



U.S. Department of Treasury
Community Development Financial Institutions Fund

Subsidiary-CDE Dissolution and Dis-enjoinment in AMIS

February 2022

General Information about Sub-CDE Dissolution

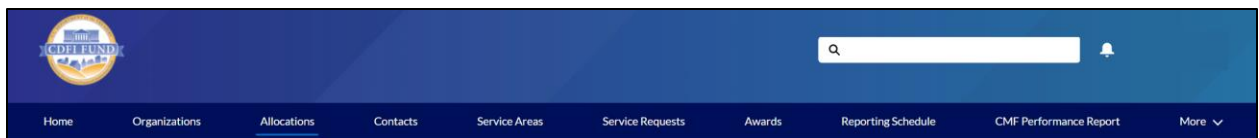
The CDFI Fund allows Allocatees to automatically report and process the dissolution of an enjoined Subsidiary-Community Development Entity (Sub-CDE) at any time provided the following conditions are met for the Sub-CDE:

- All QEIs associated with the Sub-CDE are beyond their 7-year tax credit compliance period.
- The Compliance Status of the Allocation Agreement(s) to which the Sub-CDE is enjoined is Compliant.

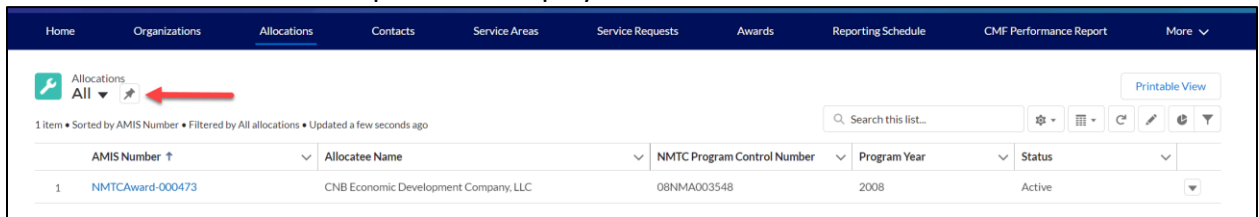
When a Sub-CDE is dissolved or deemed inactive, AMIS updates the Sub-CDE's CDE Certification Status to "Inactive". Once the user completes the Sub-CDE dissolution steps, the dissolution will take effect immediately and AMIS will prevent the Sub-CDE from being used going forward. An email will be generated acknowledging the removal of the Sub-CDE from any applicable Allocation Agreement. **If a Sub-CDE is enjoined to multiple Allocations, it will be removed from all active Allocation Agreements.**

Steps to Process Sub-CDE Dissolution

1. Upon Logging into AMIS, navigate to the **Allocation** tab.



2. Select "**All**" from the dropdown to display all associated Allocations.



3. Locate the **NMTC Program Control Number** to which the Sub CDE is associated and then click on the **AMIS Number** hyperlink.

Allocations All

1 item • Sorted by AMIS Number • Filtered by All allocations • Updated a minute ago

Search this list...

Printable View

AMIS Number ↑	Allocatee Name	NMTC Program Control Number	Program Year	Status
1	NMTCAward-000473		2008	Active

4. On the Allocation page, click on the **Inactive Sub CDE** from the dropdown.

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

Allocation NMTCAward-000473

Printable View Edit Open Schedule 4

Detail Related

Sub-CDEs (6+)

NMTC CDE Name	Subsidiary Name	Inactive	EIN
CDE-000002703		<input type="checkbox"/>	
CDE-000002704		<input type="checkbox"/>	
CDE-000002705		<input type="checkbox"/>	
CDE-000002706		<input type="checkbox"/>	
CDE-000002707		<input type="checkbox"/>	
CDE-000002708		<input type="checkbox"/>	

View All

Add or Remove CDEs
Open Allocation Agreement
Inactive Sub CDE
Upload Documents

5. Select which Sub-CDE(s) to be dissolved by marking the corresponding checkbox(es). After selecting the Sub-CDE(s) to be dissolved, click on the "Process Selected" button.

