

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

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



# **AMIS Training Manual**

## **Capital Magnet Fund Compliance Reporting Guidance**

*July 2020*

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## 1. Introduction



*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).<sup>1</sup>

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. Performance Report

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<sup>1</sup> The CDFI Fund has posted a separate version of the AMIS guide for 2010 CMF Award Recipients on its website. This guide should be used for all other CMF Awards from FY 2016 and after.

## 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.

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## 2.2 Reporting Schedule

The **Reporting Schedule**<sup>2</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 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.

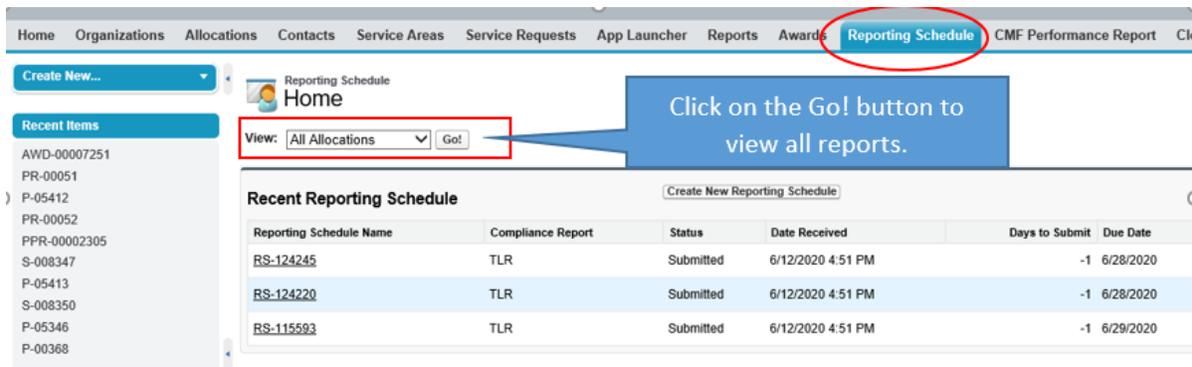


Figure 1. Reporting Schedule Home Page

3. To view all reports, choose **ALL** in the drop down menu. Click on **GO**. 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 Program award.

Reporting Schedule Name	Compliance Report	Award	Fiscal Year	Due Date	Days to Submit +	Date Received
<a href="#">RS-19572</a>	CIS Reports	<a href="#">AWD-00006204</a>	2018	6/30/2019	304	
<a href="#">RS-22811</a>	Financial Statement Aud...	<a href="#">AWD-00006204</a>	2018	6/30/2019	304	
<a href="#">RS-18103</a>	SF425	<a href="#">AWD-00005377</a>	2018	3/31/2019	213	
<a href="#">RS-14784</a>	Performance Progress R...	<a href="#">AWD-00005484</a>	2018	3/31/2019	213	
<a href="#">RS-14717</a>	Uses of Award	<a href="#">AWD-00005484</a>	2018	3/31/2019	213	
<a href="#">RS-20969</a>	Uses of Award	<a href="#">AWD-00006204</a>	2018	3/31/2019	213	
<a href="#">RS-21848</a>	Performance Progress R...	<a href="#">AWD-00006204</a>	2018	3/31/2019	213	
<a href="#">RS-111361</a>	CMF Performance Report	<a href="#">AWD-00005377</a>	2018	3/31/2019	213	
<a href="#">RS-18102</a>	SF425	<a href="#">AWD-00005377</a>	2017	3/31/2018	-1	3/29/2018 1:21 PM
<a href="#">RS-18111</a>	Financial Statement Aud...	<a href="#">AWD-00005377</a>	2017	6/30/2018	-1	6/5/2018 12:16 PM

Figure 2. Reporting Schedule All List View

4. Any reports that have been rejected by the CDFI Fund will display a “Rejected” status.

<sup>2</sup> Terms in **BOLD** reference AMIS links, pages, or important terms.

### 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.

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

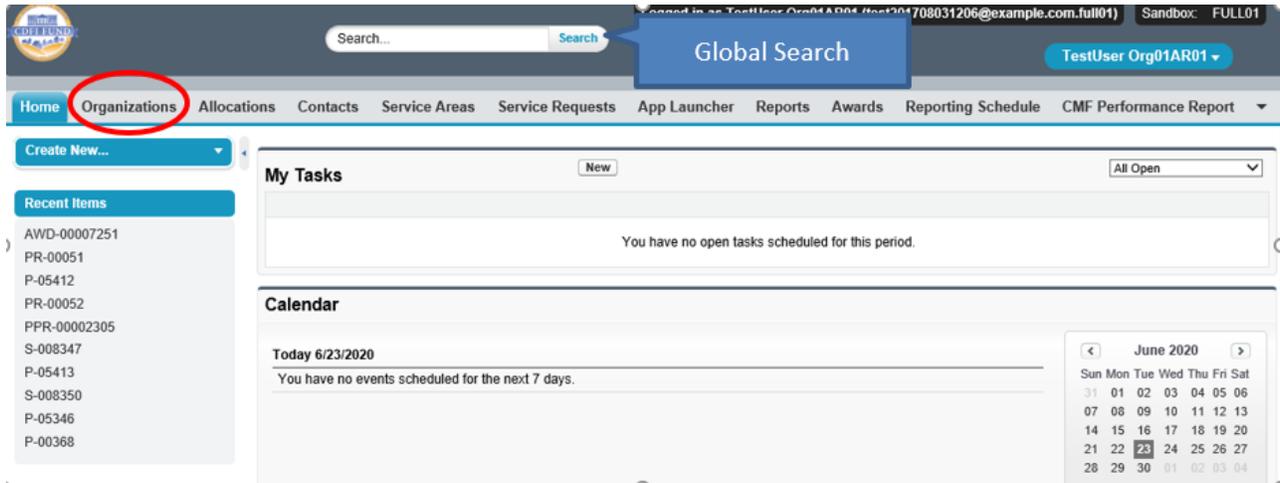


Figure 3. Home Page

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

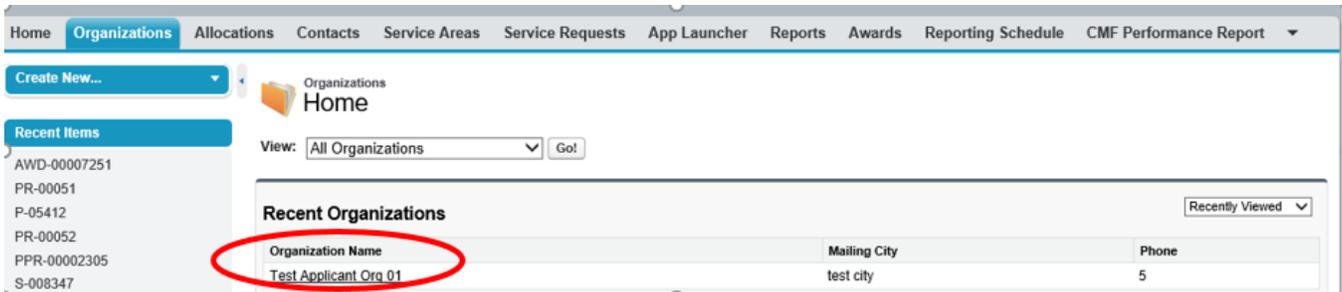


Figure 4. Organizations Tab

This space is intentionally blank.

3. From the **Organization Detail** page, click on the **Financial Statement Audits** section link.

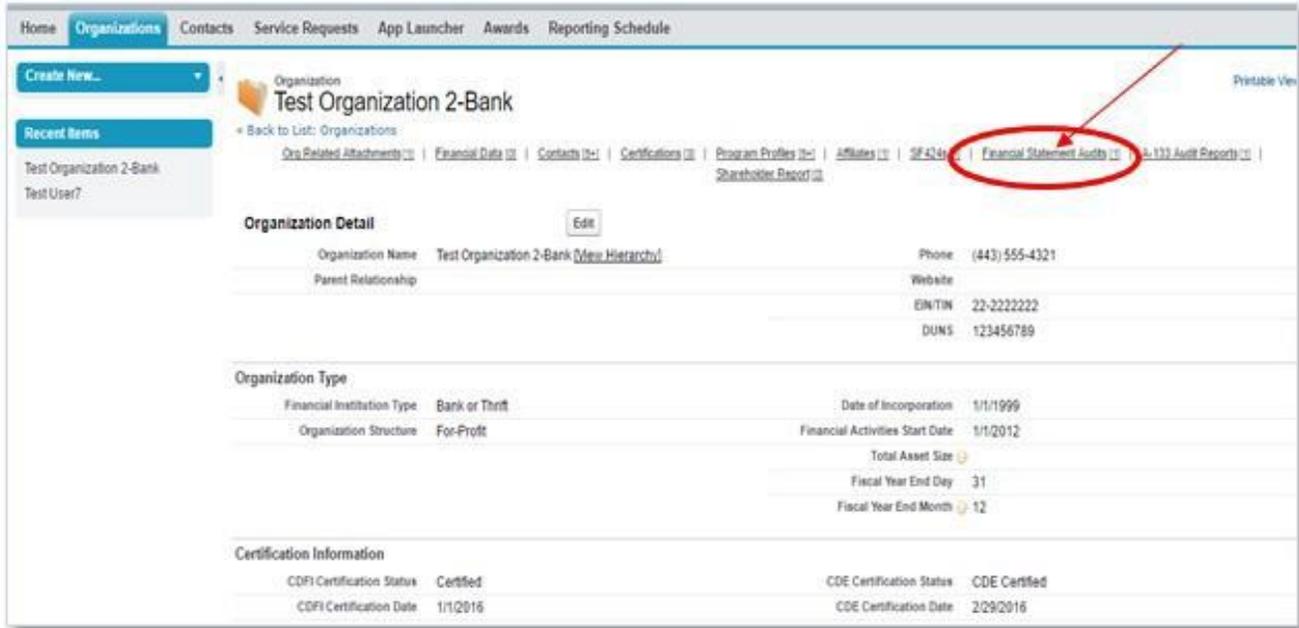


Figure 5. Organization Detail Page

4. Select the **New Financial Statement Audit** button to create a new report.



Figure 6. Financial Statement Audits Section

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 6/30/2019, then you would select 2019.
- 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 (highlighted in yellow) under the Audit Opinion and Corrective Actions section must also be completed. You may put N/A for the textboxes, however, the Audit Opinion Corrected by FYE date must be either **Yes** or **No**- this box cannot be left with the default selection of **None**.

Figure 7. New Financial Statement Audit Edit Page

- 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.

- Click the **Notes & Attachments** link 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 8. Financial Statement Audit Detail Page

- Click the **Attach File** button under the **Notes & Attachments** section.

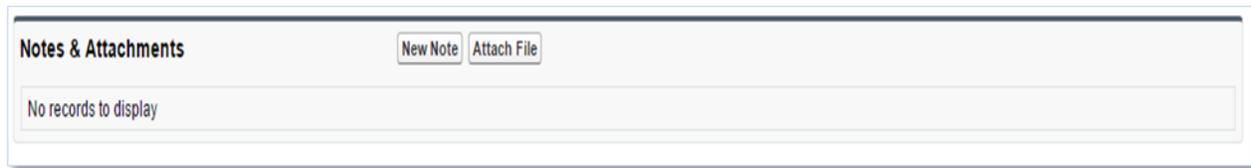


Figure 9. Notes & Attachments Section

- You will be forwarded to a screen where you can attach a file.



Figure 10. Attach File Edit Page

- Click the **Choose File** button and browse to select a file.
- Click the **Attach File** button.
- Click the **Done** button.
- The attached file should be displayed under **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 steps 7b-7f 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 Detail Page

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

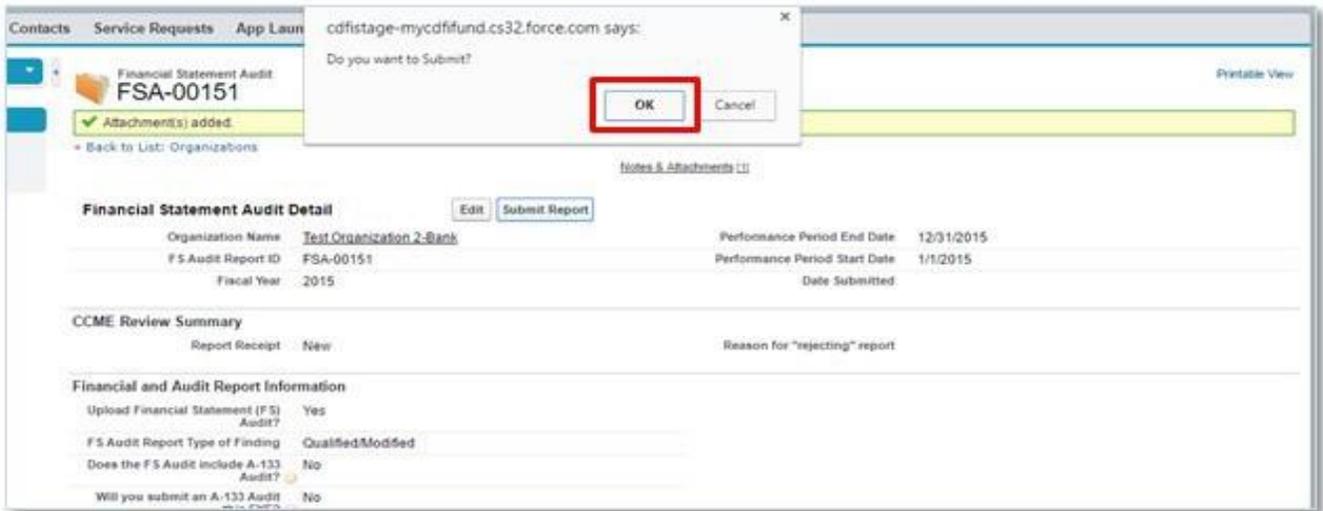


Figure 12. Financial Statement Audit Detail Page



**Note:** Use the help icon  next to each field to see additional instructions on how to complete a field.

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

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

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

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

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

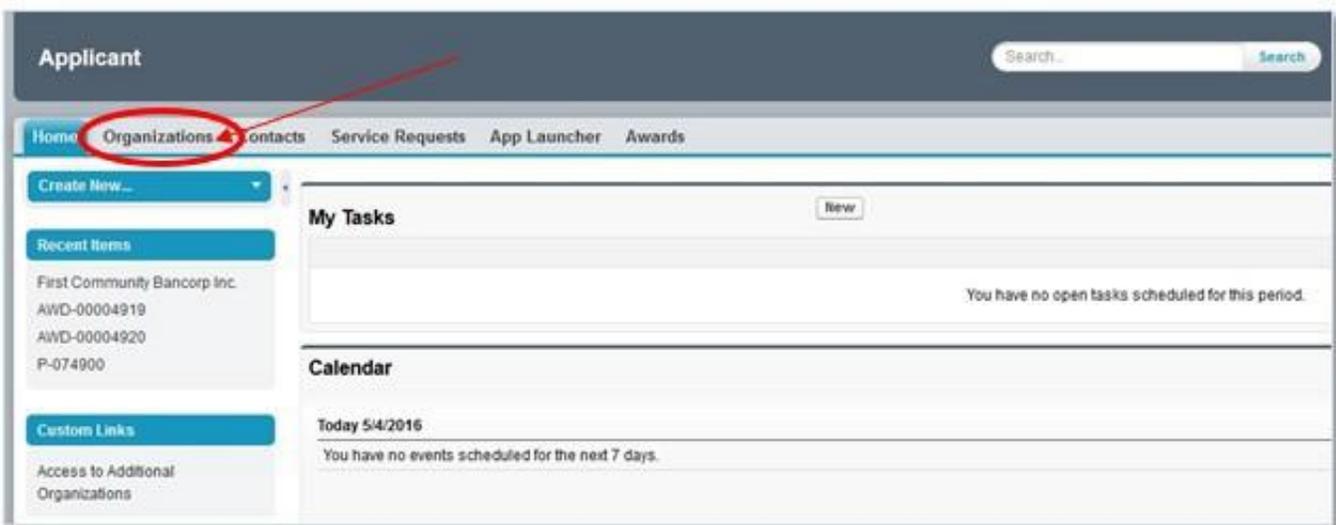


Figure 13. Home Page

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

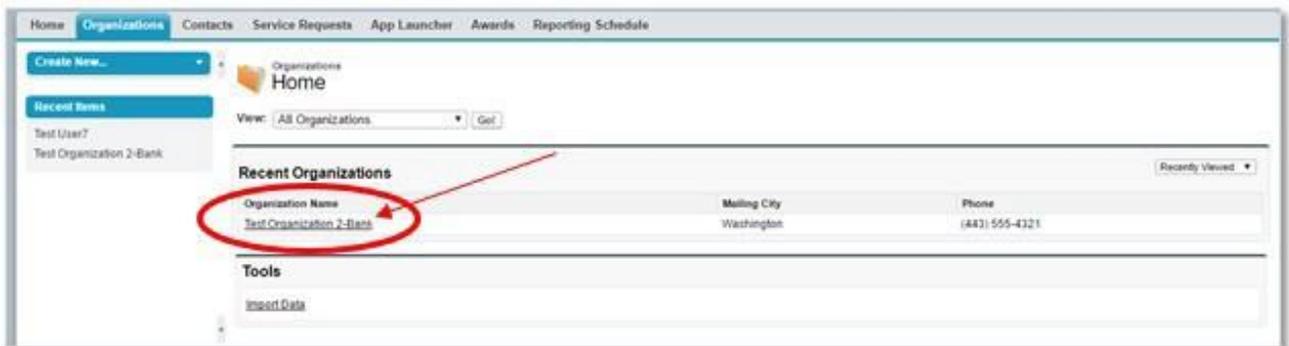


Figure 14. Organizations Tab

- From the **Organization Detail** page, click on the **Financial Statements Audits** section link.

