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| Community Development Financial Institutions (CDFI) Fund |
| FY2015 CIIS CDFI Data Documentation |
| Institution Level Report (ILR) and Transaction Level Report (TLR) |

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| 2/8/2017 |

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# Data Cleansing Principles and Assumptions (P&A)

## P&A#1 - Some attributes of CDFIs are static[[1]](#footnote-1) (ILR)

|  |  |  |  |
| --- | --- | --- | --- |
| organizationid | fiscalyear | fininstType | fininstType\_c |
| 1 | 2003 | LF | LF |
| 1 | 2004 | LF | LF |
| 1 | 2005 | LF | LF |
| 1 | 2006 | LF | LF |
| 1 | 2007 | LF | LF |
| 1 | 2008 | LF | LF |
| 1 | 2009 | CU | LF |
| 1 | 2010 | LF | LF |
| 1 | 2011 | LF | LF |

## P&A#2 - Audited[[2]](#footnote-2) stock[[3]](#footnote-3) data: Interpolate the data (ILR)

|  |  |  |  |
| --- | --- | --- | --- |
| **organizationid** | **fiscalyear** | **totalAssets** | **totalAssets\_c** |
| 1 | 2003 | $113,021,000 | $113,021,000 |
| 1 | 2004 | $138,492,000 | $138,492,000 |
| 1 | 2005 | $155,600,000 | $155,600,000 |
| 1 | 2006 |  | $175,400,000 |
| 1 | 2007 |  | $195,200,000 |
| 1 | 2008 | $215,057,000 | $215,057,000 |

## P&A#3 - Unaudited[[4]](#footnote-4) stock data: Remove local[[5]](#footnote-5) and global[[6]](#footnote-6) outliers, then interpolate the data (ILR)

|  |  |  |  |
| --- | --- | --- | --- |
| **organizationid** | **fiscalyear** | **totalStaff** | **totalStaff\_c** |
| 1 | 2003 | 3999996 | 43 |
| 1 | 2004 | 43 | 43 |
| 1 | 2005 | 43 | 43 |

## P&A#4 - Audited flow[[7]](#footnote-7) data: Leave the data unchanged (ILR)

## P&A#5 - Unaudited flow data: Remove local and global outliers, then fill in the removed data with the average of a unit (ILR)

|  |  |  |  |
| --- | --- | --- | --- |
| **organizationid** | **fiscalyear** | **housingTotClientsNum** | **housingTotClientsNum\_c** |
| 1 | 2003 | 483 | 18.1667 |
| 1 | 2005 | 11 | 11 |
| 1 | 2008 | 20 | 20 |
| 1 | 2009 | 30 | 30 |
| 1 | 2010 | 29 | 29 |
| 1 | 2011 | 11 | 11 |
| 1 | 2012 | 8 | 8 |

## P&A#6 - A financial note (loan/investment) should have the same CDFI’s ID (organizationid), loan/investment’s ID (originatortransactionid), and loan/investment’s original closing amount (originalamount) (TLR)[[8]](#footnote-8)

|  |  |  |  |
| --- | --- | --- | --- |
| **organizationid** | **originatortransactionid** | **originalamount** | **fiscalyear** |
| 1 | tran-58 | $20,000 | 2008 |
| 1 | tran-58 | $20,000 | 2009 |
| 1 | tran-58 | $20,000 | 2010 |

## P&A#7 - Some attributes of a loan/investment are static (TLR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **organizationid** | **originatortransactionid** | **originalamount** | **fiscalyear** | **originalterm** | **originalterm\_c** |
| 1 | tran-6 | $100,000 | 2005 | 72 | 72 |
| 1 | tran-6 | $100,000 | 2006 | 72 | 72 |
| 1 | tran-6 | $100,000 | 2007 | 72 | 72 |
| 1 | tran-6 | $100,000 | 2008 | 89 | 72 |
| 1 | tran-6 | $100,000 | 2009 | 72 | 72 |
| 1 | tran-6 | $100,000 | 2010 | 72 | 72 |

## P&A#8 – Unaudited Dynamic[[9]](#footnote-9) Numeric Data: Remove local and global outliers, then replace variables’ values with the averages of all years within a unit (TLR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **organizationid** | **originatortransactionid** | **originalamount** | **fiscalyear** | **fteinbusiness** | **fteinbusiness\_c** |
| 1 | 9428 | $5,820 | 2008 | 904 | 6 |
| 1 | 9428 | $5,820 | 2009 | 5 | 6 |
| 1 | 9428 | $5,820 | 2010 | 7 | 6 |

## P&A#9 – Unaudited Static String Data: Choose the most frequent entry (TLR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **organizationid** | **originatortransactionid** | **originalamount** | **fiscalyear** | **purpose** | **purpose\_c** |
| 1 | tran-72 | $45,888 | 2005 | BUSWORKCAP | BUSINESS |
| 1 | tran-72 | $45,888 | 2006 | BUSINESS | BUSINESS |
| 1 | tran-72 | $45,888 | 2007 | BUSINESS | BUSINESS |
| 1 | tran-72 | $45,888 | 2008 | BUSINESS | BUSINESS |

## P&A#10- Replace negative entries with the positive values of the entries

## P&A#11-Treat zero entries as missing values

## P&A#12- Unaudited Dynamic String Data: Fill in missing values with lagged values (previous times). Then, fill in missing values with lead values (following times) (ILR)

|  |  |  |  |
| --- | --- | --- | --- |
| **organizationid** | **fiscalyear** | **reportYearEnd** | **reportYearEnd\_c** |
| 1 | 2007 |  | 6/30 |
| 1 | 2008 | 6/30 | 6/30 |
| 1 | 2009 | 6/30 | 6/30 |
| 1 | 2010 |  | 6/30 |
| 1 | 2011 | 12/31 | 12/31 |
| 1 | 2012 | 12/31 | 12/31 |
| 1 | 2013 |  | 12/31 |

## P&A#13- Unaudited Static String Data: Choose the most frequent entry (ILR)

|  |  |  |  |
| --- | --- | --- | --- |
| **organizationid** | **fiscalyear** | **minorityOwned** | **minorityOwned\_c** |
| 1 | 2003 | NO | YES |
| 1 | 2004 | YES | YES |
| 1 | 2005 | YES | YES |
| 1 | 2006 | DK | YES |
| 1 | 2007 | YES | YES |
| 1 | 2008 | YES | YES |