Subsidiary CDE	Inactive	EIN	CDE Control Nu...
<input checked="" type="checkbox"/>			08NMC003731
<input checked="" type="checkbox"/>			08NMC003732
<input type="checkbox"/>			09NMC004123
<input type="checkbox"/>			09NMC004124
<input type="checkbox"/>			09NMC004125

Process Selected

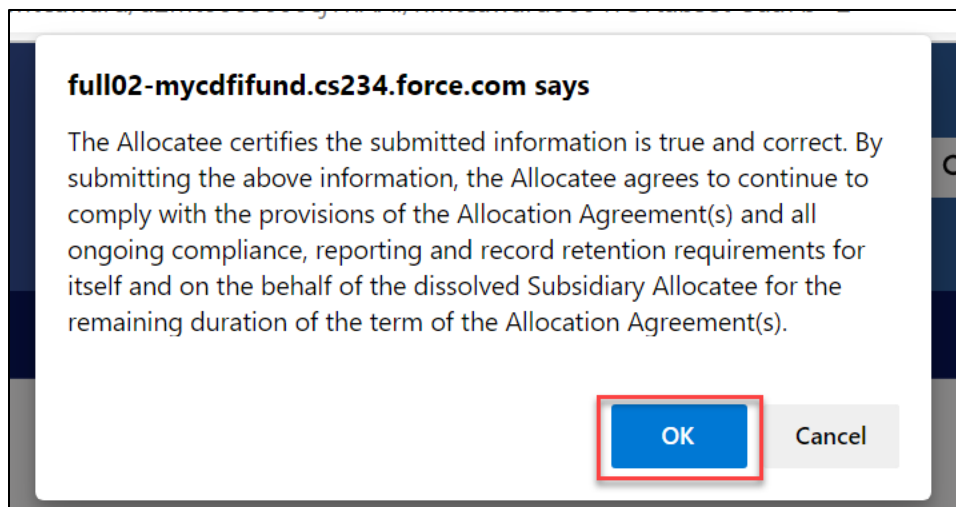
6. Select a reason from the **Inactive Reasons** picklist, enter the **Inactive Date** and then click on the “Inactive” button.

The screenshot shows a form titled "Inactive Sub-CDEs". It contains two required fields: "* Inactive Reasons" with a dropdown menu set to "No NMTC Activity", and "* Inactive Date" with a date picker set to "Feb 8, 2022". Red arrows point to both dropdown menus. At the bottom right, there are two buttons: "Inactive" (highlighted in blue) and "Back".

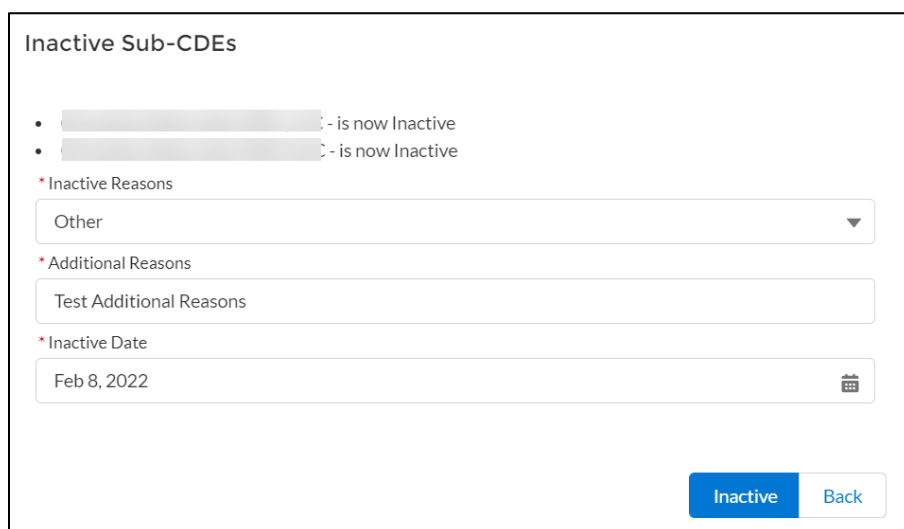
NOTE: If 'Inactive Reason' equals “Other”, then a text box will appear labeled **Additional Reasons**. The user is required to enter information in order to proceed.

The screenshot shows the same "Inactive Sub-CDEs" form. The "* Inactive Reasons" dropdown is now set to "Other". A new text box labeled "* Additional Reasons" has appeared and contains the text "Test Additional Reasons". A red arrow points to this text box. The "* Inactive Date" field remains "Feb 8, 2022". The "Inactive" and "Back" buttons are still present at the bottom right.

7. Upon clicking the “Inactive” button, a certification statement will appear. After reading, click on the “OK” button to agree with the statement and to proceed.



8. If the Sub-CDEs selected to be dissolved meet the required conditions, then the following message will appear:



This message indicates successful dissolution and the Sub CDE's CDE Certification Status is now "Inactive".

Conversely, if the Sub CDE did not meet the required conditions the following error message will appear:

Inactive Sub-CDEs

- ST CDE LXXVII, LLC - There are Allocations which have other Compliance Status than Compliant
- ST CDE LXXVII, LLC - There are Finalized QEIs which are still in the 7 year tax credit period

* Inactive Reasons
Loss of Control by Allocatee

* Inactive Date
Feb 8, 2022

Inactive Back

9. Once a Sub-CDE is reported as inactive, the Sub-CDE section on the Allocation Page will be updated with the check mark in the “Inactive” column for the reported inactive Sub-CDE.

<input type="checkbox"/> Subsidiary CDE	Inactive	EIN	CDE Control Nu...
<input type="checkbox"/> Nation Sub-...	✓	26-1891	08NMC003731
<input type="checkbox"/> Nation Sub-...	✓	26-1892	08NMC003732
<input type="checkbox"/> Nation Sub-...	✓	26-3756	09NMC004123
<input type="checkbox"/> Nation Sub-...		26-3756	09NMC004124
<input type="checkbox"/> Nation Sub-...		26-3756	09NMC004125

Process Selected

10. Once a Sub-CDE is successfully reported as inactive, AMIS will generate an email to the Allocatee’s Authorized Representative that formally acknowledges the Sub-CDE dis-enjoinment from any applicable Allocation Agreement.

Date

Allocatee Name
Address 1
Address 2
City State ZIP

RE: **Sub-CDE Name (Certification Control Number)**

Dear Allocatee:

In accordance with the Allocation Agreement(s) (the "Agreement") indicated below between the Community Development Financial Institutions Fund (the CDFI Fund), **Allocatee Name** (the Allocatee) and its Subsidiary Allocatee(s); the CDFI Fund hereby acknowledges that the Subsidiary Allocatee indicated below has ceased NMTC operations, and in accordance with section 9.11 of the Agreement(s), the CDFI Fund hereby amends section 3.2(c) of the Agreement(s) removing the Subsidiary Allocatee listed below as of the date of this communication:

Allocatee Name:	Allocatee Name
Allocation Control Number:	Allocation Control Number
Date of Allocation Agreement:	Date of Allocation
Allocation Control Number:	Allocation Control Number
Date of Allocation Agreement:	Date of Allocation
Subsidiary Allocatee Name	Certification Number
Sub-CDE Name	Certification Control Number

Pursuant to the provisions of Section 9.13 of the Agreement(s), the Allocatee shall continue to comply with the provisions of the Agreement(s) and all ongoing compliance, reporting and record retention requirements for itself and on the behalf of all of its Subsidiary Allocatee(s), including the removed Subsidiary Allocatee(s), for the remaining duration of the Agreement(s).

Except as expressly amended hereby, the Agreement(s) shall remain in full force and effect in accordance with its terms. Please note that this letter in no way ensures or verifies that the

Allocatee or removed Subsidiary Allocatee(s), or any remaining enjoined Subsidiary Allocatee(s) have complied with the New Markets Tax Credit provisions of the Internal Revenue Code or related IRS regulations. This letter shall not, in any manner, waive or supersede any rights, powers, or remedies available to the Department of the Treasury or the Internal Revenue Service pursuant to the Act, the Internal Revenue Code or any other applicable law or regulation. Capitalized terms used but not defined herein shall have the respective meanings assigned to them in the Allocation Agreement.

By submitting the notice, the Allocatee is also certifying it is executing this dis-enjoinment on behalf of itself and with the approval of any remaining Sub-Allocatee(s).

Regards,

Help Desk Information

If you are experiencing difficulties with the data entry portion of your report, including document errors, system errors, and basic questions, please contact:

AMIS Help Desk
(202) 653-0422
AMIS@cdfi.treas.gov

For any questions regarding the rationale for the various data points, please contact the Certification, Compliance Monitoring and Evaluation (CCME) unit directly:

CCME Help Desk
(202-653-0423)
ccme@cdfi.treas.gov