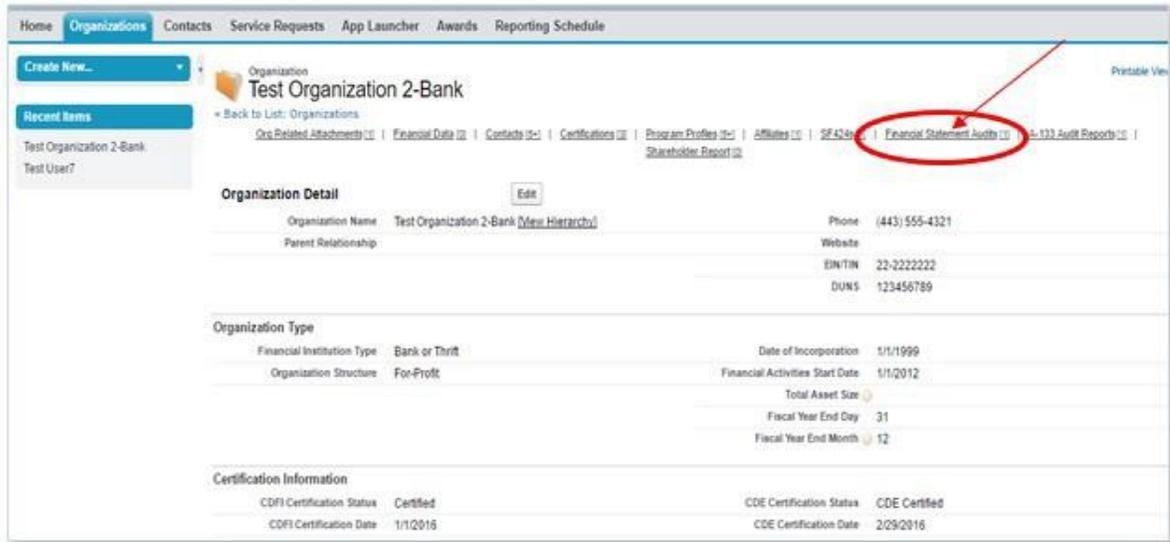


Figure 15. Organization Detail Page

- Click the **FS Audit Report ID** link to access the report.



Figure 16. Financial Statement Audits Section

- You will be forwarded to the Financial Statement Audit Report Detail page. Select the **Edit** button and scroll down to the **Explain Audit Opinion and Corrective Actions** section.

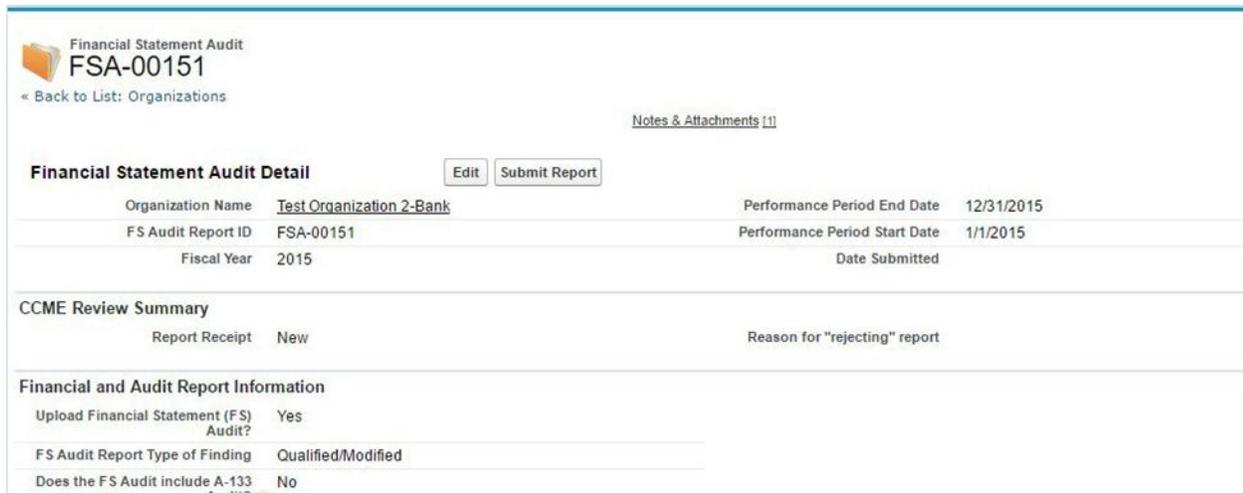


Figure 17. Financial Statement Audit Detail Page

- Complete the required information in the “Explain Audit Opinion and Corrective Actions” section and select the **Save** button.

**Recipient - Explain Audit Opinion and Corrective Actions**

What caused audit opinion	Insufficient documentation of receipts and other financial spending information
Actions to address audit opinion	1. Locate required documentation per audit findings 2. Resubmit updated documentation 3. Re-evaluate internal documentation process
Current status of corrective actions	1. Locate required documentation per audit findings - IN PROCESS 2. Resubmit updated documentation - ON HOLD 3. Re-evaluate internal documentation process - IN PROCESS
Audit opinion corrected by FYE	Yes
If not corrected, explain why	

Figure 18. Recipient - Explain Audit Opinion and Corrective Actions

- 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**.

Financial Statement Audit  
FSA-00132

Open Activities | Activity History | Notes & Attachments | Approval History

Financial Statement Audit Detail

Organization Name: [New CDFI Test Organization-Credit Union](#) Record Type: Non-Compliance Review [\[Change\]](#)

FS Audit Report ID: FSA-00132

Fiscal Year: 2015

Financial Statement Report Score: 18

Org Name Fiscal Year formula: New CDFI Test Organization-Credit Union 2015

CCME Portfolio Manager: [Brette Fishman](#)

Degree of NC:

Program Portfolio Mgr - CDFI-NACA: [David Meyer](#)

CCME Portfolio Manager: [Brette Fishman](#)

Performance Period End Date: 12/31/2015

Performance Period Start Date: 1/1/2015

Date Submitted: 6/7/2016 8:35 PM

CCME Flag for Approval:

CCME APM: [Erin McKeivitt](#)

Program Portfolio Mgr - CDFI-NACA: [David Meyer](#)

Approval Stages: CCME Analyst Approved

**Submit Report**

Click to Submit the report.

Figure 19. Financial Statement Audit Detail Page

## 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 has the ability to upload the Single Audit Report when uploading the Financial Statement Audit Report, as outlined in Section 3.1.

### 4.2 Complete Noncompliance Section for Single Audit

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

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

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



Figure 20. A-133 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

This space is intentionally blank.

3. Click the **Edit** link. You will be forwarded to the “A-133 Audit Report Detail” page. To complete a Material Weakness section, click the Edit link next to each Material Weakness ID, where you will be sent to the Material Weakness edit page. You will be required to response “Yes” or “No” to any Material Weaknesses and/or Significant Deficiencies in order to submit the report.

**A-133 Audit Report Detail**

Significant Deficiencies (1) | Material Weaknesses (2) | Notes & Attachments (0)

Submit

Organization Name: AMIS Owner: Brette Fishman [Change]

A-133 Report Record ID: A133-00027  
Fiscal Year: 2016  
Significant Deficiencies: Yes  
Material Weaknesses: Yes

**CCME Review Summary**

Report Status: Approved  
Review Comments: test  
Created By: Brette Fishman, 5/3/2016 11:25 AM

**Significant Deficiencies**

Action	Significant Deficiencies ID	Significant Deficiency
	<a href="#">SD-00027</a>	test

**Material Weaknesses**

Action	Material Weakness ID	Material Weakness	CDFI Award Funds Impacted
<a href="#">Edit</a>	<a href="#">MW-00041</a>	t2	Yes
<a href="#">Edit</a>	<a href="#">MW-00042</a>	t3	Yes

**Notes & Attachments** [New Note](#) [Attach File](#)

No records to display

Figure 21. A-133 Audit Report Detail Page



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

This space is intentionally blank.

4. To complete a “Material Weakness” section, click the **Edit** link next to the **Material Weakness ID**. You will be forwarded to the “Material Weakness Edit” page.

**Material Weakness Edit** Save Cancel

**Information** ! = Required Information

A-133 Audit Report A133-00027  
Material Weakness ID MW-00041

**Material Weakness**

Material Weakness t2  
CDFI Award Funds Impacted Yes  
How CDFI Award Funds Impacted r  
Describe trends in Materials Weaknesses r

**Please answer the following questions for the material weakness**

What caused Material Weakness  
-Improper allocation of funds to Training budget  
-Delays with IT vendor to provide adequate training resources for initiative.

Actions to address Material Weakness  
-Diverted \$35,000 to Training budget to compensate for initial incorrect allocation  
-Sourced additional IT vendor to supplement training

Current status of Material Weakness  
Status of both corrective actions are in progress.

Material Weakness corrected by FYE  
Yes

Why Material Weakness not corrected  
N/A

Save Cancel

Complete the information on the Page and select the Save button.

Figure 22. Material Weakness Edit Page

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.

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



Figure 23. Material Weakness Detail Page

- You will be forwarded to the “A-133 Audit Report Detail” page
- To attach a document, locate the **Notes and Attachments** section.

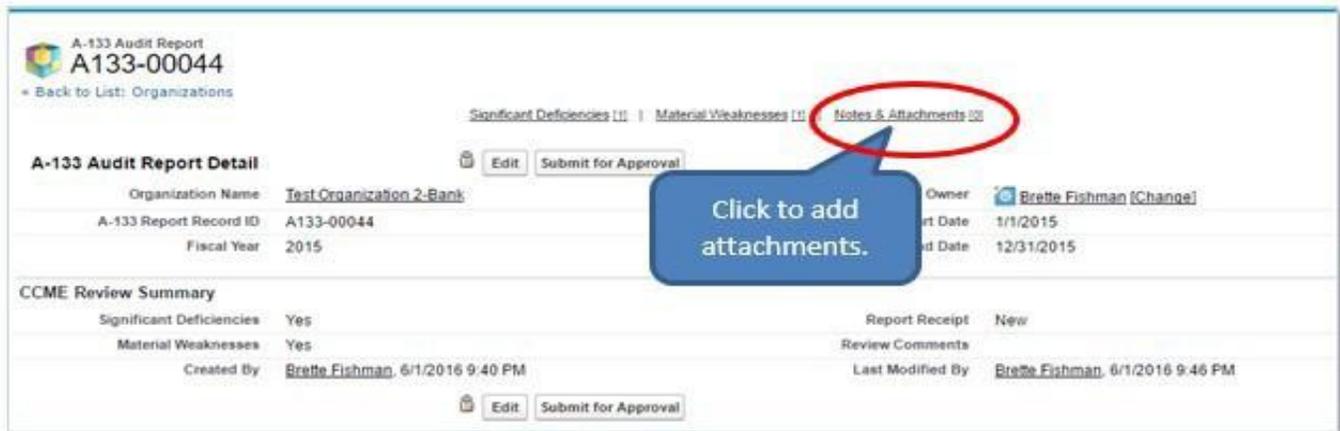


Figure 24. A-133 Audit Report Detail Page

- Click the “**Attach File**” button.



Figure 25. Notes & Attachments Section

12. Click the **Choose File** button and browse to select a file.
  - a. Click the **Attach** file button.
  - b. Click the **Done** button.



Figure 26. Attach File Edit Page

13. The attached file should be displayed under **Notes & Attachments** section.
14. Once you are satisfied with the responses provided, click the **Submit for Approval** button, on the “A-133 Audit Report Detail” page, to submit the report to the CDFI Fund.
15. A “Confirm to Submit” pop-up box will appear, click **OK**.

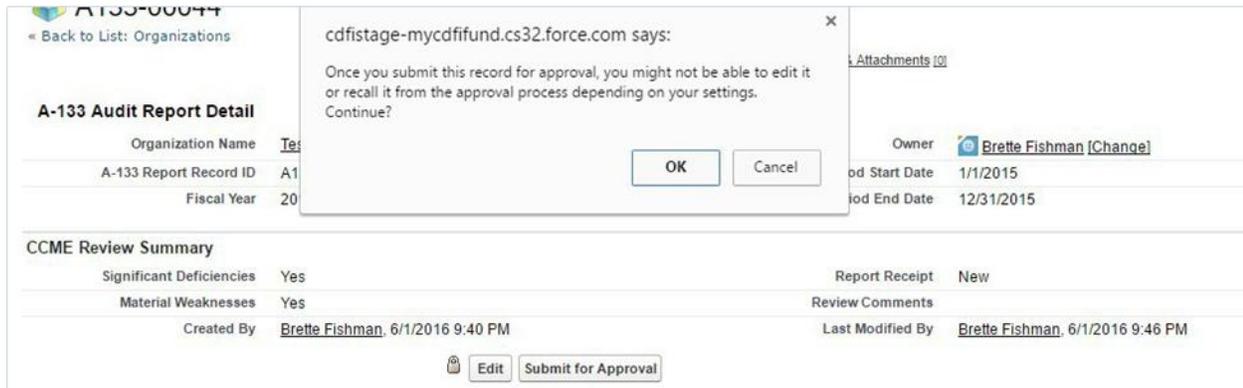


Figure 27. A-133 Audit Report Detail Page

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## 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 28. Awards Home Page

2. From the **Award Detail** page, click the **SF-425** section link and click on the appropriate record.



Figure 29. Award Detail Page- SF-425 Section

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



Figure 30. SF-425 Detail Page

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

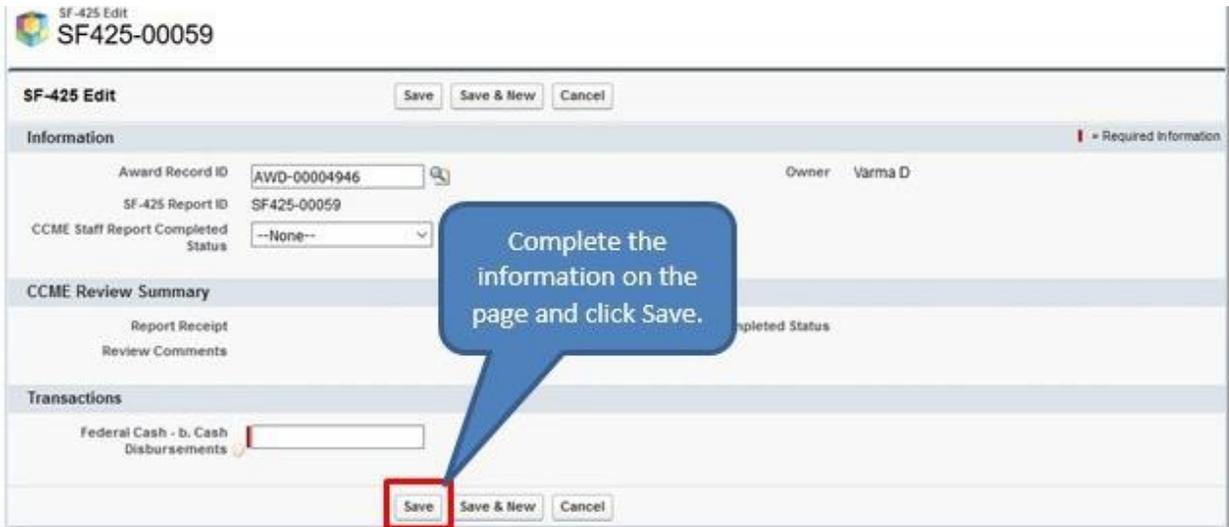


Figure 31. SF-425 Edit Page

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



Figure 32. SF-425 Detail Page

- a. Click the **Attach File** button.
- b. Click the **Choose File** button and browse to select a file.

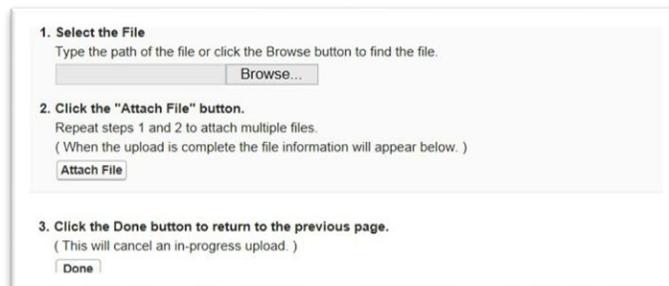


Figure 33. Attach File Edit Page

- c. Click the **Attach** file button.
  - d. Click the **Done** button.
  - e. The attached file should be displayed under “Notes & Attachments”.
7. 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 34. Financial Statement Audit Detail Page

## 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 as much as possible, while providing robust measures of current compliance and forecasts of 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 in to 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.