## P&A#14-Treat missing values as zeros

## P&A#15-Round off the values

## P&A#16- Unaudited Static Numeric Data: Remove local and global outliers, then choose the most frequent entry (TLR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **organizationid** | **originatortransactionid** | **originalamount** | **fiscalyear** | **jobsattimeofloanorinvestment** | **jobsattimeofloanorinvestment\_c** |
| 1 | tran-56 | $55,000 | 2004 | 2 | 2 |
| 1 | tran-56 | $55,000 | 2005 | 200 | 2 |
| 1 | tran-56 | $55,000 | 2006 | 4 | 2 |
| 1 | tran-56 | $55,000 | 2007 | 2 | 2 |
| 1 | tran-56 | $55,000 | 2008 | 2 | 2 |

## P&A#17- Audited Dynamic Numeric Data: Replace variables’ values with the averages of all years within a unit (TLR)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **organizationid** | **originatortransactionid** | **originalamount** | **fiscalyear** | **annualgrossrevenue** | **annualgrossrevenue\_c** |
| 1 | tran-30 | $5,820 | 2008 | $35,000 | $43,333 |
| 1 | tran-30 | $5,820 | 2009 | $50,000 | $43,333 |
| 1 | tran-30 | $5,820 | 2010 | $45,000 | $43,333 |

# Institution Level Report (ILR)

## Name of Organization

* Variable: organizationName
* Publication: No[[10]](#footnote-10)
* Data Cleansing: No[[11]](#footnote-11)

## Taxpayer Identification Number

* Variable: taxPayerId
* Publication: No
* Data Cleansing: No

## Permission to Release ILR

* Variable: releaseILR
* Publication: No
* Data Cleansing: No

## Permission to Release TLR

* Variable: releaseTLR
* Publication: No
* Data Cleansing: No

## Date of Organization’s Fiscal Year End

* Variable: reportYearEnd
* Publication: No
* Data Cleansing: Apply P&A#12

## Organization's Type of Financial Institution

* Variable: fininstType

|  |  |
| --- | --- |
| **Code** | **Description** |
| BANK | Bank |
| BHOLD | Bank Holding Company |
| CU | Credit Union |
| LF | Loan Fund |
| NAP | Native American Program |
| VF | Venture Fund |

* Publication: Yes
* Data Cleansing: Apply P&A#1 and P&A#13

## Organizational Structure

* Variable: taxStatus
* Publication: No
* Data Cleansing: Apply P&A#1 and P&A#13

## Year of Organization’s Incorporation

* Variable: incorporationYear
* Publication: No
* Data Cleansing: Apply P&A#13. The year of incorporation should occur before the year of financing activities. Replace the year of incorporation with the year of financing activities if missing and then with the year of first CIIS reporting if still missing.

## Year Organization Began Financing Activities

* Variable: finActivitiesYear
* Publication: No
* Data Cleansing: Apply P&A#13. The year of financing activities should occur after the year of incorporation. Replace the year of financing activities with the year of incorporation if missing and then with the year of first CIIS reporting if still missing.

## FDIC Certification Number (Banks/Thrifts only), Depository Institution Holding Company Identification Number, or NCUA Charter Number (Credit Unions only)

* Variable: depositoryCharter
* Publication: No
* Data Cleansing: No

## Report Year

* Variable: fiscalyear
* Publication: Yes
* Data Cleansing: No

## CDFI Street Address

* Variable: streetAddress
* Publication: No
* Data Cleansing: No

## CDFI City

* Variable: city
* Publication: No
* Data Cleansing: No

## CDFI State

* Variable: state
* Publication: No
* Data Cleansing: No

## CDFI Zip Code

* Variable: zip
* Publication: Yes
* Data Cleansing: No

## CDFI Website Address

* Variable: webAddress
* Publication: No
* Data Cleansing: No

## Name of Person Responsible for Completing the ILR (Q.1)

* Variable: respPerson
* Publication: No
* Data Cleansing: No

## Telephone Number of Person Responsible (including Extension if applicable) (Q.2)

* Variable: respPersonPhone
* Publication: No
* Data Cleansing: No

## E-mail Address of Person Responsible (Q.3)

* Variable: respPersonEmail
* Publication: No
* Data Cleansing: No

## Is the Organization Minority Owned or Controlled? (Q.4)

* Variable: minorityOwned
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Is the Organization Women Owned or Controlled? (Q.5)

* Variable: womenOwned
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Is the Organization a "Faith-Based" Organization? (Q.6)

* Variable: faithBased
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Did the Organization Finance or Provide Financial Services to any Religious Institution(s) or Faith-Based Organization(s) During the Reporting Period? (Q.7)

* Variable: faithBasedProvider
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Which of the Following Racial Populations Did the Organization Finance During the Reporting Period? (Q.8)

* Variable: americanIndian, alaskaNative, asian, africanAmerican, hawaiian, pacificIslander, white, otherRace
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Did the Organization Finance any Persons of Hispanic Origin During the Reporting Period (Q.9)

* Variable: orgFinancedHispanics
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Which of the Following Geographic Areas did the Organization Provide Financing in During Reporting Period? (Q.10)

* Variable: appalachia, colonias, hotZones[[12]](#footnote-12), mississippi, nativeAmericanAreas, ruralAreas, majorUrbanArea, minorUrbanArea
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Are 50% or More of the Customers or End Users American Indian, Alaska Native, or Native Hawaiian or Located in Native American Areas? (Q.11)

* Variable: nativeAmericanSel
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Native American Community Activities Table (Q.12)

* Variable: table
* Publication: No
* Data Cleansing: No

## FTEs Dedicated to Lending/Investing (Q.13)

* Variable: lendingStaff
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## FTEs Dedicated to Development Services (Q.14)

* Variable: technicalStaff
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## FTEs Dedicated to Financial Services Other than Lending/Investing (Q.15)

* Variable: financialStaff
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## FTEs Dedicated to Administration and Other Activities (Q.16)

* Variable: adminStaff
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Total FTEs (Q.17)

* Variable: totalStaff
* Publication: No
* Data Cleansing: Adding up Q.13 to Q.16. For entries less than 1, treat it as zero. Apply P&A#10, P&A#11, and P&A#3

## Consultant/Contractor FTEs (Q.18)

* Variable: totalConsultants
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Investment Capital Table (Q.19)

