount of projected Recipient-Level Leverage dollars that will be invested in this Project (award years 2016-2018).
- b. **Projected EPC: Ent-Level Leveraged \$ (2019+)** - Report the amount of projected Enterprise-Level Leverage dollars that will be invested in this Project (award years 2019 and after).

**EPC: Recipient-Level / Enterprise-Level Leverage**

Projected EPC: Rec-Level Leveraged \$ <input style="width: 90%; height: 25px;" type="text"/>	EPC: Recipient-Level Leveraged Dollars
Proj EPC: Ent-Level Leveraged \$ (2019 +) <input style="width: 90%; height: 25px;" type="text"/>	EPC: Ent-Level Leveraged \$ (2019 +)

Figure 69. Projected Recipient-Level Leverage

The **Projected EPC: Rec-Level Leveraged \$** field is used exclusively to forecast compliance with the **Recipient-Level Leverage Test** for 2016-2018 awards, which can be found on the **CMF Performance Report Detail** page. While there is no associated Performance Goal, the **Projected EPC: Ent-Level Leveraged \$ (2019+)** is required for award years 2019 and after for informational purposes only.

▼ Recipient-Level / Enterprise-Level Leverage Awards<sup>1</sup>

Rcpt-level Multiplier - Cmpl ('16-'18) ⓘ 0.50	Recipient-level Multiplier - Required ⓘ 8.1
Ent-Level Multiplier - Cmpl ('19 +) ⓘ 0.00	Proj Rcpt-level \$ ('16 - '18) \$760,000.00
% of Rec. level test achieved to date ⓘ 6.17%	Proj Ent-level \$ ('19 +)
EPC: Enterprise-Level Leveraged \$ 2019+	Proj Rcpt-level Multiplier # ('16 - '18) ⓘ 0.76
	Proj Ent-level Multiplier # ('19 +) ⓘ 0.00

Figure 70. Performance Report Detail Page- Recipient-Level Leverage Test

- 7. **Eligible Project Costs by Source** section. Report total Project costs by source. The **Projected EPC: Private Dollars** and **Projected EPC: Public Dollars** fields are mandatory for Rental Projects.

To complete the fields accurately, start with a typical Project source and use document. Split costs first into those costs that are Eligible Project Costs or Non-eligible Project costs. For example, the non-eligible category would include costs for unrestricted units.

Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the CMF Award is a public source, while a LIHTC investment or private loan used by the developer would be a private source.

Eligible Project Costs by Source	
Projected EPC: Private Dollar <input type="text"/>	EPC: Private Dollars
Projected EPC: Public Dollars <input type="text"/>	EPC: Public Dollars

Figure 71. Projected Eligible Project Costs by Source

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

- **Very Low-Income Families – Projected** = EPCs for units reserved for Families at 0% to 50% AMI\*
- **Low-Income Families – Projected** = EPCs for units reserved for Families at 51% to 80% AMI
- **Other Eligible Families – Projected** = EPCs for units reserved for Families at 81% to 120% AMI
- **Non-Eligible Families – Projected** = EPCs for units for families above 120% AMI or not reserved

Eligible Project Costs by Income Category	
*Very Low Income Families- Projected <input type="text"/>	Very Low Income Families (Dollars)
*Low Income Families- Projected <input type="text"/>	Low Income Families (Dollars)
*Other Eligible Families- Projected <input type="text"/>	Other Eligible Families (Dollars)
*Non Eligible Families- Projected <input type="text"/>	Non Eligible Families (Dollars)

Figure 72. Projected Eligible Project Costs by Income Category

\*The CDFI Fund no longer collects information related to Eligible Project Costs for Extremely Low Income (ELI: up to 30% AMI) Families. While information is still collected on the number of ELI units, projected Eligible Project Costs for all units restricted to 50% AMI and below should be reported in the **Very Low-Income Families- Projected** field.

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

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

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

### 6.6.3 Creating Project Locations for Rental Projects

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

1. Once the user has created a rental Project, at least one **Project Location** record must also be created. When all of the rental units are located at the same location, only one location record is required. However, if the Project contains or will contain multiple locations (a scattered-site rental Project), each location will need to have an associated **Project Location** record.

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

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



Figure 73. New Project Location Button

3. On the **Project Location Edit** page complete the **Site Name** field by providing a meaningful identifier to your organization (e.g. 123 Main Street Development). You must also provide data for the **Number of CMF Units** that will be completed at this location and the total amount of the CMF Award and Program Income invested at the location. Finally, provide the street address, city, state, and zip code for the property. **Do NOT complete the Address Updated At, Census Tract Updated At, Project X, Project Y, or FIPS Code fields.**



**New Project Location**

**Information**

Project Location Number

\* Project  
Search Projects...

\* Site Name  
Example Site Name

\* Number of CMF Units ⓘ

\* \$ CMF Award at Location ⓘ

*Figure 74. New Project Location Detail Page*

4. Click **Save** to save the record.
5. Project locations will be geocoded within 24 hours, populating X, Y coordinates, FIPS code, and associated geographic information. The **Geocoding Status (ESRI Callout)** field may indicate the following:
  - a. *Scheduled*: The address is scheduled for the next geocoding run (ESRI Callout).
  - b. *Pending*: The record is in the process of being geocoded.
  - c. *Address not Found*: The address was not matched to valid X/Y coordinates and FIPS code. The **Geocoding Status Description** field may provide more information.
  - d. *System Error - Submit Service Ticket*: The process failed due to a technical error and an AMIS Service Request should be submitted.
  - e. *Blank*: No value indicates the record was successfully geocoded, populating the X/Y coordinates, FIPS code, and associated geographic information (e.g. Rural, Area of Economic Distress, Service Area).
6. If Recipients need to indicate that their Projects meets the Expended HOA criteria they can do so by checking the newly added checkbox "Project meets expanded HOA". If checked then the Project will count towards the AED/HOA performance goal "Rental Housing - Of all Rental Affordable Housing units produced or supported with Eligible Project Costs, the total percentage located in Areas of Economic Distress or High Opportunity Areas." Please note that this rule is NOT applicable to reporting on CMF Awards made prior to FY 2023 (CMF Round-8).

Project meets expanded HOA ↶

The Expanded HOA Criteria is not applicable to reporting on CMF Awards made prior to FY 2023 (CMF Round-8).

Figure 75a. Project meets expanded HOA

Detail	Related
Project Location Number PL-1296	Project <a href="#">P-04511</a>
Site Name 123 Main	
Number of Units 47	
\$ CMF Award at Location \$500,000.00	
<p>Address - Complete only mandatory fields in this section</p>	
Geocoding Status (ESRI Callout)	Census Tract
Geocoding Status Description	Census Program Attributes
Street Address 123 Main	CMF Metro/Non-Metro (2016, 2017)
City Atlanta	Rural
State GA	Economic Distress
Postal Code 45678	Within Designated Service Area
Census Tract Updated At	Area of High Housing Need

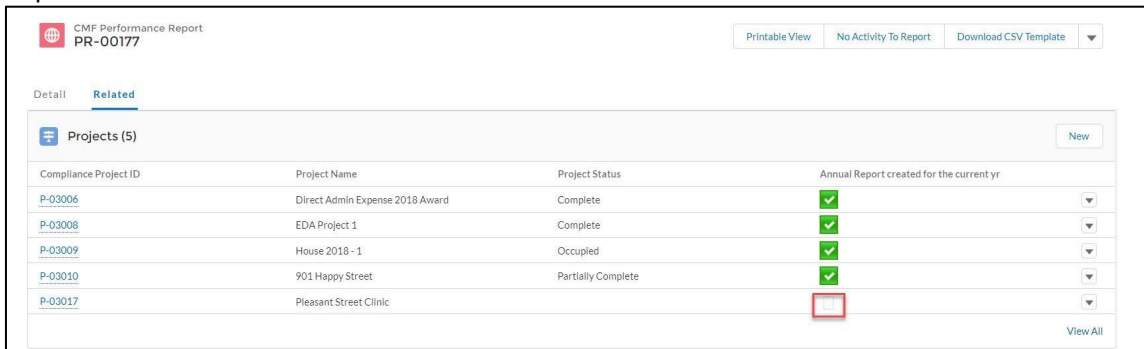
Figure 75b. Geocoding Status

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

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

## 6.6.4 Creating a Rental Project Annual Report Record

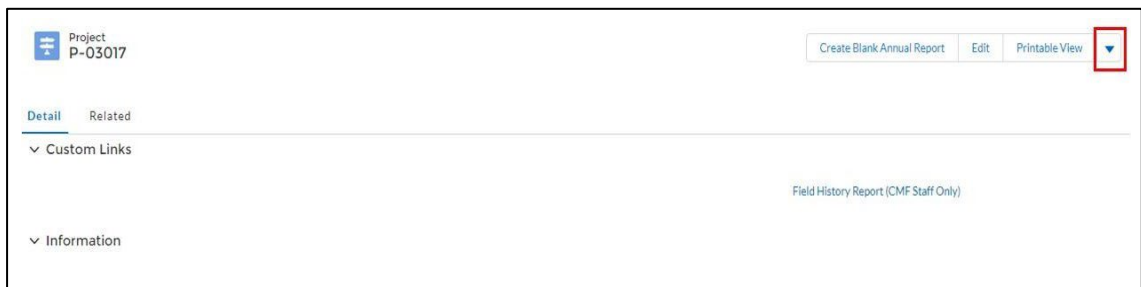
A **CMF Project Annual Report** record is a report containing data that tends to require updating annually as a Project progresses towards and into occupancy. Every Project created under an award must have one **CMF Project Annual Report** completed every year from the year the Project record is created through the end of the affordability period for that Project. The Recipient will not be able to submit a CMF Performance Report until a **CMF Project Annual Report** record for each Project for that performance year has been created. In the figure below, there is no green check under **CMF Project Annual Report Created for the Current Year** for Project **P-03017**; one must be created before the CMF Performance Report is submitted.



Compliance Project ID	Project Name	Project Status	Annual Report created for the current yr
P-03006	Direct Admin Expense 2018 Award	Complete	✓
P-03008	EDA Project 1	Complete	✓
P-03009	House 2018 - 1	Occupied	✓
P-03010	901 Happy Street	Partially Complete	✓
P-03017	Pleasant Street Clinic		✗

Figure 76. Annual Report Created

1. To get started, on the **Performance Report Detail** page, click on the **Related** tab and scroll down to the **Projects** section. (You may need to expand the list to see all of the Projects. Options exist at the bottom of the **Projects** list either to expand the list shown on this page or to present the Projects as a separate list.)
2. Select the **Project** for which you need to create a **CMF Project Annual Report** by clicking on the **Compliance Project ID** link. In the figure above, clicking on **P-03017** will take the Recipient to the **Project** page for this rental **Project** record.
3. Once on the **Project** page, click on the **Create New Annual Report** button. You may have to click the down arrow to see the button.