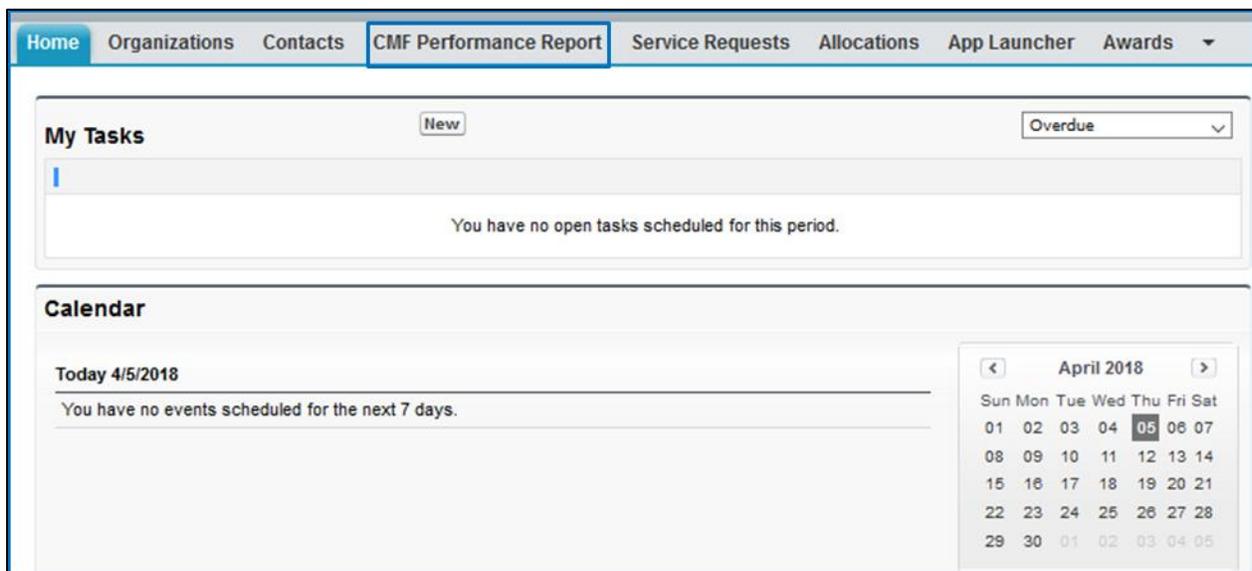


Figure 35. Home Screen- CMF Performance Report Tab

- 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** menu and click “**Go!**”

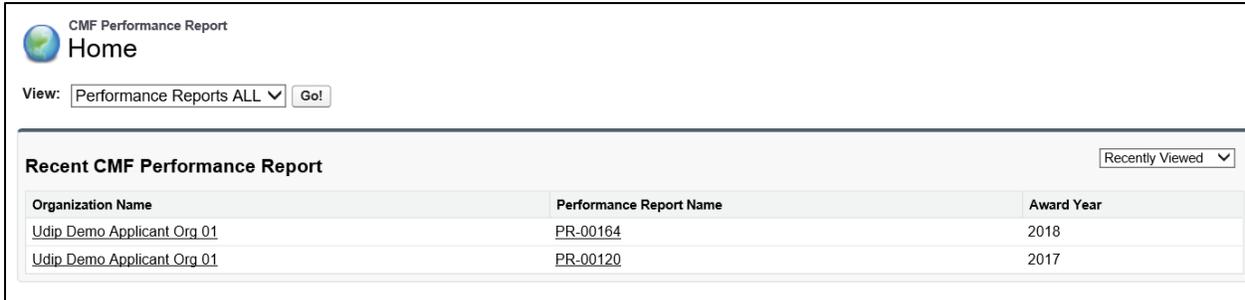


Figure 36. CMF Performance Report Home

**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

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

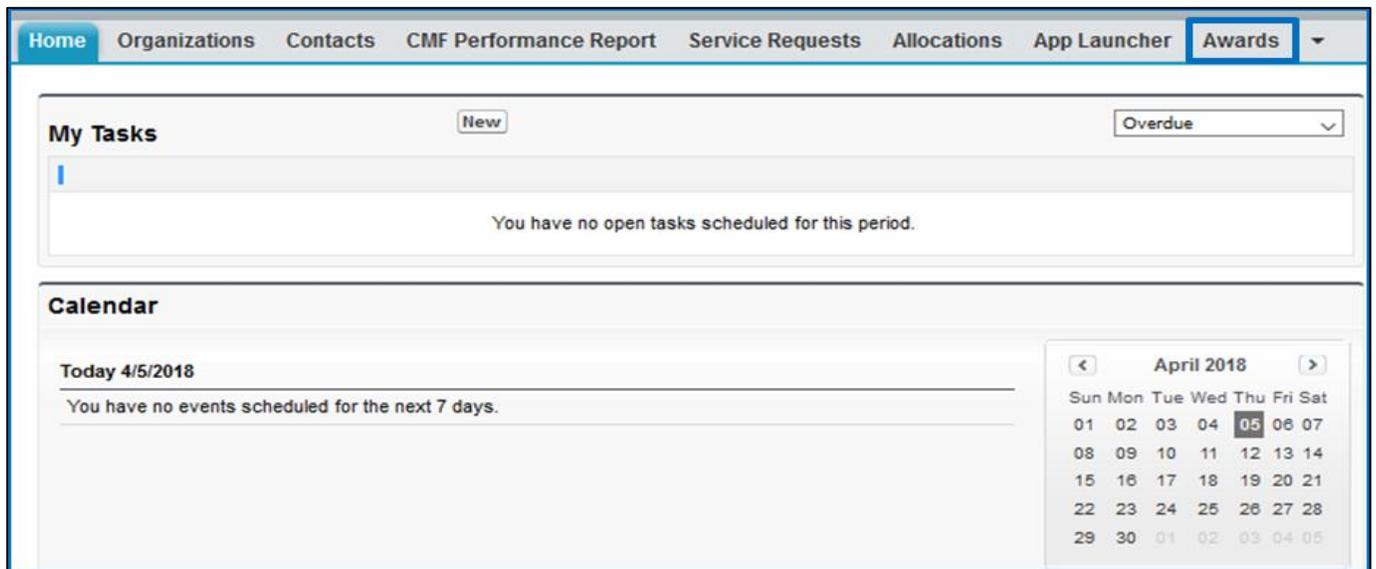


Figure 37. User Home Screen- Awards Tab

- On the “Awards” home page, select **CMF** as the award name under the Award Program drop-down menu in order to access the award’s detail page. If the desired award is not listed, select **All** from the drop-down menu and click **Go!** to display all awards.

Action	Award Name ↑	Organization	Award Control Nu...	Award Year	Award Program	Award Amount \$	Award Statu
<a href="#">Edit</a>	<a href="#">AWD-00006504</a>	<a href="#">Test Applicant Org 05</a>	171CM022187	2017	CMF	\$800,000.00	Executed

Figure 38. Awards Home Page

- On the “Award Detail” page scroll down to the section **CMF Performance Report**. Click on the **Performance Report Name** link to open the “CMF Performance Report Detail” page for that Award.

Organization Name	Performance Report Name	Award Year
<a href="#">Udip Demo Applicant Org 01</a>	<a href="#">PR-00164</a>	2018
<a href="#">Udip Demo Applicant Org 01</a>	<a href="#">PR-00120</a>	2017

Figure 39. CMF Performance Report Section

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## 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**

Project record reporting requires completing 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 and whether it is rental or for-sale housing, etc. By having this information created only one time, it reduces 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. The diagram on the right 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 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.

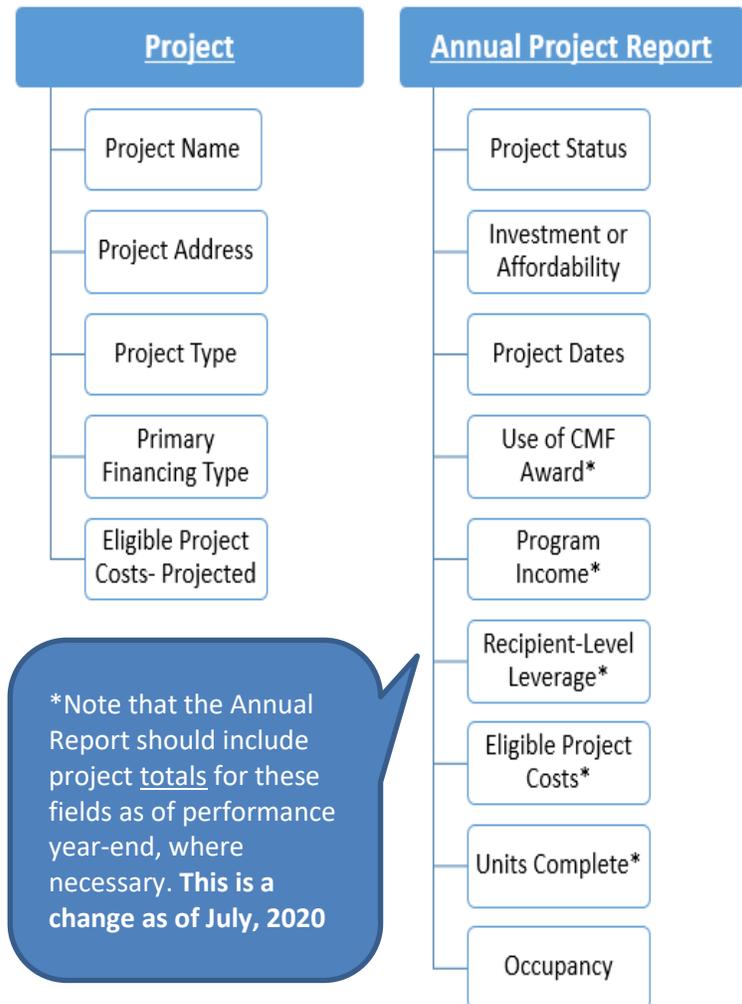


Figure 40. Project and CMF Project Annual Report Record Attributes

**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.**

## Outputs

There are two CMF Performance Report outputs in AMIS:

- the Performance Report Detail Page
- the 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. 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 on various measures and to identify instances of noncompliance during the annual reporting period.

### 6.3 Warnings and Error Messages

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

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

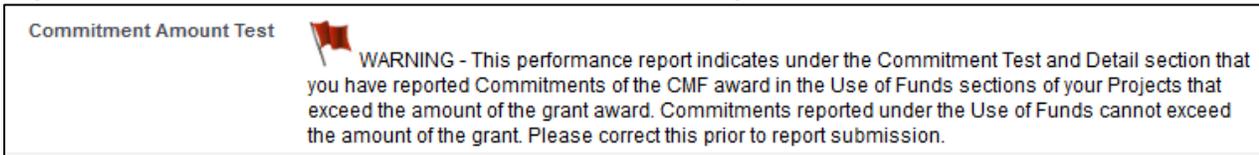


Figure 41. CMF Commitment Amount Warning

**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: An error message appears at the top of the Project record and below the field containing the error. Errors must be corrected in order to successfully save the record.

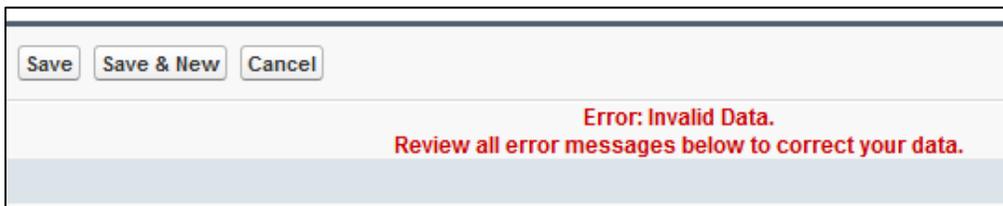


Figure 42. Error Message

The screenshot shows a form titled "Address" with the following fields and values:

- Project Address: 123 Main St.
- Project City: Ann Arbor
- State Abbreviation: MI (dropdown menu)
- Project Zip Code: 481a2

Below the Project Zip Code field, a red error message is displayed: "Error: Please use following zip code formats: 12345 or 12345-6789".

Figure 43. 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 non-compliance 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.**

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.

The screenshot shows the navigation bar of the CMF Performance Report Detail Page with the following links: [Projects \[3\]](#) | [Housing Programs \[1\]](#) | [Open Activities \[0\]](#) | [Activity History \[0\]](#) | [Notes & Attachments \[0\]](#) | [Reporting Schedule \[0\]](#). Below the navigation bar, there are four buttons: [Generate Scorecard](#), [Download CSV Template](#), [Upload CSV File](#), and [No Activity To Report](#).

Figure 44. 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.

The screenshot shows a confirmation message with the text: "You submitted no activity report". Below the message is a button labeled "Return To Report".

Figure 45. No Activity to Report Confirmation

**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 11 for instructions on submission of a Service Request. AMIS.

### 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 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.

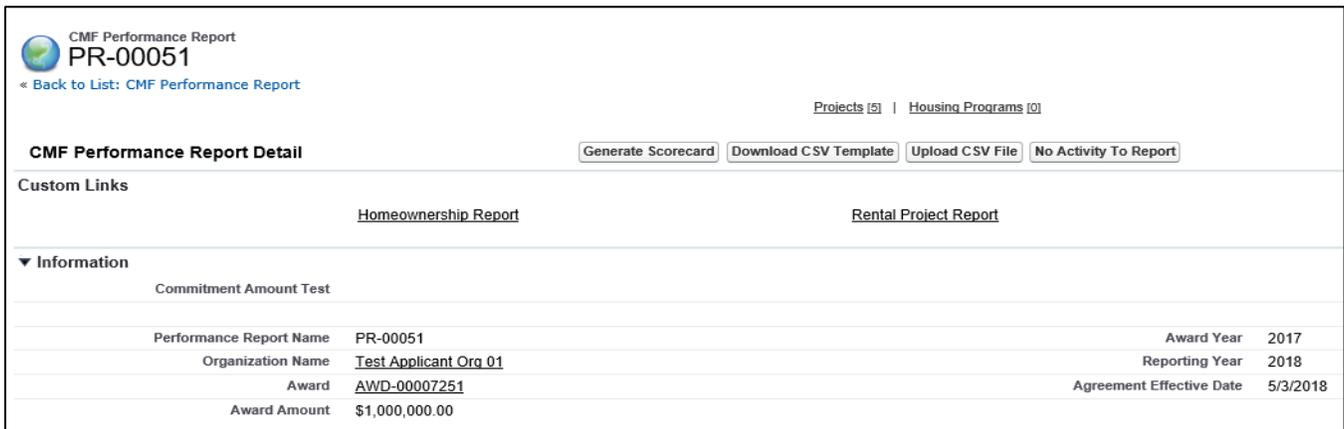


Figure 46. CMF Performance Report Detail Page

4. On the “CMF Performance Report Detail” page scroll down to the Projects section or hover over the Projects link to reveal the Projects list.



Figure 47. Projects Section- New Compliance Project

5. To add a DAE project, click on the **New Project** button.
6. Select **Direct Administrative Expenses** as the project record type from the picklist and click on the **Continue** button.

New Project  
Select Project Record Type

Select a record type for the new project.

Select Project Record Type

Record Type of new record: Direct Administrative Expenses

Continue Cancel

Available Project Record Types

Record Type Name	Description
Direct Administrative Expenses	
Economic Development Activities	
Homeownership Housing	
Rental Housing	

Figure 48. Select Project Record Type- Direct Administrative Expenses

### 6.5.1 Reporting a Direct Administrative Expense Commitment

1. Fill in the fields according to the guidance 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.

Project Edit  
P-05414

Project Edit Save Save & New Cancel

Information

Compliance Project ID: P-05414 Record Type: Direct Administrative Expenses  
Performance Report: PR-00127

Project Name: Direct Admin 2019

All Stage Years  
Annual Report Not Required

CMF Commitment - Do not report Program Income Commitment in this section

Amount of Committed CMF Investment: 20,000.00 Direct Administrative Expenses

Program Income

Commit. of PI – equity/loan/recoveries 0  
Commitment of PI – Interest Income 0

PI earned – equity and loan repayment  
PI earned - Recoveries  
PI earned – Interest Income  
Disbursement of PI – equity/loan/recoveries  
Disbursement of PI – Interest Income

Save Save & New Cancel

Figure 49. New Compliance Project- Direct Administrative Expenses

- b. Click **Save**. This creates a new Direct Administrative Expense “project” and records the amount of commitment.

2. Clicking **Save** adds the Direct Administrative Expenses to the CMF Performance Report. The project is listed on the “Performance Report Detail” page in the Projects Section.

Projects <span style="float: right;">New Project</span>							
Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type	Amount of Committed CMF Investment
<a href="#">Edit</a>	<a href="#">P-00367</a>	Direct Admin 2017 Award		Complete	<input checked="" type="checkbox"/>	Direct Administrative Expenses	\$25,000.00

Figure 50. Projects Section

### 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 award.

1. Starting on the “Performance Report Detail” page, scroll down to the **Projects** list or hover over the Projects link. You may need to expand the list to see all of the Projects. Options exist at the bottom of the Projects list to expand the list shown on this page or to present the Projects as a separate list.
2. Select the Project for which the Recipient needs to create a CMF Project Annual Report by clicking on the **Compliance Project ID link**. In the figure below, clicking on **P-05415** will take the Recipient to the Project page for the Direct Administrative Expenses record.

Projects <span style="float: right;">New Project</span>							
Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type	Amount of Committed CMF Investment
<a href="#">Edit</a>	<a href="#">P-05415</a>	Direct Admin 1		Committed	<input type="checkbox"/>	Direct Administrative Expenses	\$1,000.00

Figure 51. Accessing a Project Record

3. Scroll down until you see the **CMF Project Annual Reports** section list and click on the **Create New Annual Report** button.

CMF Project Annual Reports <span style="float: right;">Create New Annual Report Clone Last Annual Report</span>	
No records to display	

Figure 52. Create New CMF Project Annual Report Button

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 Grant for this award in the **Total CMF Grant Amnt Through FYE** field in the **Use of CMF Grant** section.

- b. Report TOTAL Disbursements from Program Income through the end of the fiscal year, for which the annual project 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.
- c. The CMF Project Annual Report can be edited and revised up to the point that the report is submitted to the CDFI Fund.

Figure 53. 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 non-compliant

Direct Administrative Expense Test and Detail			
Direct Admin Expense Permitted	Yes		
Total DAE Allowed	\$750,000.00	Pct. DAE Allowance Disbursed	26.67%
Total DAE Disbursed	\$200,050.00		
Direct Admin Expense Test Passed?	Yes		

Figure 54. 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:**

Project P-05415

[Back to List: CMF Performance Report](#)

[CMF Project Annual Reports \(1\)](#) | [Open Activities \(0\)](#) | [Activity History \(0\)](#) | [Notes & Attachments \(0\)](#)

**Project Detail** [Edit](#) [Clone](#)

Custom Links [Field History Report \(CMF Staff Only\)](#)

**Information**

Compliance Project ID	P-05415	Record Type	Direct Administrative Expenses
		Performance Report	<a href="#">PR-00053</a>
Project Name	Direct Admin 1	Award Year	2017
		Reporting Year	2021
		All Stage Years	2020
		Annual Report created for the current yr	<input type="checkbox"/>
		Annual Report Not Required	<input checked="" type="checkbox"/>

Figure 55. CMF Project Annual Report Not Required Indicator on Project Detail Page

This space is intentionally left blank.