* Variable: cap\_BANK cap\_CDFIINT cap\_NDFIINS cap\_NDFIINV cap\_NDFIPF cap\_NDFIVF cap\_CORPOTHER cap\_CORPREDEV cap\_CORPUTILITY cap\_GOVTCDFI cap\_GOVTOTHER cap\_GOVTSTATE cap\_GSE cap\_IND cap\_PHILFOUND cap\_PHILOTHER cap\_RELINST cap\_INTERNAL cap\_OTHER

|  |  |
| --- | --- |
| **Code** | **Description** |
| BANK | Bank or other Regulated Financial Institution |
| CDFIINT | CDFI Intermediary |
| CORPOTHER | Corporation - Other |
| CORPREDEV | Corporation - Real Estate Developer or Investment Company |
| CORPUTILITY | Corporation - Utility Company |
| GOVTCDFI | Government-Federal - CDFI Fund |
| GOVTOTHER | Government-Federal - Other Sources |
| GOVTSTATE | Government - State or Local |
| GSE | Government Sponsored Entity (GSE) |
| IND | Individuals |
| INTERNAL | Internal Funds |
| NDFIINS | Non Depository Financial Institution - Insurance Company |
| NDFIINV | Non Depository Financial Institution - Investment Bank |
| NDFIPF | Non Depository Financial Institution - Pension Fund |
| NDFIVF | Non Depository Financial Institution - Venture Fund |
| OTHER | Other |
| PHILFOUND | Philanthropic Organization - Foundation |
| PHILOTHER | Philanthropic Organization - Other |
| RELINST | Religious Institution |

* Publication: Yes
* Data Cleansing: Apply P&A#10. Drop entries less than $10 or greater than $1 trillion

## Investment Capital Summary Table (Q.20)

* Variable: table
* Publication: No
* Data Cleansing: No

## Off Balance Sheet Resources Committed to the Organization for Lending/Investing (Q.21)

* Variable: committedLendingOrg
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Financing Commitments to Borrowers/Investees at Reporting Period End (Q.22)

* Variable: committedLendingOth
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Cash and Cash Equivalents Available for Operating Expenses (Q.23)

* Variable: cashAvailable
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Current Assets (Q.24)

* Variable: currentAssets
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Loan Loss Reserve -- Accrual (Q.25a)

* Variable: loanReserveAccrual
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Loan Loss Reserve – Cash (Q.25b)

* Variable: loanReserveCash
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Depository Loss Reserves (Q.25c)

* Variable: cuLossReserves
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Total Assets (Q.26)

* Variable: totalAssets
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Current Liabilities (Q.27)

* Variable: currentLiabilities
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Total Liabilities (Q.28)

* Variable: totalLiabilities
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Shareholders Equity, Net Assets, or Net Worth (Q.29)

* Variable: totalEquity
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Contributed Operating Revenue Table (Q.30)

* Variable: rev\_BANK rev\_CDFIINT rev\_NDFIINS rev\_NDFIINV rev\_NDFIPF rev\_NDFIVF rev\_CORPOTHER rev\_CORPREDEV rev\_CORPUTILITY rev\_GOVTCDFI rev\_GOVTOTHER rev\_GOVTSTATE rev\_GSE rev\_IND rev\_PHILFOUND rev\_PHILOTHER rev\_RELINST rev\_OTHER

|  |  |
| --- | --- |
| **Code** | **Description** |
| BANK | Bank or other Regulated Financial Institution |
| CDFIINT | CDFI Intermediary |
| CORPOTHER | Corporation - Other |
| CORPREDEV | Corporation - Real Estate Developer or Investment Company |
| CORPUTILITY | Corporation - Utility Company |
| GOVTCDFI | Government-Federal - CDFI Fund |
| GOVTOTHER | Government-Federal - Other Sources |
| GOVTSTATE | Government - State or Local |
| GSE | Government Sponsored Entity (GSE) |
| IND | Individuals |
| NDFIINS | Non Depository Financial Institution - Insurance Company |
| NDFIINV | Non Depository Financial Institution - Investment Bank |
| NDFIPF | Non Depository Financial Institution - Pension Fund |
| NDFIVF | Non Depository Financial Institution - Venture Fund |
| OTHER | Other |
| PHILFOUND | Philanthropic Organization - Foundation |
| PHILOTHER | Philanthropic Organization - Other |
| RELINST | Religious Institution |

* Publication: Yes
* Data Cleansing: Apply P&A#10. Drop entries less than $10

## Interest Income Earned on Portfolio (Q.31)

* Variable: intrstErndPortfolio
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Fee Income Earned from Lending Portfolio and Retail Financial Services (Q.32)

* Variable: feeIncome
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Interest Earned on Cash & Marketable Securities (Q.33)

* Variable: interestEarnedCash
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Contract, Training, and Consulting Income (Q.34)

* Variable: contractIncome
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Other Earned Revenue (Q.35)

* Variable: otherRevenues
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Description of Other Earned Revenue (Q.35b)

* Variable: None
* Publication: N/A
* Data Cleansing: N/A

## Total Earned Revenue (Q36)

* Variable: totalEarnedRevenue
* Publication: No
* Data Cleansing: Adding up Q.31 to Q.35. Apply P&A#10, P&A#11, and P&A#2

## Total Operating Revenue (before gains) (Q.37)

* Variable: preGainOpRevenue
* Publication: No
* Data Cleansing: Adding up Q.30 and Q.36

## Gains on Equity Investments (Q.38)

* Variable: eqtyInvstmntGains
* Publication: Yes
* Data Cleansing: No

## Gains - Other (Q.39)

* Variable: otherGains
* Publication: Yes
* Data Cleansing: No

## Total Gains (Realized and Unrealized) (Q.40)

* Variable: totalGains
* Publication: No
* Data Cleansing: Adding up Q.38 and Q.39

## Total Operating Revenue (after gains) (Q.41)

* Variable: totalGainOpRevenue
* Publication: No
* Data Cleansing: Adding up Q.37 and Q.40

## Total Non-Operating Revenue (Q.42)

* Variable: nonopRevenue
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Total Revenue (Q.43)

* Variable: totalFYRevenue
* Publication: No
* Data Cleansing: Adding up Q.41 and Q.42

## Interest Expense (Q.44)

* Variable: interestExpense
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Loan Loss Provision (Q.45)

* Variable: loanLossProvision
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Salaries and Benefits for Staff (Q.46)