Project P-03017

Create Blank Annual Report Edit Printable View

Detail Related

Custom Links

Field History Report (CMF Staff Only)

Information

Figure 77. Create New Annual Report

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

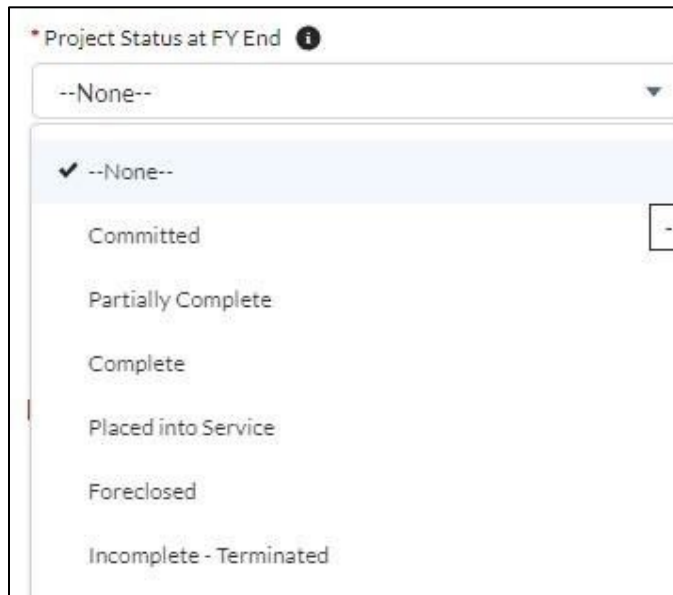


Figure 78. Project Status at FY End Dropdown

- b. Indicate if the Project is in the **Investment** or **Affordability** period, if not previously indicated as part of Step 4, above. Use **Investment** when the Project was not Placed into Service as of the last day of the reporting year. Use **Affordability** when the Project was Placed into Service by the last day of the reporting year.



Figure 79. CMF Project Annual Report Status Dropdown

5. **Project Dates** section. Enter the dates corresponding to the date requested, as these milestones occur. Once the milestone has occurred, the associated date will need to remain in each year's Annual Report but can be updated, as necessary. Recipients cannot issue a valid commitment to a Project prior to the announcement date of the award.
- c. **Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the CMF Award or Program Income.
  - d. **Date of First Disbursement** is conditionally required if the **Disbursement Status** field = **Partially Disbursed**, or **Fully Disbursed**.
  - e. **Date of Full Disbursement** is conditionally required if the **Disbursement Status** field = **Fully Disbursed**

- f. **Initial Occupancy Date** in the case of a rental Project occurs when at least 90 percent of the units in a property are occupied.
- g. **Termination Date** is used to report the date a Recipient cancels or withdraws the CMF commitment to the Project prior to Project Completion.
- h. **Foreclosure Date** is used to report the date upon which the Project no longer continues to meet Affordability requirements (e.g. foreclosure) during the 10-year Affordability Period.

The screenshot shows a form titled "Project Dates" with two columns of date input fields. Each field has a calendar icon to its right. The fields are:
 

- Left Column: Date Funds Committed, Date of First Disbursement, Date of Full Disbursement, Project Completion Date.
- Right Column: Placed into Service Date, Initial Occupancy Date (with an information icon), Termination Date, Foreclosure Date.

Figure 80. Project Dates

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

- a. **Total CMF Disbursement Amnt Through FYE** – Enter or update the total amount of the CMF Award disbursed to the Project through the last day of the Recipient’s previous fiscal year. This field is only to report disbursements of the CMF Award and not leveraged capital or Program Income.
- b. **Type of Disbursement** – From the dropdown menu choose the type of investment made to the Project = **Debt, Equity, Grant, or Multiple.**
- c. **Origination Fee**- Report the origination fee associated with the Project financing. This field is required if the investment is in the form of a loan (debt) or multiple investment types.
- d. **Interest Rate** - Report the interest rate (or blended interest rate if there are multiple loans) if the investment is in the form of a loan or multiple types of investments. Report in decimal format. For example, report a 3.5% loan as 3.5.

The screenshot shows a form titled "Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End" with the following fields:
 

- Total CMF Disbursement Amnt Through FYE (with an information icon)
- \* Eligible Activity (with an information icon) - dropdown menu showing "Economic Development"
- Type of Disbursement - dropdown menu showing "--None--"
- Origination Fee (with an information icon)
- Interest Rate

Figure 81. Use of CMF Award- Disbursement Details

- e. **Eligible Activity** - Report the activity that applies to the Project in the **Eligible Activity** dropdown. These activities correspond to all of the potential financing activities under

the CMF program for rental housing. Note that your organization may only be authorized for some eligible activities. See Schedule 1 of your Assistance Agreement.

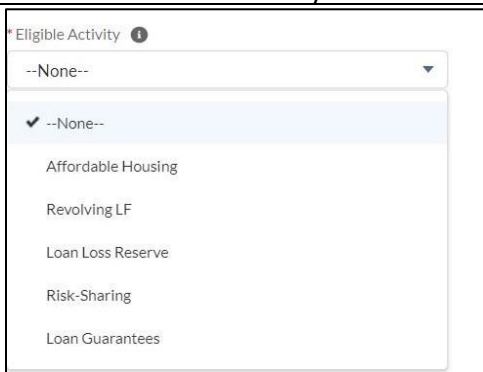


Figure 82. Eligible Activity Dropdown

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

Eligible Activities and Use Detail	
Cap Affordable Housing Fund	\$515,000.00
Cap Revolving Loan Fund	\$0.00
Cap EDA Fund	\$150,000.00
Cap Loan Loss Reserves	\$0.00
Risk-Sharing Loans	\$0.00
Loan Guarantees	\$0.00
Direct Administrative Expenses	\$25,000.00
Rental Affordable Housing	\$500,000.00
Homeownership Affordable Housing	\$15,000.00
Economic Development Activities	\$150,000.00

Figure 83. Eligible Activities and Use Detail Section

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

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

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

Disbursements of Program Income must also be reported by source in the fields **Disbursement of PI – equity/loan/recoveries** or **Disbursement of PI – Interest Income**. When reporting this data, input the total Program Income earned or disbursed through the end of the performance year.

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

Program Income - TOTAL Earned & Disbursed Through Fiscal Year End

PI earned- equity/loan repayment/recover <sup>i</sup>

PI earned - Interest Income <sup>i</sup>

Disbursement of PI -equity/loan/recoveries <sup>i</sup>

Disbursement of PI - Interest Income <sup>i</sup>

Figure 84. Program Income Earned and Disbursed CMF Project Annual Report Fields

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

8. **Eligible Project Costs Recipient-Level and Enterprise-Level Leverage section.**

- f. **EPC: Recipient-Level Leveraged Dollars-** Report the total amount of Recipient-Level Leverage dollars invested into the Project through the end of the reporting year (2016-2018 awards).
- g. **EPC: Ent-Level Leveraged \$ (2019+)-** Report the total amount of Enterprise-Level Leverage dollars invested into the Project through the end of the reporting year (awards 2019 and after).

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

EPC: Recipient-Level / Enterprise-Level Leverage

EPC: Recipient - Level Leveraged Dollars <sup>i</sup>

EPC: Ent-Level Leveraged \$ (2019 +)

Figure 85. Eligible Project Costs: Recipient-Level and Enterprise-Level Leverage Fields

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

- h. To complete the fields accurately, start with a typical Project sources and uses document. First split costs into those costs that are Eligible Project Costs or NonEligible Project Costs. For example, the non-eligible category would include costs for unrestricted units.
- i. Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the CMF

Award is a public source, while a LIHTC investment or private loan used by the developer would be a private source.

The image shows a screenshot of a web form titled "Eligible Project Costs by Source". The form contains three input fields, each with a label above it: "EPC: Private Dollars", "EPC: Public Dollars", and "Non Eligible Project Costs". The input fields are empty and have a light gray border. The form is enclosed in a black rectangular border.

Figure 86. Eligible Project Costs by Private and Public Sources

Note that due to software limitations this field will be displayed on the right side of the page. For more information about how to properly disaggregate costs, see Section 6.6.2 of this guide.

#### 10. Eligible Project Costs by Income Category section.

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

- a. **Very Low-Income Families**= EPC for units reserved for Families at 0% to 50% AMI\*
- b. **Low-Income Families**= EPC for units reserved for Families at 51% to 80% AMI
- c. **Other Eligible Families**= EPC for units reserved for Families at 81% to 120% AMI
- d. **Non-Eligible Families** = EPC for units for families above 120% AMI or not reserved

**\*NOTE:** While the Recipient will report the number of units restricted to Extremely Low-Income Families (0-30% AMI), EPCs associated with these units are no longer tracked separately. EPCs associated with any units restricted to 50% AMI and below are now reported in the **Very Low-Income Families (Dollars)** field.



**Eligible Project Costs by Family Income Category**

\* Very Low Income Families (Dollars) ⓘ

\* Low Income Families (Dollars) ⓘ

\* Other Eligible Families (Dollars) ⓘ

\* Non Eligible Families (Dollars) ⓘ

Figure 87. Eligible Project Costs by Family Income Category

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

**Rental Units Completed – TOTAL Number of Completed Units for Project**

ELI units completed - 0 - 30% AMI

VLI units completed - 31 - 50% AMI

LI units completed - 51 - 80% AMI

Eligible units completed - 81 - 120% AMI

Non eligible units completed - 121%+ AMI

Figure 88. Rental Units Placed into Service by Income Category for Performance Year

12. **Rental Units Occupied at FY End by Family Income** section. Report on the number of occupied units as of the end of the reporting year, if applicable. Each family must be reported in the correct income category by their current income, which may be different from their initial income classification. See Section 11.1 for additional guidance. The **Out of Service Units** field is used to indicate the number of units out of service for rehabilitation or repair for the Recipient’s most recent fiscal year.

**Rental Units Occupied at FY End by Family Income**

ELI Families - 0 - 30% AMI

VLI Families - 31 - 50% AMI

LI Families - 51 - 80% AMI

Eligible Families - 81 - 120% AMI

Non Eligible Families - 121%+ AMI

Out of Service Units

Figure 89. Rental Units Occupied by Income Category at Performance Year-End

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



Figure 90. Save CMF Project Annual Report Record Button

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

### 6.6.5 Homeownership- Creating a Homeownership Program Portfolio

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

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

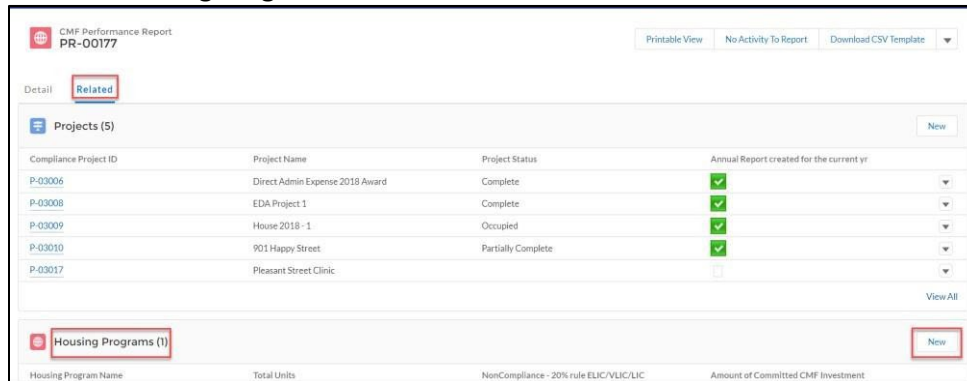


Figure 91. New Housing Program Fund Button

2. On the **New Housing Program Page**, provide a name in the **Housing Program Name** field. Please do not edit the **CMF Performance Report Number**.