## 6.6 Reporting Rental Projects

There are three record types that 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 addresses for 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.

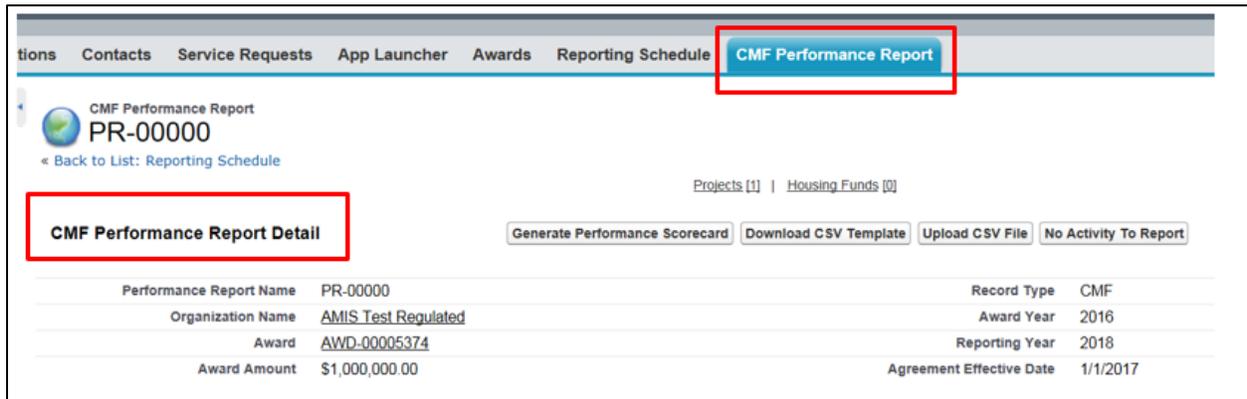


Figure 56. CMF Performance Report Detail Page

4. On the “CMF Performance Report Detail” page scroll down to the **Projects** section or hover over the Projects link at the top of the page.
5. To add a Rental Project, click on the **New Project** button.

Projects							
Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type	Amount of Committed CMF Investment
<a href="#">Edit</a>	<a href="#">P-05346</a>	Rental 1	Partially Disbursed	Committed	<input type="checkbox"/>	Rental Housing	\$100.00
<a href="#">Edit</a>	<a href="#">P-05347</a>	EDA 1	Partially Disbursed	Committed	<input type="checkbox"/>	Economic Development Activities	\$100.00

Figure 57. Projects Section- New Compliance Project

6. Select **Rental Housing** as the **Record Type of new record** from the picklist and click on the **Continue** button.

Figure 58. New Project Record Type

## 6.6.2 Rental Project Creation

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

**TIP:** Create a short name such as one used by your organization or an address. This will help later 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, please check the 2018 Disaster Area box, if the Project is located in such an area.

Figure 59. 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 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 rehabilitation of the property

Figure 60. Project Type for New Rental Project Record

- b. Enter the **Primary Financing Type** for the CMF Award. Where there is more than one relevant choice, choose the option for the predominate activity. Options should be self-explanatory, but contact the CDFI Fund through a Service Request with any questions.

Figure 61. Primary Financing Type for New Rental 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 non-construction jobs created.

Figure 62. Other CDFI Program, Federal and LIHTC Funding Sources

3. **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 on which you are reporting. For example, if the Recipient has a FY 2016 and FY 2018 CMF Award and is making a Commitment from both Awards into this Project, you will need to create a Project under each Award Performance Report and separate the amount of the Commitment into the appropriate award year. Do not double count data across Awards.

Figure 63. Use of Funds- CMF Amount Committed

4. **Program Income** section. In the 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.

Figure 64. 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 by the anticipated income category of the occupying tenant. 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 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** = Unit reserved for Families at 0 to 30% AMI  
**Very Low-Income Families – Projected** = Unit reserved for Families at 31 to 50% AMI  
**Low-Income Families – Projected** = Unit reserved for Families at 51 to 80% AMI  
**Eligible-Income Families – Projected** = Unit reserved for Families at 81 to 120% AMI  
**Non Eligible Families – Projected** = Unit for families above 120% AMI or not reserved

Report total number of projected units by income category	
Extremely Low Income Families -Projected	<input type="text"/>
Very Low Income Families -Projected	<input type="text"/>
Low Income Families - Projected	<input type="text"/>
Other Eligible Families -Projected	<input type="text"/>
Non Eligible Families -Projected	<input type="text"/>

Figure 65. Projected Units by Income Category

**TIP:** The data in this section feeds into a number of 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, reported to date, that are anticipated to be completed and indicates progress toward compliance with the measure.

In the example below, the Recipient is getting close to its production target because it has met 85.56% of the total unit production goal. Likewise, this Recipient is projected to pass the **Rental – Portfolio Test - % of units for ELI and VLI Families** and the **Rental – Project Targeted 20% Test**, but has not yet done so based on units completed.

<p><b>Production Target Tests</b></p> <p>Total Eligible Units Completed 75</p> <p>Eligible Units Required 900</p> <p>Pct. Production Target Completed 8.33%</p>	<p>Total Eligible Units Projected 770</p> <p>Pct. Production Target Projected 85.56%</p> <p>Number of Projects Reported - Completed 2</p>
<p><b>Rental – Portfolio Test - % of units for ELI and VLI Families</b></p> <p>Rental Housing Portfolio Test % Complete 13.16%</p> <p>Rental Housing Portfolio % Required 30</p> <p>Pct. of Rental Portfolio Test Achieved 43.86%</p>	<p>Rental Housing Port. Test % Projected 49.22%</p> <p>Pct. of Rental Portfolio Test Projected 164.07%</p>
<p><b>Rental - Project Targeted Income 20% Test</b></p> <p>Rental – 20% test applicable? Yes</p> <p>Rental Unit completed % test passed? No</p>	<p>Projected Rental Project Compliance Yes</p>

Figure 66. Rental Project Compliance Test Projections

- Eligible Project Cost – Recipient-level Leverage** section. **Projected EPC: Rec-Level Leveraged \$** - In this field report the amount of projected Recipient-Level Leverage dollars that will be invested in this project.

Eligible Project Cost - Projected	
Projected EPC: Rec-Level Leveraged \$	<input type="text"/>

Figure 67. Projected Recipient-Level Leverage

This field is used exclusively to forecast compliance with the **Recipient-Level Leverage Test**, which can be found on the “CMF Performance Report Detail” page. This test is applicable for 2016 – 2018 awards only. However, the data is required to be reported for all CMF awards.

<p>▼ Recipient-level Leverage - 2016 - 2018 awards only</p> <p>Recipient-level Multiplier - Completed 0.6</p> <p>% of Rec. level test achieved to date</p>		<p>Recipient-level Multiplier - Required</p> <p>Projected Recipient-level Multiplier \$ \$1,100,000.00</p> <p>Projected Recipient-level Multiplier # 0.55</p>
--	--	---

Figure 68. Performance Report Detail Page- Recipient-Level Leverage Test

7. **Eligible Project Costs by Source section.** In this section, report the total costs by source. The **Projected EPC: 3<sup>rd</sup> Party Private Dollars** and **Projected EPC: 3<sup>rd</sup> Party Public Dollars** fields are mandatory. Other fields are mandatory only if the Project contains Eligible Project Costs from these sources.

To complete the fields accurately, start with a typical project sources and uses 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 according to two criteria:

- **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.
- **Related or 3<sup>rd</sup>-party:** Is the funding source related to the Recipient or is from a third-party source? Third-party capital is any capital dedicated to CMF related activities provided by an entity that is not the Recipient or an Affiliate of the Recipient. Examples include commitments from banks for line of credit or commitments for development capital from a foundation to a Recipient for Eligible Activities. **Virtually all grants from public sources should be reported as 3<sup>rd</sup> Party Public, including the CMF investment in the project.** Related capital is any capital dedicated to CMF-related activities provided by the Recipient, its Subsidiaries or Affiliates, such as funds on hand or fee income.

Projected EPC: Related Public Dollars is reserved for a housing authority Recipient that invests its own capital in a project via a grant and can otherwise be left blank.

Eligible Project Costs by Source	
Projected EPC: 3rd Party Private Dollars	<input type="text" value="950,000.00"/>
Projected EPC: 3rd Party Public Dollars	<input type="text" value="100,000.00"/>
Projected EPC: Related Private Dollars	<input type="text" value="50,000.00"/>
Projected EPC: Related Public Dollars	<input type="text"/>
Projected Non Eligible Project Cost	<input type="text" value="25.00"/>

Figure 69. 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 – on the basis of the projected cost by income category:

- Extremely Low-Income Families – Projected = EPC for units reserved for Families at 0% to 30% AMI
- Very Low-Income Families – Projected = EPC for units reserved for Families at 31% to 50% AMI
- Low-Income Families – Projected = EPC for units reserved for Families at 51% to 80% AMI
- Eligible-Income Families – Projected = EPC for units reserved for Families at 81% to 120% AMI
- Non Eligible Families – Projected = EPC for units for families above 120% AMI or not reserved

Extremely Low Income Families- Projected	<input type="text"/>
Very Low Income Families- Projected	<input type="text"/>
Low Income Families- Projected	<input type="text"/>
Other Eligible Families- Projected	<input type="text"/>
Non Eligible Families- Projected	<input type="text"/>

Figure 70. Projected Eligible Project Costs by Income Category

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

**TIP:** The 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 will 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 single family homes and 1-4 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 for the Project, scroll down to the **Project Locations** section or hover over the Project Locations Link. Click on the **New Project Location** button.



Figure 71. 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 housing). You must also provide data for the Number of **Eligible** 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 any other fields unless expressly instructed by the CDFI Fund.**

Figure 72. New Project Location Detail Page

- Click **Save** to save the record. If this project contains only one location the Recipient should proceed to 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**.

#### 6.6.4 Creating a Rental Project CMF 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 is created for the current year” for project P-05346 – Rental 1. One must be created before the CMF Performance Report is submitted.

Projects <span style="float: right;">New Project</span>						
Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type
<a href="#">Edit</a>	P-05346	Rental 1	Partially Disbursed	Committed	<input type="checkbox"/>	Rental Housing

Figure 73. CMF Project Annual Report Created Indicator on Projects List

1. To get started, on the “Performance Report Detail” 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.)
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-05346** will take the Recipient to the Project page for this “Rental Project” record.
3. Scroll down on the “Project Edit” page until you see the **CMF Project Annual Reports** section and click on the **Create New Annual Report** button.



Figure 74. Create New CMF Project Annual Report Record Button

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.

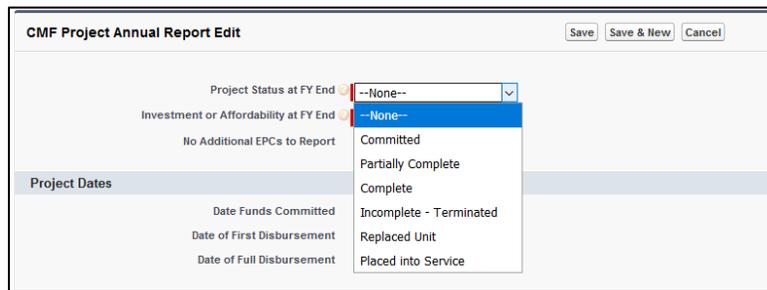


Figure 75. Project Status Dropdown

- b. Indicate if the Project is in the **Investment** or **Affordability** period. 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.

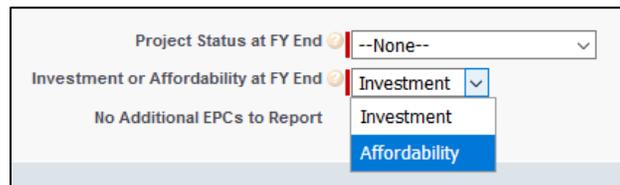


Figure 76. CMF Project Annual Report Status Dropdown

- c. **Project Dates** section. Enter the dates corresponding to the date requested, as these milestones occur.
  - Recipients cannot issue a valid Commitment to a Project prior to the announcement date of the award.
  - **Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the CMF Award or Program Income.
  - **Date of First Disbursement** is conditionally required if the **Disbursement Status** field = **Partially Disbursed**, or **Fully Disbursed**.
  - **Date of Full Disbursement** is conditionally required if the **Disbursement Status** field = **Fully Disbursed**

- **Initial Occupancy Date** in the case of a rental project occurs when at least 90 percent of the units in a property are occupied.

Project Dates		I = Required Information
Date Funds Committed	5/31/2018 [ 8/31/2018 ]	Project Completion Date
Date of First Disbursement	6/5/2018 [ 8/31/2018 ]	Placed into Service Date
Date of Full Disbursement	6/5/2018 [ 8/31/2018 ]	Initial Occupancy Date

Figure 77. Project Dates

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

- **Total Disbursement Amnt Through FYE** – Enter 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. (2016 – 2018 Recipient should note that this is a change from prior practice, effective July, 2020.)
- **Type of Disbursement** – From the dropdown menu choose the type of investment you are making for this project = **Debt, Equity, Grant, or Multiple.**
- **Disbursement Status** - From the dropdown menu choose the appropriate disbursement status of the CMF investment as of the last day of the performance year = **Committed – Not Yet Disbursed, Partially Disbursed, or Fully Disbursed.**
- **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.

Use of CMF Award - TOTAL CMF Disbursements Through Fiscal Year End	
Total CMF Disbursement Amnt Through FYE	90,000.00
Type of Disbursement	Debt
Disbursement Status	Fully Disbursed
Interest Rate	1.00

Figure 78. Use of Funds- Disbursement Details

- Report the activity that applies to this Project in the **Eligible Activity** field. These uses correspond to all of the potential uses of funds under the CMF program for rental housing. Note that your organization may only be authorized for some uses. See Schedule 1 of your Assistance Agreement.

Eligible Activity	Affordable Housing
Stage of Investment	Revolving LF
	Loan Loss Reserve
	Risk-Sharing
	Loan Guarantees

Figure 79. 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 of Funds 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	\$200,001.00
Cap Revolving Loan Fund	\$20,001.00
Cap EDA Fund	\$1,100,000.00
Cap Loan Loss Reserves	\$0.00
Risk-Sharing Loans	\$0.00
Loan Guarantees	\$0.00
Direct Administrative Expenses	\$300,000.00
Rental Affordable Housing	\$200,000.00
Homeownership Affordable Housing	\$20,002.00
Economic Development Activities	\$3,100,000.00

Figure 80. Eligible Activities and Use Detail Section

- Indicate the **CMF Project Annual Report Stage of the Investment** as of the last day of the performance year.
  - **Initial** = A Commitment has been issued but no disbursement of the CMF Award has been made as of the end of the performance year of the report.
  - **Investment** = Investment of the CMF Award has started or is complete.
  - **Reinvestment** = Use this status only if the investment is made from repaid Program Income proceeds.



Figure 81. CMF Project Annual Report Stage of Investment Dropdown

- e. **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. (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. CMF Project Annual Report records have fields for reporting both Program Income earned as **PI earned – equity and loan repayment, PI earned – recoveries, or 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, enter the total Program Income earned or disbursed to date through the last day of the prior fiscal year. Do not include Program Income from any other grant award, even another CMF Award.

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

Figure 8241. Program Income Earned and Disbursed CMF Project Annual Report Fields

- f. **Recipient – Level Leverage** section. In the **EPC: Recipient – Level Leveraged Dollars** field report the TOTAL amount of Recipient-Level Leverage dollars that have been be invested in this Project through the last day of the fiscal year for which the Annual Project Report applies. (Note that due to software limitations this field will be displayed in the right side of the page.)

Recipient - Level Leverage	
	EPC: Recipient - Level Leveraged Dollars <input type="text" value="100,000.00"/>

Figure 8342. EPC: Recipient – Level Leveraged Dollars field

- g. **Eligible Project Costs by Source** section. Report TOTAL project costs by source for completed units through the last day of the Recipient’s fiscal year for the reporting period. Be sure to review the Assistance Agreement and regulations to ensure costs are properly characterized as either Eligible Project Costs or non-eligible costs. The EPC: 3rd Party Private Dollars and EPC: 3rd Party Public Dollars fields are mandatory. Other fields are mandatory only if the Project contains Eligible Project Costs from these sources. (Note that due to software limitations this field will be displayed in the right side of the page.)

For more information about how to properly disaggregate costs, see Section 6.6.2 of this guide.

Eligible Project Costs by Source	
EPC: 3rd Party Private Dollars	<input type="text" value="900,000.00"/>
EPC: 3rd Party Public Dollars	<input type="text" value="100,000.00"/>
EPC: Related Private Dollars	<input type="text"/>
EPC: Related Public Dollars	<input type="text"/>
Non Eligible Project Costs	<input type="text" value="25.00"/>

Figure 434. Eligible Project Costs by Source and Income Category for Completed Units

- h. **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.)

- Extremely Low-Income Families – Projected = EPC for units reserved for Families at 0% to 30% AMI
- Very Low-Income Families – Projected = EPC for units reserved for Families at 31% to 50% AMI
- Low-Income Families – Projected = EPC for units reserved for Families at 51% to 80% AMI
- Eligible-Income Families – Projected = EPC for units reserved for Families at 81% to 120% AMI
- Non Eligible Families – Projected = EPC for units for families above 120% AMI or not reserved

Eligible Project Costs by Family Income Category	
Extremely Low Income Families (Dollars)	<input type="text" value="200,000.00"/>
Very Low Income Families (Dollars)	<input type="text" value="200,000.00"/>
Low Income Families (Dollars)	<input type="text" value="200,000.00"/>
Other Eligible Families (Dollars)	<input type="text" value="400,000.00"/>
Non Eligible Families (Dollars)	<input type="text" value="25.00"/>

Figure 85. Rental Units Placed into Service by Income Category for Performance Year

- i. **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 Completion date listed in schedule, 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	6
VLI units completed - 31 - 50% AMI	4
LI units completed - 51 - 80% AMI	5
Eligible units completed - 81 - 120% AMI	10
Non eligible units completed - 121%+ AMI	1

Figure 86. Rental Units Placed into Service by Income Category for Performance Year

- j. **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 10.1 for additional guidance.