* Variable: salaryBenefitsStaff
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Professional Fees (Q.47)

* Variable: professionalFees
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Other Operating Expenses (Q.48)

* Variable: otherOpExpenses
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Description of Other Operating Expenses (Q.48b)

* Variable: None
* Publication: N/A
* Data Cleansing: N/A

## Total Pre-Tax Operating Expenses (Q.49)

* Variable: preTaxOpExpenses
* Publication: No
* Data Cleansing: Adding up Q.44 to Q.48. Apply P&A#10, P&A#11, and P&A#2

## Total Non-Operating Expenses (Q.50)

* Variable: nonopExpense
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Total Expenses (Q.51)

* Variable: totalExpenses
* Publication: No
* Data Cleansing: Adding up Q.49 and Q.50

## Dividends Paid Out (For-Profit CDFIs and Credit Unions only) (Q.52)

* Variable: dividendsPaidOut
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Estimated Value of Additional Expenses (Q.53)

* Variable: estAdditionalExpense
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, P&A#15, and P&A#4

## Total Revenue in the Fiscal Year Prior to the Current Reporting Period (Q.54)

* Variable: priorYearRevs
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Total Revenue in the Fiscal Year Two Years Prior to the Current Reporting Period (Q.55)

* Variable: priorYearMinus1Revs
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Total Expenses in the Fiscal Year Prior to the Current Reporting Period (Q.56)

* Variable: priorYearExps
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Total Expenses in the Fiscal Year Two Years Prior to the Current Reporting Period (Q.57)

* Variable: priorYearMinus1Exps
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#2

## Will the Organization Submit a Transaction-Level Report for the Current Reporting Period? (Q.58)

* Variable: portfolioTldData
* Publication: No
* Data Cleansing: No

## Loans/Investments Originated Table (Q.59)

* Variable: BUSFIXED\_orig, BUSINESS\_orig, BUSWORKCAP\_orig, CONSUMER\_orig, HOMEIMP\_orig, HOMEPURCH\_orig, MICRO\_orig, OTHER\_orig, RECOCOM\_orig, RECOMULTI\_orig, RECOSINGLE\_orig, RERHCOM\_orig, RERHMULTI\_orig, RERHSINGLE\_orig

|  |  |
| --- | --- |
| **Code** | **Description** |
| BUSFIXED | Business Fixed Capital |
| BUSINESS | Business |
| BUSWORKCAP | Business Working Capital |
| CONSUMER | Consumer |
| HOMEIMP | Home Improvement |
| HOMEPURCH | Home Purchase |
| MICRO | Microenterprise Loan |
| OTHER | Other Financing Purpose |
| RECOCOM | Real Estate - Construction / Permanent /Acquisition w/o Rehab - Commercial |
| RECOMULTI | Real Estate - Construction - Housing Development - Multi Family |
| RECOSINGLE | Real Estate - Construction - Housing Development - Single Family |
| RERHCOM | Real Estate - Rehabilitation - Commercial |
| RERHMULTI | Real Estate - Rehabilitation -Housing-Development - Multi Family |
| RERHSINGLE | Real Estate - Rehabilitation -Housing-Development - Single Family |

* Publication: Yes
* Data Cleansing: For the origination amount, only count loans/investments originated during the CDFI’s reporting fiscal year. Use the amount (amountclosed\_c) reported in ILR if a CDFI reported the amount both in ILR and TLR (originalamount\_c)
  + ILR- amountclosed\_c: Switch the entries if the amount was entered in the number column and vice versa. Apply P&A#10 and P&A#15. Drop loans less than $10. Remove loans that are global outliers; loanpurpose: Unchanged
  + TLR- originalamount\_c: See TLR (7). An investment/loan origination is identified by the closing date (dateclosed) of that investment/loan. Convert years closed to fiscal years closed based on CDFIs’ fiscal year end and set them equal to reporting fiscal years (fiscalyear). Purpose\_c: See TLR (8).
* For the origination number (“\_N”), only count loans/investments originated during the CDFI’s reporting fiscal year. Use the number (numberclosed\_c) reported in ILR if a CDFI reported the number both in ILR and TLR (originalamount\_c)

## Amount of Loans/Investments Originated in Community Facilities (Q.60)

* Variable: loansInvestOriginatedComFac
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Loans/Investments Originated in Approved Target Market (Amount/Number) (Q.61)

* Variable: table
* Publication: No
* Data Cleansing: No

## Portfolio Outstanding Table (Q.62)

* Variable: BUSFIXED, BUSINESS, BUSWORKCAP, CONSUMER, HOMEIMP, HOMEPURCH, MICRO, OTHER, RECOCOM, RECOMULTI, RECOSINGLE, RERHCOM, RERHMULTI, RERHSINGLE

|  |  |
| --- | --- |
| **Code** | **Description** |
| BUSFIXED | Business Fixed Capital |
| BUSINESS | Business |
| BUSWORKCAP | Business Working Capital |
| CONSUMER | Consumer |
| HOMEIMP | Home Improvement |
| HOMEPURCH | Home Purchase |
| MICRO | Microenterprise Loan |
| OTHER | Other Financing Purpose |
| RECOCOM | Real Estate - Construction / Permanent /Acquisition w/o Rehab - Commercial |
| RECOMULTI | Real Estate - Construction - Housing Development - Multi Family |
| RECOSINGLE | Real Estate - Construction - Housing Development - Single Family |
| RERHCOM | Real Estate - Rehabilitation - Commercial |
| RERHMULTI | Real Estate - Rehabilitation -Housing-Development - Multi Family |
| RERHSINGLE | Real Estate - Rehabilitation -Housing-Development - Single Family |

* Publication: Yes
* Data Cleansing: See ILR (77)

## Amount of Portfolio Outstanding Invested in Community Facilities (Q.63)

* Variable: portfolioOutInvestedComFac
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## 90 Days or More Past Due (Amount/Number) (Q.64)

* Variable: portfolioRiskAmt, portfolioRiskNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Total Amount Charged Off (Q.65)

* Variable: totalChargedOffAmt
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4

## Total Recoveries (Q.66)

* Variable: totalRecoveries
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4

## Net Amount Charged Off (Q.67)

* Variable: netChargedOffAmt
* Publication: No
* Data Cleansing: Q.65 – Q.66. Replace with entered values if missing.