Figure 92. Housing Program Fund Name Field

3. Still on the **New Housing Program Page**, enter **Commitment Date** and **Commitment Amount** only if issuing a commitment to a housing program, pursuant to the commitment waiver guidance. Click **Save** to create the housing program.

Figure 93. Housing Program Commitment Date and Commitment Amount Fields

<sup>2</sup> Link to the Waiver of General Applicability on Alternative Forms of Commitment:

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

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

## 6.7 Homeownership – Adding a Homeownership Unit

### 6.7.1 Getting Started – Creating an individual home record

Once a housing program has been created, individual Homeownership investments can be added.

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 6.1.
3. The CMF Performance Report for the award is listed. Click on the **CMF Performance Report** name to view the **CMF Performance Report Detail** page.

Figure 94. CMF Performance Report Detail Page

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

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

Figure 95. Projects Section- New Compliance Project

5. Select **Homeownership Housing** as the **Record Type** from the picklist and click on the **Continue** button.

The screenshot shows a web form titled "New Project". Below the title, there is a label "Select a record type" followed by four radio button options: "Direct Administrative Expenses", "Economic Development Activities", "Homeownership Housing" (which is selected with a blue dot), and "Rental Housing". At the bottom right of the form, there are two buttons: "Cancel" and "Next".

Figure 96. Project Record Type Dropdown

### 6.7.2 Homeownership – Adding a Home to the Portfolio

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

The screenshot shows the "Information" section of a form. It contains a "Compliance Project ID" label above a text input field. Below that is a label "\* Project Name" above another text input field. The text "House 1" is entered into the "Project Name" field.

Figure 97. Project Name for Homeownership Project

2. For 2018 awards **only**, check the **2018 Disaster Area** checkbox if the Project is located in a Disaster Area.
3. **Project Details** section.
  - a. Project Type. Select the purpose of the financing for this Homeownership opportunity from the options in the dropdown menu. If more than one purpose applies, choose the primary one.
    - **SF - New development** = New construction
    - **SF - Rehab** = Financing of a substantial rehabilitation
    - **SF - Preservation w/o Rehab** = Acquisition or other activity to preserve existing affordable housing without an investment in rehabilitation
    - **SF - Preservation WITH Rehab** = Acquisition or other activity to preserve existing affordable housing without an investment in rehabilitation
    - **Purchase (Mortgage Finance)** = Provision of mortgage financing to a qualified family to purchase a home
    - **Purchase (Down Payment)** = Down payment assistance to a homebuyer

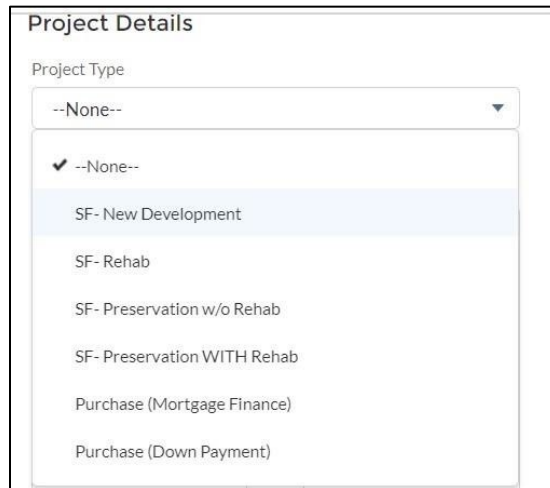


Figure 98. Homeownership Project Type

- b. **Project Type (2016 awards only)**. Using the same options presented in 2a above, choose each relevant option by clicking on your choice in the **Available** picklist and clicking the **right arrow** button. Your choice will appear in the **Chosen** box and leave the **Available** box. Remove a selection from the **Chosen** list by clicking on your selection and clicking on the **left arrow** button.

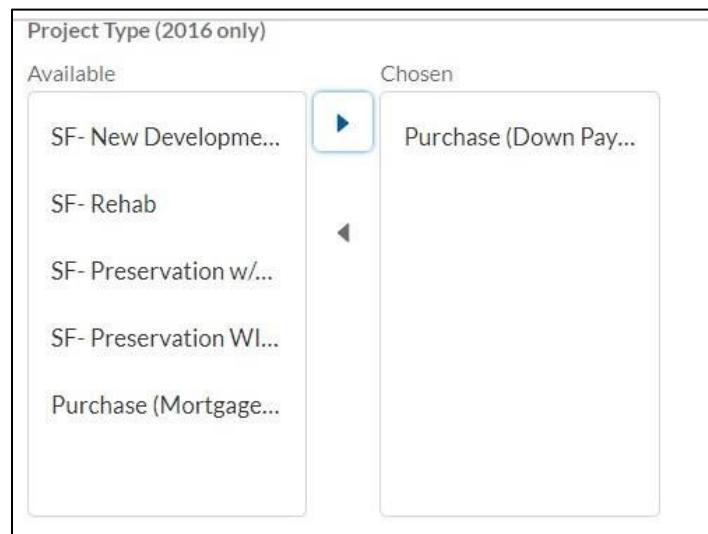


Figure 99. Homeownership Project Type List- 2016 Projects Only

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

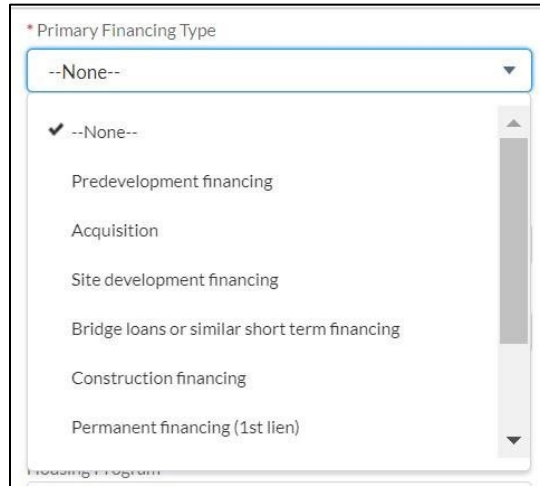


Figure 100. Homeownership Primary Financing Type

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

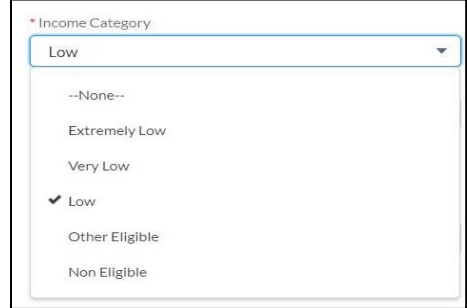


Figure 101. Homebuyer Income Category

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

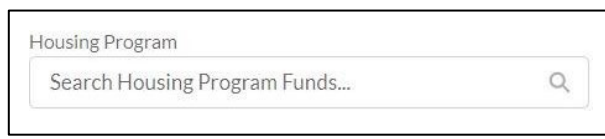


Figure 102. Housing Program Field

- f. **Sale Price and Median Sale Price** fields. When the CMF investment supports Affordable Homeownership, either in the form of purchase, refinance, or rehabilitation, there are price limitations on the value of the home. The Single-family housing price cannot exceed 95 percent of the median purchase price for the area, as used in the HOME Program and as determined by HUD and the applicable Participating Jurisdiction. You must provide the **Sale Price** of the home and the corresponding **95% Median Sale Price**

**Limit.**<sup>3</sup> The sale price compliance test will be calculated automatically and the results of any noncompliance will appear on the **CMF Performance Report Detail** page.

The screenshot shows a form with two input fields. The first field is labeled 'Sale Price' and the second field is labeled '95% Median Sale Price Limit'. Both fields are empty.

Figure 103. Property Sale Price and Area Median Sale Price

- g. Respond to whether **Other CDFI Program Funds Used** by selecting **yes** or **no** in the dropdown menu. Report the name of the program providing other **Federal Sources of Funding** if there is another Federal program financing the Project (Enter Multiple if appropriate) and the total **Federal Sources Funding Amount** (exclude CMF financing).

The screenshot shows a form with three fields. The first field is a dropdown menu labeled '\* Other CDFI Program Funds Used?' with the value '--None--'. The second field is a text input labeled 'Federal Sources of Funding'. The third field is a text input labeled 'Federal Sources Funding Amount'.

Figure 104. Other CDFI Program and Federal Funding

4. **Use of CMF Award Section.** Indicate the amount of the CMF Award that was Committed to this homeownership investment in the field **Amount of Committed CMF Investment**. If the investment is backed by CMF-financed Loan Loss Reserves or Loan Guarantees, each property that is covered by the reserve or guarantee must be reported as having received an investment of the grant under the **Uses of Funds** section or Program Income under the **Program Income** section (or both).

The screenshot shows a form titled 'Use of CMF Award'. It has a text input field labeled '\* Amount of Committed CMF Investment' and a label 'Project in Investment or Affordability:' below it.

Figure 105. Use of CMF Award- CMF Amount Committed

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

<sup>3</sup> Link to HUD’s 95% Median Sale Price Limit Data: <https://www.hudexchange.info/resource/2312/homemaximum-purchase-price-after-rehab-value/>

**Program Income**

Commit. of PI – equity/loan/recoveries ⓘ

Commitment of PI – Interest Income ⓘ

Figure 106. Commitment of Program Income

**6. Eligible Project Cost – Recipient-Level/Enterprise-Level Leverage section.**

- a. **Projected EPC: Rec-Level Leveraged \$** - In this field report the amount of projected Recipient-Level Leverage dollars that will be invested in this Project (award years 2016-2018).
- b. **Projected EPC: Ent-Level Leveraged \$ (2019+)** - In this field report the amount of projected Enterprise-Level Leverage dollars that will be invested in this Project (award years 2019 and after).

**EPC: Recipient-Level / Enterprise-Level Leverage**

Projected EPC: Rec-Level Leveraged \$	EPC: Recipient-Level Leveraged Dollars
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Proj EPC: Ent-Level Leveraged \$ (2019 +)	EPC: Ent-Level Leveraged \$ (2019 +)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Figure 107. Projected Recipient-Level Leverage

The **Projected EPC: Rec-Level Leveraged \$** field is used exclusively to forecast compliance with the **Recipient-Level Leverage Test** for 2016-2018 awards, which can be found on the **CMF Performance Report Detail** page. While there is no associated Performance Goal, **Projected EPC: Ent-Level Leveraged \$ (2019+)** is a required field for award years 2019 and after for information only.

▼ Recipient-Level / Enterprise-Level Leverage Awards<sup>1</sup>

Rcpt-level Multiplier - Cmpl ('16-'18) ⓘ 0.00	Recipient-level Multiplier - Required ⓘ 10.0
Ent-Level Multiplier - Cmpl ('19+) ⓘ 0.00	Proj Rcpt-level \$ ('16-'18) \$0.00
% of Rec. level test achieved to date ⓘ 0.00%	Proj Ent-level \$ ('19+) \$0.00
EPC: Enterprise-Level Leveraged \$ 2019+ <input style="width: 95%; height: 20px;" type="text"/>	Proj Rcpt-level Multiplier # ('16-'18) ⓘ 0.00
	Proj Ent-level Multiplier # ('19+) ⓘ 0.00

Figure 108. Performance Report Detail Page- Recipient-Level/Enterprise-Level Leverage

**7. Projected Project Costs.**

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



To complete the fields accurately, start with a typical Project sources and uses document. First split costs into those that are Eligible Project Costs or Non-Eligible Project Costs. For example, the non-eligible category would include costs associated with luxury finishes.

Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the CMF Award is a public source, while a private loan used by the developer would be a private source.

Figure 109. Projected Eligible Project Costs by Source

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

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

Figure 110. Project Address Fields

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

- **Scheduled:** The address is scheduled for the next geocoding run (ESRI Callout).
- **Pending:** The record is in the process of being geocoded.
- **Address not Found:** The address was not matched to valid X/Y coordinates and FIPS code. The **Geocoding Status Description** field may provide more information.

- *System Error - Submit Service Ticket*: The process failed due to a technical error and an AMIS Service Request should be submitted.
  - *Blank*: No value indicates the record was successfully geocoded, populating the X/Y coordinates, FIPS code, and associated geographic information (e.g. Rural, Area of Economic Distress, Service Area).
- Once the Project's X and Y coordinates and FIPS Code have been generated, AMIS will flag the Project record if there are multiple CMF Projects at the same location. This feature will help prevent the entry of duplicate Project records.
  - Select the **Save** button to create the project.

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

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

### 6.7.3 Creating a Homeownership Project Annual Report Record

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

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



Compliance Project ID	Project Name	Project Status	Annual Report created for the current yr
<a href="#">P-00364</a>	DAE Test 1	Complete	<input checked="" type="checkbox"/>
<a href="#">P-00365</a>	Rental Test		<input type="checkbox"/>

Figure 111. Accessing a Project Record

- Select the Project for which you would like to create an Annual Report by clicking on the **Compliance Project ID** link. In the figure above, clicking on **P-00365** will take the user to the Project page for the Homeownership Project.

3. Once on the Project page, click on the **Create New Annual Report** button.



Figure 112. Create New Annual Report Button

4. On the **Annual Report** record, start with the status information in the header section.
  - a. Indicate if the Project is in the **Investment** or **Affordability** period, if not previously indicated as part of Step 3, above. Use **Investment** when the Project was not Placed into Service as of the last day of the reporting year. Use **Affordability** when the Project was Placed into Service by the last day of the reporting year.

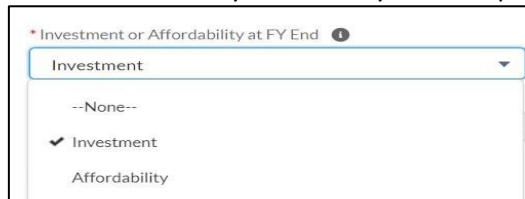


Figure 113. Investment or Affordability at FY End Dropdown

- b. Enter the most advanced status of the Project as of the last day of the reporting period by selecting one of the options from the **Project Status at FY End** dropdown menu. Note the modified list of options, as of July 2023.

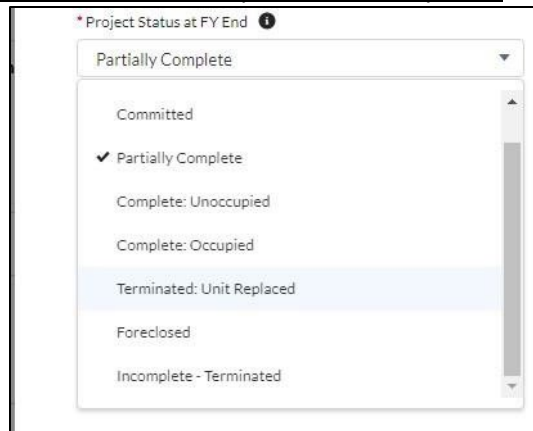


Figure 114. Project Status at FY End Dropdown

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

- c. **Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the CMF Award and no other investments in the Project being reported on.
- d. **Date of First Disbursement** is conditionally required if the **Disbursement Status field = Partially Disbursed, or Fully Disbursed.**
- e. **Date of Full Disbursement** is conditionally required if the **Disbursement Status field = Fully Disbursed**
- f. **Initial Occupancy Date** in the case of a Homeownership investment is measured for each individual housing unit and occurs upon transfer of equitable title to the homeowner. If the investment involves the provision of financial assistance to the existing homeowner, the Initial Occupancy Date is the date of transfer of equitable title to the homeowner.
- g. **Termination Date** is used to report the date a Recipient cancels or withdraws the CMF commitment to the Project prior to Project Completion, OR the date upon which the Project no longer continues to meet Affordability requirements (e.g. original Family sells and purchasing family cannot be income verified) during the 10-year Affordability Period (see Section 9.1 for more information).
- h. **Foreclosure Date** is used to report the date upon which the Project no longer continues to meet Affordability requirements (e.g. foreclosure) during the 10-year Affordability Period.

Figure 115. Annual Report Project Dates

6. **Use of CMF Award** section.

- a. **Total Disbursement Amount Through FYE** – Enter the TOTAL amount of the CMF Award disbursed to the Project through the end of the reporting year (the Recipient’s fiscal year-end). This is a change from prior reporting years, where only the disbursement of the CMF Award for the current reporting year was listed. This field is only to report disbursements of the CMF Award, not leveraged capital or Program Income.
- b. **Type of Disbursement** – From the dropdown menu choose the type of investment you are making for this Project = **Debt, Equity, Grant, or Multiple.**
- c. **Interest Rate** - Report the interest rate (or blended interest rate if there are multiple loans) if the investment is in the form of a loan (debt) or multiple types of investments. Report in whole numbers. For example, report a 3.5% loan as 3.5.

Figure 116. Use of CMF Award-- Disbursement Details

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

Figure 117. Eligible Activity Dropdown

- e. **Origination Fee**- Report the origination fee associated with the Project financing. This field is required if the investment is in the form of a loan (debt) or multiple investment types.

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

Eligible Activities and Use Detail	
Cap Affordable Housing Fund	Rental Affordable Housing
\$0.00	\$0.00
Cap Revolving Loan Fund	Homeownership Affordable Housing
\$0.00	\$100,000.00
Cap EDA Fund	Economic Development Activities
\$0.00	\$0.00
Cap Loan Loss Reserves	
\$0.00	
Risk-Sharing Loans	
\$0.00	
Loan Guarantees	
\$0.00	
Direct Administrative Expenses	
\$0.00	

Figure 118. Eligible Activities and Use Detail Section

- 7. **Program Income - TOTAL Earned and Disbursed Through Fiscal Year-End** section. Enter the total amount of the CMF Program Income earned and/or disbursed to the Project through the

last day of the Recipient’s previous fiscal year, by type. This field is only to report disbursements of Program Income and not leveraged capital or the initial investment of the CMF Award.

Program Income involves complex compliance rules, as the forms of Program Income are subject to different rules and reinvestment timing requirements. Annual Project Reports have fields for reporting both Program Income earned as **PI earned – equity/loan repayment/recoveries** and **PI earned –Interest Income**. Disbursements of Program Income must also be reported by source in the fields **Disbursement of PI – equity/loan/recoveries** or **Disbursement of PI – Interest Income**. When reporting this data, input the total Program Income earned or disbursed through the end of the performance year.

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

Program Income - TOTAL Earned & Disbursed Through Fiscal Year End

PI earned- equity/loan repayment/recover ⓘ

PI earned - Interest Income ⓘ

Disbursement of PI -equity/loan/recoveries ⓘ

Disbursement of PI - Interest Income ⓘ

Figure 119. Program Income Earned and Disbursed CMF Project Annual Report Fields

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

## 8. Eligible Project Costs Recipient-Level and Enterprise-Level Leverage section

- a. **EPC: Recipient-Level Leveraged Dollars-** Report the total amount of Recipient-Level Leverage dollars invested into the Project through the end of the reporting year (2016-2018 awards).
- b. **EPC: Ent-Level Leveraged \$ (2019+)-** Report the total amount of Enterprise-Level Leverage dollars invested into the Project through the end of the reporting year (awards 2019 and after).

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

Figure 120. Eligible Project Costs: Recipient-Level and Enterprise-Level Leverage

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

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

Figure 121. Eligible Project Costs by Private and Public Sources

Note that due to software limitations this field will be displayed on the right side of the page. For more information about how to properly disaggregate costs, see Section 6.8.1 of this guide.

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

Figure 122. CMF Project Annual Report Record Save Button

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

**6.7.4 Reporting Homeownership Affordability Period Gaps**

Recipients may choose to utilize a resale strategy to manage the 10-year CMF Homeownership Affordability Period requirements. In this case, an Affordability Period gap may need to be reported

between when one Eligible Family leaves the home and the next Eligible Family takes occupancy. These gaps are reported as part of the **Annual Report** on a given Homeownership Project record. The following steps outline how to report Affordability Period gap days:

1. From the **Related** tab of a Homeownership Project record, scroll to the **CMF Projects Annual Report** section. (You may need to expand the list to see all of the Projects. Options exist at the bottom of the **Projects** list either to expand the list shown on this page or to present the Projects as a separate list.)
2. Select the **Annual Report** for the current reporting period by clicking the **CMF Project Annual Report Number**. If an Annual Report does not yet exist for the current reporting period, you will first need to create one (See Section 6.8.3). In the figure below, clicking on **S-031168** will take the Recipient to the **CMF Project Annual Report** page for this Homeownership Project record.

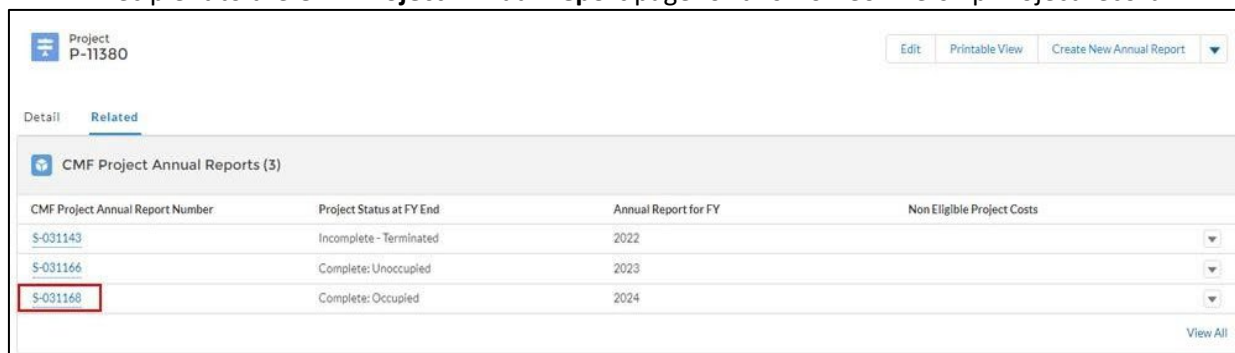


Figure 123. Reporting Homeownership Affordability Period Gaps

3. From the **Related** tab, click **New** in the **CMF Homeownership Sale-Reoccupations** section.



Figure 124. Reporting Homeownership Affordability Period Gaps

4. Once on the **New CMF Homeownership Sale-Reoccupy** page, enter the days the CMF Homeownership Project was unoccupied for the current reporting period:
  - a. **Unoccupied Start Date:** Date the CMF Homeownership Project was no longer occupied by an Eligible Family. Note, if the Homeownership Project was unoccupied starting in a prior reporting period, the start date will be the first day of the reporting period. The field cannot be left blank.
  - b. **Unoccupied End Date:** Date the CMF Homeownership Project is re-occupied by an Eligible Family. Note, if the Homeownership Project was unoccupied at the end of the reporting period, the end date will be the last day of the reporting period. The field cannot be left blank.