Rental Units Occupied at FY End by Family Income	
ELI Families - 0 - 30% AMI	5
VLI Families - 31 - 50% AMI	5
LI Families - 51 - 80% AMI	10
Eligible Families - 81 - 120% AMI	5
Non Eligible Families - 121%+ AMI	1

Figure 87. Rental Units Occupied by Income Category at Performance Year End

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



Figure 88. 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 CMF Project Annual Report Reports – Optional Simplified Reporting View for Projects in Affordability

- 1. Users may choose a simplified view of the CMF Project Annual Report record by selecting the No Additional EPCs to Report box. Be sure to note the **Project Status at FY End** must equal “Placed into Service” and **Investment or Affordability at FY End** must equal “Affordability.” This simplified view is appropriate when a Project is complete and has been placed into service (i.e. all date fields have been completed).

CMF Project Annual Report Edit

CMF Project Annual Report Number S-008311

Project Status at FY End

Investment or Affordability at FY End

No Additional EPCs to Report

Figure 89. No Additional EPCs to Report Checkbox

- The following reporting year, when creating the CMF Project Annual Report, click on the **Create New Annual Report** button.

CMF Project Annual Reports

Create New Annual Report Clone Last Annual Report

Figure 90. No Additional EPCs to Report Checkbox

- The CMF Project Annual Report for each subsequent year will only show the Program Income and Rental Units Occupied at Performance Year End fields. Please be sure to indicate “Affordability” in the **Investment or Affordability at FY End** dropdown and update all applicable fields. Click on the **Save** button to save the record. If you need to go back to the standard Project Annual Report view, please contact the CDFI Fund via a Service Request.

CMF Project Annual Report Edit

New CMF Project Annual Report

Save Save & New Cancel

Project Status at FY End

Investment or Affordability at FY End

**Program Income**

PI earned - equity and loan repayment

PI earned - Recoveries

PI earned - Interest Income

Disbursement of PI -equity/loan/recoveries

Disbursement of PI - Interest Income

**Rental Units Occupied at Performance Year End**

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

Figure 91. Abbreviate CMF Project Annual Report Record for Complete and In Service Projects

## 6.7 Homeownership – Creating a Homeownership Program Portfolio

For compliance measures, **Homeownership** Purchase financing (i.e. mortgage or Purchase Assistance) is considered a single **Project**. This requires creation of a CMF **Housing Program** to link individual properties to a portfolio. Under limited circumstances,<sup>3</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. Scroll down until you find the Housing Programs section and click on **New Housing Program**.



Figure 92. New Housing Program Fund Button

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

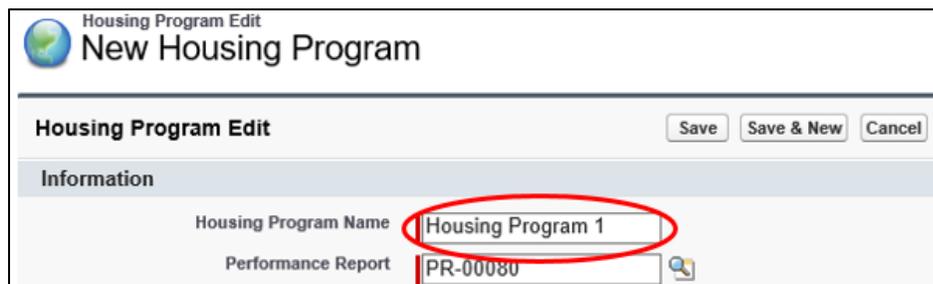
A screenshot of the 'Housing Program Edit' page. The title is 'New Housing Program'. Below the title are buttons for 'Save', 'Save & New', and 'Cancel'. Under the 'Information' section, there are two fields: 'Housing Program Name' with the value 'Housing Program 1' (circled in red) and 'Performance Report' with the value 'PR-00080'.

Figure 93. Housing Program Fund Name Field

3. Still on the **Housing Program Edit 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.

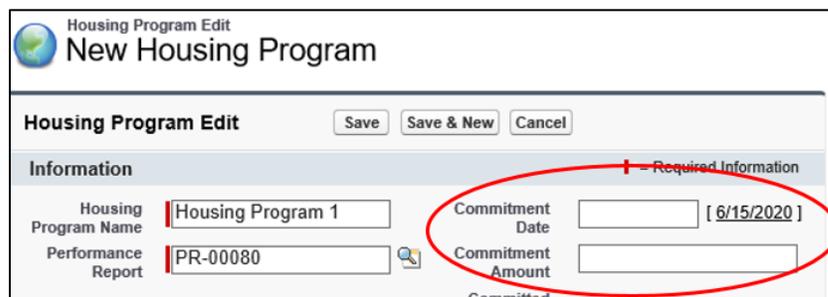
A screenshot of the 'Housing Program Edit' page, showing the 'Information' section. The 'Housing Program Name' field contains 'Housing Program 1' and the 'Performance Report' field contains 'PR-00080'. To the right, there are two fields: 'Commitment Date' with the value '[ 6/15/2020 ]' and 'Commitment Amount'. A red circle highlights the 'Commitment Date' and 'Commitment Amount' fields. A red arrow points to the 'Commitment Date' field with the text '- Required Information'.

Figure 94. Housing Program Commitment Date and Commitment Amount Fields

**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 Purchase will be deemed to be part of the same “Project.”

<sup>3</sup> Link to the Waiver of General Applicability on Alternative Forms of Commitment:  
<https://www.cdfifund.gov/Documents/Guidance%20on%20Alternative%20Form%20of%20Commitment%20of%20CMF%20Award%20Under%20the%20Waiver%20of%20General%20Applicability.pdf>.

## 6.8 Homeownership – Adding a Homeownership Unit

### 6.8.1 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 your Award is listed. Click on the **CMF Performance Report** Name to view the “CMF Performance Report Detail” page.

The screenshot shows the 'CMF Performance Report Detail' page. At the top, there is a navigation bar with tabs for 'Homeownership Report' and 'Rental Project Report'. Below this, there are buttons for 'Generate Scorecard', 'Download CSV Template', 'Upload CSV File', and 'No Activity To Report'. The 'Information' section contains the following details:

Performance Report Name	PR-00052	Award Year	
Organization Name	Test Applicant Org 01	Reporting Year	

Figure 95. CMF Performance Report Detail Page

4. On the **CMF Performance Report Detail** page scroll down to the **Projects** section.
5. To add an individual home, click on the **New Project** button.

Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current year
<a href="#">Edit</a>	<a href="#">P-05346</a>	Rental 1	Partially Disbursed	Committed	✓
<a href="#">Edit</a>	<a href="#">P-05347</a>	EDA 1	Partially Disbursed	Committed	✓

Figure 96. Projects Section- New Compliance Project

6. Select **Homeownership Housing** as the **Record Type of new record** from the picklist and click on the **Continue** button.

Record Type Name	Description
Direct Administrative Expenses	
Economic Development Activities	
Homeownership Housing	
Rental Housing	

Figure 97. Project Record Type Dropdown

### 6.8.2 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 name or any other personally identifiable information.**

Figure 98. 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

**Project Details**

Project Type: --None--  
SF- New Development  
SF- Rehab  
SF- Preservation w/o Rehab  
SF- Preservation WITH Rehab  
Purchase (Mortgage Finance)  
Purchase (Down Payment)

Project Type (2016 only):  
Purchase (Mortgage Finance)  
Purchase (Down Payment)

Figure 99. Homeownership Project Type

- b. **Project Type (2016 Only).** Using the same options presented in 2a above, choose each relevant option by clicking on your choice in the **Available** picklist and clicking **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**.

Project Type (2016 only)

**Available**  
SF- New Development  
SF- Rehab  
SF- Preservation w/o Rehab  
SF- Preservation WITH Rehab  
Purchase (Mortgage Finance)

**Chosen**  
Purchase (Down Payment)

Figure 100. Homeownership Project Type List- 2016 Projects Only

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

Primary Financing Type: --None--  
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

Homebuyer Income Category:  
First-Time

Figure 101. Homeownership Primary Financing Type

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

Homebuyer Income Category:  
First-Time Homebuyer

--None--  
Extremely Low  
Very Low  
Low  
Other Eligible  
Non Eligible

Figure 102. 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, click on the **magnifying glass** to the right of the field. This will open up a table of available Housing Programs you have created. Click on the Housing Program you want and it will populate in the Homeownership Program field. You can also type the Homeownership Program name directly in the field.

Figure 103. Housing Program Field

Figure 104. Housing Program Lookup

- f. **Sale Price and Median Sale Price** fields. When the CMF investment supports Affordable Homeownership Housing, either in the form of purchase, refinance or modification/repair, 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>4</sup> The sale price compliance test will be calculated automatically and results of any non-compliance will appear on the **CMF Performance Report Detail page**.

Figure 105. Property Sale Price and Area Median Sale Price

- g. Respond 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).

Figure 106. Other CDFI Program and Federal Funding

4. **Use of CMF Award Section.** Indicate the amount of the CMF Award that was Committed to this

<sup>4</sup> Link to HUD’s 95% Median Sale Price Limit Data: <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>

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).

Figure 107. Use of Funds- CMF Amount Committed

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

Figure 108. Commitment of Program Income

6. **Eligible Project Costs- Recipient-Level Leverage**. In this field, report the amount of projected Recipient-Level Leverage dollars that will be invested into this project. Recipient-Level Leverage includes the CMF Award, Enterprise-level capital from the Recipient, reinvestment of the CMF Award (Program Income) and reinvestment of Enterprise-level capital.

Figure 109. Projected Recipient-Level Leverage

This field is used to forecast compliance with the **Recipient-Level Leverage Test**, which can be found on the “CMF Performance Report Detail” page:

<b>▼ Recipient-level Leverage - 2016 - 2018 awards only</b>	
Recipient-level Multiplier - Completed 0.1	Recipient-level Multiplier - Required 10.0
<b>% of Rec. level test achieved to date 1.00%</b>	Projected Recipient-level Multiplier \$ \$105,100.00
	<b>Projected Recipient-level Multiplier # 0.11</b>

Figure 110. Performance Report Detail Page- Recipient-Level Leverage Test

While Recipient-Level Leverage is still a required input, it is only a compliance measure for 2016-2018 CMF Awards.

7. **Projected Project Costs.** In this section you must evaluate total project costs and separate them into the following two categories: Eligible Project Costs vs Non-eligible Costs. Eligible Project Costs will be further broken out by the sources of financing: 1) Related vs 3<sup>rd</sup> party and 2) Private vs Public. For a Single-family home occupied by an Eligible-Income Family, there will generally not be any non-eligible costs.

**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.

Total project costs must now be split into two categories: Eligible Project Costs and project costs for any portion of the project that are not eligible. For example, costs for unrestricted units should be included in the non-eligible category. Eligible Project Costs must then be broken down according to two criteria:

- **Related or 3<sup>rd</sup>-party:** Is the funding source related to the Recipient or is it from a third-party source? Related sources are those sources of capital that come from the Recipient or through the Recipient, or a loan made by the Recipient with its own capital. Eligible Project Costs paid for with the **CMF Award and virtually all grants from public sources should be reported as 3<sup>rd</sup> Party Public.**

Projected EPC: Related Public Dollars is reserved for a housing authority Recipient that is investing its own capital in a project via a grant and will otherwise be \$0.

- **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 Family’s own down payment or FHA-backed mortgage would be private sources.

Project Costs Projected & Final	
Projected EPC: 3rd Party Private Dollars	<input type="text"/>
Projected EPC: 3rd Party Public Dollars	<input type="text"/>
Projected EPC: Related Private Dollars	<input type="text"/>
Projected EPC: Related Public Dollars	<input type="text"/>
Projected Non Eligible Project Cost	<input type="text"/>

Figure 111. Projected Eligible Project Costs by Source

8. **Address** section. Complete the **Project Address, Project City, State Abbreviation, and Project Zip** fields. **Do NOT complete the Project X, Project Y, or FIPS Code fields, as these will be populated during an overnight data refresh process by the CDFI Fund.**

Address	
Project Address	<input type="text"/>
Project City	<input type="text"/>
State Abbreviation	--None-- <input type="button" value="v"/>
Project Zip Code	<input type="text"/>
Multiple Projects on Award at Location	<input type="checkbox"/>
Multiple Projects at Location	<input type="checkbox"/>
Projects at Location	<input type="text"/>
X Coordinate	<input type="text"/>
Y Coordinate	<input type="text"/>
FIPS Code	<input type="text"/>

Figure 112. Project Address Fields

9. 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.
10. 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**.

### 6.8.3 Creating a Homeownership Project Annual Report Record

**Every Project created under an Award must have an Annual Report completed every year. You will not be able to submit a CMF Performance Report until there is an Annual Report for that performance year. In the figure below, there is no green check under “Annual Report is created for the current year” for project P-05412, Homeownership Project. One must be created before the report can be submitted.**

1. Starting on the “CMF Performance Report Detail” 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 to either expand the list shown on this page or to present the Projects as a separate list.

Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type
<a href="#">Edit</a>	<a href="#">P-05346</a>	Rental 1	Partially Disbursed	Committed	✓	Rental Housing
<a href="#">Edit</a>	<a href="#">P-05347</a>	EDA 1	Partially Disbursed	Committed	✓	Economic Development Activities
<a href="#">Edit</a>	<a href="#">P-05412</a>	Home 1				Homeownership Housing

Figure 113. Accessing a Project Record

2. Select the Project for which you would like to create an Annual Report by clicking on the **Compliance Project ID link**. In the figure above, clicking on P-05412 will take the user to the Project page for the Homeownership Project.
3. Scroll down until you see the **CMF Project Annual Reports** section and click on the **Create New Annual Report** button.



Figure 114. 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 **Investment** or **Affordability** in the **Investment or Affordability at FY End** dropdown menu.



Figure 115. 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.

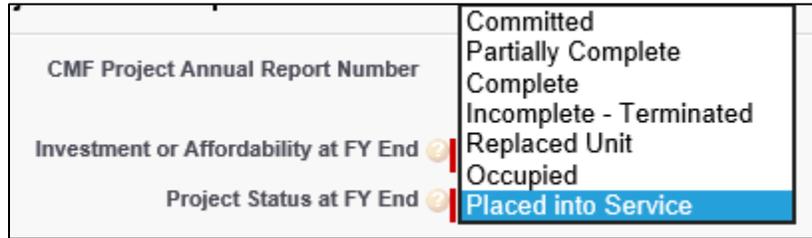


Figure 116. Project Status at FY End Dropdown

- c. **Project Dates** section. Enter the dates corresponding to the date requested, as these milestones occur.

- Recipients cannot issue a valid Commitment to a Project prior to the announcement date of the award.
- **Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the CMF Award and no other investments in the project being reported on.
- **Date of First Disbursement** is conditionally required if the **Disbursement Status** field = **Partially Disbursed**, or **Fully Disbursed**.
- **Date of Full Disbursement** is conditionally required if the **Disbursement Status** field = **Fully Disbursed**
- **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 provision of financial assistance to the existing homeowner, the Initial Occupancy Date is the date of transfer of equitable title to the homeowner.

Project Dates		! = Required Information
Date Funds Committed	<input type="text" value="05/31/2020"/> [ 6/19/2020 ]	Project Completion Date
		<input type="text" value="6/19/2020"/> [ 6/19/2020 ]
Date of First Disbursement	<input type="text" value="06/05/2020"/> [ 6/19/2020 ]	Placed into Service Date
		<input type="text" value="6/19/2020"/> [ 6/19/2020 ]
Date of Full Disbursement	<input type="text" value="06/05/2020"/> [ 6/19/2020 ]	Initial Occupancy Date
		<input type="text" value="6/19/2020"/> [ 6/19/2020 ]

Figure 117. Project Dates

- d. **Use of CMF Award** section.

- **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 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.

- **Type of Disbursement** – From the dropdown menu choose the type of investment you are making for this project = **Debt, Equity, Grant, or Multiple**.
- **Disbursement Status** - From the dropdown menu choose the appropriate disbursement status of the CMF investment as of the last day of the performance year = **Committed – Not Yet Disbursed, Partially Disbursed, or Fully Disbursed**.
- **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 whole numbers; for example report a 3.5% loan as 3.5.

Figure 118. Use of Funds- Disbursement Details

- The **Eligible Activity** field is the location to report the Activity type of 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 119. Use of Funds Dropdown

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

▼ Eligible Activities and Use Detail	
Cap Affordable Housing Fund	\$201.00
Cap Revolving Loan Fund	\$0.00
Cap EDA Fund	\$101.00
Cap Loan Loss Reserves	\$0.00
Risk-Sharing Loans	\$0.00
Loan Guarantees	\$0.00
Direct Administrative Expenses	\$100.00
Rental Affordable Housing	\$303.00
Homeownership Affordable Housing	\$300.00
Economic Development Activities	\$303.00

Figure 120. Eligible Activities and Use Detail Section

- Indicate the **Stage of Investment** as of the last day of the performance year.
  - **Initial** = A Commitment has been issued but no disbursement of the CMF Award has been made as of the end of the performance year of the report.
  - **Investment** = Investment of the CMF Award has started or is complete.
  - **Reinvestment** = Use this status if the investment in the Project results from an investment of Program Income.