## Loan Purchase Table (Q.68)

* Variable: table
* Publication: No
* Data Cleansing: No

## Sector Breakouts for All Loans Purchased During the Reporting Period (Q.69)

* Variable: table
* Publication: No
* Data Cleansing: No

## Loans Sold Table (Q.70)

* Variable: table
* Publication: No
* Data Cleansing: No

## Sector Breakouts for Loans Sold During the Reporting Period (Q.71)

* Variable: table
* Publication: No
* Data Cleansing: No

## Loan Guarantees (Amount/Number) (Q.72)

* Variable: loansClosedAmt, loansClosedNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Loans/Investments Underwritten for other Organizations (Amount/Number) (Q.73)

* Variable: loansClosedUnderAmt, loansClosedUnderNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Loans/Investments Serviced for Other Organizations (Amount/Number) (Q.74)

* Variable: loansClosedSvcAmt, loansClosedSvcNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Loan Guarantees (Amount/Number) (Q.75)

* Variable: loansOutAmt, loansOutNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Loans/Investments Underwritten for other Organizations (Amount/Number) (Q.76)

* Variable: loansOutUnderAmt, loansOutUnderNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Loans/Investments Serviced for Other Organizations (Amount/Number) (Q.77)

* Variable: loansOutSvcAmt, loansOutSvcNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#15, and P&A#4. Then switch the entries if the amount was entered in the number column and vice versa.

## Will you Provide the Following Impact Data in a Transaction Level Report? (Q.78)

* Variable: impactTlrOption
* Publication: No
* Data Cleansing: No

## Type of Jobs Reported (Q.79)

* Variable: jobType
* Publication: No
* Data Cleansing: No

## Jobs in Portfolio Businesses at Time of Loan/Investment (Q.80)

* Variable: portfolioFteStart
* Publication: No
* Data Cleansing: No

## Jobs at Reporting Period End (Q.81)

* Variable: portfolioFteEnd
* Publication: No
* Data Cleansing: Yes. Jobs were reported in gross total in 2003, net changes from 2004 to 2013, and again in gross total from 2014. Combine with jobs reported in the TLR.

## Source of Job Estimates (Q.82a)

* Variable: jobSource
* Publication: No
* Data Cleansing: No

## Source of Job Estimates – Other (Q.82b)

* Variable: jobSourceOther
* Publication: No
* Data Cleansing: No

## Projected Number of Housing Units (Q.83)

* Variable: housingUnitsNum
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Then replace housing units (Q.83) with affordable housing units (Q.84) if there is no data for housing units (Q.83).

## Projected Number of Affordable Housing Units (Q.84)

* Variable: clientsProjectedNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Then replace affordable housing units (Q.84) with housing units (Q.83) if affordable housing unit number (Q.84) is greater than housing unit number (Q.83). Combine with affordable housing units reported in the TLR.

## Number of First-Time Homebuyers (Q.85)

* Variable: firstTimeHomeBuy
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Combine with the number of first-time homebuyers reported in the TLR.

## Capacity of Community Facilities – Educational (Q.86a)

* Variable: communityFacEducational
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Capacity of Community Facilities – Childcare (Q.86b)

* Variable: communityFacChild
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Capacity of Community Facilities – Healthcare (Q.86c)

* Variable: communityFacHealth
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Capacity of Community Facilities - Arts Center (Q.86d)

* Variable: communityFacArts
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Capacity of Community Facilities – Other (Q.86e)

* Variable: communityFacOther
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Projected Square Feet of Commercial Real Estate Property Developed (Q.87)

* Variable: addSqftNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Combine with the number reported in the TLR.

## Number of Equity Investments Held for 12 Months or More (Q.88)

* Variable: eqtyInvstmntsNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Replace with zero if greater than 1000. Then replace equity investment number (Q.88) with those that decrease value (Q.89) if there is no data for equity investment number.

## Number of Equity Investments Held for 12 Months or More That Have Decreased in value in the Organization's Prior Fiscal Year (Q.89)

* Variable: eqtyInvstmntsDecNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Replace with zero if greater than 1000. Then replace equity investments that decrease value (Q.89) with the total equity investment number (Q.88) if equity investments that decrease value number (Q.89) are greater than total equity investment number (Q.88).

## Other Impacts (1) (Description, Number) (Q.90)

* Variable: otherImpactsDescription1, otherImpactsUnits1
* Publication: No
* Data Cleansing: No

## Other Impacts (2) (Description, Number) (Q.91)

* Variable: otherImpactsDescription2, otherImpactsUnits2
* Publication: No
* Data Cleansing: No

## Did the Organization Introduce Any New Products or Services During the Reporting Period? (Q.92)

* Variable: newProductsIntro
* Publication: No
* Data Cleansing: No

## Lending/Investing with Other Certified CDFIs (Q.93)

* Variable: lendingInvestingOtherCDFIs
* Publication: No
* Data Cleansing: No

## Lending/Investing with CDEs (Q.94)

* Variable: lendingInvestingCDEs
* Publication: No
* Data Cleansing: No

## Housing Technical Assistance (Q.95)

* Variable: housingTechnical
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Homeownership Counseling (Q.96)

* Variable: homeCounselling
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Business Technical Assistance (Q.97)

* Variable: businessTechnical
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Real Estate Technical Assistance (Q.98)

* Variable: realEstateTechnical
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Credit Counseling (Q.99)

* Variable: creditCounseling
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Financial Education (Q.100)

* Variable: finCounselling
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Other Services (Not Included Above) (Q.101)

* Variable: otherTraining
* Publication: Yes
* Data Cleansing: Apply P&A#12

## Total Clients Served (Organization and Other Development Services Providers) (Q.102)

* Variable: totdevOrgClientsNum[[13]](#footnote-13), totdevOtherDspNum[[14]](#footnote-14)
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Replace with the sum of the subcomponents if missing or the value is greater than the sum of the subcomponents.

## Affordable Housing (Organization and Other Development Services Providers) (Q.103)

* Variable: housingTotClientsNum, housingDspClientsNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Economic Development (Organization and Other Development Services Providers) (Q.104)

* Variable: econTotClientsNum, econDspClientsNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Consumer Development (Organization and Other Development Services Providers) (Q.105)

* Variable: finTotClientsNum, finDspClientsNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Other Services (Not Included Above) (Organization and Other Development Services Providers) (Q.106)

* Variable: othTotClientsNum, othDspClientsNum
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5

## Number of American Indians, Alaska Natives and Native Hawaiians Served (Q.107)

* Variable: nativeAmerican
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#5. Then replace native number (Q.107) with the total number of clients served if native number (Q.107) is greater than the total number.

## Total Amount of All Open IDAs (Q.108)

* Variable: amountIDA
* Publication: Yes
* Data Cleansing: Switch the entries if the amount (A.108) was entered in the number column (Q.109) and vice versa. Apply P&A#10, P&A#11, P&A#3. Then calculate average amount per account number and remove local and global outliers of per account number.

## Total Number of Individual Development Accounts Open (Q.109)

* Variable: numberIDA
* Publication: Yes
* Data Cleansing: Switch the entries if the amount (A.108) was entered in the number column (Q.109) and vice versa. Apply P&A#10, P&A#11, P&A#3. Then calculate average amount per account number and remove local and global outliers of per account number.

## IDA Withdrawal Purpose Table (Q.110)

* Variable: table
* Publication: No
* Data Cleansing: No

# Transaction Level Report (TLR)

## Submitter Transmission ID (Column A)

* Variable: submittertransmissionid
* Publication: No
* Data Cleansing: No

## Project Number (Column B)

* Variable: projectnumber
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Originator Transaction ID (Column C)

* Variable: originatortransactionid[[15]](#footnote-15)
* Publication: No
* Data Cleansing: Lower case the variable, remove all blanks, remove commas and apostrophes.

## Client ID (Column D)

* Variable: clientid
* Publication: No
* Data Cleansing: Lower case the variable, remove all blanks, remove commas and apostrophes. Apply P&A#7 and P&A#9. Replace with Originator Transaction ID (Column C) if missing.

## Investee Type (Column E)

* Variable: investeetype
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Date Originated (Column F)

* Variable: dateclosed
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. Replace dateclosed\_c with missing values if a loan/investment originated after reporting fiscal year.

## Original Loan/Investment Amount (Column G)

* Variable: originalamount[[16]](#footnote-16)
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#15. Drop loan/investments less than $10. Drop inactive loan/investments. Drop loan/investments originated after reporting fiscal year. Drop missing loan/investments. Remove local outliers. Apply P&A#7 by replacing a financial note having different values for different years with the average of all years.

## Purpose (Column H)

* Variable: purpose
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Transaction Type (Column I)

* Variable: transactiontype
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Interest Rate (Column J)

* Variable: originalinterestrate
* Publication: Yes
* Data Cleansing: If interest rates are equal or less than 0.2, multiply them to 100. If interest rates are equal or greater than 100, divide them by 100. Replace interest rates with missing values if the interest rates are less than one or greater than 20 percentage points. Apply P&A#7 and P&A#9

## Interest Type (Column K)

* Variable: interesttype
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Points (Column L)

* Variable: points
* Publication: Yes
* Data Cleansing: If loan points are equal or less than 0.1, multiply them to 100. If loan points are equal or greater than 10, divide them by 100. Apply P&A#7 and P&A#9

## Origination Fees (Column M)

* Variable: originationfees
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. Treat origination fees as missing if the fee amounts are equal or greater than the loan amounts.

## Amortization Type (Column N)

* Variable: amortizationtype
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Equity-Like Features (Column O)

* Variable: equitylikefeatures
* Publication: Yes
* Data Cleansing: Treat the variable as missing if it is “NONE”. Apply P&A#7 and P&A#9. If transaction type is not "DEBTEQTY", then it is “NA”.

## Term (Column P)

* Variable: originalterm
* Publication: Yes
* Data Cleansing: Replace Term with missing values if the term of a loan is equal or less than zero or greater than 480 months. Apply P&A#7 and P&A#9

## Date First Payment Due (Column Q)

* Variable: dateoffirstpaymentdue
* Publication: Yes
* Data Cleansing: Treat the variable as missing if it occurs before the date a loan closed. Apply P&A#7 and P&A#9

## Guarantee (Column R)

* Variable: guarantee
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Lien Position (Column S)

* Variable: lienposition
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Collateral Type (Column T)

* Variable: collateraltype
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Collateral Value at Origination (Column U)

* Variable: valueofcollateral
* Publication: Yes
* Data Cleansing: Treat as missing if less than $10. Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Equity Injection Amount (Column V)

* Variable: equityinjectionamount
* Publication: Yes
* Data Cleansing: Treat as missing if less than $10. Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Forgivable Loan (Column W)

* Variable: forgivableloan
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Investee Street Address Line 1 (Column X)

* Variable: investeestreetaddressline1
* Publication: No
* Data Cleansing: No

## Investee Street Address Line 2 (Column Y)

* Variable: investeestreetaddressline2
* Publication: No
* Data Cleansing: No

## Investee City (Column Z)

* Variable: investeecity
* Publication: No
* Data Cleansing: No

## Investee State (Column AA)

* Variable: investeestate
* Publication: No
* Data Cleansing: No

## Investee Zipcode5 (Column AB)

* Variable: investeezipcode5
* Publication: No
* Data Cleansing: No

## Investee Zipcode+4 (Column AC)

* Variable: investeezipcodeplus4
* Publication: No
* Data Cleansing: No

## Investee FIPS Code (Column AD)

* Variable: investeefipscode
* Publication: No
* Data Cleansing: No

## Investee X Coordinates (Column AE)

* Variable: investeelatitude
* Publication: No
* Data Cleansing: No

## Investee Y Coordinates (Column AF)

* Variable: investeelongtitude
* Publication: No
* Data Cleansing: No

## Project Street Address Line 1 (Column AG)

* Variable: projectstreetaddressline1
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Project Street Address Line 2 (Column AH)

* Variable: projectstreetaddressline2
* Publication: No
* Data Cleansing: No

## Project City (Column AI)

* Variable: projectcity
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Project State (Column AJ)

* Variable: projectstate
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Project Zipcode5 (Column AK)

* Variable: projectzipcode5
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Project Zipcode+4 (Column AL)

* Variable: projectzipcodeplus4
* Publication: No
* Data Cleansing: No

## Project FIPS Code (Column AM)

* Variable: projectfipscode\_2000, projectfipscode\_2010
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. If a loan/investment was reported with an x-y coordinate, the project\_fips of that loan/investment is the 2000 census tract in which the x-y coordinate locates. If a loan/investment was reported without an x-y coordinate, but with an address, the address is geocoded and the project\_fips of that loan/investment is the 2000 census tract in which the address locates. If a loan/investment was neither reported with an address nor with an x-y coordinate, but with a 2000 census tract FIPS code, the project\_fips of that loan/investment is the reported 2000 census tract FIPS code. For loans/investments submitted by new recipients first reporting in fiscal year 2014 or after or originated in fiscal year 2014 or after, 2010 census tract FIPS codes are used and published as well.

## Project X Coordinates (Column AN)

* Variable: projectlatitude
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Project Y Coordinates (Column AO)

* Variable: projectlongtitude
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## NAICS (Column AP)

* Variable: naicscode
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Date Business Established (Column AQ)

* Variable: datebusinessestablished
* Publication: Yes
* Data Cleansing: Treat as missing if the date business established occurs after the date a loan closed. Apply P&A#7 and P&A#9

## Entity Structure (Column AR)

* Variable: entitystructure
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Minority Owned or Controlled (Column AS)

* Variable: minorityownedorcontrolled
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. Switch from “YES” to “NO” if either controlled or owned by non-hispanic white and from “NO” to “YES” if neither controlled nor owned by non-hispanic white. [Cross-check with Race (Column BQ) and Hispanic Origin (Column BR)]

## Women Owned or Controlled (Column AT)

* Variable: womenownedorcontrolled
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. Switch from “YES” to “NO” if either controlled or owned by male and from “NO” to “YES” if either controlled or owned by female. [Cross-check with Gender (Column BP)]

## Low-Income Owned or Controlled (AU)

* Variable: lowincomeownedorcontrolled
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. Switch from “YES” to “NO” if neither controlled nor owned by low-income individuals and from “NO” to “YES” if either controlled or owned by low-income individuals. [Cross-check with Low-Income Status (Column BJ)]

## Jobs at Time of Loan/Investment (AV)

* Variable: jobsattime
* Publication: No
* Data Cleansing: Treat as missing if less than 1. Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Principal Balance Outstanding (Column AW)

* Variable: principalbalanceoutstanding
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#14, and P&A#15

## Loan Status (Column AX)

* Variable: loanclosedstatus
* Publication: No
* Data Cleansing: No

## New Originator Transaction ID of Refinanced Loan (Column AY)

* Variable: refinancedoriginalid
* Publication: No
* Data Cleansing: No

## Days Delinquent (Column AZ)

* Variable: daysdelinquent
* Publication: No
* Data Cleansing: Apply P&A#10 and P&A#15

## Number of Times 60 Days or More Delinquent (Column BA)

* Variable: numberpastdue60
* Publication: No
* Data Cleansing: Treat as missing if the number of times 60 days or more delinquent is greater than a half of loan term.

## Number of Times the Loan Was Restructured (Column BB)

* Variable: numberrestructured
* Publication: No
* Data Cleansing: Treat as missing if the number of times restructuring is greater than a half of loan term.

## Number of Times the Loan Was Refinanced (Column BC)

* Variable: numberoftimesrefinanced
* Publication: No
* Data Cleansing: Treat as missing if the number of times refinancing is greater than a half of loan term.

## Amount Charged Off (Column BD)

* Variable: amountchargedoff
* Publication: No
* Data Cleansing: Apply P&A#10 and P&A#15

## Amount Recovered (Column BE)

* Variable: amountrecovered
* Publication: No
* Data Cleansing: Apply P&A#10 and P&A#15

## Fair Value at Origination (Column BF)

* Variable: fairvalue
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16. Only apply to equity investments. Replace with fair value at the end if missing.

## Fair Value at End of Reporting Period (Column BG)

* Variable: fairvalueend
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8. Only apply to equity investments. Replace with fair value at origination if missing.

## Annual Gross Revenue from Business Operations Reported During the Reporting Period (Column BH)

* Variable: annualgrossrevenue
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#17

## Jobs at Reporting Period End (Column BI)

* Variable: fteinbusiness
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8. Replace jobs at the end (Column BI) with jobs at the beginning (Column AV) if missing.

## Low-Income Status (Column BJ)

* Variable: lowincomestatus
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Other Targeted Populations (Column BK)

* Variable: othertargetedpopulations
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## LITP End Users (Column BL)

* Variable: litpendusers
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## OTP End Users (Column BM)

* Variable: otpendusers
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## IA End Users (Column BN)

* Variable: iaendusers
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Credit Score (Column BO)

* Variable: creditscore
* Publication: No
* Data Cleansing: Treat as missing if the score is outside of the FICO 300-850 range. Apply P&A#10, P&A#11, and P&A#17

## Gender (Column BP)

* Variable: gender
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Race (Column BQ)

* Variable: race
* Publication: Yes
* Data Cleansing: Set Race equal to missing values if Race is “NG” or “NA”. Set Race equal to “HAWAIIAN” if Race is “HAWAIIN”. Apply P&A#7 and P&A#9

## Hispanic Origin (Column BR)

* Variable: hispanicorigin
* Publication: Yes
* Data Cleansing: Set Hispanic Origin equal to missing values if Hispanic Origin is “NG” or “NA”. Apply P&A#7 and P&A#9

## Female-Headed Household (Column BS)

* Variable: femaleheadedhousehold
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9. Switch from “YES” to “NO” if headed by male. [Cross-check with Gender (Column BP)]

## First-Time Homebuyer (Column BT)

* Variable: firsttimehomebuyer
* Publication: Yes
* Data Cleansing: Apply P&A#7 and P&A#9

## Banked @ time of Intake (Column BU)

* Variable: bankedattimeofintake
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Annual Gross Revenue from Business Operations At Time of Loan/Investment (Column BV)

* Variable: grossrevenuebusops
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#15, P&A#7, and P&A#9

## Total Project Cost (Column BW)

* Variable: totalprojectcost
* Publication: No
* Data Cleansing: Replace total project cost with loan amount if loan amount is greater total project cost. Apply P&A#10, P&A#11, and P&A#8

## Type of Jobs Reported (BX)

* Variable: jobtype
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Projected Permanent Jobs to Be Created at Businesses Financed (Column BY)

* Variable: projectedjobsbusiness
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Projected Jobs to be Created – Construction (Column BZ)

* Variable: projectedjobsconstruction
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Projected Permanent Jobs to be Created at Tenant Businesses (Column CA)

* Variable: projectedftetenants
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Actual Permanent Jobs Created at Businesses Financed (Column CB)

* Variable: actualftebusiness
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Actual Jobs Created – Construction (Column CC)

* Variable: actualfteconstruction
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Actual Permanent Jobs to be Created at Tenant Businesses (Column CD)

* Variable: actualftetenants
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Source of Job Estimates (Column CE)

* Variable: jobsource
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Source of Job Estimates – Other (Column CF)

* Variable: jobsourceother
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Community Facility (Column CG)

* Variable: None[[17]](#footnote-17)
* Publication: N/A
* Data Cleansing: N/A

## Capacity of Educational Community Facility (Column CH)

* Variable: educationfacility
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Capacity of Childcare Community Facility (Column CI)

* Variable: childcarefacility
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Capacity of Healthcare Community Facility (Column CJ)

* Variable: healthcarefacility
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Capacity of Arts Center Community Facility (Column CK)

* Variable: artscenterfacility
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Capacity of Other Community Facility (Column CL)

* Variable: otherfacility
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Square Feet of Real Estate – Total (Column CM)

* Variable: arearealestatetotal
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16. Calculate the total number of commercial real estate square feet namely “X” by adding square feet of manufacture, office, and retail. Replace “Square Feet of Real Estates – Total” with X if “Square Feet of Real Estates – Total” is missing. Treat as missing if less than 10.

## Square Feet of Real Estate – Manufacturing (Column CN)

* Variable: sqfremanufacture
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Square Feet of Real Estate – Office (Column CO)

* Variable: sqfreoffice
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Square Feet of Real Estate-Retail (Column CP)

* Variable: sqfreretail
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Housing Units – Sale (Column CQ)

* Variable: housingunitssale
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Housing Units – Rental (Column CR)

* Variable: housingunitsrent
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Affordable Housing Units – Sale (Column CS)

* Variable: affordablehousesale
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Affordable Housing Units – Rental (Column CT)

* Variable: affordablehouserent
* Publication: Yes
* Data Cleansing: Apply P&A#10, P&A#11, P&A#7, and P&A#16

## Other Impact (1) – Explain (Column CU)

* Variable: otherimpact1explain
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Other Impact (1) - Number of Units (Column CV)

* Variable: otherimpact1numberofunits
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Other Impact (2) – Explain (Column CW)

* Variable: otherimpact2explain
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Other Impact (2) - Number of Units (Column CX)

* Variable: otherimpact2numberofunits
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## HFFI Transaction (Column CY)

* Variable: hffiawardee
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Year of HFFI Award (Column CZ)

* Variable: None
* Publication: N/A
* Data Cleansing: N/A

## HFFI-FA Activity (Column DA)

* Variable: hffitype
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Healthy Food Outlet Activity (Column DB)

* Variable: None
* Publication: N/A
* Data Cleansing: N/A

## Healthy Food Outlet Activity Other (Column DC)

* Variable: None
* Publication: N/A
* Data Cleansing: N/A

## Food Desert Identifier Source (Column DD)

* Variable: hffiidentifiersource
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Food Desert Identifier Source Other (Column DE)

* Variable: hffiidentifiersourceother
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Health Foods Project Description (Column DF)

* Variable: hffidescription
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

## Total Number of New Retail Healthy Food Outlets (Column DG)

* Variable: hffitotalretail
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Total Number of New Non-Retail Healthy Food Lending Activities (Column DH)

* Variable: hffitotalnonretail
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Square Footage of New Retail Healthy Food Outlets (Column DI)

* Variable: hffisquarefeetretail
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Square Footage of New Non-Retail Healthy Food Outlets (Column DJ)

* Variable: hffisquarefeetnonretail
* Publication: No
* Data Cleansing: Apply P&A#10, P&A#11, and P&A#8

## Target Market (Column DK)

* Variable: hffitargetmarket
* Publication: No
* Data Cleansing: Apply P&A#7 and P&A#9

1. Static data is a sort of data that cannot be different in different years. [↑](#footnote-ref-1)
2. Audited data is a sort of data that has been either directly or indirectly verified. [↑](#footnote-ref-2)
3. Stock data is a sort of data that cannot be reported as zero in any given years. [↑](#footnote-ref-3)
4. Unaudited data is a sort of data that has not been either directly or indirectly verified (e.g. self-report data). [↑](#footnote-ref-4)
5. Identify local outliers within a unit (e.g. a CDFI or a financial note) by the method of interquartile range as follows: [P25-3(P75-P25), P75+3(P75-P25)] where P25 and P75 are the first quartile and the third quartile cutoffs respectively and 3 is a constant used to identifying extreme outliers. [↑](#footnote-ref-5)
6. Identify global outliers across all units by the method of inter-percentile range as follows: [P1-3(P99-P1), P99+3(P99-P1)] where P1 and P99 are 1 percentile and 99 percentile cutoffs respectively and 3 is a constant used to identifying extreme outliers. [↑](#footnote-ref-6)
7. Flow data is a sort of data that can be reported as zero in any given years. [↑](#footnote-ref-7)
8. Though award recipients may report the same transaction more than once for different reporting years (see P&A # 6), only one record of the transaction is released to the public. [↑](#footnote-ref-8)
9. Dynamic data is a sort of data that can be different in different years. [↑](#footnote-ref-9)
10. “No” means that the data field is not released at this time because it is personally identifiable information (PII), low quality, low quantity, or calculated data fields. [↑](#footnote-ref-10)
11. “No” means that either no cleansing methodologies are needed or there are no cleansing methodologies developed for this data field at this time. [↑](#footnote-ref-11)
12. “HotZones” data field is not released at this time because it is no longer relevant. [↑](#footnote-ref-12)
13. Total number of clients that the organization served. The following variables (housingTotClientsNum, econTotClientsNum, finTotClientsNum, and othTotClientsNum) also ask similar questions but in subcategories. [↑](#footnote-ref-13)
14. Total number of clients that other development service providers served on behalf of the organization. The following variables (housingDspClientsNum, econDspClientsNum, finDspClientsNum, and othDspClientsNum) also ask similar questions but in subcategories. [↑](#footnote-ref-14)
15. The variable is masked and expressed as “trans\_id” in the released version. For multi-tract transactions, “trans\_id” numbers are the same. [↑](#footnote-ref-15)
16. For multi-tract transactions, the amount is the sum of all transactions having the same “trans\_id” numbers. [↑](#footnote-ref-16)
17. “None” means the data fields are missing. [↑](#footnote-ref-17)