---

## New CMF Homeownership Sale-Reoccupy

---

### Information

CMF Homeownership Sale-Reoccupy Name

Owner

\* Unoccupied Start Date

\* Unoccupied End Date

\* CMF Project Annual Report

Cancel

Save & New

Save

Figure 125. New CMF Homeownership Sale-Occupy

For example, the following is how an organization with a 12/31 Fiscal-Year End would report a CMF Homeownership Project that was unoccupied from 11/14/2023 through 2/1/2024:

**2022 Reporting Period (Ending 12/31/2023)**

- Unoccupied Start Date: 10/14/2023
- Unoccupied End Date: 12/31/2023

**2023 Reporting Period (Ending 12/31/2024)**

- Unoccupied Start Date: 1/1/2024
- Unoccupied End Date: 2/12/2024

5. Under the **Project Dates** section of the CMF Homeownership Project, total **Affordability Period Gap Days** will be calculated and the end of the Project's 10-Year Affordability Period will be calculated.

Placed into Service Date	4/1/2021
Initial Occupancy Date	4/1/2021
Termination Date	
Housing Project Replaced <span style="color: red;">i</span>	
Start of 10 Year Affordability	4/1/2021
Affordability Gap Days	121
End of 10 Year Affordability Period	7/31/2031
Project Completion Date	4/1/2021

Figure 126. CMF Homeownership Affordability Gap Calculations

## 6.8 Economic Development Projects

### 6.8.1 Getting Started – Creating an Economic Development Activities Project

1. Log into AMIS and click on the **CMF Performance Report** tab.
2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 6.1.
3. The CMF Performance Report for the award is listed. Click on the **CMF Performance Report** name to view the **CMF Performance Report Detail** page.



Figure 127. CMF Performance Report Detail Page

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



Figure 128. Projects Section- New Compliance Project

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

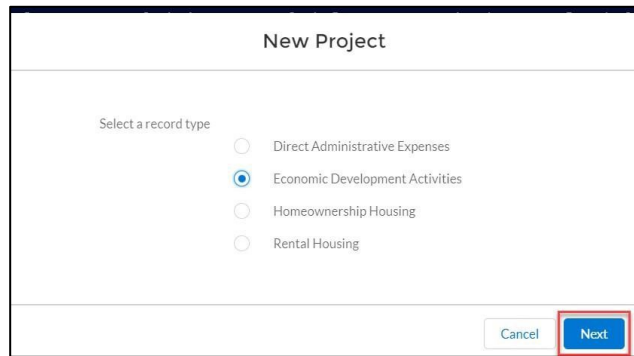


Figure 129. Select Project Record Type- Economic Development Activities

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



Figure 130. Project Name for EDA Project Record

7. **Project Details** section. Complete all required fields.
  - a. **Project Type** – Select the Project type from the dropdown menu.

The screenshot shows a form titled "Project Details". Under the heading "\* Project Type", there is a dropdown menu currently displaying "Economic Dev. Activities". Below the dropdown, a list of options is visible: "--None--", "Economic Dev. Activities" (with a checkmark), "Loan Loss Reserves", "Revolving Loan Fund", "Risk Sharing Loans", and "Loan Guarantees".

Figure 131. EDA Project Types

- b. **Primary Financing Type** –From the dropdown, select the **Primary Financing Type** that reflects the use of the CMF Award in the Project.

The screenshot shows a dropdown menu titled "\* Primary Financing Type". The menu is open, showing "--None--" as the selected option (indicated by a checkmark). Other options listed include "Predevelopment financing", "Acquisition", "Site development financing", "Bridge loans or similar short term financing", "Construction financing", and "Permanent financing (1st lien)".

Figure 132. EDA Project Financing Types

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

The screenshot shows a dropdown menu titled "\* EDA Type". The menu is open, showing "--None--" as the selected option (indicated by a checkmark). Other options listed include "Business", "Arts/Culture", "Child Care", "Education", "Healthcare", and "Multi-Service/Other".

Figure 133. EDA Types

- d. **EDA Square Footage.** Enter the square footage of the EDA Project.

The screenshot shows a text input field titled "\* EDA Square Footage". The field contains the numerical value "20,000".

Figure 134. EDA Square Footage Field

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

The screenshot shows two input fields stacked vertically. The top field is labeled "# Construction Jobs Created" and the bottom field is labeled "# Non-Construction Jobs Created". Both fields are currently empty.

Figure 135. Jobs Created Fields

- f. Respond to whether **Other CDFI Program Funds Used** by selecting **yes** or **no** in the dropdown menu. Report the name of the program providing other **Federal Sources of Funding** if there is another Federal program financing the Project (Enter multiple if appropriate) and the total **Federal Sources Funding Amount** (exclude CMF Financing).

The screenshot shows a dropdown menu with "--None--" selected. Below it are two input fields: "Federal Sources Funding Amount" and "Federal Sources of Funding".

Figure 136. Other CDFI Program and Federal Funding Sources

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

The screenshot shows a form titled "CMF Commitment - Do not report Program Income Commitment in this section". It includes a dropdown menu for "Disbursement - Debt", an input field for "\* Amount of Committed CMF Investment" with the value "\$100,000,000.00", a dropdown menu for "Disbursement - Equity", a dropdown menu for "Disbursement - Grant", and a dropdown menu for "Disbursement - Multiple". There is also a label "Project In Investment or Affordability:".

Figure 137. Use of Funds- Amount of CMF Committed

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

Program Income	
Commit. of PI - equity/loan/recoveries ⓘ	PI earned- equity/loan repayment/recover ⓘ
<input type="text"/>	<input type="text"/>
Commitment of PI - Interest Income ⓘ	PI earned - Interest Income ⓘ
<input type="text"/>	<input type="text"/>

Figure 138. Commitment of Program Income Fields

11. **Eligible Project Cost – Recipient-Level/Enterprise-Level Leverage** section.

- a. **Projected EPC: Rec-Level Leveraged \$** - In this field report the amount of projected Recipient-Level Leverage dollars that will be invested in this Project (award years 2016-2018).
- b. **Projected EPC: Ent-Level Leveraged \$ (2019+)** - In this field report the amount of projected Enterprise-Level Leverage dollars that will be invested in this Project (award years 2019 and after).

EPC: Recipient-Level / Enterprise-Level Leverage	
Projected EPC: Rec-Level Leveraged \$	EPC: Recipient-Level Leveraged Dollars
<input type="text"/>	<input type="text"/>
Proj EPC: Ent-Level Leveraged \$ (2019 +)	EPC: Ent-Level Leveraged \$ (2019 +)
<input type="text"/>	<input type="text"/>

Figure 139. Projected Recipient-Level/Enterprise-Level Leverage

The **Projected EPC: Rec-Level Leveraged \$** field is used exclusively to forecast compliance with the **Recipient-Level Leverage Test** for 2016–2018 awards, which can be found on the **CMF Performance Report Detail** page. While there is no associated Performance Goal, the **Projected EPC: Ent-Level Leveraged \$ (2019+)** field is required for award years 2019 and after for information purposes only.

Recipient-Level / Enterprise-Level Leverage Awards	
Rcpt-level Multiplier - Cmpl ('16-'18) ⓘ	Recipient-level Multiplier - Required ⓘ
0.00	10.0
Ent-Level Multiplier - Cmpl ('19 +) ⓘ	Proj Rcpt-level \$ ('16 - '18)
0.00	\$0.00
% of Rec. level test achieved to date ⓘ	Proj Ent-level \$ ('19 +)
0.00%	\$0.00
EPC: Enterprise-Level Leveraged \$ 2019+	Proj Rcpt-level Multiplier # ('16 - '18) ⓘ
	0.00
	Proj Ent-level Multiplier # ('19 +) ⓘ
	0.00

Figure 140. Performance Report Detail Page- Recipient-Level/Enterprise-Level Leverage

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

To complete the fields accurately, start with a typical Project sources and uses document. First split costs into those that are Eligible Project Costs or Non-Eligible Project Costs. For example, if a

commercial property is being developed that will include a daycare facility and a restaurant, all costs associated with the restaurant portion of the property would need to be reported as noneligible.

Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the CMF Award is a public source, while a private bank loan used by the developer would be a private source.

Figure 141. Projected Eligible Project Costs by Source

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

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

Figure 142. Project Address Fields

- a. A Project’s address will generally be geocoded within 24 hours, populating X, Y coordinates, FIPS code, and associated geographic information. The **Geocoding Status (ESRI Callout)** field may indicate the following:
  - **Scheduled:** The address is scheduled for the next geocoding run (ESRI Callout).
  - **Pending:** The record is in the process of being geocoded.
  - **Address not Found:** The address was not matched to valid X/Y coordinates and FIPS code. The **Geocoding Status Description** field may provide more information.

- *System Error - Submit Service Ticket*: The process failed due to a technical error and an AMIS Service Request should be submitted.
  - *Blank*: No value indicates the record was successfully geocoded, populating the X/Y coordinates, FIPS code, and associated geographic information (e.g. Rural, Area of Economic Distress, Service Area).
- b. Once the Project's X and Y coordinates and FIPS Code have been generated, AMIS will flag the Project record if there are multiple CMF Projects at the same location. This feature will help prevent the entry of duplicate Project records.
  - c. Select the **Save** button to create the Project.

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

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

14. **Related Housing Address** section. EDA Projects must be within certain geographic distances from the associated Affordable Housing. Address information provided in this section will be used for this test.

Complete the Related Housing Project Address, Related Housing Project City, Related Housing State Abbreviation, and Related Housing Project Zip fields. Do NOT complete the Related

Housing Project X, Related Housing Project Y, or Related Housing FIPS Code fields, as these will be populated by the CDFI Fund.

Figure 143. EDA Project Related Housing Address Fields

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



Figure 144. CMF Project Annual Report Record Save Button



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

### 6.8.2 Creating an Economic Development Activity CMF Project Annual Report Record

Every Project created under an award must have a **CMF Project Annual Report** completed every year. The **CMF Performance Report** cannot be submitted until a **CMF Project Annual Report** for that performance year has been created. In the figure below, there is no green check under **CMF Project Annual Report Created for the Current Year** for Project P-11394, EDA Example- one must be created before the report can be submitted.

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

Compliance Project ID	Project Name	Project Status	Annual Report created for the current yr
P-11367	DAE Test	Complete	✓
P-11368	Homeownership Example	Committed	✓
P-11394	EDA Example		X

Figure 145. Accessing a Project Record

2. Select the Project for which you would like to create a CMF Project Annual Report Record by clicking on the **Compliance Project ID** link. In the figure above, clicking on P-11394 will take you to the Project page for the Example EDA project.
3. Click on the **Create New Annual Report Record** button. If a prior Annual Report exists, it will be cloned to an edit page.