The image shows a dropdown menu titled "Stage of Investment" with a yellow question mark icon. The menu is open, showing four options: "--None--" (highlighted in blue), "Initial", "Investment", and "Reinvestment".

Figure 121. CMF Project Annual Report of Investment Dropdown

- e. **Program Income** section. **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 and loan repayment, PI earned – recoveries, or 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. Recall that Program Income is only interest on or repayment of investment of the CMF Award and not leveraged capital.

The image shows a form titled "Program Income - TOTAL Earned & Disbursed Through Fiscal Year End". It contains six input fields, each with a yellow question mark icon to its right. The fields are: "PI earned - equity and loan repayment", "PI earned - Recoveries", "PI earned - Interest Income", "Disbursement of PI -equity/loan/recoveries", and "Disbursement of PI - Interest Income".

Figure 122. Program Income Earned and Disbursed CMF Project Annual Report Fields

- f. **Eligible Project Costs Recipient-Level Leverage** section. Report the total amount of Recipient-Level leverage dollars invested into the project through the end of the reporting year. As a reminder, this section is independent of the other Eligible Project Cost section, meaning Recipient-Level leverage dollars will also be included in the Eligible Project Costs by Source Section.

The image shows a form titled "EPC: Recipient - Level Leveraged". It contains one input field with a yellow question mark icon to its right, labeled "EPC: Recipient - Level Leveraged Dollars".

Figure 123. Projected Eligible Project Costs: Recipient-Level Leverage Field

- g. **Eligible Project Costs by Source** section. In this section total project costs must be separated it into the following two components: Eligible Project Costs and non-eligible costs. Eligible Project Costs will be further broken out by the sources of financing: (1) Related vs 3<sup>rd</sup> party and (2) Private vs Public.

- **Related or 3<sup>rd</sup>-party:** Is the funding source related to the Recipient or is it from a third-party source? Related capital is any capital dedicated to CMF activities provided by the Recipient, its Subsidiaries or Affiliates, such as funds on hand or fee income. Third-party capital is any capital dedicated to CMF activities provided by an entity that is not the

Recipient or an Affiliate of the Recipient. Examples include commitments from banks for line of credit or commitments for development capital from a foundation to a Recipient for Eligible Activities. **Virtually all grants from public sources should be reported as 3<sup>rd</sup> Party Public, including the CMF investment in the project.**

EPC: Related Public Dollars is reserved for a housing authority Recipient that is investing its own capital in a project via a grant and will otherwise be \$0.

- **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.

Eligible Project Costs by Source	
EPC: 3rd Party Private Dollars	<input type="text"/>
EPC: 3rd Party Public Dollars	<input type="text"/>
EPC: Related Private Dollars	<input type="text"/>
EPC: Related Public Dollars	<input type="text"/>
Non Eligible Project Costs	<input type="text"/>

Figure 124. Eligible Project Costs by Private and Public Sources

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



Figure 125. 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.

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## 6.9 Economic Development Projects

### 6.9.1 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.

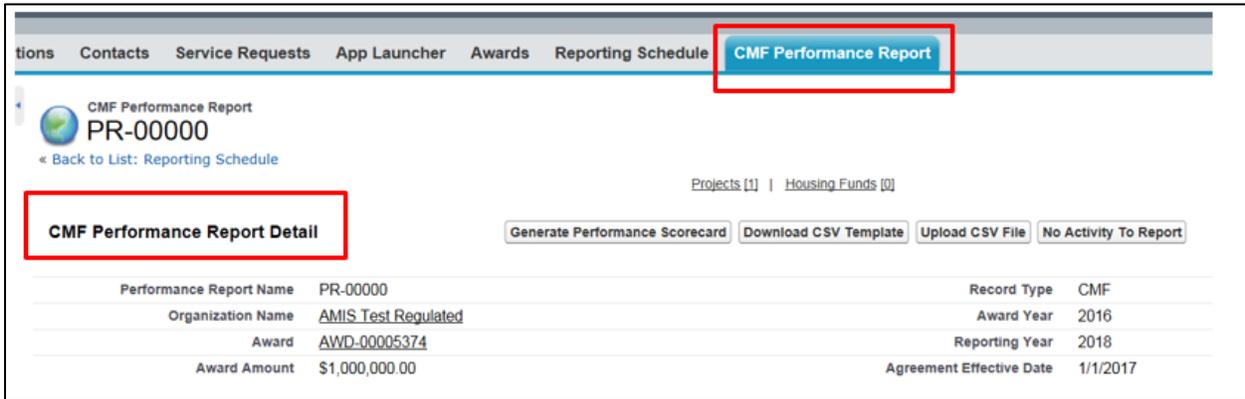


Figure 126. CMF Performance Report Detail Page

4. On the **CMF Performance Report Detail** page scroll down to the **Projects** section.
5. To add an Economic Development Activities Project, click on the **New Project** button.



Figure 127. Projects Section- New Compliance Project

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



Figure 128. Select Project Record Type- Economic Development Activities

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

The screenshot shows the 'Information' section of a form. It contains the following fields:

- Compliance Project ID: P-05419
- Project Name: Example EDA Project
- Project Status: (empty)
- 2018 Disaster Area:

Figure 129. Project Name for EDA Project Record

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

The screenshot shows the 'Project Details' section with a dropdown menu open for 'Project Type'. The selected option is 'Economic Dev. Activities'. Other visible options include 'Loan Loss Reserves', 'Revolving Loan Fund', 'Risk Sharing Loans', and 'Loan Guarantees'. The 'EDA Type' field also shows 'Economic Dev. Activities'.

Figure 130. EDA Project Types

- b. **Primary Financing Type** – Select from primary use of the CMF financing from the dropdown menu.

The screenshot shows the 'Primary Financing Type' dropdown menu with '--None--' selected. Other options include: 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, and Loan Guarantees.

Figure 131. EDA Project Financing Types

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

The screenshot shows the 'EDA Type' dropdown menu with '--None--' selected. Other options include: Business, Arts/Culture, Child Care, Education, Healthcare, and Multi-Service/Other.

Figure 132. EDA Types

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

Figure 133. EDA Square Footage Field

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

Figure 134. Jobs Created Fields

- f. Respond 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).

Figure 135. Other CDFI Program and Federal Funding Sources

9. **CMF Commitment – Do no report Program Income Commitment in this section.** Indicate the amount of the CMF Award that was Committed to this 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 an **Amount of Committed CMF Investment**.

Figure 136. Use of Funds- Amount of CMF Committed

10. **Program Income** section. In the Program Income section, Commitments made from Program Income should be reported under the **Program Income** section **Commitment of PI – equity/loan/recoveries** 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 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

Commitment of PI – Interest Income

Figure 137. Commitment of Program Income Fields

11. **Projected EPC: Rec-Level Leveraged \$** section - In this field report the amount of projected Recipient-Level Leverage dollars that will be invested in this project.

**TIP:** Projection data in this section and the two following it are used exclusively for projecting 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.

**EPC: Rec-Level Leveraged**

Projected EPC: Rec-Level Leveraged \$

Figure 138. Projected Eligible Project Costs: Recipient-Level Leverage Field

This field is used exclusively to forecast compliance with the **Recipient Level Leverage Test**, if applicable, which can be found on the “CMF Performance Report Detail” page:

**Recipient Level Leverage Test**

Recipient-level Multiplier - Completed 43.00

Recipient-level Multiplier - Required

% of Rec. level test achieved to date 439.05%

Projected Recipient-level Multiplier \$ \$00,000.00

Projected Recipient-level Multiplier #

Figure 139. Performance Report Detail Page- Recipient-Level Leverage Test

11. **Project Costs Projected & Final.** In this section you must evaluate total project costs and separate them into components by the source of capital used to finance Eligible Project Costs.

- a. Total project costs must first be split into two categories: Eligible Project Costs and project costs for any portion of the project that are not eligible. Eligible Project Costs must then be broken down according to two criteria:

- **Related or 3<sup>rd</sup>-party:** Is the funding source the Recipient or a related party or is it from a third-party source? Related capital is any capital dedicated to CMF activities provided by the Recipient, its Subsidiaries or Affiliates, such as funds on hand or fee income. Third-party capital is any capital dedicated to CMF related activities provided by an entity that is not the Recipient or an Affiliate of the Recipient. Examples include commitments from banks for line of credit or commitments for development capital from a foundation to a Recipient for Eligible Activities. **Virtually all grants from public sources should be reported as 3<sup>rd</sup> Party Public including the CMF investment in the project.**

Projected EPC: Related Public Dollars is reserved for a housing authority Recipient that is investing its own capital in a project via a grant and will otherwise be \$0.

- **Private or Public:** Is the funding source attributable to a private source or public source? For example, the CMF Award is a public source while a private loan used by the developer would be a private source.

Project Costs Projected & Final	
Projected EPC: 3rd Party Private Dollars	<input type="text" value="1000000"/>
Projected EPC: 3rd Party Public Dollars	<input type="text" value="50000"/>
Projected EPC: Related Private Dollars	<input type="text"/>
Projected EPC: Related Public Dollars	<input type="text"/>
Projected Non Eligible Project Cost	<input type="text"/>

Figure 140. Projected Eligible Project Costs by Source

12. **Address** section. Complete the **Project Address, Project City, State Abbreviation, and Project Zip** fields. **Do NOT complete the Project X, Project Y, or FIPS Code fields, as these will be populated during an overnight data refresh process by the CDFI Fund.**

**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.

Address	
Project Address	<input type="text"/>
Project City	<input type="text"/>
State Abbreviation	--None--
Project Zip Code	<input type="text"/>
Project X	<input type="text"/>
Project Y	<input type="text"/>
FIPS Code	<input type="text"/>

Figure 141. EDA Project Address Fields

13. **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 during an overnight data refresh process by the CDFI Fund.**

Related Housing Address	
Related Housing Project Address	<input type="text"/>
Related Housing Project City	<input type="text"/>
Related Housing State Abbreviation	--None--
Related Housing Project Zip Code	<input type="text"/>
Related Housing Project X	<input type="text"/>
Related Housing Project Y	<input type="text"/>
Related Housing FIPS Code	<input type="text"/>

Figure 142. EDA Project Related Housing Address Fields

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

<input type="button" value="Save"/>	<input type="button" value="Save &amp; New"/>	<input type="button" value="Cancel"/>
-------------------------------------	---	---------------------------------------

Figure 143. CMF Project Annual Report Record Save Button

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

### 6.9.2 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 is created for the current year” for project P-05419, Example EDA Project- one must be created before the report can be submitted.

1. Starting on “CMF Performance Report Detail” 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.

Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type
<a href="#">Edit</a>	<a href="#">P-05379</a>	DAE 1		Partially Complete	<input type="checkbox"/>	Direct Administrative Expenses
<a href="#">Edit</a>	<a href="#">P-05380</a>	Rental Project 1	Fully Disbursed		<input checked="" type="checkbox"/>	Rental Housing
<a href="#">Edit</a>	<a href="#">P-05385</a>	Rental 2	Fully Disbursed	Placed into Service	<input type="checkbox"/>	Rental Housing
<a href="#">Edit</a>	<a href="#">P-05418</a>	home			<input type="checkbox"/>	Homeownership Housing
<a href="#">Edit</a>	<a href="#">P-05419</a>	Example EDA Project			<input type="checkbox"/>	Economic Development Activities

Figure 144. 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-05419 will take you to the Project page for the Example EDA project.
3. Scroll down until you see the **CMF Project Annual Reports** section and click on the **Create New Annual Report Record** button.

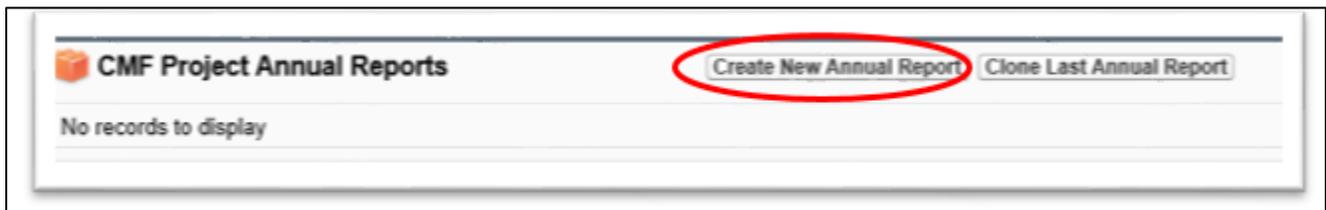


Figure 145. Create New CMF Project Annual Report Record Button

This space is intentionally left blank.

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

Figure 146. Project Status Dropdown

- Indicate if the Project is in **Investment** or **Affordability** in the **Investment or Affordability at FY End** dropdown menu.

Figure 147. CMF Project Annual Report Status Dropdown

- Project Dates** section. Enter the dates corresponding to the date requested as these milestones occur.
  - Recipients cannot issue a valid Commitment to a Project prior to the announcement date of the award.
  - Date of First Disbursement** and **Date of Full Disbursement** are the dates that correspond to disbursing the CMF Award and no other investments in the Project for which you are reporting.
  - Date of First Disbursement** is conditionally required if the **Disbursement Status field = Partially Disbursed, or Fully Disbursed.**
  - Date of Full Disbursement** is conditionally required if the **Disbursement Status field = Fully Disbursed**

Project Dates		! = Required Information
Date Funds Committed	<input type="text" value="5/31/2018"/> [ 8/31/2018 ]	Project Completion Date
Date of First Disbursement	<input type="text" value="6/5/2018"/> [ 8/31/2018 ]	Placed into Service Date
Date of Full Disbursement	<input type="text" value="6/5/2018"/> [ 8/31/2018 ]	Initial Occupancy Date
		<input type="text" value="6/29/2018"/> [ 8/31/2018 ]
		<input type="text" value="6/29/2018"/> [ 8/31/2018 ]
		<input type="text" value="6/29/2018"/> [ 8/31/2018 ]

Figure 148. Project Dates

- Uses of CMF Award – TOTAL CMF Disbursements Through Fiscal Year End** section.
  - 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.
  - Type of Disbursement** – From the dropdown menu choose the type of investment you are making for this project = **Debt, Equity, Grant, or Multiple.**
  - Disbursement Status** - From the dropdown menu choose the appropriate disbursement status of the CMF investment as of the last day of the performance year = **Committed – Not Yet Disbursed, Partially Disbursed, or Fully Disbursed.**
  - 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.

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

Total CMF Disbursement Amnt Through FYE ?

Type of Disbursement --None-- v

Disbursement Status ? --None-- v

Interest Rate

Figure 149. Use of Funds- Disbursement Details

10. Indicate the **CMF Project Annual Report of the Investment** as of the last day of the performance year.

- **Initial** = A Commitment has been issued but no disbursement of the CMF Award has been made as of the end of the performance year of the report.
- **Investment** = Investment of the CMF Award has started or is complete.
- **Reinvestment** = Use this status if the investment in the Project results from an investment of Program Income.

**Stage of Investment** ?

- None--
- Initial
- Investment
- Reinvestment

Figure 150. CMF Project Annual Report of Investment Dropdown

- e. **Program Income – TOTAL Earned and Disbursed Through Fiscal Year End** section. **Program Income** involves complex compliance rules, as the forms of Program Income are subject to different rules and reinvestment timing requirements. CMF Project Annual Report records have fields for reporting both Program Income earned as **PI earned – equity and loan repayment**, **PI earned – recoveries**, or **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 last performance year.

Do not include Program Income from any other award, even another CMF Award. Recall that Program Income is only interest on or repayment of investment of the CMF Award and not leveraged capital.

**Program Income - TOTAL Earned & Disbursed Through Fiscal Year End**

PI earned - equity and loan repayment ?

PI earned - Recoveries ?

PI earned - Interest Income ?

Disbursement of PI -equity/loan/recoveries ?

Disbursement of PI - Interest Income ?

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

- f. **Eligible Project Cost by Source** section. Report the EDA Project actual total project cost.

- **EPC: Recipient – Level Leveraged Dollars** - In this field report the amount of actual Recipient-Level Leverage dollars that will be invested in this project.
- Total project costs must now be split into two categories: Eligible Project Costs and project costs for any portion of the project that is not eligible. Eligible Project Costs must

then be broken down according to two criteria:

- **Related or 3<sup>rd</sup>-party:** Is the funding source related to the Recipient or is from a third-party source? Related capital is any capital dedicated to CMF related activities provided by the Recipient, its Subsidiaries or Affiliates, such as funds on hand or fee income. Third-party capital is any capital dedicated to CMF related activities provided by an entity that is not the Recipient or an Affiliate of the Recipient. Examples include commitments from banks for line of credit or commitments for development capital from a foundation to a Recipient for Eligible Activities. **Virtually all grants from public sources should be reported as 3<sup>rd</sup> Party Public including the CMF investment in the project.**

EPC: Related Public Dollars is reserved for a housing authority Recipient which is investing its own capital in a project via a grant and will otherwise be \$0.

- **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.

Eligible Project Cost by Source	
EPC: 3rd Party Private Dollars ?	<input type="text"/>
EPC: 3rd Party Public Dollars ?	<input type="text"/>
EPC: Related Private Dollars	<input type="text"/>
EPC: Related Public Dollars	<input type="text"/>
Non Eligible Project Costs	<input type="text"/>

Figure 152. Eligible Project Costs by Private and Public Sources

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



Figure 153. 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.

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## 6.10 Submitting an Annual Performance Report

### 6.10.1 Generating the Performance Scorecard

Submitting the CMF Performance Report requires a few simple steps. First, once all of the Projects have been entered and Annual Project 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 non-compliances and if the Recipient is on-track.

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 an Annual Project Report for the reporting year. Scroll down to the Projects section of the Performance Report. Once the CMF Annual Project Reports are saved the related **Project** record will show the green checkmark indicating that the required records have been created for the current year. If there is no green checkmark it means that the requirement is not met for the Performance Report year and a scorecard **cannot** be generated.

Projects <span style="float: right;">New Project</span>							
Action	Compliance Project ID	Project Name	Disbursement Status	Project Status	Annual Report created for the current yr	Record Type	Amount of Committed CMF Investment
<a href="#">Edit</a>	<a href="#">P-05346</a>	Rental 1	Partially Disbursed	Committed	✓	Rental Housing	\$100.00
<a href="#">Edit</a>	<a href="#">P-05347</a>	EDA 1	Partially Disbursed	Committed	✓	Economic Development Activities	\$100.00
<a href="#">Edit</a>	<a href="#">P-05412</a>	Home 1	Committed - Not Yet Disbursed	Committed	✓	Homeownership Housing	\$10,000.00
<a href="#">Edit</a>	<a href="#">P-02923</a>	DAE		Complete	✓	Direct Administrative Expenses	\$100.00

Figure 154. Projects Section- Annual Project Report Created Checklist

**TIP:** You may need to expand the list of projects, since the 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:

<a href="#">Home</a> <a href="#">Organizations</a> <a href="#">Contacts</a> <a href="#">Service Requests</a> <a href="#">Allocations</a> <a href="#">App Launcher</a> <a href="#">Awards</a> <a href="#">Reporting Schedule</a> <a href="#">Performance Report</a>	
<b>You can not submit this report because following related projects are not being updated as required:</b>	
Project Name P-00057	Stage is created for the current year
<input type="button" value="Return To Report"/>	

Figure 155. 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 Annual Project Reports have been created for the current year.

- Once all the Projects have a green checkmark generate the Performance Scorecard and view the Compliance Review Scorecard. To view Scorecard, click on the **Generate Scorecard** button.



Figure 156. 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 an **Annual Project 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.

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

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

PERFORMANCE SCORECARD				
Organization: <a href="#">Test Applicant Org 01</a>	Award: <a href="#">AWD-00007251</a>	Reporting Year: 2018	<a href="#">Save Report</a>	
Authorized Representative: <a href="#">TestUser_Org01AR01</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: 2017	Performance Report: <a href="#">PR-00051</a>	<a href="#">Print</a>	
	<a href="#">Rental Project Report</a>			
Performance Measures and Results				
Goal	Description	Benchmark	Actual	Indicator

Figure 157. Performance Scorecard

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

- Organization** – Name of the Organization linked to the detail page
- Authorized Representative** – Associated to the 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	Yes	No	PASS
3.2(a)	Capitalize a Revolving Loan Fund	Yes	No	PASS
3.2(a)	Capitalize an Affordable Housing Fund	No	Yes	FAIL
Non Compliance Explanation		Why did you fail to meet this PG&M? *	<input type="text"/>	
		What actions will you take to meet PG&M? *	<input type="text"/>	
		Will you meet this PG&M next FYE? *	--None-- <input type="text"/>	
		Why will you not meet PG&M by FYE? *	<input type="text"/>	

Figure 158. Non-Compliance Explanation

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

PERFORMANCE SCORECARD			
Organization: <u>Test Applicant Org 01</u>	Award: <u>AWD-00007251</u>	Reporting Year: 2018	<b>Save Report</b>
Authorized Representative: <u>TestUser Org@1AR01</u>	Award Amount: \$1,000,000.00	Status: New	<b>Submit Report</b>
Fiscal Year End: <u>Homeownership Project Report</u>	Award Year: 2017	Performance Report: <u>PR-00051</u>	Print
	<u>Rental Project Report</u>		

Figure 159. 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.

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PERFORMANCE SCORECARD				
Organization: <a href="#">Test Applicant Org 01</a>	Award: <a href="#">AWD-00007251</a>	Reporting Year: 2018	<input type="button" value="Print"/>	
Authorized Representative: <a href="#">TestUser Org01AR01</a>	Award Amount: \$1,000,000.00	Status: Submitted		
Homeownership Project Report	Award Year: 2017	Performance Report: <a href="#">PR-00051</a>		
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	Yes	No	PASS
3.2(a)	Capitalize a Revolving Loan Fund	Yes	No	PASS
3.2(a)	Capitalize an Affordable Housing Fund	No	Yes	FAIL
Non Compliance Explanation	Why did you fail to meet this PG&M? *	Test. <input type="text"/>		
	What actions will you take to meet PG&M? *	Test. <input type="text"/>		
	Will you meet this PG&M next FYE? *	Yes <input type="button" value="v"/>		
	Why will you not meet PG&M by FYE? *	Test. <input type="text"/>		

Figure 160. 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.

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## 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.

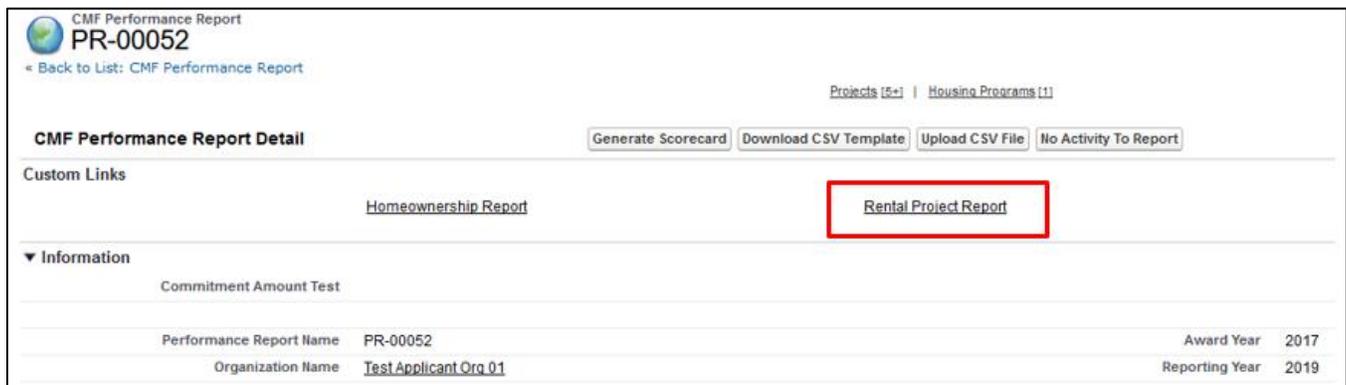


Figure 161. Rental Project Report Link- Performance Detail Page

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



Figure 162. Rental Project Report Link- Performance Scorecard

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



Figure 163. Rental Project Report Download

- Open the document, which will contain the details on all of the Award’s rental project records.

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

Figure 164. Rental Project Report

### 7.1.2 Project Annual Report

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

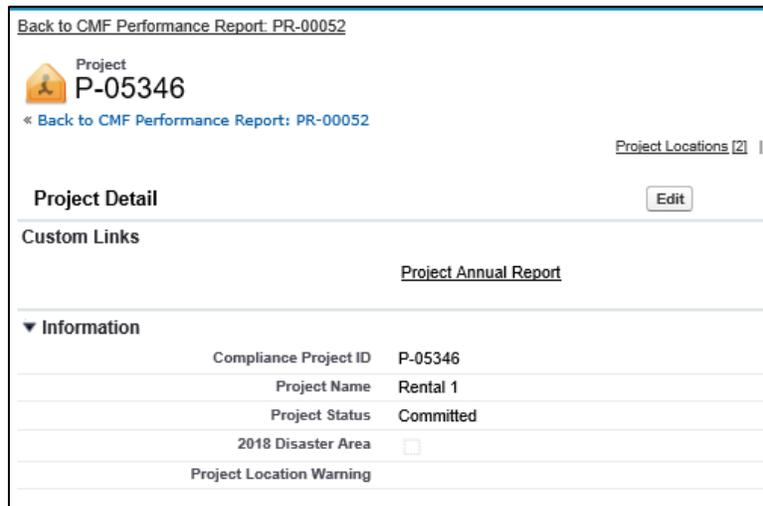


Figure 165. Project Annual Report Link- Project Detail Page

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



Figure 166. Project Annual Report Download

- Open the document, which will contain the details from the project’s Annual Report.

	A	B	C	D	E	F
1	<b>Project Annual Report</b>					
2	<b>Project Name</b>	<b>CMF Project Annual Report Number</b>	<b>Project Status at FY End</b>	<b>Investment or Affordability at FY End</b>	<b>Record Type</b>	<b>CMF Project</b>
3	Rental 1	S-008299	Committed	Investment	Rental Housing	P-05346
4						

Figure 167. 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.

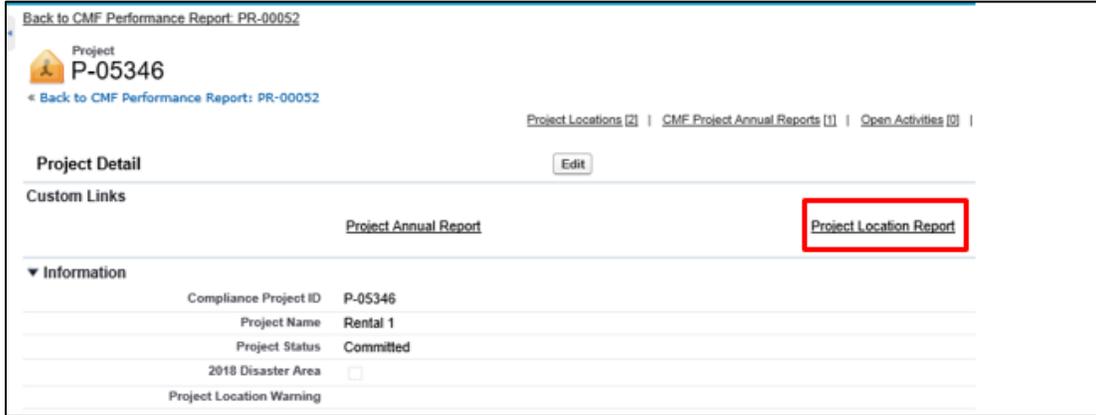


Figure 168. Project Location Report Link

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



Figure 169. 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 Amardillo Pkwy	Del Rio	TX
4	P-05346	Rental 1	2017	Site 2	25	100	456 Amardillo Pkwy	Del Rio	TX
5									

Figure 170. Project Location Report

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## 7.2 Reports for Homeownership Projects

### 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 171. Homeownership Report Link

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

Figure 172. Homeownership Report Link

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

Figure 173. Homeownership Report Download

3. 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	<b>Compliance Project ID</b>	<b>Project Name</b>	<b>Project Status</b>	<b>Award Year</b>	<b>Project Type</b>	<b>Project Type (2016 only)</b>	<b>Primary Financing Type</b>	<b>Homebuyer Income Category</b>
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 174. Homeownership Report

## 7.2.2 Project Annual Report

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



Figure 175. Homeownership Project Annual Report Link

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



Figure 176. Homeownership Project Annual Report Download

3. 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	<b>Project Name</b>	<b>CMF Project Annual Report Number</b>	<b>Project Status at FY End</b>	<b>Investment or Affordability at FY End</b>	<b>Record Type</b>	<b>CMF Project</b>
3	Home 1	S-008347	Committed	Investment	Homeownership Housing	P-05412

Figure 177. Homeownership Project Annual Report

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## 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:** Projects cannot be added using .csv at this time. The CDFI Fund will look to add the opportunity for a bulk upload process for Project creation in future versions of the CMF Performance Report. Note that Project records must be added in the Application by the user before adding the Stage records you want to update via .csv. Only Stage records can be added into the system using the CSV.

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

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

### 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 CSV Template** button located on the “CMF Performance Report Detail” page.

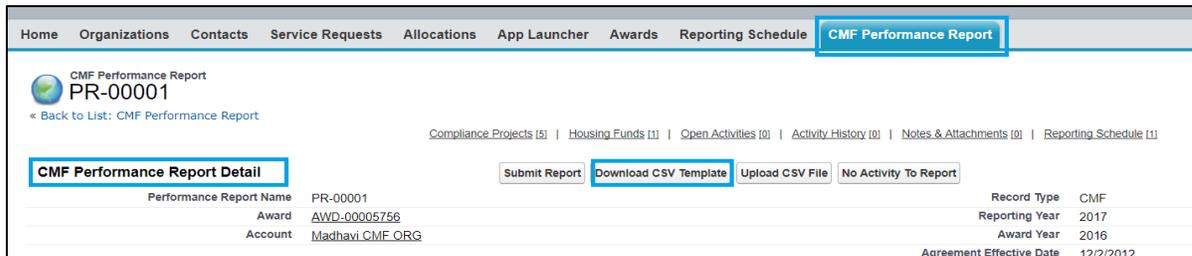


Figure 178. CMF Performance Report Detail Page- Download CSV Template

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 179. 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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W																																		
1	CMF_Temp	Stage	Stat	Project	St	Project	Co	Placed	Int	Disburse	Disburse	Type	of	Di	Interest	Ri	Date	Fund	Date	of	Fir	Date	of	Fu	Use	of	Fun	Stage	of	In	Amount	Ri	Amount	Ri	#	Construc	#	Non-Cor	EPC:	Recip	EPC:	Relat	EPC:	Relat	EPC:	3rd	P	EPC:								
2	Field	Type	PICKLIST	PICKLIST	DATE	DATE	CURRENT	PICKLIST	PICKLIST	PERCENT	(DATE	DATE	DATE	PICKLIST	PICKLIST	CURRENT	DATE	DOUBLE	{	DOUBLE	{	CURRENT	CURRENT	CURRENT	CURRENT	CUR																														
3	Options	fo	Investmen	Committed;	Partially	Complete;	Complete;	Committed	Debt;	Equity;	Grant;	Multiple;																																												
4	Help	text	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f	Required	f				
5	P-00001																																																							
6	P-00002																																																							
7	P-00044																																																							
8	P-00064																																																							
9	P-00075																																																							

Figure 180. Sample CSV Template

## 8.2 How to Fill In CSV File

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>Input Fields</b>			
7	Rental 1	P-05346				
8	EDA 1	P-05347				
9	Home 1	P-05412				
10	DAE 2	P-05413		NA	NA	NA

Figure 181. 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 182. 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 183. 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 184. 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 185. 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. For a detailed explanation of how to fill in each field in this template, please see Appendix A. 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 186. Row 5 and Beyond- Compliance Projects by ID

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### 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 CSV File** button.

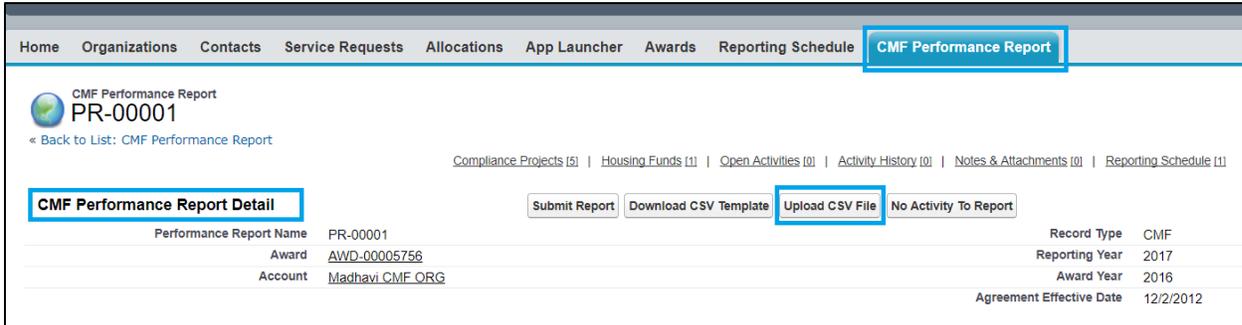


Figure 187. CMF Performance Report Details Page- Upload CSV File

Click on the **Browse** button to locate the file from your machine, select the file.

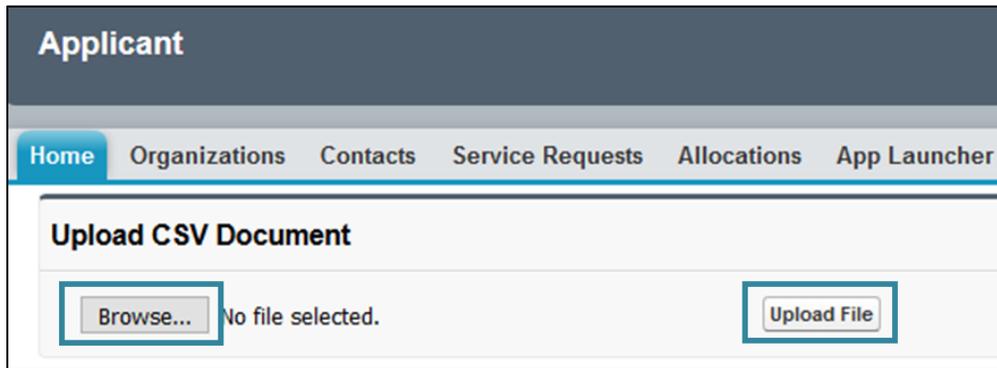


Figure 188. Browse For and Upload CSV File

4. After selecting the file, click on the **Upload File** button. A confirmation will appear and the status of the file upload will be visible in the status bar below.