Project P-11394

Buttons: Create Blank Annual Report, Edit, Printable View, **Create New Annual Report**

Field History Report (CMF Staff Only)

Information:

- Compliance Project ID: P-11394
- Project Name: EDA Example
- Project Status: [Empty]
- Record Type: Economic Development Activities
- Performance Report: PR-00297

Figure 146. Create New CMF Project Annual Report Button

4. On the **CMF Project Annual Report** Record, start with the status information in the header section.

- a. Enter the current status of the Project as of the last day of the reporting period by selecting one of the options from the **Project Status** dropdown menu. Note the modified list of options, as of July 2023.

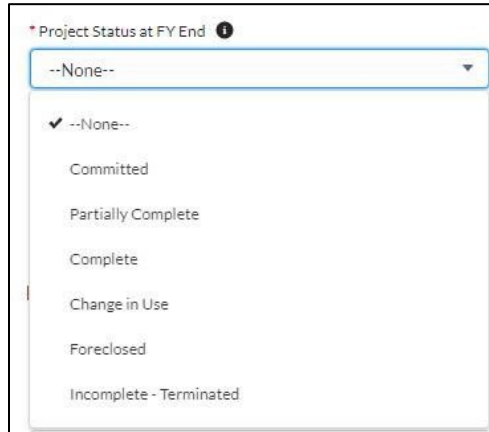


Figure 147. Project Status Dropdown

- b. Indicate if the Project is in the **Investment** or **Affordability** period, if not previously indicated as part of Step 4, above. Use **Investment** when the Project was not Placed into Service as of the last day of the reporting year. Use **Affordability** when the Project was Complete by the last day of the reporting year.

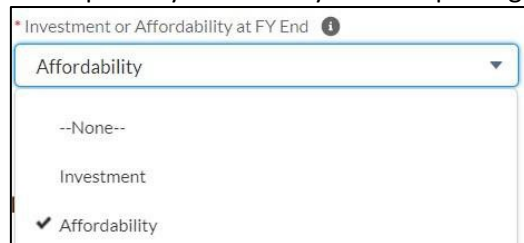


Figure 148. CMF Project Annual Report Status Dropdown

5. **Project Dates** section. Enter the dates corresponding to the date requested as these milestones occur. Once the milestone has occurred, the associated date will need to remain in each year's Annual report but can be updated, as necessary. Recipients cannot issue a valid commitment to a Project prior to the announcement date of the award.
  - a. **Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the CMF Award and no other investments in the Project for which you are reporting.
  - b. **Date of First Disbursement** is conditionally required if the **Disbursement Status** field = **Partially Disbursed**, or **Fully Disbursed**.
  - c. **Date of Full Disbursement** is conditionally required if the **Disbursement Status** field = **Fully Disbursed**
  - d. **Termination Date** is used to report the date a Recipient cancels or withdraws the CMF commitment to the Project prior to Project Completion.
  - e. **Foreclosure Date** is used to report the date upon which the Project no longer continues to meet Affordability requirements (e.g. foreclosure) during the Affordability Period.

The screenshot shows a form titled "Project Dates" with two columns of date input fields. Each field has a calendar icon to its right. The fields are: Date Funds Committed, Placed into Service Date, Date of First Disbursement, Initial Occupancy Date (with an information icon), Date of Full Disbursement, Termination Date, Project Completion Date, and Foreclosure Date.

Figure 149. Project Dates

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

- a. **Disbursement Amount** – Enter the total amount of the CMF Award disbursed to the Project as of the end of the reporting year. Do not include any expected disbursements in future reporting years. This field is only to report disbursements of the CMF Award and not leveraged capital or Program Income.
- b. **Type of Disbursement** – From the dropdown menu choose the type of investment you are making for this Project = **Debt, Equity, Grant, or Multiple.**
- c. **Interest Rate** – Report the interest rate (or blended interest rate if there are multiple loans) if the investment is in the form of a loan or multiple types of investments. Do not include the “%” when you enter the interest rate. For example, report a 3.5% loan as 3.5.
- d. **Origination Fee** – Report the origination fee associated with the Project financing. This field is required if the investment is in the form of a loan (debt) or multiple investment types.

The screenshot shows a form titled "Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End". It contains five input fields: Total CMF Disbursement Amnt Through FYE (with an information icon), Eligible Activity (a dropdown menu showing "Economic Development"), Type of Disbursement (a dropdown menu showing "--None--"), Origination Fee (with an information icon), and Interest Rate.

Figure 150. Use of CMF Award- Disbursement Details

- e. **Program Income - TOTAL Earned and Disbursed Through Fiscal Year-End** section. Enter the total (cumulative) amount of CMF Program Income earned and/or disbursed to the Project through the last day of the Recipient’s previous fiscal year, by type. (2016 – 2018 Recipient should note that this is a change from prior practice, effective July 2020.) This field is only to report disbursements of Program Income and not leveraged capital or the initial investment of the CMF Award.

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

Disbursements of Program Income must also be reported by source in the fields

**Disbursement of PI – equity/loan/recoveries or Disbursement of PI – Interest Income.** When reporting this data, input the total Program Income earned or disbursed through the end of the performance year.

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

Figure 151. Program Income Earned and Disbursed CMF Project Annual Report Fields

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

7. **Eligible Project Costs Recipient-Level and Enterprise-Level Leverage** section
  - a. **EPC: Recipient-Level Leveraged Dollars-** Report the total amount of Recipient-Level Leverage dollars invested into the Project through the end of the reporting year (2016-2018 awards).
  - b. **EPC: Ent-Level Leveraged \$ (2019+)-** Report the total amount of Enterprise-Level Leverage dollars invested into the Project through the end of the reporting year (award years 2019 and after).
  - c. As a reminder, this section is independent of the other Eligible Project Cost section, meaning Recipient-Level or Enterprise-Level Leverage dollars will also be included in the **Eligible Project Costs by Source** section.

Figure 152. Eligible Project Costs: Recipient-Level and Enterprise-Level Leverage Fields

8. **Eligible Project Cost by Source** section. Report the EDA Project’s final total costs upon Project Completion.
  - a. To complete the fields accurately, start with a typical project sources and uses

document. First split costs into those that are Eligible Project Costs or Non-eligible project costs. For example, if a commercial property is being developed that will include a daycare facility and a restaurant, all costs associated with the restaurant portion of the property would need to be reported as non-eligible.

- b. Eligible Project Costs must then be further broken down into **Private** or **Public**. Is the funding source attributable to a private source or public source? For example, the CMF Award is a public source, while a private bank loan used by the developer would be a private source.



The screenshot shows a form titled "Eligible Project Cost by Source". It contains three input fields: "EPC: Private Dollars", "EPC: Public Dollars", and "Non Eligible Project Costs". Each field is a simple text box with a light gray border.

Figure 153. Eligible Project Costs by Source

Note that due to software limitations this field will be displayed on the right side of the page. For more information about how to properly disaggregate costs, see Section 6.9.1 of this guide.

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



Figure 154. CMF Project Annual Report Record Save Button

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

## 6.9 Submitting an Annual Performance Report

### 6.9.1 Generating the Performance Scorecard

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

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

2. Navigate to the **CMF Performance Report Detail** page using either of the methods detailed above in Section 6.1.
3. The Performance Report for your award is listed. Click on the **Performance Report Name** to view the **CMF Performance Report Detail** page.
4. Next, check to see that all Projects have a **CMF Project Annual Project Report** for the reporting year. Scroll down to the **Projects** section of the **CMF Performance Report**. Once the **CMF Annual Project Reports** are saved, the related **Project** record will show the green checkmark indicating that the required records have been created for the current year. If there is no green checkmark it means that the requirement is not met for the Performance Report year and a scorecard **cannot** be generated.

Compliance Project ID	Project Name	Project Status	Annual Report created for the current yr
P-03006	Direct Admin Expense 2018 Award	Complete	<input checked="" type="checkbox"/>
P-03008	EDA Project 1	Complete	<input checked="" type="checkbox"/>
P-03009	House 2018 - 1	Occupied	<input checked="" type="checkbox"/>
P-03010	901 Happy Street	Partially Complete	<input checked="" type="checkbox"/>

Figure 155. Projects Section- Annual Project Report Created Checklist

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

**You can not submit this report because following related projects are not being updated as required:**

Project Name	Issue
P-07809	Annual Report is not created for the current year

[Return To Report](#)

Figure 156. Missing Annual Report Record Error Message

Click on the **Return to Report** button. On the **Performance Report Detail** page make sure all the Projects have a green checkmark to indicate that **CMF Annual Project Reports** have been created for the current year.

5. Once all the Projects have a green checkmark, click the **Generate Scorecard** button and review the **Compliance Review Scorecard**.

Figure 157. Performance Report Detail Page- Generate Performance Scorecard

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

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

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

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

PERFORMANCE SCORECARD			
Organization: <a href="#">Test Applicant Org 01</a>	Award: <a href="#">AWD-00007476</a>	Reporting Year: 2019	<a href="#">Save Report</a>
Authorized Representative: <a href="#">Eddie Tsibulevsky Test</a>	Award Amount: \$1,000,000.00	Status: New	<a href="#">Submit Report</a>
Fiscal Year End: <a href="#">Homeownership Project Report</a>	Award Year: 2018	Performance Report: <a href="#">PR-00155</a>	<a href="#">Print</a>
	<a href="#">Rental Project Report</a>		

*Figure 158. Performance Scorecard*

2. The **Performance Scorecard** displays a read-only banner that lists some data points and links back to **Award and Performance Report** record as well as the following details:

**Organization** – Name of the Organization linked to the detail page

**Authorized Representative** – Associated to the award, link to the contact detail page

**Fiscal Year End** – Date as it is on the Organization Detail page

**Award** – Linked to the award detail page

**Award Amount** – Amount for the award

**Award Year** – Year for the award

**Reporting Year** – Listed on the Performance Report

**Status of the report** – New/Submitted/Rejected/Approved

**Performance Report** – Name of the report linked to the report

**Save Report** – To save any changes made to the report

**Submit Report** – To submit the details for an Approval

**Print Report** – To print out a copy of the report

**Homeownership Project and Rental Project Reports** – See Advanced Topic Sections 7.1-7.2

3. Fail/Pass indicators will be displayed on the scorecard.
4. All the fields that have a Fail indicator will have a section to explain the reason for the noncompliance and what actions the Recipient will be taking to resolve the noncompliance, along with a statement regarding whether the matter will be resolved in the next reporting year. These sections must be completed to submit the report.

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

Figure 159. Non-Compliance Explanation

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

PERFORMANCE SCORECARD			
Organization: Test Applicant Org 01	Award: AWD-00007476	Reporting Year: 2019	<b>Save Report</b>
Authorized Representative: Eddie.Tsibulevskiy.Test	Award Amount: \$1,000,000.00	Status: New	<b>Submit Report</b>
Fiscal Year End: Homeownership Project Report	Award Year: 2018	Performance Report: PR-00155	Print
	Rental Project Report		

Figure 160. Submit Performance Report

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

PERFORMANCE SCORECARD				
Organization: Test Applicant Org 01	Award: AWD-00007476	Reporting Year: 2019	Print	
Authorized Representative: Eddie.Tsibulevskiy.Test	Award Amount: \$1,000,000.00	Status: Submitted		
Fiscal Year End: Homeownership Project Report	Award Year: 2018	Performance Report: PR-00155		
	Rental Project Report			
Report is locked. You can not update the report while it is locked.				
Performance Measures and Results				
Goal	Description	Benchmark	Actual	Indicator
Eligible Activities				
3.2(a)	Capitalize Loan Loss Reserves	No	No	PASS
3.2(a)	Capitalize a Revolving Loan Fund	No	No	PASS
3.2(a)	Capitalize an Affordable Housing Fund	No	No	PASS
3.2(a)	Capitalize a fund to support Economic Development	No	No	PASS
3.2(a)	Make Risk Sharing Loans	No	No	PASS
3.2(a)	Provide Loan Guarantees	No	No	PASS

Figure 161. Performance Scorecard - Submitted and Locked



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

## ADVANCED TOPICS and GUIDANCE

### 7. Reports Available to Aid in Review of Data

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

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

#### 7.1 Reports for Rental Projects

##### 7.1.1 Rental Project Report

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

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

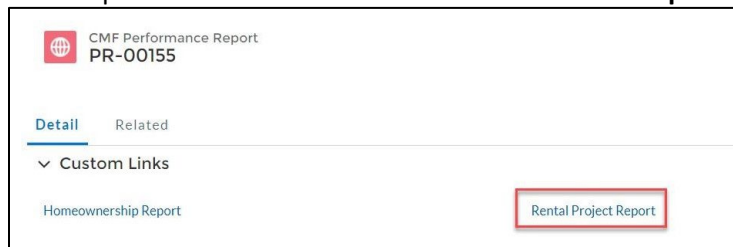


Figure 162. Rental Project Report Link- Performance Detail Page

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



Figure 163. Rental Project Report Link- Performance Scorecard

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



Figure 164. Rental Project Report Download

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

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

Figure 165. Rental Project Report

### 7.1.2 Project Annual Report

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



Figure 166. Project Annual Report Link- Project Detail Page

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



Figure 167. Project Annual Report Download

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

Project Name	CMF Project Annual Report Number	Project Status at FY End	Investment or Affordability at FY End	Record Type	CMF Project
Rental 1	S-008299	Committed	Investment	Rental Housing	P-05346

Figure 168. Rental Project Annual Report

### 7.1.3 Project Location Report

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



Figure 169. Project Location Report Link

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



Figure 170. Project Location Report Download

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

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

Figure 171. Project Location Report

## 7.2 Reports for Homeownership Project

### 7.2.1 Homeownership Report

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

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



Figure 172. Homeownership Report Link

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



Figure 173. Homeownership Report Link

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



Figure 174. Homeownership Report Download

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

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

Figure 175. Homeownership Report

## 7.2.2 Project Annual Report

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



Figure 176. Homeownership Project Annual Report Link

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



Figure 177. Homeownership Project Annual Report Download

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

	A	B	C	D	E	F
1	<b>Project Annual Report</b>					
2	Project Name	CMF Project Annual Report Number	Project Status at FY End	Investment or Affordability at FY End	Record Type	CMF Project
3	Home 1	S-008347	Committed	Investment	Homeownership Housing	P-05412

Figure 178. Homeownership Project Annual Report

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

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

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

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

- Download the CSV Template
- Fill in the CSV file
- Upload the CSV file

## 8.1 How to Download CSV Template

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



Figure 179. CMF Performance Report Detail Page- Download CSV Template

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



Figure 180. Download CSV File Dialog Box

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

Field Type	PICKLIST	PICKLIST	DATE	DATE	CURRENC	PICKLIST	PICKLIST	PERCENT	(DATE	DATE	DATE	PICKLIST	PICKLIST	CURRENC	DATE	DOUBLE	(DOUBLE	(CURRENC	CURRENC	CURRENC	CURRENC	CURR
P-00001																						
P-00002																						
P-00044																						
P-00064		NA	NA	NA		NA	NA	NA	NA	NA	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
P-00075																						

Figure 181. Sample Annual Report CSV Template

## 8.2 How to Fill In the Annual Report CSV

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

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

Figure 182. Sample CSV Template- Compliance Projects and Permissible Fields



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

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

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

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

Figure 183. Row 1- Fields

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

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

Figure 184. Row 2- Field Type

Some common field types include:

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

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

3	Options for Picklist Field	Investment; Affordability;	Partially Complete; Complete; Incomplete - Terminated;			Not Yet Disbursed; Partially Disbursed; Fully	Debt; Equity; Grant; Multiple;
---	----------------------------	-------------------------------	--	--	--	---	--------------------------------------

Figure 185. Row 3- Options for Picklist Field

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

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

Figure 186. Row 4- Help Text

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

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

Figure 187. Row 5 and Beyond- Compliance Projects by ID

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

### 8.3 How to Upload and Validate CSV File

To upload the CSV file:

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



Figure 188. CMF Performance Report Details Page- Upload CSV File

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

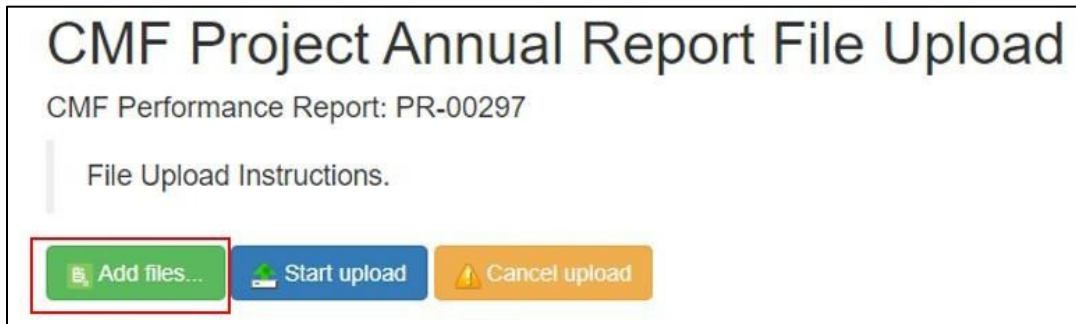


Figure 189. Browse for CSV File

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

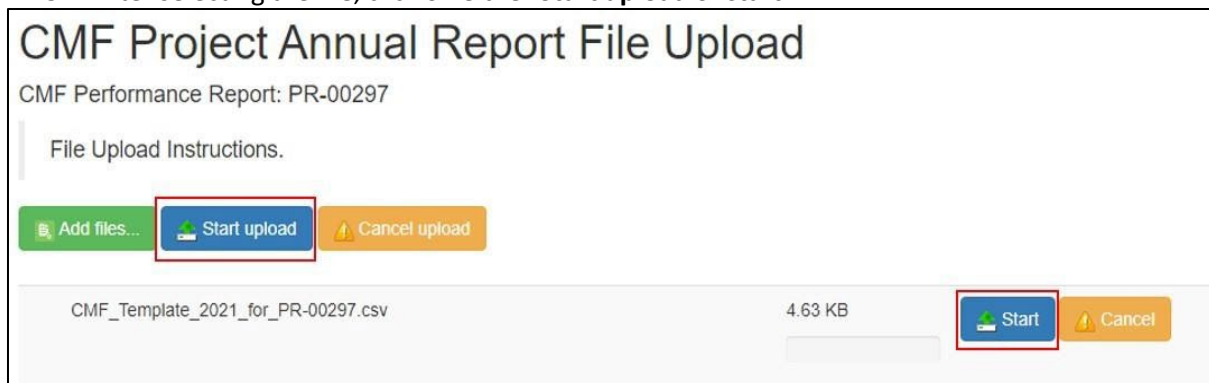


Figure 190. Start CSV Upload

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

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

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



Figure 191. CSV Upload Errors



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



Figure 192. Submit CSV Upload

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



Figure 193. Submit CSV Upload

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

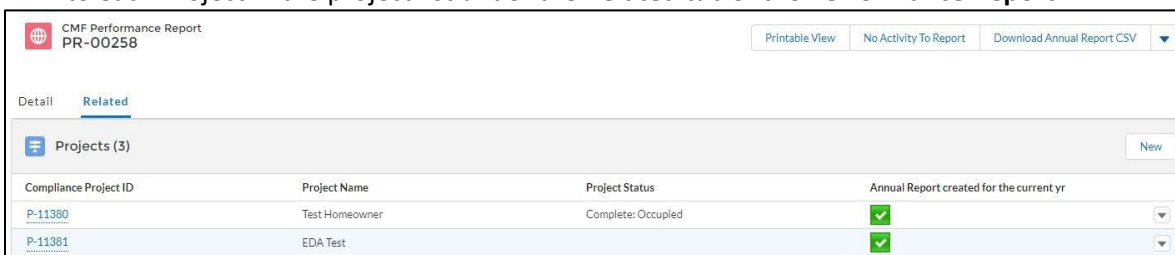


Figure 194. Annual Reports Created after CSV Upload

## 9. Bulk CMF Homeownership Project Upload via CSV

### 9.1 How to Download CSV Template

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



Figure 195. Download Homeownership Project Upload CSV Template

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



Figure 196. Download CSV File Dialog Box

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

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

Figure 197. Sample Homeownership CSV Template

## 9.2 How to Fill In the Homeownership Project CSV File

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

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

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

Figure 198. Row 1- Fields

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

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

Figure 199. Row 2- Field Type

Some common field types include:

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

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

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

Figure 200. Row 3- Options for Picklist Field

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

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

Figure 201. Row 4- Help Text

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

	A	B	C
1	Label	Project Name	2018 Disaster Area
2	Type	STRING	BOOLEAN
3	Options		
4	Help Text	Required for DAE, EDA, Homeownership, and Rental Projects / Project Name is created by the CMF recipient and must be unique to the Award.	For the CSV homeownership upload template, type "True" to select the checkbox and "False"
5		[Enter First Project Here]	
6			
7			
8			

Figure 202. Sample Homeownership Project CSV Template

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

To upload the CSV file:

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



Figure 203. CMF Performance Report Details Page- Upload Homeownership Project CSV File

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

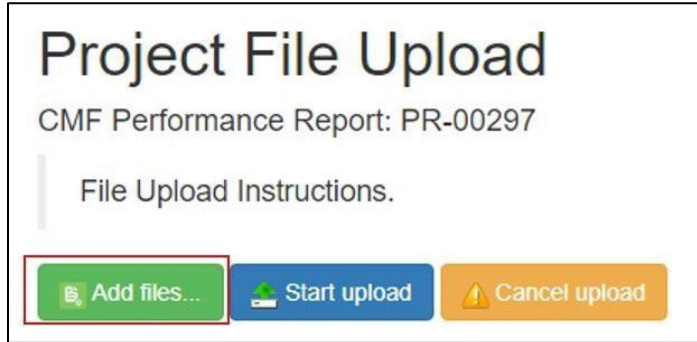


Figure 204. Browse for Homeownership Project CSV File

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



Figure 205. Start Homeownership Project CSV Upload

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

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

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

Figure 206. CSV Upload Errors

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

Clear Rows

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

Download Submission Preview

Figure 207. Submit CSV Upload

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

Clear Rows

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

Download Submission Preview

Figure 208. Submit CSV Upload

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

File Upload Instructions.

---

4.61 KB

---

Upload Successful!

[Back to Performance Review \(a3ZBZ0000000TEh2AM\)](#)

Figure 209. Submit CSV Upload

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

CMF Performance Report PR-00297		
Detail <b>Related</b>		
Projects (4)		
Compliance Project ID	Project Name	Project Status
<a href="#">P-11367</a>	DAE Test	Complete
<a href="#">P-11368</a>	Homeownership Example	Committed
<a href="#">P-11394</a>	EDA Example	
<a href="#">P-11397</a>	Test House	

Figure 210. Annual Reports Created after CSV Upload

## 10. Reporting a Homeownership Project Replacement

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

### 10.1 Report the home being replaced as Incomplete – Terminated

Locate the Project record for the home that needs to be replaced. Create a new CMF Project Annual Report record for this Project unless one has already been created for the year, in which case updates can be made to that CMF Project Annual Report record. Change the **Project Status** to **Incomplete – Terminated**.

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

CMF Project Annual Report Number S-008939	CMF Project <a href="#">P-05534</a>
Project Name DAE-1	Award Year 2019
<b>Project Status at FY End</b> ⓘ <b>Incomplete - Terminated</b>	Annual Report for FY 2020
Investment or Affordability at FY End ⓘ Investment	

Figure 211. Project Status and Termination Date to Report Project as Terminated

Under the Project Dates section, list the final date the home met the affordability requirements of the CMF Program in the **Termination Date** field. Report any Program Income earned by the Recipient in the

Program Income section.  
Click **Save**.

Project Dates	
Date Funds Committed	Project Completion Date
Date of First Disbursement	Placed into Service Date
Date of Full Disbursement	Initial Occupancy Date
	Termination Date 9/21/2021

Figure 212. Termination Date

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

Placed into Service Days	All Stage Years 2020
Placed into Service Compliant Compliant	Annual Report created for the current yr <input type="checkbox"/>
EPCs for Non Eligible Units \$0.00	Annual Report Not Required <input checked="" type="checkbox"/>
Program Income Funded Project <input type="checkbox"/>	No Additional EPCs to Report <input type="checkbox"/>

Figure 213. Annual Report not Required Checkbox

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

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

The screenshot shows a form titled "New Project: Homeownership Housing". Under the "Project Dates" section, there are several input fields: "Date Funds Committed", "Placed into Service Date", "Date of First Disbursement", "Initial Occupancy Date", and "Date of Full Disbursement", "Termination Date". At the bottom right, there is a field labeled "Housing Project Replaced" with an information icon (i) and a search bar containing the text "P-02939" and a magnifying glass icon.

Figure 214. Housing Project Replaced Field and Search Tool

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

The screenshot shows the "Program Income" section of the form. It contains two input fields. The first is labeled "Commit. of PI - equity/loan/recoveries" with an information icon (i) and contains the value "\$10,000.00". The second is labeled "Commitment of PI - Interest Income" with an information icon (i) and is currently empty.

Figure 215. Commitment of Program Income Fields

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

### 10.3 Viewing the Affordability Period on the Project Record.

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



Housing Project Replaced <span style="color: grey;">i</span>
<a href="#">P-04514</a>
Start of 10 Year Affordability
3/1/2019
Affordability Gap Days
0
End of 10 Year Affordability Period
3/1/2029
Project Completion Date
2/24/2020

Figure 216. End of Affordability Period Date for Replacement Project

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

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

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

In each reporting period for each CMF rental Project, the Recipient must accurately report the number of units occupied by income category. This means that each Family must be categorized into the correct income category based on the occupying Family's income relative to the Area Median Income (adjusted for Family size) for the applicable state and county. Acceptable sources for determining Family income include the Internal Revenue Service Form 1040 or as described in 24 CFR §5.609.

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

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

ELI units completed - 0 - 30% AMI		Total Eligible Units Completed	0
VLI units completed - 31 - 50% AMI			
LI units completed - 51 - 80% AMI		Total Rental Units Completed	0
Eligible units completed - 81 - 120% AMI			
Non eligible units completed - 121%+ AMI			

Figure 217. CMF Project Annual Report Record- Rental Units Occupied at Performance Year-End

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

Table 2. Income Category Descriptions

Data Field in AMIS	Data Field Description
Extremely Low-Income Families (Occupied)	Enter the number of units occupied by Families at 30% of AMI or below at the end of the reporting period.
Very Low-Income Families (Occupied)	Enter the number of units occupied by Families 31%-50% of AMI at the end of the reporting period.
Low-Income Families (Occupied)	Enter the number of units occupied by Families 51%-80% of AMI at the end of the reporting period.
Other Eligible-Income Families (Occupied)	Enter the number of units occupied by Families 81%-120% of AMI at the end of the reporting period.
Non-Eligible Families (Occupied)	Enter the number of units occupied by Families above 120% of AMI at the end of the reporting period.

The following chart shows how a Family at each income level should be categorized in a subsequent reporting period:

Table 3. Family Income Classification after Recertification

Initial Family Income Category Classification / Prior- year Classification	Extremely Low-Income	Very Low-Income	Low - Income	Eligible	Not Eligible
Family stays in same income category	Extremely Low-Income	Very Low-Income	Low - Income	Eligible	Not Eligible
Family income goes down to lower category but doesn't occupy a lower-cost unit	N/A	Very Low-Income	Low-Income	Eligible	Not Eligible

Family income goes down to lower income category and the Family occupies a lower cost unit	N/A	Extremely Low-Income	Very Low-Income	Low Income	Eligible
Family income goes up to next income category but the Family continues to occupy a lower category unit and pay rent level for the lower category	Very Low-Income	Low-Income	Eligible	Not Eligible	Not Eligible
Family income goes up to next income category; Family requalified / rent raised to next higher income category limits	Very Low-Income	Low-Income	Eligible	Not Eligible	Not Eligible
Family income increases above 80%	Eligible	Eligible	Eligible	Eligible	N/A
Family income increases above 120%	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible

**Special Case #1: Family occupies a higher income unit when they might qualify for a lower income unit and lower rent ceiling.** A Family that qualifies for a given unit but rents a unit specified for a higher income category and will pay the higher rent associated with that category, should be classified in the higher income category.

For example, a Family has an income that falls within the Very Low-Income category but because there are no Very Low-Income units available, leases a Low-Income unit and will pay the rent limits associated with the limits for Low-Income Families. This Family would be categorized initially as a Low-Income Family.

**Special Case #2: A Family occupying a unit at a given category income limit transitions to a lower-income category unit and rent limit.** A Family occupies a given income unit but qualifies for a lower-income category unit and is signed to a new lease at the lower-income unit price,

which may or may not be associated with a change in the unit occupied, should be categorized at the lower-income category. For example, a Family that is in the Very Low-Income category signs a lease for a Low-Income unit for a year because no Very Low-Income Units were available. This is the special case presented above. The property experiences a vacancy in a Very Low-Income Unit. The Family is then offered and signs a new lease for an apartment at the lower Very Low-Income category limits. That Family would now be classified as a Very- Low-Income Family. The property manager chooses to exercise a swap of the units, so the vacant unit is offered to a new Low-Income Family. The result would be occupancy of one Low-Income unit and one Very Low-Income unit, but the property manager has better aligned the rents to match the Family's income. Revising the designation of the unit for the Very Low-Income Family, reduced the risk of a rent shortfall, and maintained the anticipated rental income coming into the property.

### **Area Median Income Data**

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

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

From this page follow the link under "Access Individual Income Limits Areas."

## **11.2 Guidance Regarding Reporting Family Occupancy of Vacant Rental Units**

The CDFI Fund recognizes that from time to time rental units in a rental Project will become vacant. Where there is a vacancy in a unit that causes a temporary noncompliance, the CDFI Fund will allow the Recipient to report the unit in the highest income category of the Family that would be eligible to occupy the unit, so long as the unit is being actively prepared for occupancy and marketed for lease. In other words, if a unit will exclusively be available to a Low-Income Family (or lower), the unit should be reported as an occupied unit at the Low-Income level. If the income level of the next occupying tenant is uncertain or is not being actively prepared for occupancy and marketed for lease, the unit should be classified as a non-eligible Family occupied unit.

## **11.3 Guidance Regarding Homeownership Affordability Reporting**

Annually, for each CMF-financed Homeownership unit, the Recipient must track whether the original purchasing Family remains the owner of the home and the home continues to serve as a principal residence, OR a subsequent owner, who is (1) an Eligible-Income Family (Family income is 120% AMI or lower); (2) purchased the home at no greater than 95 percent of the median purchase price as used in the HOME Program, and (3) the home serves the new Family as the principal residence. Where these ownership conditions apply, the Recipient will confirm continuing compliance of the Homeownership Project through submission of a CMF Project Annual Report, following the instructions in Section 6.8.3 with no change to the data.

However, if the CMF-financed Homeownership unit is no longer compliant by virtue of a non-

qualifying Family purchasing the home, the housing is subject to the resale provisions of 12 CFR §1807.402(a)(5). This requires the Recipient to implement its resale or recoupment strategy to finance another property in the same income category as the Family that initially purchased the CMF financed Homeownership unit. This replacement home will be reported in the system as a “New Project,” while the home with the non-qualifying Family will be reported as a “terminated” Project. See Section 10 for additional guidance on reporting in this situation.

## 12. Submitting a Service Request in AMIS for Compliance<sup>5</sup>

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



Figure 218. Service Request Tab

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



Figure 219. Create New Service Request Button

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

<sup>5</sup> A comprehensive guide covering Service Requests and the Service Request lifecycle is available in Section 8 of the “Getting Started – Navigating AMIS training manual:

<https://cdfi1.my.salesforce.com/sfc/p/#t0000000GyZt/a/3d0000009c3J/9w80teHDHDZ.EGcT.49Z253rOKxCLlqEY7uluhnm76c>

### New Service Request

**Service Request Information**

Service Request Owner  
TestUser Org01AR01

Service Request Number

Contact Name

Organization Name

Funding Application ⓘ  
Search Funding Applications... 🔍

Award  
Search Awards... 🔍

Validated  
--None-- ▾  
[View all dependencies](#)

Figure 220. New Service Request Edit #1

\* Program  
--None-- ▾

Program Topic

Requested By Date  
9/28/2021 📅

Last Comment Date

Last Attachment Date

Select from dropdown

Date you want it completed.

Figure 221. New Service Request Edit #2

**Additional Information**

\* Status  
New  
[View all dependencies](#)

Completed Date

\* Service Request Origin  
Web ▾

Priority  
Medium

Leave as New

Leave as Web

Figure 222. New Service Request Edit #3

**Description Information**

Provide a brief title

\* Subject

\* Description

Provide a complete description

**Resolution**

Resolution

Figure 223. New Service Request Edit #4

Send to the CDFI Fund

Cancel Save & New Save

Figure 224. New Service Request Edit #5