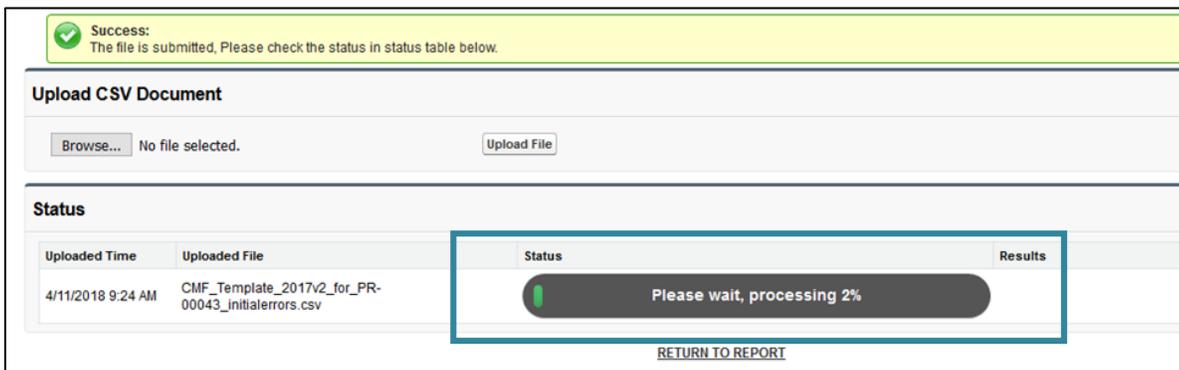


Figure 189. Upload CSV Document- Status Bar

5. Once the CSV File is uploaded, the status bar will display one of the following results:
  - a. File Uploaded Successfully
  - b. Initial Validation Errors
  - c. Partial File Upload
  
6. If the status reads **File Uploaded Successfully**, the upload has no errors. Click on the **Download Success Results Here** link to view the results.



Figure 190. File Uploaded Successfully and Results Download

7. The link will open the browser’s download dialog box and allow for the file to be opened locally. The spreadsheet lists the ID number of all updated Compliance Projects and the type of CMF Project Annual Report Status successfully created for them. These new CMF Project Annual Reports are accessible from the Compliance Project’s detail page.

	A	B
1	PROJECT NAME	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS	
3	P-01590	Investment
4	P-01591	Investment
5	P-01592	Investment
6	P-01593	Investment
7	P-01594	Investment

Figure 191. Successful CSV Upload Results- Created CMF Project Annual Reports

8. Click on the **Return to Report** link under the Status bar in the application to navigate back to the Performance Detail page.



Figure 192. CSV File Upload- Return to Report

If the CSV file upload returns the status **Initial Validation Errors**, there are incorrect or missing values entered in your file. You cannot continue with the upload of the file if there are any error messages. Click on the **Download Errors Here** link to download the system’s error report.



Figure 193. Initial Validation Errors and Errors Download

- The link will open the browser’s download dialog box and allow the file to be opened locally. The spreadsheet lists the nature of the error, what Project ID it is associated with, the field where the incorrect value was entered, and what value is incorrect. For example in Row 2, a picklist value was entered incorrectly in the **Investment or Affordability at FY End Field** for **Project P-05367**. The **Wrong Value** column shows that the value “Investments” was entered instead of the picklist option “Investment.” To correct this error, find the **Investment or Affordability at FY End Field** for Project P-05367 in the CSV file and correct the spelling of the picklist option.

	A	B	C	D	E
1	Error message	Project Name	Project ID	Field	Wrong Value
2	PickList value is not correct	Homeownership 1	P-05367	Investment or Affordability at FY End	Investments
3	This is a required field	Homeownership 1	P-05367	EPC: 3rd Party Public Dollars	empty
4	This is a required field	Homeownership 1	P-05367	EPC: 3rd Party Private Dollars	empty

Figure 194. Initial Validation Error Report

- Once errors are corrected, try to upload the file again.
- If the CSV file upload returns the status **Partial File Upload**, the file was successfully validated and the system created CMF Project Annual Reports for some, but not all, of the Projects. There are some projects that still contain impermissible values that need to be corrected in order to generate CMF Project Annual Reports.



Figure 195. Partial File Upload

- To view which CMF Project Annual Reports were successfully created, download the Success Results report. The spreadsheet lists the ID number of all updated Compliance Projects and the type of Annual Report Status successfully created for them. These new Annual Report records are accessible from the Compliance Project’s detail page.

	A	B	C
1	PROJECT NAME	PROJECT ID	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS		
3	Homeownership 1	P-05367	Investment

Figure 196. Homeownership Report Link

	A	B
1	PROJECT NAME	STAGE STATUS
2	STAGES WERE UPDATED FOR FOLLOWING PROJECTS	
3	P-01590	Investment
4	P-01591	Investment
5	P-01592	Investment
6	P-01593	Investment
7	P-01594	Investment

Figure 197. Successful CSV Upload Results- Created CMF Project Annual Reports

- Return to the CSV Upload page. Address the mistakes in the error report to generate CMF Project Annual Reports for **all** Projects. Click on the **Download Errors Here** link to download the system’s error report.



Figure 198. Partial File Upload- Error Report

- The link will open the browser’s download dialog box and allow the file to be opened locally. The spreadsheet lists the Project ID, error-causing field and briefly describes why the entry must be corrected.

For example in row 3, Project P-01600 has an error in the field **Date Funds Committed** because the date entered is a future date. Correct the date to a permissible value.

	A	B	C
1	Erroring Project Line	Erroring Field	Error Message
2	Project line P-01591 with stage Investment has a pick-list value which is not allowed. For more details please read Field Help Text column	Use of Funds	Bad value for restricted picklist field: Direct Administrative Expenses
3	Project line P-01600 with stage Investment does not satisfy the validation rule. For more details please read Error Message column	Date Funds Committed	Date Funds Committed must not be a future date

Figure 199. Partial Upload- Final Error Report

- Once the errors are corrected, upload the file again for the Project records needing correction. When you are successful, click on the **Return to Report** link under the **Status** bar to navigate back to the Performance Detail page.



Figure 200. CSV File Upload- Return to Report

- Proceed to the directions in Section 6.10 of this guide to complete submission of the report.

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## 8.4 Use of Cloning for subsequent CMF Project Annual Report reports to save time and effort

Once you have created an initial CMF Project Annual Report for a Project, each subsequent Annual Report will continue to require data that was previously reported, along with a few fields that need to be updated.

For example, suppose you have a Homeownership property in which the first year of the report the property was occupied by a new homeowner. In the second year, that family continued to reside in the home at the end of the year. In fact, the only thing that has changed is that the homeowners have made regular mortgage payments, which generated Program Income in the form of principal repayments and interest in Year 2. All of the other data points are the same.

In this circumstance, you can use the Clone functionality to create a new CMF Project Annual Report Record:

1. To **Clone** a **CMF Project Annual Report** Record, locate the **Project** for which you need to create a **CMF Project Annual Report** via the **Projects** list on the “CMF Performance Detail” page. Click on the **Compliance Project ID** link for that project.

Action	Compliance Project ID	Project Name
<a href="#">Edit</a>	<a href="#">P-00080</a>	Leverage Case
<a href="#">Edit</a>	<a href="#">P-00081</a>	Direct Admin Expense
<a href="#">Edit</a>	<a href="#">P-00082</a>	EDA test of commitment
<a href="#">Edit</a>	<a href="#">P-00083</a>	Homeownership Commitment Test
<a href="#">Edit</a>	<a href="#">P-00084</a>	Disburse without Commitment

[Show 5 more »](#) | [Go to list \(13\) »](#)

Figure 201. CMF Performance Detail Page Project List

2. On the **Project Detail** page for that project, either hover over or click on the **CMF Project Annual Reports** link at the top of the page of the page or scroll down to the **CMF Project Annual Reports** list section of the page. Click on the link for the most recent CMF Project Annual Report under the **CMF Project Annual Report Name** column. In the example, the user should click on S-007804.

Project		P-00083	
Project Locations [1]   <b>CMF Project Annual Reports [1]</b>   Open Activities [0]   Activity History [0]   Notes & Attachments [0]   Field History [0]			
<b>Project Detail</b>			
Custom Links			
<a href="#">Project Annual Report</a>		<a href="#">Project Location Report</a>	
<a href="#">Field History Report (CMF Staff Only)</a>			
▼ Information			
Compliance Project ID	P-00083	Record Type	Rental Housing
Project Name	The Edmond	Performance Report	PR-00027
Project Status	Complete	Award Year	2016
Project Location Warning		Reporting Year	2020
Annual Report created for the current yr <input type="checkbox"/>			
Annual Report Not Required <input type="checkbox"/>			

Figure 202. Link to Project CMF Project Annual Reports on Project Record

Or

The screenshot shows a table titled "CMF Project Annual Reports" with two buttons at the top: "Create New Annual Report" and "Clone Last Annual Report". The table has six columns: Action, CMF Project Annual Report Number, Project Status at FY End, Annual Report for FY, Investment or Affordability at FY End, and Disbursement Status. Three rows are visible, with the third row (S-007804) circled in red.

Action	CMF Project Annual Report Number	Project Status at FY End	Annual Report for FY	Investment or Affordability at FY End	Disbursement Status
<input type="checkbox"/>	S-000384	Partially Complete	2017	Investment	Partially Disbursed
<input type="checkbox"/>	S-002706	Partially Complete	2018	Investment	Fully Disbursed
<input type="checkbox"/>	S-007804	Complete	2019	Investment	Fully Disbursed

Figure 203. Link to CMF Project Annual Report Records on a Project Record

- You will now be on the “CMF Project Annual Report Detail” page. Click on **Clone** and the CMF Project Annual Report Record will be duplicated from the last performance year to the current year. Update any data that requires an update then click on **Save** at either the top or bottom of the page.

The screenshot shows the "CMF Project Annual Report Detail" page for report S-007795. It includes a "Back to Project: P-04966" link, a "Units Warning" icon, and two buttons: "Edit" and "Clone". The "Clone" button is circled in red. Below the buttons, the report totals are displayed for the CMF Project Annual Report Number S-007795 and Project Name Project Example.

Figure 204. Clone Button on a CMF Project Annual Report Record

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## 9. Reporting the Replacement of a Home in a Homeownership Project

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>5</sup> Replacement of homes must be reported according to the following steps:

### 9.1 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**. Under 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**.

CMF Project Annual Report Edit  
S-008347

CMF Project Annual Report Edit [Save] [Save & New] [Cancel]

CMF Project Annual Report Number S-008347 Record Type Homeownership Housing  
CMF Project P-05412  
Investment or Affordability at FY End Investment Annual Report for FY 2019  
Project Status at FY End Incomplete - Terminated

**Project Dates**

Date Funds Committed	6/19/2020	6/22/2020	Project Completion Date	6/22/2020	6/22/2020
Date of First Disbursement	6/22/2020	6/22/2020	Placed into Service Date	6/22/2020	6/22/2020
Date of Full Disbursement	6/22/2020	6/22/2020	Initial Occupancy Date	6/22/2020	6/22/2020
			Termination Date	7/1/2020	6/22/2020

Figure 205. Project Status and Termination Date to Report Project as Terminated

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:

Project Detail [Edit]

Custom Links  
Project Annual Report Field History Report (CMF Staff Only)

Information

Compliance Project ID	P-05412	Record Type	Homeownership Housing
Project Name	Home 1	Performance Report	PR-00052
Project Status	Incomplete - Terminated	Award Year	2017
2018 Disaster Area	<input type="checkbox"/>	Reporting Year	2020

Annual Report created for the current yr

Annual Report Not Required

Figure 206. Annual Report not Required Checkbox

<sup>5</sup> The Recipient should refer to Section 5.3 of the Assistance Agreement for more information regarding resale and recoupment requirements.

### 9.2 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.

Project Dates	
Project Commitment Date	Placed into Service Date
Date Funds Committed	Initial Occupancy Date
Date of First Disbursement	Termination Date
Date of Full Disbursement	Housing Project Replaced <input type="text" value="P-02939"/>
	Start of 10 Year Affordability
	Affordability Gap Days
	Project Completion Date

Figure 207. 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).

Program Income	
Commit. of PI – equity/loan/recoveries	<input type="text" value="10000"/>
Commitment of PI – Interest Income	<input type="text"/>

Figure 208. 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.

### 9.3 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 performance 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:

Placed into Service Date	8/27/2019
Initial Occupancy Date	8/27/2019
Termination Date	
Housing Project Replaced	P-02939
Start of 10 Year Affordability	6/15/2019
Affordability Gap Days	11
End of 10 Year Affordability Period	6/26/2029
Project Completion Date	8/27/2019

Figure 209. End of Affordability Period Date for Replacement Project

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

### 10.1 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:

Rental Units Occupied at Performance Year End	
ELI units occupied - 0 - 30% AMI	10
VLI units occupied - 31 - 50% AMI	14
LI units occupied - 51 - 80% AMI	10
Eligible units occupied - 81 - 120% AMI	5
Non Eligible units - 121% AMI and higher	5

Figure 210. CMF Project Annual Report Record- Rental Units Occupied at Performance Year End

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

Data Field in AMIS	Data Field Description
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.

Figure 211. Income Category Descriptions

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

<b>Initial Family Income Category Classification / Prior-year Classification</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>
<b>Family stays in same income category</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>
<b>Family income goes down to lower category but doesn't occupy a lower-cost unit</b>	<b>N/A</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>
<b>Family income goes down to lower income category and the Family occupies a lower cost unit</b>	<b>N/A</b>	<b>Extremely Low-Income</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>
<b>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</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>
<b>Family income goes up to next income category; Family requalified / rent raised to next higher income category limits</b>	<b>Very Low-Income</b>	<b>Low-Income</b>	<b>Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>
<b>Family income increases above 80%</b>	<b>Eligible</b>	<b>Eligible</b>	<b>Eligible</b>	<b>Eligible</b>	<b>N/A</b>
<b>Family income increases above 120%</b>	<b>Not Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>	<b>Not Eligible</b>

Figure 212. Guide for Classification of a Family in the Initial Year and Subsequent Year

**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 not 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 actually 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 end 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.”

## **10.2 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.

### 10.3 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 Guidance and Advanced Topics 5 and 6 for this situation.

## 11. Submitting a Service Request in AMIS for Compliance<sup>6</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 213. Service Request Tab

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

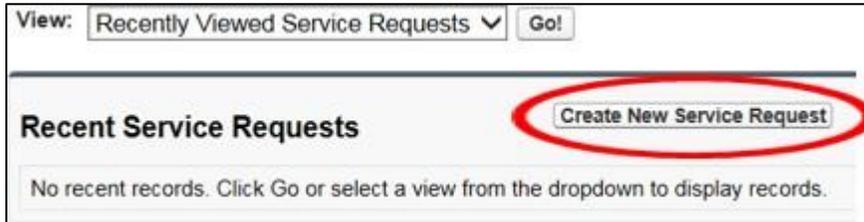


Figure 214. Create New Service Request Button

2. On the Service Request Edit page, complete the required fields on the form. Select **Compliance and Reporting** as the **Program** from the dropdown list. If the Service Request is related to a specific award, for best service enter or look up the Award Name in the **Award** field (e.g. AWD-0001234). Then select **Submit**.

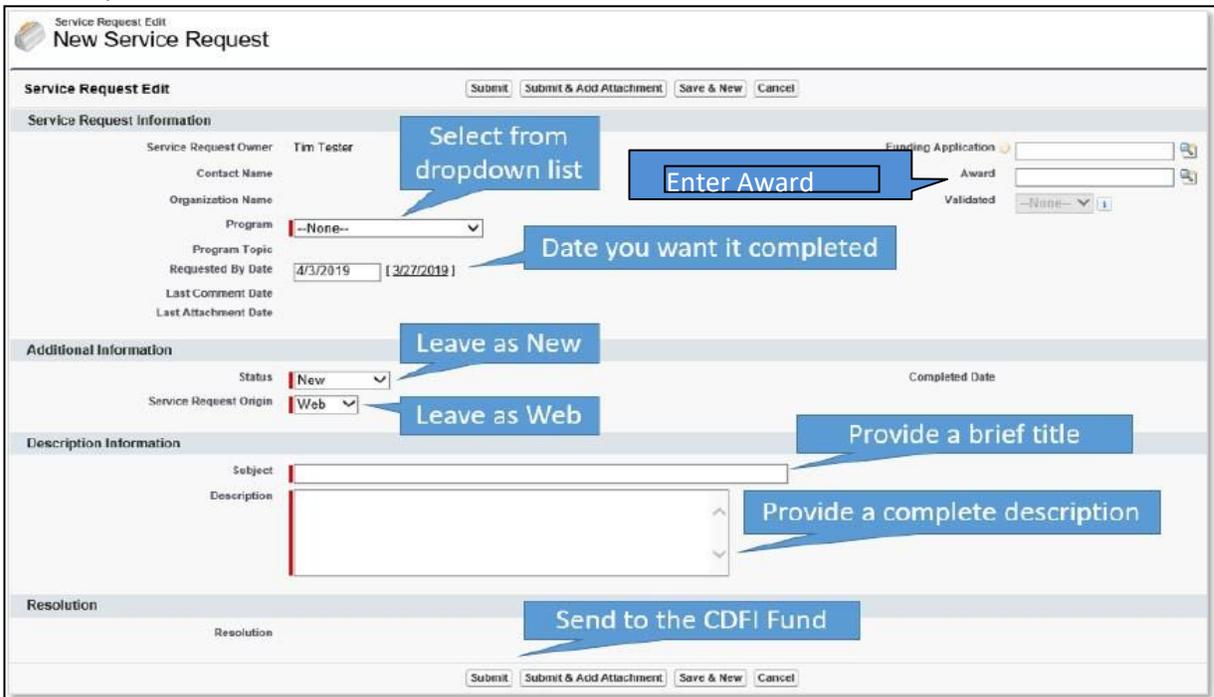
A screenshot of the 'New Service Request' form in the 'Service Request Edit' mode. The form is divided into several sections: 'Service Request Information', 'Additional Information', 'Description Information', and 'Resolution'. Callouts with blue boxes and arrows point to specific fields: 'Select from dropdown list' points to the 'Program' dropdown; 'Enter Award' points to the 'Award' field; 'Date you want it completed' points to the 'Requested By Date' field; 'Leave as New' points to the 'Status' dropdown; 'Leave as Web' points to the 'Service Request Origin' dropdown; 'Provide a brief title' points to the 'Subject' field; 'Provide a complete description' points to the 'Description' field; and 'Send to the CDFI Fund' points to the 'Submit' button at the bottom. The form also includes buttons for 'Submit', 'Submit & Add Attachment', 'Save & New', and 'Cancel'.

Figure 215. Service Request Fields

<sup>6</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://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf>