



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

**New Markets Tax Credit (NMTC Program)**  
**Allocatee (CDE) Transaction Level Report**  
**Data Point Guidance for AMIS**

(September 2024)

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## Getting Started

Transaction Level Reports are now in the CDFI Fund's Awards Management Information System (AMIS).

AMIS provides two ways users can create their Transaction Level Report (TLR):

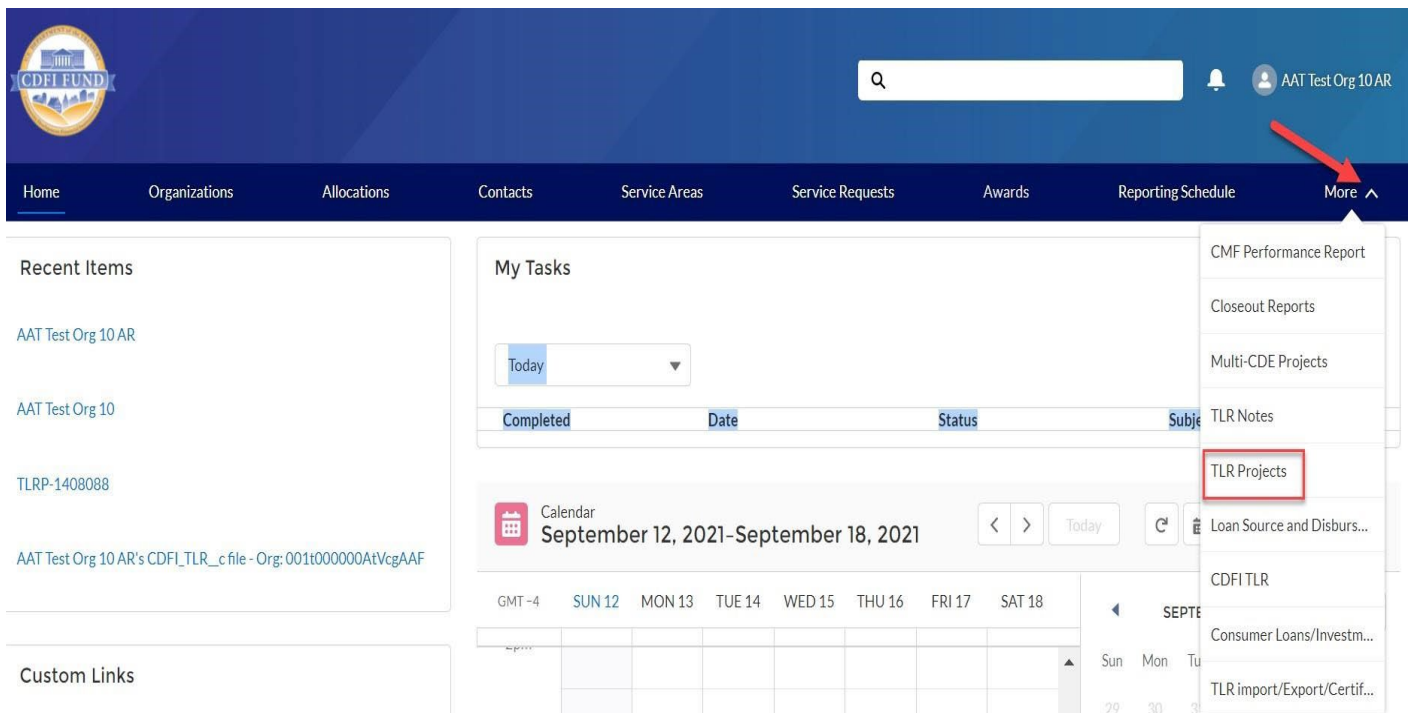
- Manual entry of your Transaction Level Report (TLR) through the AMIS User Interface (UI)
- Upload of multiple TLR records through either a CSV (Comma Separated Values) file template or an XML (Extensible Markup Language) schema

### Disclosure

The CDFI Fund may upon request provide information collected and any associated reporting submitted by the Allocatee to an appropriate federal, State, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order.

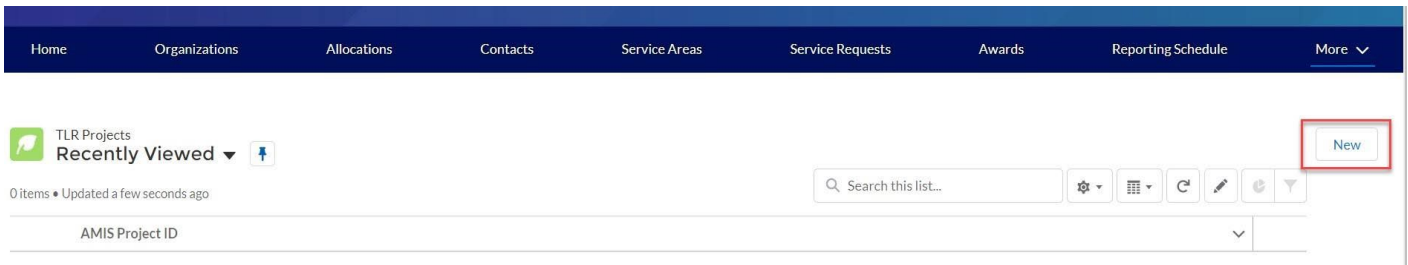
### Manual Entry

To manually begin your Transaction Level Report (TLR), log into AMIS and click on the TLR Projects tab located in the "More" drop-down.

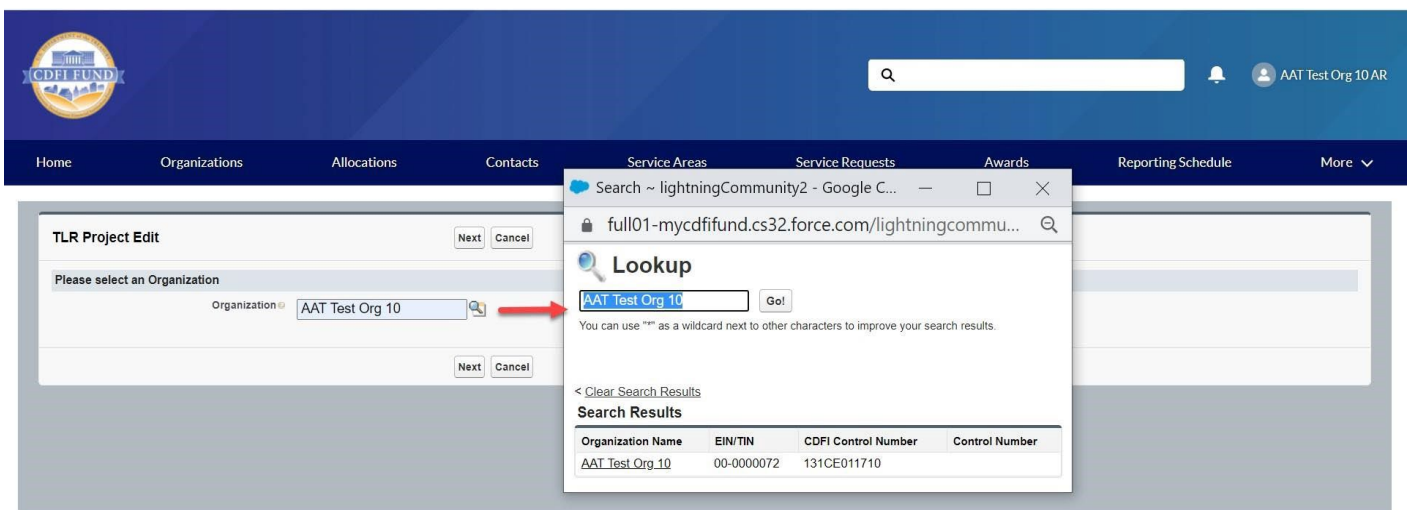


The screenshot displays the AMIS user interface. At the top left is the CDFI Fund logo. A search bar and user profile (AAT Test Org 10 AR) are on the top right. The main navigation bar includes: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. A red arrow points to the 'More' dropdown menu, which is open and shows a list of options: CMF Performance Report, Closeout Reports, Multi-CDE Projects, TLR Notes, TLR Projects (highlighted with a red box), Loan Source and Disburs..., CDFI TLR, Consumer Loans/Investm..., and TLR import/Export/Certif... Below the navigation bar, the 'My Tasks' section shows a 'Today' dropdown and a table with columns for Completed, Date, Status, and Subject. A calendar for September 12, 2021 to September 18, 2021 is visible below the tasks section. The 'Recent Items' and 'Custom Links' sections are on the left side of the dashboard.

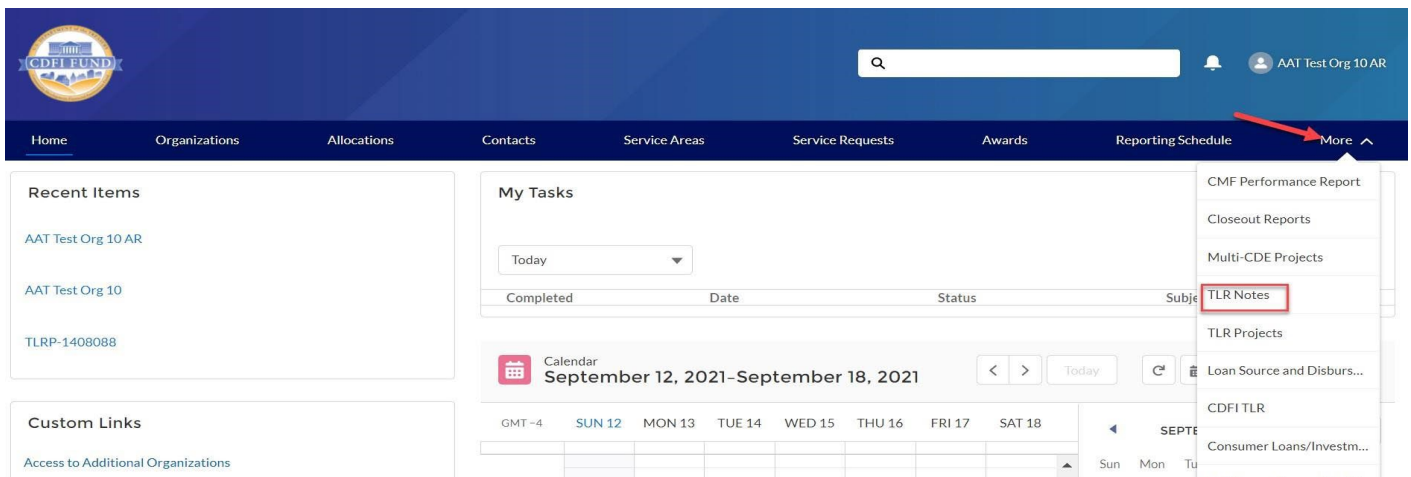
Once on the TLR Projects tab, click the “New” button.



Enter the name of your organization in the “Organization” field and click “Next” to go to the TLR Project detail page to fill out the information based on the Data Points listed in the guide. You can click the search icon to search the list of organizations you are permitted to access.



Once you have completed and saved your TLR Project record, click on the TLR Notes tab located in the “More” drop-down.



Click the “New” button. Fill out the information based on the Data Points listed in the guide.

The screenshot shows the top navigation bar with the CDFI FUND logo and a search bar. Below the navigation bar, there is a section for 'TLR Notes Recently Viewed'. A 'New' button is highlighted in a red box. Below this, there is a search bar and a table with columns: AMIS Notes ID, Project Number, Originator Transaction ID, Original Loan/Investment A..., Date Originated, and Loan Status.

Once you have finished filling out and saving your TLR Note record, scroll down the page to the Loan Source and Disbursements related list (located on the TLR Note record – Related tab). Click the “New” button. Fill out the information based on the Data Points listed in the guide.

The screenshot shows the 'Related' tab for a TLR Note record (TLRN-00022200). Below the navigation bar, there are buttons for 'Edit', 'Delete', and 'Printable View'. Below this, there is a section for 'Loan Source and Disbursements (1)' with a 'New' button highlighted in a red box. Below this, there is a table with columns: Loan Source ID, Source Amount, QEI, and RQI.

Loan Source ID	Source Amount	QEI	RQI
<a href="#">TLRL-00073564</a>	\$900,000.00	QEI00000027	

Once you have completed and saved your Loan Source record, click on the TLR Projects tab again, click on the new record you created, and then click on the “New Address” button. Fill out the information based on the Data Points listed in the guide.

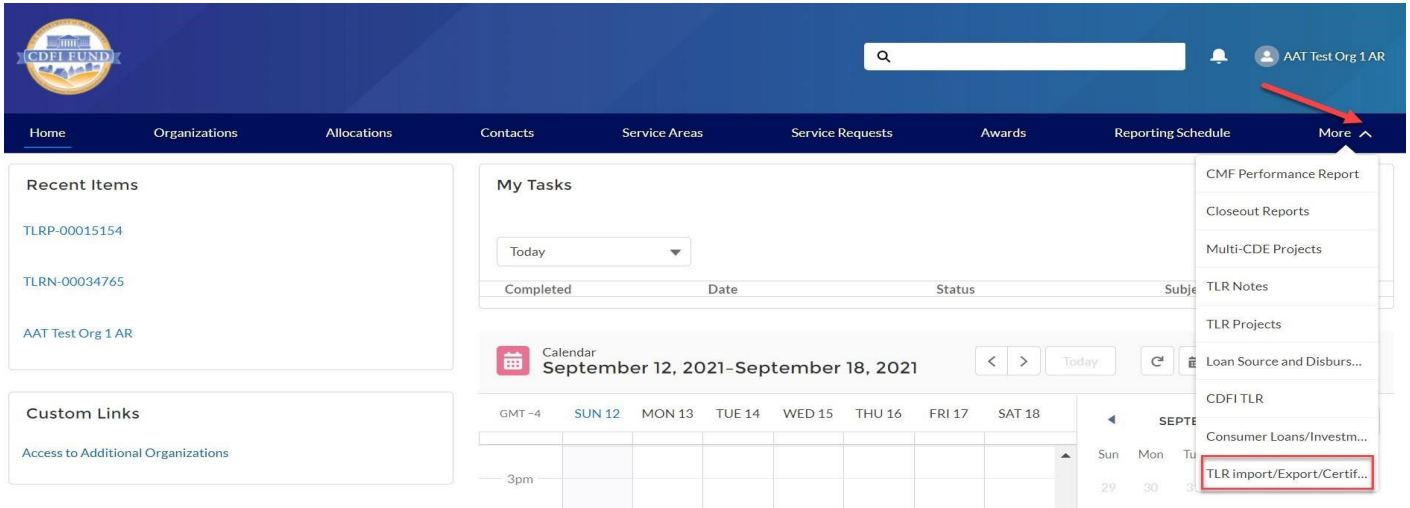
The screenshot shows the 'Detail' tab for a TLR Project record (TLRP-00005044). Below the navigation bar, there are buttons for 'Printable View', 'Edit', and 'Delete'. Below this, there is a section for 'Transaction Mandatory Info.' with a 'New Address' button highlighted in a red box. Below this, there is a form with fields for Project Number, Organization, and Fiscal Year.

Project Number: 30  
Organization: Alaska Growth Capital BIDCO, Inc.  
Fiscal Year:

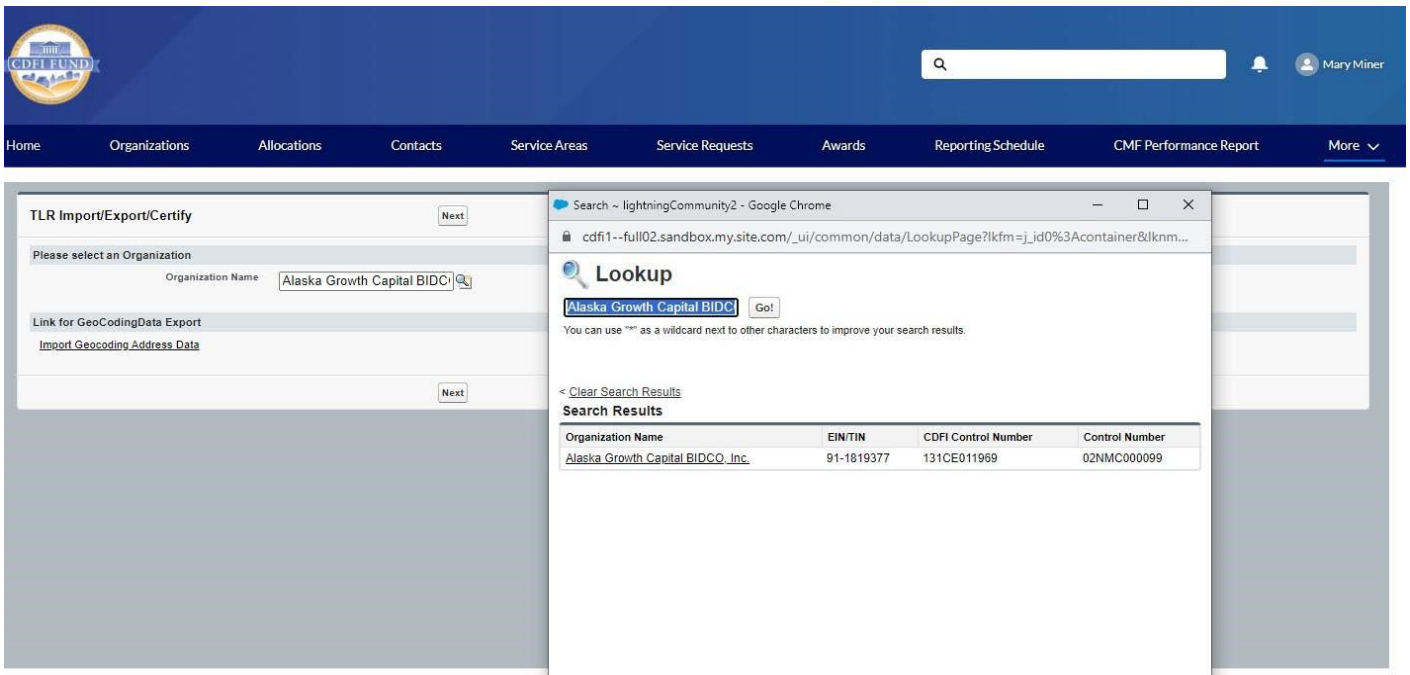
## CSV File Upload

To create multiple TLR records at one time in AMIS, users can upload CSV files via a file import graphic interface. Click on the TLR Import/Export/Certify tab in the menu bar to get started.

**NOTE:** Please use the “General” cell formatting for CSV file uploads. Since templates change from time to time, it is always best practice to download new templates before beginning a file upload process.



Use the “Organization Name” field to enter the organization’s name to create the TLR records. Click the search icon to see a list of the organizations with which you are associated.



Click the “New\_NMTC\_TLR\_Project\_August\_2020.csv” link to download the template.

TLR Data Export Template		
▼ NMTC CSV		
<a href="#">New_NMTC_TLR_Project_August_2020.csv</a>		<a href="#">Update_NMTC_TLR_Project.csv</a>
<a href="#">New_NMTC_TLR_Note_August_2020.csv</a>		<a href="#">Update_NMTC_TLR_Note.csv</a>
<a href="#">New_NMTC_TLR_Address_August_2020.csv</a>		
<a href="#">New_NMTC_Loan_Source_and_Disbursements_August_2020.csv</a>		

Open the CSV file and review what each row represents:

Row 1 = Field Label

Row 2 = Field Type

Row 3 = Options to choose from when filling out the cells, if applicable

Row 4 = Help Text

	A	B	C
1	Label	Project Number	QLICI Type
2	Type	STRING	PICKLIST
3	Options		CDE; QALICB
4	Help Text		Choose one of the pre-defined values and report whether the QLICI is an investment in another CDE or a QALICB.
5			

Use the Help Text option on the CSV sheet in row 4 as needed to fill out your data.

	A	B	C
1	Label	Project Number	QLICI Type
2	Type	STRING	PICKLIST
3	Options		CDE; QALICB
4	Help Text		Choose one of the pre-defined values and report whether the QLICI is an investment in another CDE or a QALICB.
5			
6			

After you save the file, return to the AMIS portal and click the “Import New NMTC TLR Project” link.

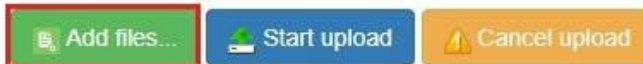
TLR Data Import Links	
▼ NMTC CSV	
<a href="#">Import New NMTC TLR Project</a>	<a href="#">Import NMTC TLR Project Update</a>
<a href="#">Import New NMTC TLR Note</a>	<a href="#">Import NMTC TLR Note Update</a>
<a href="#">Import New NMTC TLR Address</a>	
<a href="#">Import New NMTC Loan Source and Disbursement</a>	

Click on “Add Files” and select the document to be uploaded.

## TLR Project File Upload

Organization Name: Alaska Growth Capital BIDCO, Inc.

File Upload Instructions.

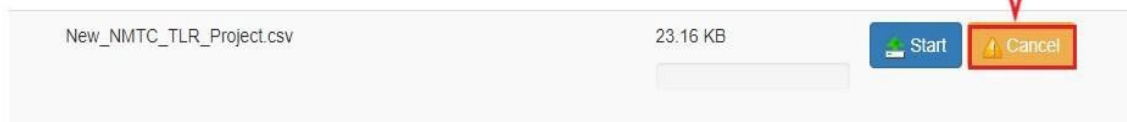
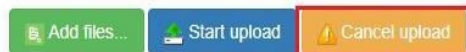


The upload document must be formatted in Microsoft Excel Comma Separated Values File (.csv). If the wrong file is selected, click on “Cancel Upload” or “Cancel.”

## TLR Project File Upload

Organization Name: Alaska Growth Capital BIDCO, Inc.

File Upload Instructions.



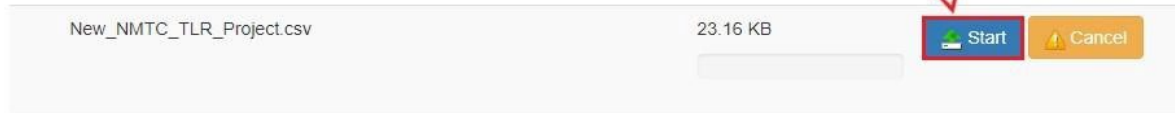
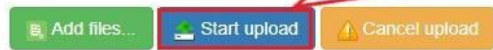


Once the correctly formatted document is selected, click on “Start Upload” or “Start.”

## TLR Project File Upload

Organization Name: Alaska Growth Capital BIDCO, Inc.

File Upload Instructions.

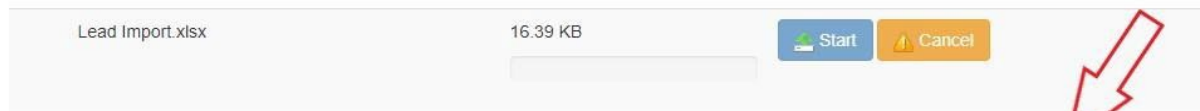
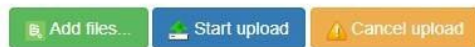


If the uploaded file is in the wrong format or uses an outdated template, AMIS will automatically generate an error message and provide you with the correct template. Click on “Download Template,” transfer TLR data into the new template, and resume the upload process.

## TLR Project File Upload

Organization Name: Alaska Growth Capital BIDCO, Inc.

File Upload Instructions.



**Error:** File format is invalid. Please ensure your file matches the template. [Download Template](#)

The correct template can also be found by navigating to the Import/Export/Certify tab and clicking on “New\_NMTC\_TLR\_Project\_August\_2020.csv.”



To cancel an upload mid-progress, click on “Cancel Upload.” This will delete any document already selected. To start a new upload, click on “Add Files,” select the correct upload document, and click “Start Upload.”

# TLR Project File Upload

Organization Name: Alaska Growth Capital BIDCO, Inc.

File Upload Instructions.


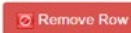

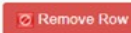

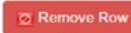
  

New\_NMTC\_TLR\_Project.csv 23.16 KB  

Once the document is uploaded into the AMIS, you will see a list of any errors found in uploaded data. The number of errors will be displayed along with the Error Message, Error Row, and Field name where each error was found.

[Clear Rows](#)


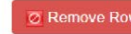




**Errors (6 errors / 6 total) +** [Download Errors](#)

Error Row	Unique Id	Error Message	Field	Actions
5		Project Number is a required field	<input type="text"/>	 
6		Project Number is a required field	<input type="text"/>	 
7		Project Number is a required field	<input type="text"/>	 

You can change incorrect data on the page by entering the correct data and then clicking “Update Field.” If AMIS accepts the new entry, the error will go away. If the newly entered data is still incorrect, AMIS will not save the row and the error will remain on the screen.


[Clear Rows](#)

**Errors (6 errors / 6 total) +** [Download Errors](#)

Error Row	Unique Id	Error Message	Field	Actions
5		Project Number is a required field	<input type="text"/>	 
6		Project Number is a required field	<input type="text"/>	 
7		Project Number is a required field	<input type="text"/>	 


**NOTE:** If you receive an error on the Project Number field that indicates that the Project Number already exists, please contact the AMIS Help Desk at [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov).

If you decide not to upload a specific row, the row may be removed by clicking the red “Remove Row” button. If you decide not to upload any of the rows, all rows can be removed by clicking “Clear Rows.”

Clear Rows 

Errors (6 errors / 6 total) + Download Errors

Error Row	Unique Id	Error Message	Field	Actions
5		Project Number is a required field	<input type="text"/>	<a href="#">Update Field</a> <a href="#">Remove Row</a>
6		Project Number is a required field	<input type="text"/>	<a href="#">Update Field</a> <a href="#">Remove Row</a>
7		Project Number is a required field	<input type="text"/>	<a href="#">Update Field</a> <a href="#">Remove Row</a>



Alternatively, you can fix errors in your upload data by clicking “Download Errors” and downloading a file containing uploaded data and corresponding error message. The error file can be used to make changes in the original upload file.

Clear Rows

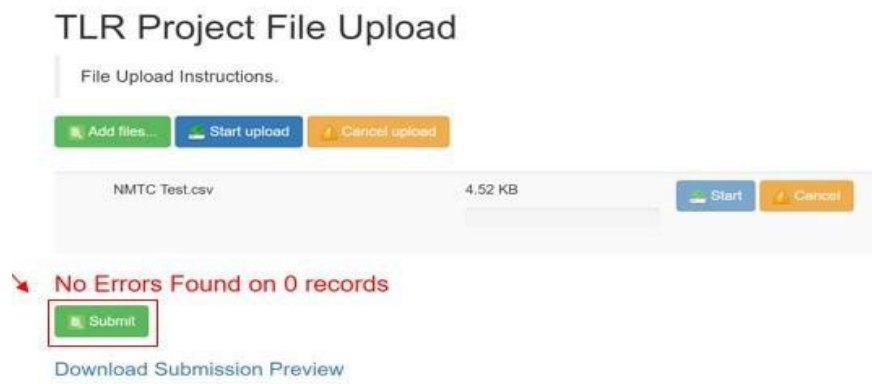
Errors (6 errors / 6 total) + Download Errors

Error Row	Unique Id	Error Message	Field	Actions
5		Project Number is a required field	<input type="text"/>	<a href="#">Update Field</a> <a href="#">Remove Row</a>
6		Project Number is a required field	<input type="text"/>	<a href="#">Update Field</a> <a href="#">Remove Row</a>
7		Project Number is a required field	<input type="text"/>	<a href="#">Update Field</a> <a href="#">Remove Row</a>

Once all the incorrect entries have been fixed and the data is uploaded again, you will see a message indicating that no errors were found. To view a file containing all the data that will be successfully uploaded into AMIS, you can click on “Download Submission Preview.”

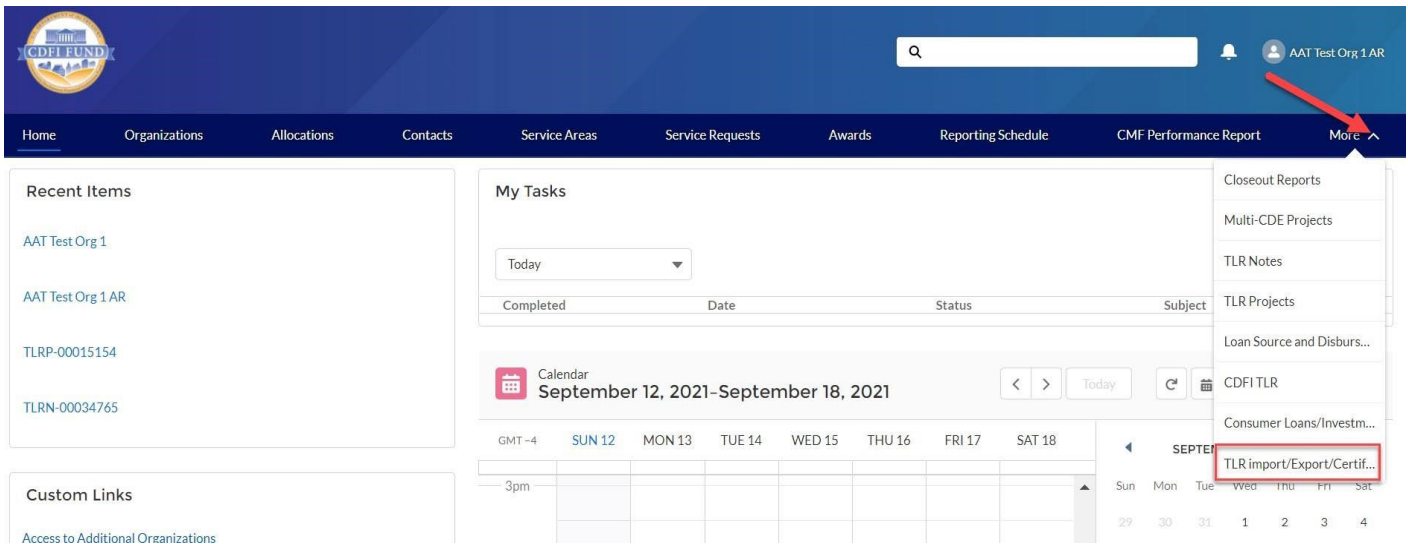


To submit the finalized data, click “Submit.”

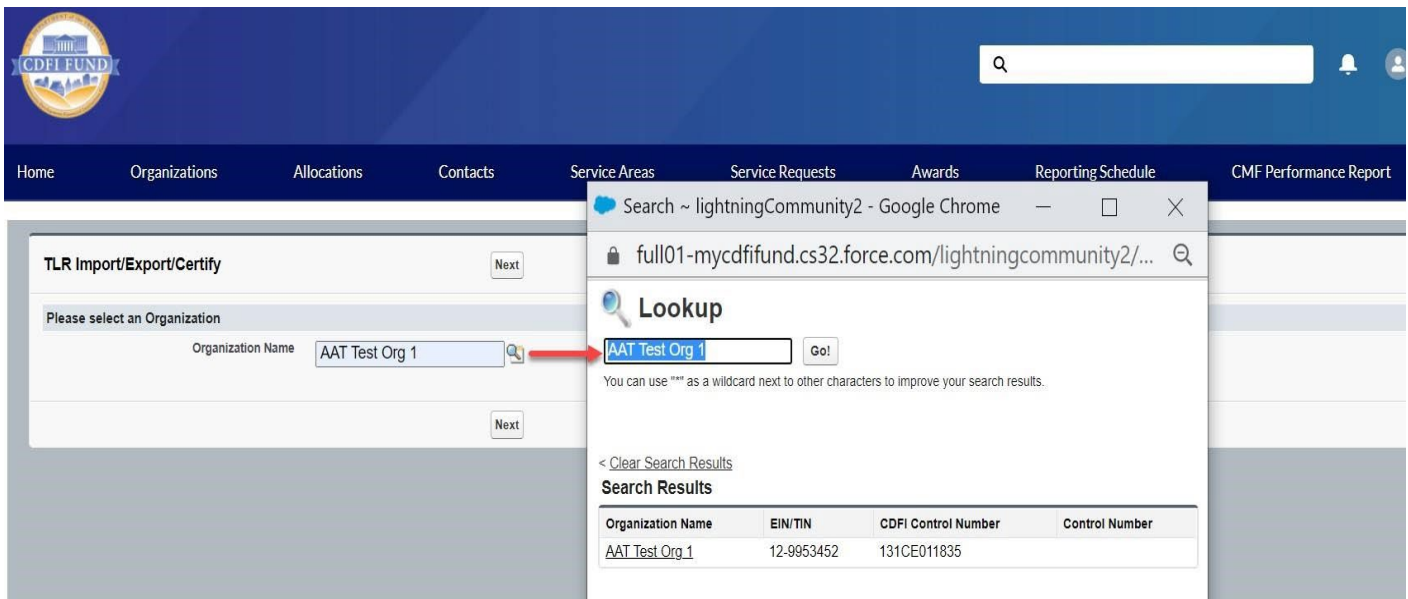


## XML File Upload

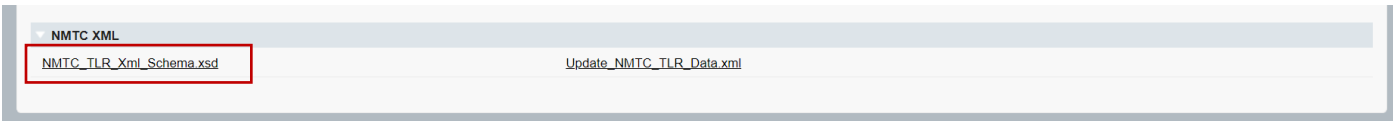
To create multiple TLR records at one time in AMIS, users can upload files using an XML schema. To get started, click on the TLR Import/Export/Certify tab located in the “More” drop-down.



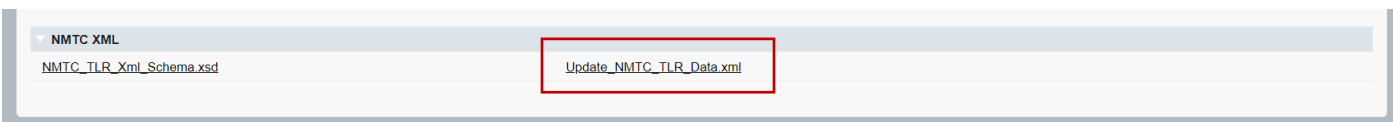
Use the “Organization Name” field to enter the name of the organization for which you are submitting TLR records. You may also select the organization name from a list by clicking on the search icon next to the “Organization Name” field and choosing from a list of organizations you are permitted to access.



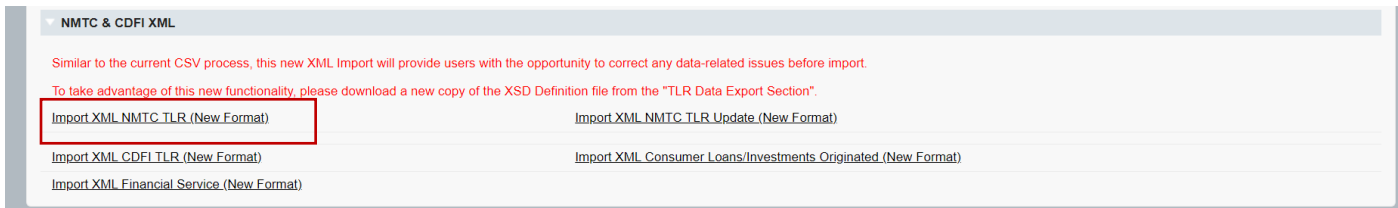
Click the “NMTC\_TLR\_Xml\_Schema.xsd” link to download the XML Schema to use when generating an XML file. XML attribute names contain no spaces, but are otherwise identical to the corresponding data guidance field name.



To submit updates to existing projects, click the “Update\_NMTC\_TLR\_Data.xml” link to download an XML file of current project data already in AMIS. (The file will be there in your downloads, but it does not automatically open on your screen. Double-click on the file to open it.) The update template will contain a list of existing TLR Projects that are within the seven-year update window along with their annually updatable fields. Please note that only fields marked as “Annual Update Required” in the Allocatee TLR Data Point Guidance document are required or allowed to be updated.



After you fill out and save the file on your computer, navigate back to the AMIS portal, then click the “Import\_XML\_NMTC\_TLR (New Format)” link.



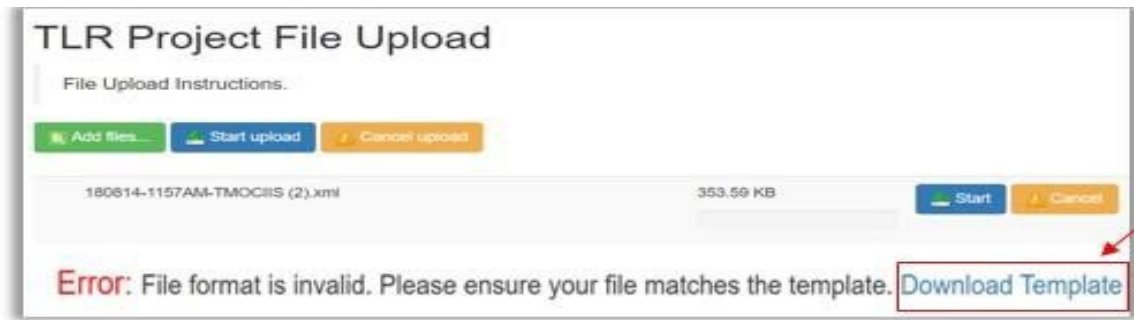
Click on “Add Files” and select the document to be uploaded.



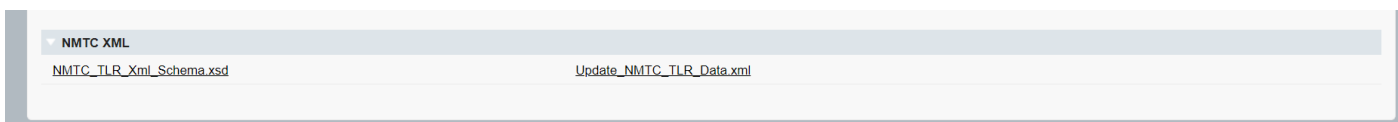
The upload document must be formatted in Extensible Markup Language (.xml). If the wrong file is selected in error, click on “Cancel Upload.” Once the correctly formatted document is selected, click on “Start” button.



If the uploaded file is in the wrong format or uses an outdated template, AMIS will automatically generate an error message and provide you with the correct template. Click on “Download Template,” transfer TLR data into the new template, and resume the upload process.



The correct template can also be found by navigating to the Import/Export/Certify tab, selecting it, scrolling down to “NMTC XML” section on the page, and clicking on “NMTC\_TLR\_XML\_Schema.xsd.”



Follow steps 4 through 10 outlined above in the CSV File Upload section.





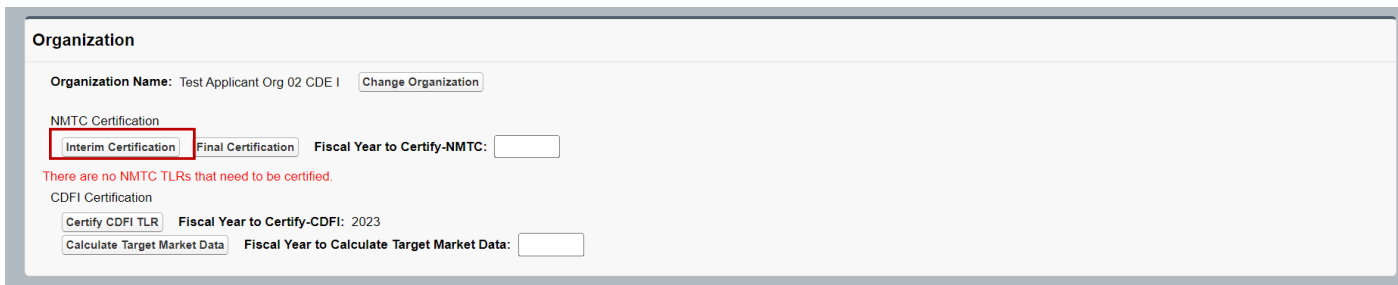
## Certifying TLRs

To certify your TLRs, navigate to the TLR Import/Export/Certify tab and enter the name of your organization. The earliest fiscal year available for certification will be displayed next to the Certification buttons.

Since August 2020, users have had the option to certify data when the data is available—prior to the reporting due date—by using the “Interim Certification” button. Once all TLR records for a fiscal year are interim certified, users are required to close out the certification window for that fiscal year by using the “Final Certification” button.

### Interim Certification

To certify records as you go throughout the fiscal year, use the “Interim Certification” button. You can continue to add records after Interim Certification.



The screenshot shows the 'Organization' section of the AMIS interface. It includes the following elements:

- Organization Name:** Test Applicant Org 02 CDE I, with a 'Change Organization' button.
- NMTC Certification:** Two buttons, 'Interim Certification' (highlighted with a red box) and 'Final Certification', followed by a 'Fiscal Year to Certify-NMTC:' input field.
- Message:** 'There are no NMTC TLRs that need to be certified.'
- CDFI Certification:** Two buttons, 'Certify CDFI TLR' and 'Calculate Target Market Data', followed by a 'Fiscal Year to Certify-CDFI: 2023' and a 'Fiscal Year to Calculate Target Market Data:' input field.

Please note:

- Each TLR Project must have an active Note to be considered for Interim Certification.
- Each TLR Project must have at least one Address to be considered for Interim Certification.
- Each TLR Note must have at least one Loan Source and Disbursement.

If a Project or Note record is missing any of these requirements, AMIS will not certify the records.

When you click the “Interim Certification” button, AMIS pulls all the records that meet the prescribed criteria and runs a final check on the data to ensure that all records meet the data validation rules.

The system counts the following:

- The number of records that have been interim certified for that reporting period;
- The number of records that have been submitted but not interim certified;
- The number of records that have been submitted but did not pass the validation check (records with errors); and

- The number of records that will be interim certified if the user decides to proceed with certification (records without errors).

You have already certified **45 records** for reporting period 2019

You have **0 TLR Projects, 0 TLR Addresses, 0 TLR Notes and 0 TLR Loan Source and Disbursements** that are yet to be certified. **0** of your records have errors.

Are you ready to certify the **0 records** without errors?

Users have the option of previewing the data compiled by AMIS before certification by clicking “Download Certification Preview.” The first column of the preview file shows the status of a given record. If a record failed a validation, the file shows the data field that caused the record to fail and the validation rule that was not met.

To proceed with Interim Certification, click “Yes” when asked if you are ready to submit the records without errors. You will then be directed to the certification statement page, and once you click “Certify NMTC TLR,” all submitted TLRs that pass the validation check (all submitted records without errors) will be interim certified.

Prior to the CDFI Fund accepting the data submitted by a Recipient/Allocatee, the user must certify, on behalf of the organization, to the following:

1) The person(s) entering the data and making these certifications has been authorized, by the organization for which the data is input, to enter the data and make the certifications on its behalf.

2) Any information or data being provided to the CDFI Fund that is input in the Awards Management Information System (or other submission method) pursuant to the reporting requirements of the Assistance Agreement(s) or Allocation Agreement(s) (“Agreement(s)”) is true, accurate, and complete, and accurately represents the activities and/or performance of the organization for which the data is input.

3) The organization remains compliant with all applicable assurances and certifications, representations and warranties, and covenants and agreements as agreed upon in the Agreement(s) for which this data is being input or, alternatively, has notified the CDFI Fund of the organization’s inability to remain compliant with such provisions of the Agreement(s) through the submission of a Material Event notification (as described in the Agreement(s)) or other communication to the CDFI Fund.

## **Final Certification**

Final Certification for the NMTC TLR is due 180 days after the end of an organization’s fiscal year. Final certified TLR records will be locked to prevent any editing. The status of the TLR Report as reflected in the AMIS Reporting Schedule (e.g., “Submitted,” “Pending Receipt,” “Submitted-Overdue,” etc.) is determined on the date the user runs the “Final Certification” process. The “Final Certification” process closes out the fiscal year for any further certification. Final Certification involves both the reporting of new transactions and changes to the “Annual Update Fields” for “active” transactions that were reported in the prior year.

**NOTE:** *Once Final Certification has been processed, users can no longer submit/certify records for a given fiscal year.*

## **Annual Update Fields**

At the beginning of an organization's fiscal year, TLR records that were entered and certified in previous fiscal years will be unlocked, allowing users to update the "Annual Update" fields. Users can modify the following fields for these records:

- **TLR Project:**
  - Annual Gross Revenue (Reporting Period)
  
- **TLR Note:**
  - Loan Status
  - Term (in months)
  - QLICI Level
  - Principal Balance Outstanding
  - Days Delinquent
  - Number of Times 60 Days or More Delinquent
  - Number of Times the Loan was Restructured
  - Amount Charged Off
  - Amount Recovered
  - Annual Gross Revenue during Reporting Period

## **36-Month Reporting Fields**

Users can also update specific project outcome fields for records from previous fiscal years. You have up to 3 years from the loan origination date to report these fields. This extended reporting period helps users to provide more accurate project outcome reporting as QLICIs progress.

- **TLR Project:**
  - Actual Jobs Created (Construction)
  - Actual Jobs Created (Financed)
  - Actual Jobs Created (Tenant)
  - Job Quality Measure (Measure of Job Quality)
  - Number of Quality Jobs
  - Jobs Accessibility Measure (Measure of Job Accessibility)
  - Number of Accessible Jobs
  - Number of People Served by Commercial Goods or Services
  - Number of People Served by Community Goods or Services
  - Number of Households Served by Infrastructure Services
  - Environmental Restoration and/or Sustainability Outcome Measure
  - Environmental Restoration and/or Sustainability Outcome

**Note:** *Only the fields listed above can be modified for TLR records that were entered and certified in previous fiscal years. After updating, proceed with Interim and Final Certification of the TLR. Once Final Certification is completed, all records will be locked from further editing until the next fiscal year.*

## Methods for Updating Records

There are three ways to update existing records:

### 1. Manual Update via User Interface (UI):

- Update each record manually through the UI. Only the fields listed above can be modified for TLR records from previous fiscal years.

### 2. CSV File Upload:

- Go to the TLR Import/Export/Certify Page.
- Search for your organization and download the two update templates: Update\_NMTC\_TLR\_Project.csv and Update\_NMTC\_TLR\_Note.csv.

TLR Data Export Template	
▼ NMTC CSV	
<a href="#">New NMTC TLR Project August 2020.csv</a>	<a href="#">Update NMTC TLR Project.csv</a>
<a href="#">New NMTC TLR Note August 2020.csv</a>	<a href="#">Update NMTC TLR Note.csv</a>
<a href="#">New NMTC TLR Address August 2020.csv</a>	
<a href="#">New NMTC Loan Source and Disbursements August 2020.csv</a>	

- Make the necessary modifications to the records in each template.
- Upload the updates using the "Import NMTC TLR Project Update" and "Import NMTC TLR Note Update" links.
- Follow the standard CSV File Upload process.

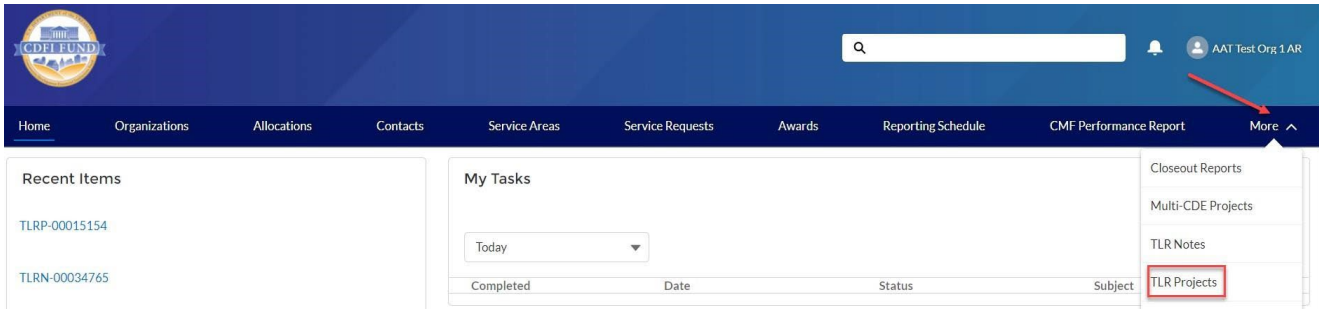
TLR Data Import Links	
▼ NMTC CSV	
<a href="#">Import New NMTC TLR Project</a>	<a href="#">Import NMTC TLR Project Update</a>
<a href="#">Import New NMTC TLR Note</a>	<a href="#">Import NMTC TLR Note Update</a>
<a href="#">Import New NMTC TLR Address</a>	
<a href="#">Import New NMTC Loan Source and Disbursement</a>	

### 3. XML File Upload:

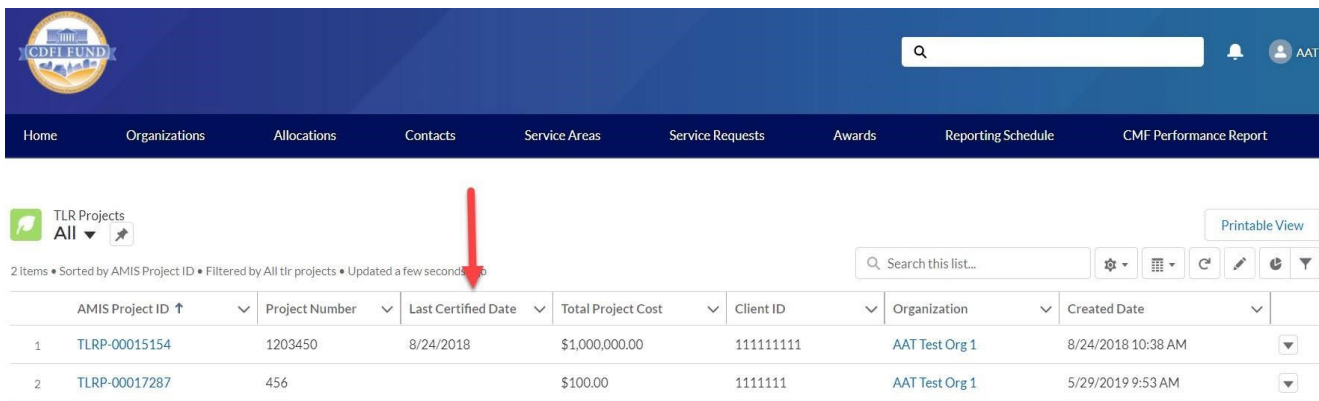
- Go to the TLR Import/Export/Certify Page.
- Download the Update\_NMTC\_TLR\_Data.XML template.
- Input your updated TLR data into the designated fields and save the modified XML file.
- Use the "Import XML NMTC TLR" link to upload the updated XML file.

4. **Verifying Certification Status:** To check if a TLR Project has been successfully certified (i.e., has undergone Final Certification):

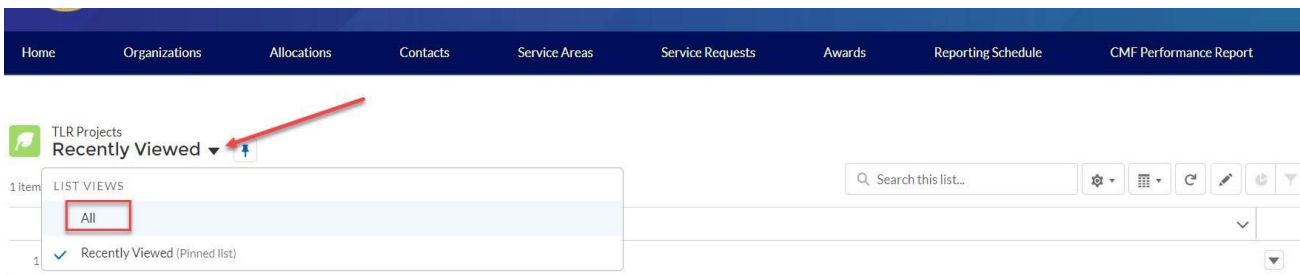
- Navigate to the “TLR Projects” tab in the “More” dropdown menu.



- Select “All” from the “View” list.



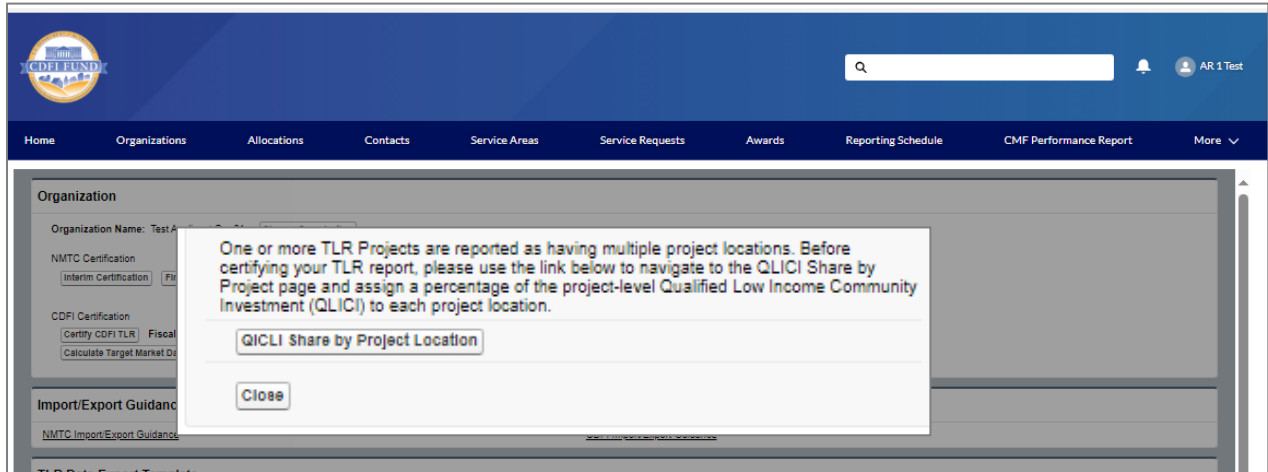
- Look for a date displayed under “Last Certified Date” for projects that have passed Final Certification.



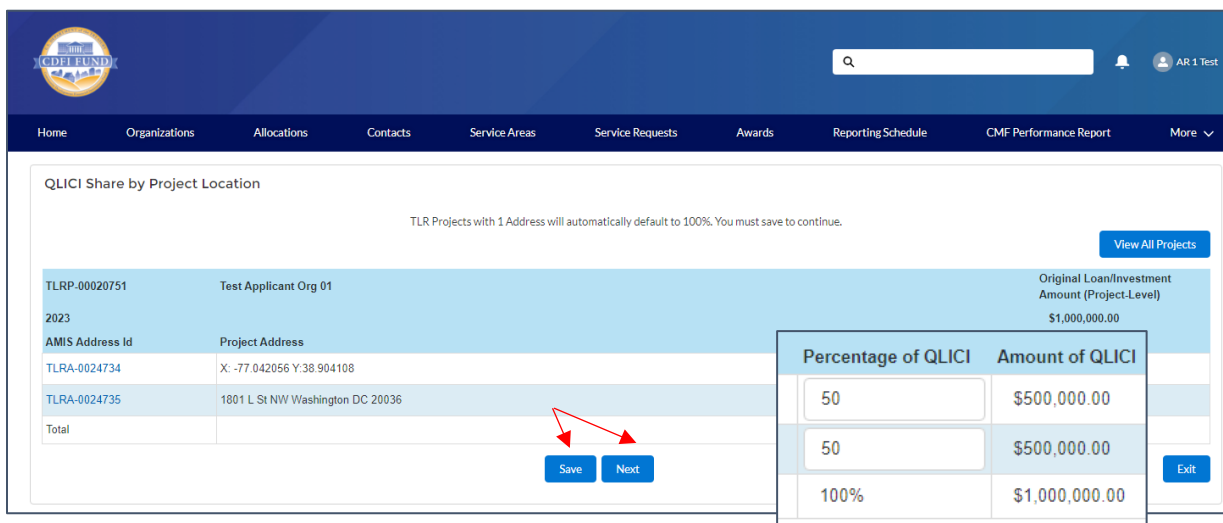
**NOTE:** If you happen to have performed Final Certification in error (i.e., you have additional records you need to submit), please contact the AMIS Help Desk at [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov).

## QLICI Share by Project Location

The following message may appear after you click the Interim Certification or Final Certification button. This is an indication that you have reported at least one project that has multiple project addresses, and you will need to apportion a percentage of the total project Qualified Low Investment Community Investment (QLICI) to each reported project location.



Click on "QLICI Share by Project Location". The subsequent screens will display project with multiple project locations.



For each project with multiple project locations, update the percentage of the total project QLICI that should be apportioned to each location. The total of the percentages must add up to 100%. Once you have updated the percentages, click "Save", then click "Next" to view the next project.

TLR Projects with 1 Address will automatically default to 100%. You must save to continue.

[View All Projects](#)

Project ID	Test Applicant Org	Original Loan/Investment Amount (Project-Level)
TLRP-00024012	Test Applicant Org 01	\$177,776.00
2024		
AMIS Address Id	Project Address	Percentage of QLICI
TLRA-0029439	X: -77.042056 Y: 38.904108	100
Total		100%
TLRP-00024027	Test Applicant Org 01	\$535,090.00
2023		
AMIS Address Id	Project Address	Percentage of QLICI
TLRA-0027985	1801 L St NW Washington DC 20036	100
Total		100%
TLRP-00020751	Test Applicant Org 01	\$1,000,000.00
2023		
AMIS Address Id	Project Address	Percentage of QLICI
TLRA-0024734	X: -77.042056 Y: 38.904108	0
TLRA-0024735	1801 L St NW Washington DC 20036	0
Total		0%

[Save](#) [Next](#) [Exit](#)

To view all the projects at once, click “View All Projects.” Once all the percentages have been updated, click “Exit” to continue with the rest of the certification process.

## What’s New in the NMTC Allocattee TLR Guidance?

### New Data Points

There are several new data points that have been added to the Project Level report. They are described below based on topic.

#### ***Depth of Public Subsidy Data Points***

To better measure the depth of public subsidy for NMTC transactions, a new data point is added to the NMTC Allocattee TLR:

- Estimated Annual Net Operating Income

#### ***Community Outcomes Data Points***

The new additions to the community outcome reporting in the NMTC Allocattee TLR are the following:

- Projected Full-Time Equivalent (FTE) Permanent Jobs to Be Created and/or Retained at Businesses Financed
- Actual Full-Time Equivalent (FTE) Permanent Jobs Created and/or Retained at Businesses Financed
- Job Quality Measures (Measure of Job Quality)

- Number of Quality Jobs
- Identify Accessible Jobs Measure (Measure of Job Accessibility)
- Number of Accessible Jobs
- Type of Business Loan
- Native American-Owned or Controlled Businesses
- Number of People Served by Commercial Goods or Services
- Number of People Served by Community Goods or Services
- Number of Households Served by Infrastructure Services
- Identify Environmental Restoration and/or Sustainability Outcome Measure
- Quantify Environmental Restoration and/or Sustainability Outcome

### ***Allocation Agreement Compliance Data Points***

To enhance the CDFI Fund’s ability to assess certain provisions of the Allocation Agreement when Qualified Low-Income Community Investments (QLICs) are originated, the CDFI Fund will collect the following new data points:

- Below Market Interest Rate at Origination
- Blended Interest Rate at Origination
- Comparable Blended Interest Rate at Origination
- What Is Interest Rate Comparable at Origination?
- Interest Rate Comparable at Origination – Other

### **Changes to Existing Data Points**

There are several existing data points at the Project Level report that have been either revised or deleted. They are described below based on topic.

#### ***General***

The revisions to existing data fields:

- Estimated Annual Net Operating Income

#### ***Fees and Transaction Costs***

Data fields on fees and transaction costs have been revised to ensure that they are mutually exclusive. In addition, all data points will be reported as actual dollar amounts. Three data points related to fees and transaction costs have been deleted due to lack of usage.

Revised fields:

- Total QEI Proceeds Retained by the CDE or CDE Affiliate
- Upfront Fees to the CDE or CDE Affiliate
- Upfront Fees to Investors or Investor Affiliates
- Upfront Fees to Unaffiliated Third Parties
- Upfront Transaction Costs
- Ongoing Fees to the CDE or CDE Affiliate



- Ongoing Fees Paid to Investors or Investor Affiliates
- Ongoing Fees to Unaffiliated Third Parties
- Ongoing Transaction Costs
- Back-end Fees to CDE or CDE Affiliates
- Back-end Fees to Investors or Investor Affiliates
- Back-end Fees to Unaffiliated Third Parties
- Back-end Transaction Costs Deleted fields:
- Other Sources of Compensation and Profits Charged to Investors
- Other Sources of Compensation and Profits Charged to Borrowers/Investees
- Other Sources of Compensation and Profits Charged to Other Entities

***Depth of Public Subsidy Data Points***

For “Total Project Cost Public Sources,” the revised guidance shown in italics states that Allocatees must “include federal, state, and local government funds, including funding derived from other tax credits (state and federal) used to directly finance the NMTC project and that were not part of the leverage structure.”

***Community Outcomes Data Points***

The following revisions were made to existing data fields community outcome reporting in the NMTC Allocatee TLR:

- Minority Owned or Controlled Businesses
- Women Owned or Controlled
- Low-Income Owned or Controlled
- Race
- Hispanic Origin
- Projected Full-Time Equivalent (FTE) Jobs to Be Created – Construction
- Projected Full-Time Equivalent (FTE) Permanent Jobs to Be Created and/or Retained at Tenant Businesses
- Actual Full-Time Equivalent (FTE) Jobs Created (Construction)
- Actual Full-Time Equivalent (FTE) Permanent Jobs Created and/or Retained at Tenant Businesses
- Square Feet of Real Estate – Industrial/Manufacturing
- Square Feet of Real Estate – Office
- Square Feet of Real Estate – Retail
- Housing Units – Sale
- Housing Units – Rental
- Affordable Housing Units – Sale
- Affordable Housing Units – Rental

Deleted fields:

- Type of Jobs Reported

### ***Allocation Agreement Compliance Data Points***

In addition, the CDFI Fund has eliminated the following data points that are no longer relevant in assessing compliance, given that they relate to data points after origination:

- Below Market Interest Rate at the end of the reporting period
- Blended Interest Rate at the end of the reporting period
- Comparable Blended Interest Rate at the end of the reporting period
- Below Market Interest Rates or Flexible Terms Required under Allocation Agreement
- Below Market Interest Rate at the end of the reporting period
- What is Interest Rate Comparable at the end of the reporting period?
- Interest Rate Comparable – Other
- Interest Rate Financial Note Terms at the end of the reporting period

### ***Notes-Investments***

The revisions to existing data fields:

- Projected Residual Value of QLICI that May be Obtained by the QALICB and/or QALICB Affiliate
- Type of Business Loan

### ***Loan Source and Disbursements***

Data Field “Revolving Loan” has been changed from a checkbox to a Yes/No data field and it has been made mandatory.

### **New User Features**

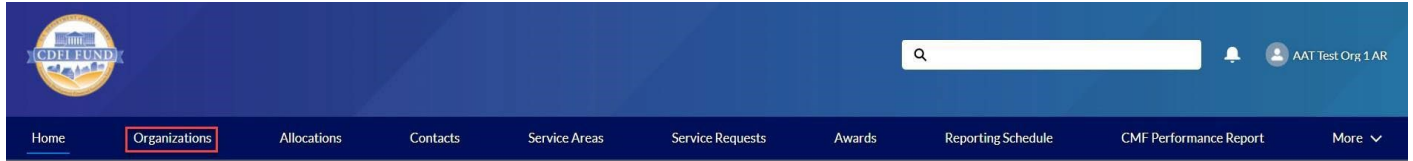
- There are no new user features at this time.

### **New Disclosure**

The CDFI Fund may upon request provide information collected and any associated reporting submitted by the Allocatee to an appropriate federal, state, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order.

# Generating NMTC Reports

1. To generate TLR Reports, log into the CDFI Fund's Awards Management Information System (AMIS) and click on the Organizations tab.



2. Find the Organization whose reports you want to view and click on the link.



3. Once on the Organization page, scroll to the bottom of the details and locate the "Custom Links" section. Links to available reports will be listed in the section.



4. Left click on the report you would like to generate.



The report generates in a new window with all records that meet the report's built-in criteria. Customization is not possible at this point.

## Public NMTC Address Detailed Report

Report Generation Status: Complete

Report Options:

Last Certified Date	AMIS Address ID	Organization: Organization Name	TLR Project: AMIS Project ID	Project Number	Multi-CDE Project Number: Multi-CDE Project ID	Project Street Address Line 1	Project Street Address Line 2	Project City	Project State	Project Zip Code	Project Zip Code +4	Project FIPS Code	Project Longitude (X-Coordinate)	Project Latitude (Y-Coordinate)	Investee Street Address Line 1	Investee Street Address Line 2
-	<a href="#">TLRA-0024415</a>	-	<a href="#">TLRP-00020693</a>	2020	-	651 W James Lee Blvd	-	Crestview	FL	32536	-	-	-	-	651 W James Lee Blvd	-
-	<a href="#">TLRA-0024636</a>	-	<a href="#">TLRP-00021075</a>	test4	-	7600 glacier hwy	-	Juneau	AK	99801	-	-	-134.548517	58.359137	-	-

The report provides a “Printable View” button and an “Export Details” button.

- The “Printable View” button creates a formatted Excel spreadsheet of the report, suitable for presentation.

## Public NMTC Address Detailed Report

Export Report

Export File Encoding: ISO-8859-1 (General US & Western European, ISO-LATIN-1)

Export File Format:
 

- Excel Format .xls
- Comma Delimited .csv
- Excel Format .xls

Last Certified Date	AMIS Address ID	Organization: Organization Name	TLR Project: AMIS Project ID	Project Number	Multi-CDE Project Number: Multi-CDE Project ID	Project
-	TLRA-0024415	-	TLRP-00020693	2020	-	651 W J
-	TLRA-0024636	-	TLRP-00021075	test4	-	7600 gl
-	TLRA-0024590	-	TLRP-00016078	Test1	-	4110 fo

- The “Export Details” button creates either an unformatted Excel or CSV spreadsheet of the report suitable for analysis, data manipulation (such as filtering), and import into other systems.

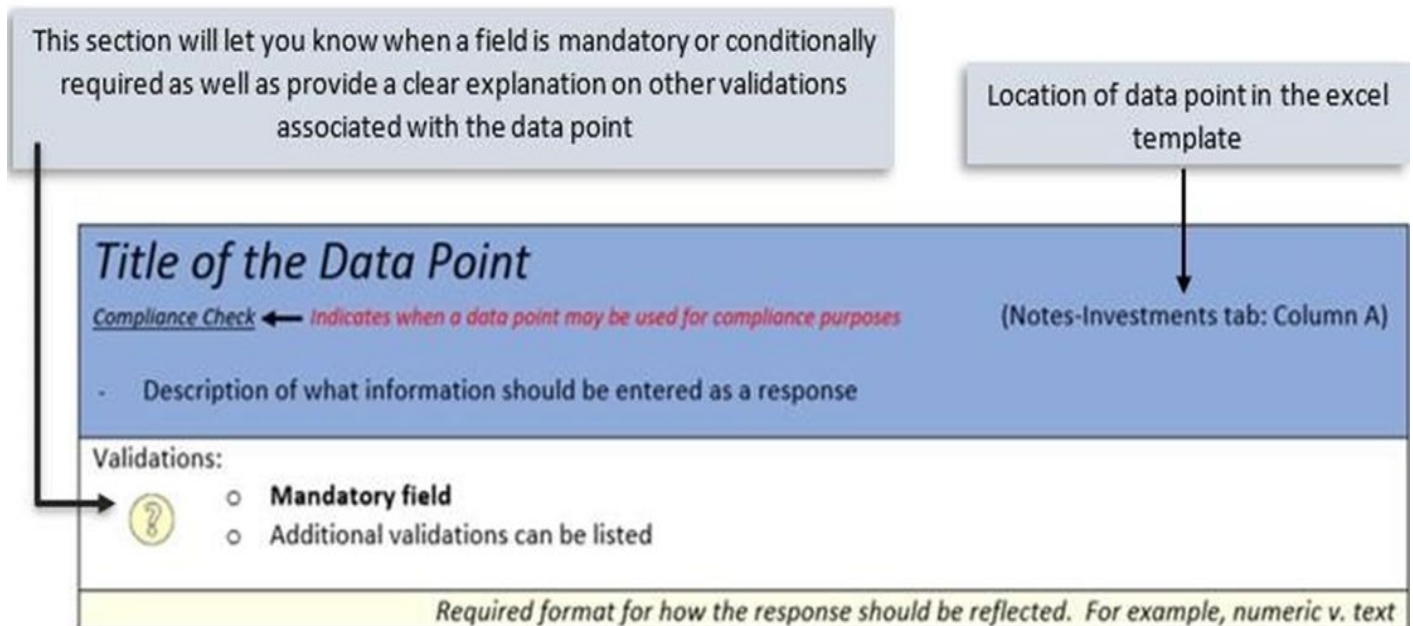
## Understanding the Data Point Boxes

Below is a diagram of how to read and understand the data point boxes listed in the section [CDE Transaction Level Report – Data Point Guidance](#).

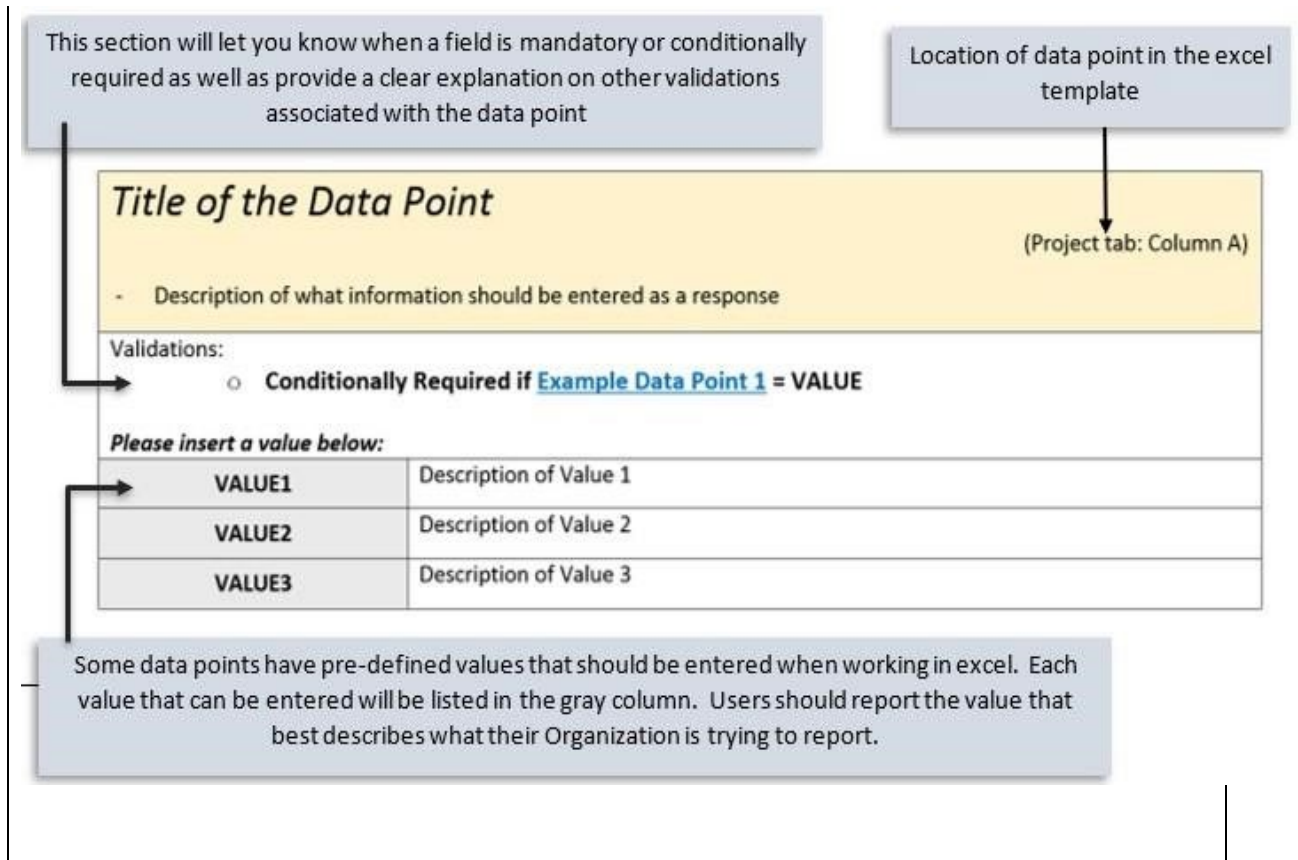
Each data point is color-coded according to its related requirements.

	Purpose of Color Coding
	Mandatory – A response <b>must</b> be provided or the TLR will not be accepted.
	Conditionally Required – This field will become enabled and require an answer based on a response in a previous field.
	Optional – Not required to provide a response, although it is recommended.
	AMIS System Generated – User response is not allowed.

### Example 1:



## Example 2:



### Whom to contact for help

If you are experiencing any difficulties with the data entry portion of your report, including document errors, system errors, and basic questions, please contact the AMIS Helpdesk. **The most effective means of requesting support is to submit a Service Request. From the AMIS Service Request tab, select the “Create New Service Request” button. Select “Continue” to accept the default record type of “General Inquiry.” Ensure that “NMTC-AMIS technical problem” is selected for the Type drop-down field.**

Alternatively, the Allocatee may send an email to [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov). Please type “NMTC: TLR Assistance Needed” in the subject line of the email. A technical support staff person will generally reply within 24 hours on weekdays. Allocatees may also phone the CDFI Fund IT Help Desk at 202-653-0422. If a technical support staff person is unavailable to immediately assist, please leave a message, and a staff person will return the call within 36 hours on weekdays.

## CDE Transaction Level Report – Data Point Guidance

### Notes-Investments

#### **TLR Project**

TLR Project is used to link a financial note(s) to a distinct Project and to track Projects across reporting periods. This field is also used for navigational purposes. This field is automatically generated for the user by the system and is used to link a financial note(s) to a distinct Project and to track Projects across reporting periods.

Validations:

- **Mandatory Field (automatically generated by AMIS when the user creates the TLR Project).**

#### **Project Number** (Column B)

Assign a unique identifier to each Project.

Validations:

- **Mandatory Field.**
- Report the TLR Project Number.
- **NOTE:** If you receive the following error “This identifier already exists. To update, please use a different link” when uploading your TLR file, please contact the AMIS Help Desk at [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov).

Response must be numeric

#### **Originator Transaction ID** (Column C)

Assign a unique Originator Transaction ID to track financial note.

Validations:

- **Mandatory Field.**
- Each Originator Transaction ID must be unique to each financial note.
- Duplicate Originator Transaction IDs will cause errors in the file.
- Allocatees **MUST** use the same Originator Transaction ID for each reporting period.
- Originator Transaction IDs cannot contain any special characters such as, but not limited to, commas and exclamation points.

Response must be text - up to 20 characters

#### **Last Certified Date**

AMIS will populate this field with the date the TLR object was certified.

Validations:

- This field will only populate when the user has certified the TLR object.

Format of mm/dd/yyyy

**Purpose** (Column D)

Choose one of the pre-defined values below and identify the primary purpose of the financial note; if there are multiple purposes (for example, a loan funding both the purchase of a fixed asset and a facility improvement), select the purpose with the largest percentage of the transaction.

Validations:

- **Mandatory Field.**

**Please select one of the following:**

<b>BUSINESS</b>	Non-Real Estate Business: Financing to for-profit and nonprofit businesses with more than five employees or in an amount greater than \$50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
<b>MICRO</b>	Non-Real Estate Microenterprise: Financing to a for-profit or nonprofit enterprise that has five or fewer employees (including the proprietor) with an amount no more than \$50,000 for a purpose that is not connected to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), management, or leasing of real estate.
<b>RECOCOM</b>	Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial: Financial note is for pre-development financing, construction or permanent financing, or acquisition without rehabilitation of office, retail, manufacturing, or community facility space. Include mixed-use real estate that combines both commercial and residential use.
<b>RECOMULTI</b>	Real Estate – Construction–Housing–Multifamily: Financial note is for pre-development financing or construction of multifamily housing.
<b>RECOSINGLE</b>	Real Estate – Construction–Housing–Single Family: Financial note is for pre-development financing or construction of single-family housing.
<b>RERHCOM</b>	Real Estate – Rehabilitation – Commercial: Financing is to rehabilitate office, retail, manufacturing, or community facility space. Financial note may include acquisition costs. Include mixed-use real estate that combines both commercial and residential uses. Exclude acquisitions without rehabilitation.
<b>RERHMULTI</b>	Real Estate – Rehabilitation – Housing–Multifamily: Financing is to rehabilitate or acquire single family housing.
<b>RERHSINGLE</b>	Real Estate – Rehabilitation – Housing–Single-Family: Financing is to rehabilitate or acquire single family housing.
<b>OTHER</b>	Other: Financial note purpose does not match any of the purposes defined above.



**Transaction Type** (Column E)

Report the type of transaction for the financial note by choosing one of the options below.

Validations:

- **Mandatory Field.**

*Please select one of the following:*

<b>TERM</b>	Term Loan
<b>EQTYINV</b>	Equity Investment
<b>LOC</b>	Line of Credit
<b>DEBTEQTY</b>	Debt with Equity
<b>OTHER</b>	Other

**Loan Status** (Column F)**Annual Update Field**

Report the status of the loan/investment amount at the reporting period end. Loans that were “modified” (i.e., increase in principal) must be reported as **RESTRUCT**, and the modified loan must also be reported as a new transaction.

Validations:

- **Mandatory Field.**

*Please select one of the following:*

<b>ACTIVE</b>	Active – the financial note was open, on-the-books, and/or had some sort of activity during the reporting year.
<b>ACTIVE END</b>	Active but the financial note has reached the end of its seven-year compliance reporting period.
<b>CLOSED</b>	Closed in good standing – a loan or line of credit that is paid in full (not refinanced) or an equity investment that has been exited.
<b>SOLD</b>	Sold – the financial note is off-the-books but not paid in full.
<b>CHARGEDOFF</b>	Charged off – the financial note is off-the-books but not paid in full.
<b>REFIN</b>	Refinanced – the financial note has been paid in full and the remaining principal amount has been refinanced by another lender.
<b>RESTRUCT</b>	Restructured with a charge off or modified.

## **Date Originated** (Column G)

Report the date that a legally binding note has been signed by the borrower/investee in favor of the lender/investor.

Validations:

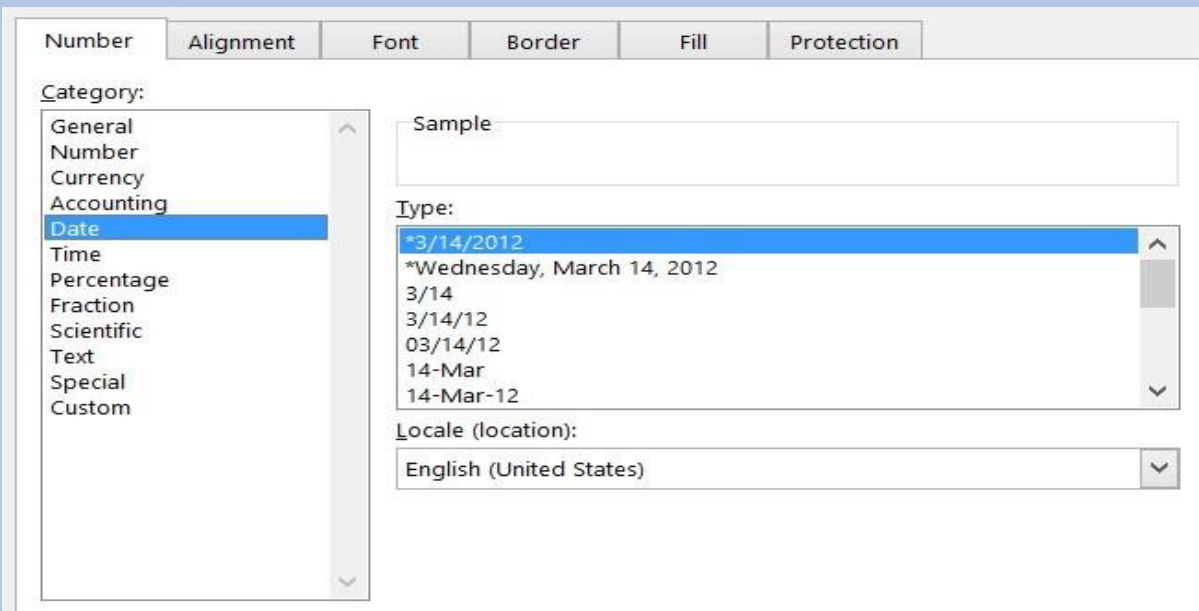
- **Mandatory Field.**
- Date Originated must be prior to the current date.
- See the [Date Formatting](#) section for more information.

The response must be in the format of mm/dd/yyyy

## **Date Formatting**

**Common Question: I have uploaded my file, but it says that I have not provided a response for this date column/date column is in the incorrect format. I see my date entered, how do I fix it?**

The most common fix is to make sure the date column is formatted correctly. When entering an answer into a cell that requires a date, make sure to format the cell as below. This can be done by right clicking on the cell(s). Although it may not fully appear as if it is in the correct format (March 3, 2014, will appear as 3/3/2014 as opposed to 03/3/2014), rest assured, this is correct.



**Original Loan/Investment Amount** (Column H)

Report the amount of the loan/investment.

Validations:

- **Mandatory Field.**
- Original Loan/Investment Amount cannot be greater than \$50,000 if [Purpose](#) = MICRO.
- Must be greater than or equal to zero.

Response must be in numeric format

**Refinancing** (Column I)

Report whether the loan/investment is a new origination or a refinance of an existing loan/investment with QEI funds.

Validations:

- **Mandatory Field.**

*Please select one of the following:*

<b>NEWORIGINATION</b>	New Origination
<b>REFINANCEALLOC</b>	Refinance of Allocatee (or Affiliate) Loan/Investment
<b>REFINANCEUNAFF</b>	Refinance of Un-Affiliated Third-Party Loan/Investment

**Construction or Permanent Financing** (Column J)

Report whether the loan/investment is for construction or permanent financing.

Validations:

- **Conditionally Required if [Purpose](#) = RECOCOM.**

*Please select one of the following:*

<b>CONSTRUCTION</b>	Construction
<b>PERMANENT</b>	Permanent
<b>BOTH</b>	Both construction and permanent

**Take-out or Acquisition Financing** (Column K)

Report whether the loan/investment is for take-out or acquisition financing.

Validations:

- Conditionally Required if **Construction or Permanent Financing** = PERMANENT or BOTH.

*Please select one of the following:*

<b>TAKEOUT</b>	Take-out financing
<b>ACQUISITION</b>	Acquisition without rehabilitation

**Acquisition or Rehabilitation** (Column L)

Report whether the loan/investment includes financing for the acquisition of the property.

Validations:

- Conditionally Required if **Purpose** = RERHCO.

*Please select one of the following:*

<b>ACQUISITIONREHAB</b>	Acquisition and rehabilitation
<b>REHABILITATION</b>	Rehabilitation only

**Rehabilitation Amount** (Column M)

Report the portion of the Original Loan/Investment Amount that was used for the rehabilitation.

Validations:

- Conditionally Required if **Acquisition or Rehabilitation** = AQUISITIONREHAB.
- Response must be in dollars greater than zero.
- **Exclude** leveraged dollars.

Response must be in numeric format

**Loan Origination Fees** (Column N)

Report the total loan origination fees, including processing, credit report, and other fees.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**
- Value must be > 0 AND less than or equal to Original Loan Investment Amount.
- **Exclude** points.

Response must be in dollars up to two decimal places

**Interest Rate at Origination** (Column O)

Report the interest rate in effect at the origination of the loan.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**
- **Enter the percentage as a whole number (i.e., if the Interest Rate at Origination is 2.0%, enter 2.0).**
- **Value must be => 0 AND <= 100.**

The response must be in numeric format up to three decimal places

**Interest Type** (Column P)

Choose one of the pre-defined values below and report the type of interest.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**

**Please select one of the following:**

<b>FIXED</b>	Fixed
<b>ADJ</b>	Adjustable

**Points** (Column Q)

Report the points charged to the borrower at origination.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan or Debt with Equity.**
- Report the points as a percentage of the original loan amount.
- Include points for the particular financial note reported.

Response must be in numeric format up to three decimal places

**Amortization Type** (Column R)

Choose one of the pre-defined values below and report how the financial note is amortized.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.**

*Please select one of the following:*

<b>FULLAMORT</b>	Fully Amortized – Amortization schedule includes both interest and principal payments throughout the life of the loan.
<b>PARTAMORT</b>	Partially Amortized – The amortization schedule includes some principal payments throughout the life of the loan, with a larger principal payment at maturity.
<b>NONAMORT</b>	Non-Amortizing – Amortization schedule includes interest only payments with a single principal payment at maturity.
<b>OTHER</b>	Other

**Length of Amortization Period (in months)** (Column S)

Report the length of the amortization period.

Validations:

- **Conditionally Required if [Amortization Type](#) = FULLAMORT or PARTAMORT.**

Report the Length of Amortization Period in months.

Response must be in numeric format

**Period of Interest Only Payments (in months)** (Column T)

Report the number of interest only payments at the time of origination.

Validations:

- **Conditionally Required if [Transaction Type](#) = Term Loan.**
- Report the Period of Interest Only Payments in months.
- Period of Interest Only Payments must be less than the amount reported as the [Term](#).

Response must be in numeric format

**Term (in months)** (Column U)**Annual Update Required**

For each loan and line of credit, report the full term in months. Report the full term, not the remaining term.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.

Response must be in numeric format

### **Guarantee** (Column V)

If any portion of the loan is guaranteed, choose one of the pre-defined values below and report the source.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity
- Exclude performance guarantees.

*Please select one of the following:*

<b>SBA</b>	Small Business Administration (SBA)
<b>USDA</b>	U.S. Department of Agriculture (USDA)
<b>OTHERGOV</b>	Other Federal Government Source
<b>PERSONAL</b>	Personal Guarantee
<b>OTHER</b>	Other
<b>NONE</b>	None

### **Lien Position** (Column W)

Choose one of the pre-defined values below and report the CDE's lien position.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.

*Please select one of the following:*

<b>FIRST</b>	First
<b>SECOND</b>	Second
<b>UNSECURED</b>	Unsecured Debt
<b>OTHER</b>	Other

### **Collateral Type** (Column X)

Choose one of the pre-defined values below and report the type of collateral pledged for the loan/investment.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.

*Please select one of the following:*

RE	Real Estate
REOTHER	Other Real Estate
VEH	Vehicle
EQUIP	Equipment
INVENTORY	Inventory
REC	Receivables
HOMEEQTY	Home Equity
OTHER	Other
NONE	None

***Collateral Value at Origination*** (Column Y)

Estimate and report the fair value of the collateral at the time of origination.

Validations:

- Conditionally Required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.

Response must be in numeric format

***Equity-Like Features*** (Column Z)

Choose one of the pre-defined values below and report the type of equity-like feature.

Validations:

- Conditionally Required if [Transaction Type](#) = Debt with Equity.
- If a loan has more than one equity-like feature, choose the one appearing first in the loan agreement.

*Please select one of the following:*

CONVDEBT	Convertible Debt – Loan agreement specifies an option to convert all or part of the loan amount to equity
PERFINT	Performance Based Interest Rate – Loan’s interest rate adjusts based on the borrower’s performance.



<b>ROYALTIES</b>	Royalties – Loan has a royalty participation that gives the investor the right to a percentage of the borrower’s sales or profits.
<b>WARRANTS</b>	Warrants – Loan agreement gives the investor the right to purchase the portfolio company’s stock at a later date at a pre-negotiated price.
<b>OTHER</b>	Other – Loan Agreement specifies an equity-like feature not described above.

**Equity Injection Amount** (Column AA)

Equity injection is an underwriting mechanism used to help borrowers who lack collateral to qualify for a loan. The equity injection measures the amount of the borrower's own assets invested in the business. Report the equity injection amount provided by the investee/borrower (i.e., down payment for a purchase mortgage or the value of machinery the borrower purchased for the financed project).

Validations:

- **Optional Field.**
- Include both cash and non-cash injections.

Response must be in numeric format

**Advanced Purchase Commitment** (Column AB)

Report whether the loan/investment is an advance purchase commitment.

Validations:

- **Conditionally Required if QLICI Type = QALICB.**

Response must be **YES** or **NO**

**Seller Organization** (Column AC)

Report the seller organization.

Validations:

- **Conditionally Required if [Advance Purchase Commitment](#) = YES.**

Response must be text

**Equity Product** (Column AD)

Compliance Check

Report whether the financial note is an equity product.

Validations:

- **Mandatory Field.**

- Reject if Equity Product = YES & [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or Other.

Response must be **YES** or **NO**

### ***Equity-Equivalent Terms & Conditions*** (Column AE)

#### Compliance Check

Report whether the financial note has equity-equivalent terms and conditions.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

### ***Debt with Equity Features*** (Column AF)

#### Compliance Check

Report whether the financial note has debt with equity features.

Validations:

- **Mandatory Field.**
- Reject if Debt with Equity Features = YES & [Transaction Type](#) = Term Loan, Equity, Line of Credit or Other.

Response must be **YES** or **NO**

### ***Subordinated Debt*** (Column AG)

#### Compliance Check

Report whether the financial note is subordinated debt.

Validations:

- **Mandatory Field.**
- If [Lien Position](#) = FIRST then Subordinated Debt must = NO.

Response must be **YES** or **NO**

### ***Below Market Interest Rate at Origination*** (Column AH)

#### Compliance Check

Report whether the financial note had below market interest rate at origination.

Validations:

- **Mandatory Field.**
- Reject if Below Market Interest Rate at Origination = YES AND [Interest Rate at Origination](#) >= [Comparable Interest Rate at Origination](#).

Response must be **YES, NO, or NA**

**Comparable Interest Rate at Origination** (Column AI)

Report the comparable market interest rate at origination that the Allocatee used to determine that the financial note had a below market interest rate.

Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES.**
- Comparable Interest Rate at Origination must be greater than Interest Rate at Origination AND <= 100.
- Enter the percentage as a whole number (i.e., if the Comparable Interest Rate at Origination is 2.0%, enter 2.0).

Response must be in numeric format up to three decimal places

**What is Interest Rate Comparable at Origination?** (Column AJ)

Choose one of the pre-defined values below and report the interest rate comparable at origination.

Validations:

- **Conditionally Required if [Below Market Interest Rate at Origination](#) (Financial Note) = YES.**

*Please select one of the following:*

<b>NONNMTC</b>	CDE's Non-NMTC Transaction
<b>PARENT</b>	CDE's Parent/Affiliate
<b>BANKS</b>	Banks
<b>OTHER</b>	Other

**Interest Rate Comparable at Origination – Other** (Column AK)

Provide further explanation for what the interest rate is comparable to at origination.

Validations:

- **Conditionally Required if [What is Interest Rate Comparable At Origination](#)= OTHER.**

Response must be text

**Lower than Standard Origination Fees (Financial Note)** (Column AL)

Compliance Check

Report whether the financial note has lower than standard origination fees.

Validations:

- **Mandatory Field.**

Response must be YES or NO

### **Standard Origination Fees** (Column AM)

Report the comparable market origination fees that the Allocatee used as a benchmark to determine that the financial note has lower than standard origination fees.

Validations:

- **Conditionally required if [Lower than Standard Origination Fees \(Financial Note\)](#) = YES.**
- Standard Origination Fees must be greater than Loan Origination Fees AND less than or equal to Original Loan Amount.

Response must be numeric up to two decimal places

### **Longer than Standard Period of Interest Only Payments** (Column AN)

Compliance Check

Report whether the financial note has longer than standard period of interest only payments.

Validations:

- **Mandatory Field.**
- If [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity or Other then Longer than Standard Period of Interest Only Payments must = YES or NO.

Response must be **YES, NO, or NA**

### **Standard Period of Interest Only Payments** (Column AO)

Report the comparable market period of interest only payments. Provide the benchmark period, in months, that the Allocatee used to determine that the financial note has a longer than standard period of interest only payments.

Validations:

- **Conditionally Required if [Longer than Standard Period of Interest Only Payments](#) = YES.**
- Report amount in months.
- Standard Period of Interest Only Payments **must** be less than [Period of Interest Only Payments](#).

Response must be numeric

### **Longer than Standard Amortization Period** (Column AP)

Compliance Check

Report whether the financial note has a longer than standard amortization period.

Validations:

- **Mandatory Field.**
- If [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity or Other then Longer than Standard Period of Interest Only Payments must = YES or NO.

Response must be **YES, NO, or NA**

### **Standard Amortization Period** (Column AQ)

Report the comparable market amortization period. Provide the benchmark period, in months, that the Allocatee used to determine that the financial note has a longer than standard amortization period.

Validations:

- **Conditionally Required** if [Longer than Standard Amortization Period](#) = YES.
- Report amount in months.
- Standard Amortization Period **must** be less than [Length of Amortization Period](#).

Response must be numeric

### **What is Standard Amortization Period Comparable?** (Column AR)

Choose one of the pre-defined values below and report the standard amortization period comparable.

Validations:

- **Conditionally Required** if [Longer than Standard Amortization Period](#) = YES.

**Please select one of the following:**

<b>NONNMTC</b>	CDE's Non-NMTC Transaction
<b>PARENT</b>	CDE's Parent/Affiliate
<b>BANKS</b>	Banks
<b>OTHER</b>	Other

### **Standard Amortization Period Comparable – Other** (Column AS)

Provide further explanation for what the standard amortization period is comparable to.

Validations:

- **Conditionally required** if [What is Standard Amortization Period Comparable?](#) = OTHER.

Response must be text

### **Nontraditional Forms of Collateral** (Column AT)

#### Compliance Check

Report whether the financial note has a nontraditional form of collateral.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Traditional Form of Collateral** (Column AU)

Choose one of the pre-defined values below and report the comparable market form of collateral that the Allocatee used as a benchmark to determine that the financial note has a nontraditional form of collateral.

Validations:

- Conditionally Required if [Nontraditional Forms of Collateral](#) = YES.

*Please select one of the following:*

RE	Real Estate
REOTHER	Other Real Estate
VEH	Vehicle
EQUIP	Equipment
INVENTORY	Inventory
REC	Receivables
HOMEEQTY	Home Equity
OTHER	Other
NONE	None

**What is Traditional Forms of Collateral Comparable?** (Column AV)

Choose one of the pre-defined values below and report the traditional form of collateral comparable.

Validations:

- Conditionally Required if [Nontraditional Forms of Collateral](#) = YES.

*Please select one of the following:*

NONNMTC	CDE's Non-NMTC Transaction
PARENT	CDE's Parent/Affiliate
BANKS	Banks
OTHER	Other

**Traditional Form of Collateral Comparable – Other** (Column AW)

Provide further explanation for what traditional form of collateral is comparable.

Validations:

- Conditionally required if [What is Traditional Forms of Collateral Comparable?](#) = OTHER.

Response must be text

**QLICI Level** (Column AX)

**Annual Update Required**  
Compliance Check

Report whether the financial note was funded with original QEI funds (QEI funds invested for the first time), a reinvestment of repaid QLICI(s), or both by choosing an option below.

Validations:

- Mandatory Field.**

*Please select one of the following:*

<b>ORIG</b>	Original QEI funds
<b>REINVST</b>	Reinvestment of repaid QLICI(s)
<b>ORIGREIN</b>	Both

**Principal Balance Outstanding** (Column AY)

**Annual Update Required**

Report the principal balance outstanding at the end of the reporting period.

Validations:

- Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, or Debt with Equity.

Response must be numeric

**Dollar Amount Used to Finance Non-Real Estate Activities** (Column AZ)

Report, in dollars, the portion of proceeds of the financial notes provided by the CDE that financed non-real estate uses. Non-real estate uses include working capital, inventory, equipment, or any other activity **not connected** to the development (including construction of new facilities and rehabilitation/enhancement of existing facilities), acquisition, management, or leasing of real estate.

Validations:

- Mandatory Field.**

Response must be numeric up to two decimal places

***New Originator Transaction ID of Restructured Loan*** (Column BA)

Report the new Originator Transaction ID for each financial note that was restructured.

Validations:

- **Conditionally required if Loan Status = RESTRUCT.**
- Information provided must match a current or previously submitted Originator Transaction ID. (All previously submitted IDs by the Organization regardless of the associated Project.)

Response must be text

***Days Delinquent*** (Column BB)

**Annual Update Required**

Report the number of days that the required loan payment is past due at the reporting period end. If a borrower made a partial payment on the due date but still owes any part of the payment, report that payment as past due.

Validations:

- **Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER.**

Response must be numeric

***Number of Times 60 Days or More Delinquent*** (Column BC)

**Annual Update Required**

Report the number of times the loan has been 60 days or more delinquent during the life of the loan.

Validations:

- **Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER.**
- Number of Times 60 Days or More Delinquent must be equal to or greater than the value reported the previous year.

Response must be numeric

***Number of Times the Loan was Restructured*** (Column BD)

**Annual Update Required**

Report the number of times the loan was restructured during the life of the loan.

Validations:

- **Conditionally required if [Transaction Type](#) = Term Loan, Line of Credit, Debt with Equity or OTHER.**
- **[Number of Times the Loan was Restructured](#)** must be equal to or greater than the value reported the previous year.

Response must be numeric



**Amount Charged Off** (Column BE)**Annual Update Required**

Report the amount charged off during the life of the loan.

## Validations:

- Conditionally required if **Transaction Type** = Term Loan, Line of Credit, Debt with Equity, or OTHER.
- Reject if **Transaction Type** = Equity or if **Loan Status** = Active.
- Amount Charged Off + **Amount Recovered** must be less than or equal to **Original Loan/Investment Amount**.

Response must be numeric

**Amount Recovered** (Column BF)**Annual Update Required**

Report the amount recovered as of the reporting period end date.

## Validations:

- Conditionally required if **Transaction Type** = Term Loan, Line of Credit, Debt with Equity or OTHER and **Loan Status** = ACTIVEEND, CLOSED, SOLD, CHARGED, REFIN, or RESTRUCT.
- Amount Recovered must be equal to or greater than the value reported the previous year.

Response must be numeric

**Actual Rate of Return** (Column BG)

Report the investor's internal rate of return at the end of the reporting period.

## Validations:

- Conditionally required if **Transaction Type** = Equity Investment

Response must be numeric format up to three decimals

**Projected Residual Value of QLICI that May be Obtained by the QALICB and/or QALICB Affiliate** (Column BH)

Report the amount of any equity or debt investment which may be acquired by the QALICB and/or QALICB Affiliate as the result of a put/call option or other arrangement.

## Validations:

- Conditionally required if **QLICI Type** = QALICB and **Date Originated** is > 12/31/2010.
- When **Loan Status** = CLOSED, please place the final value of the QLICI obtained by the QALICB and/or QALICB Affiliate through a put/call option or other arrangement.

Response must be numeric

### **Type of Business Loan** (Column BI)

Choose one of the pre-defined types below that best describes the type of business loan provided to the QALICB. This is a conditionally required response when the user selects the loan "Purpose" field for either "Business" or "Micro" which then requires the recipient to select one of three broad categories of business loans or investments: Business Working Capital; Business Fixed Capital; and Business Expansion or Business Startup.

Validations:

- **Conditionally required if Purpose = BUSINESS, MICRO.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Note that investments in real estate structures cannot be included as "business fixed capital" and instead must be reported in the TLR data point for "Purpose" by selecting the appropriate category. For example, "Real Estate – Construction/Permanent/Acquisition w/o Rehab – Commercial," or "Real Estate – Rehabilitation – Commercial," etc.

**Select one of the measures below:**

<b>Business Working Capital</b>	A loan or investment that will be used to cover any ongoing operating expenses of a business such as payroll, inventory, rent, or utility expenses.
<b>Business Fixed Assets</b>	A loan or investment that will be used to pay for any tangible property used in the operation of a business, but which is not expected to be consumed or converted into cash in the ordinary course of events. Commonly financed fixed assets include machinery and equipment, furniture and fixtures, and leasehold improvements.
<b>Business Expansion or Startup</b>	A loan to support the expansion or startup of a business or develop a new product line or service which may include a mix of investments in equipment, salaries, materials, etc., to support the business startup or expansion.

# TLR Projects Tab

**Project Number** (Column B)

Assign a unique identifier to each Project.

Validations:

- **Mandatory Field.**
- Report the TLR Project Number
- **NOTE:** If you receive the following error “This identifier already exists. To update, please use a different link” when uploading your TLR file please contact the AMIS Help Desk at [AMIS@cdfi.treas.gov](mailto:AMIS@cdfi.treas.gov) for help.

Response must be numeric

**QLICI Type** (Column C)  
Compliance Check

Choose one of the pre-defined values below and report whether the QLICI is an investment in another CDE or a QALICB.

Validations:

- **Mandatory Field.**
- Nonprofit businesses (except CDEs) and Advanced Purchases = QALICB.
- Exclude loan purchases (except Advance Purchases), Financial Counseling, and Other Services (FCOS).

**Please select one of the following:**

CDE	CDE
QALICB	QALICB

**Investee Type** (Column D)

Choose one of the pre-defined values below and report whether the project is an investment in a business or another CDE.

Validations:

- **Mandatory Field.**
- If [QLICI Type](#) = CDE then Investee Type **must** = CDE.
- If [QLICI Type](#) = QALICB then Investee Type **must** = BUS.

**Please select one of the following:**

BUS	Business
CDE	CDE

**Multi-CDE Project ID** (Column E)

Report the Multi-CDE Project Number that was assigned to the Multi-CDE Project. Use the lookup function to identify and report the Multi-CDE Project ID associated with the project.

Validations:

- **Conditionally Required if TLR Project is part of Multi-CDE Project.**
- Additional guidance can be found in the Multi-CDE section of AMIS.
- Response must be a valid project number generated by AMIS under the Multi-CDE Project section.
- Use the lookup icon to view a list of Multi-CDE Projects associated with the organization that the TLR Project can be linked to.

Response must be text

**Project Results from Investment CDE** (Column F)

Report if the project results from funds provided as investments in, or loans to, another CDE.

Validations:

- **Mandatory Field.**

Response must be Yes or No

**Associated Project ID** (Column G)

If the project results from an investment in a CDE, enter the AMIS project ID.  
This field links the secondary loans or investments resulting from investments in, or loans to, another CDE.

Validations:

- **Conditionally Required if Project Results from Investment CDE = Yes; and QLICI Type = QALICB.**

**Fiscal Year** (Column H)

Choose one of the pre-defined values. The system will auto-populate the current and previous Fiscal Year of the TLR Project available.

Validations:

- **Mandatory Field.**

Date Format yyyy

**Last Certified Date**

AMIS will populate this field with the date the TLR object was certified.

Validations:

- This field will only populate when the user has certified the TLR object.

Format of mm/dd/yyyy

**Total Project Cost** (Column I)

Report the total cost of the project being funded.

Validations:

- **Mandatory Field.**
- Include all sources of financing as well as the CDE's portion of the financing.
- Response cannot be less than:
  - Total Project Cost  $\geq$  [Total Project Cost Public Sources](#)
  - Total Project Cost  $\geq$  [Total Project Cost Private Investment](#)
  - Total Project Cost  $\geq$  [Total Project Cost Other CDE's](#) + [Original Loan/Investment Amount](#)
  - Total Project Cost  $\geq$  [Total Project Cost Public Sources](#) + [Total Project Cost Other CDE's](#) + [Original Loan Investment Amount](#) + [Total Project Cost Private Investment](#)

Response must be numeric

**Total Project Cost Public Sources** (Column J)

Report the portion of the [Total Project Cost](#) provided by public sources excluding any amount(s) reported in Other Tax Credit Amount and Public Subsidy Used to Fund Leveraged Loan.

Validations:

- **Mandatory Field.**
- **Required if Date Originated is greater than 12/31/2022.**
- Include federal, state, and local government funds, including funding derived from other tax credits (state and federal) used to directly finance the NMTC project and that were not part of the leverage structure.
- Exclude foundation grants and NMTC funds.
- Response must be in dollar amount.

Guidance:

If public sources are being bridged by other types of capital, then those must be included in the dollar amount if the public source is known at the time of closing.

Response must be numeric

**Total Project Cost Other CDE** (Column K)

Report the portion of the total QLICI investments made by other CDEs into the project from QEI proceeds.

Validations:

- **Conditionally Required if Date Originated > 12/31/2009.**

- Response must be in dollar amount.

Response must be numeric

### **Total Project Cost Private Investment** (Column L)

Report the portion of the private investment in the project (i.e., CDEs using non-QEI proceeds, direct bank loans, direct equity, and other investments).

Validations:

- **Conditionally Required if Date Originated > 12/31/2009.**
- **Exclude** all investments utilizing QEI proceeds.
- Response must be in dollar amount.

Response must be numeric

### **Estimated Annual Net Operating Income** (Column M)

In the case of a for-profit entity, report the Estimated Annual Net Operating Income, which is the annual revenue less operating costs of the project. In the case of a nonprofit entity, report the Change in Net Assets or the Addition to Net Assets.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Response must be in dollar amount.
- A value of \$0 is allowed.

Response must be numeric

### **Loan-to-Value Ratio** (Column N)

Report the loan-to-value ratio at origination for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type = Term Loan](#).**
- Enter the percentage as a numeric ratio (i.e., if response is 125%, enter 125).
- Exclude unsecured loans from calculations.
- Response must be => 0 AND <=500.

Response must be numeric up to three decimal places OR NA

### **Projected Debt Service Coverage Ratio** (Column O)

Report the projected debt service coverage ratio at origination for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type = Term Loan](#).**
- Enter the percentage as a numeric ratio (i.e., if response is 125%, enter 1.25).
- The value entered must be => 0 AND <=5.

Response must be numeric up to three decimal places OR NA

### **Loan Loss Reserve Requirement** (Column P)

Report the loan loss reserve requirement for the total project.

Validations:

- **Conditionally required if one or more financial notes associated with this project has a [Transaction Type = Term Loan](#).**
- Enter the percentage as a whole number (i.e., if response is 25%, enter 25).
- The Loan Loss Reserve Requirement must be => 0 AND <=100.

Response must be numeric up to three decimal places OR NA

### **Investee (Borrower) Guidance**

- If the QALICB is a real estate developer, the Investee is the developer.
- If the QALICB is an operating business (non-real estate), the Investee is the business.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, the Investee is the parent business.

### **Client ID** (Column Q)

Report a unique identifier to each client (investee/borrower). The Client ID is used to track the investee/borrower across Projects. Please do not use any names, social security numbers, or any other personal identifying information in formulating the Client ID.

Validations:

- **Mandatory Field.**
- Do not use names, social security numbers, or any other personal identifying information.

Response must be text up to 20 characters

### **Investee TIN** (Column R)

Report the Tax Identification Number (TIN) of the CDE investee/borrower.

Validations:

- **Conditionally required if [QLICI Type](#) = CDE.**
- The Investee TIN and Investee CDE must belong to the same organization.

Response must be numeric

### ***Investee CDE Certification Number*** (Column S)

If the Project is an investment in another CDE, report the Certification Number of the CDE investee/borrower.

Validations:

- **Conditionally required if [QLICI Type](#) = CDE.**
- The Investee CDE Certification Number must be a valid CDE Certification Number.
- The Investee TIN and Investee CDE must belong to the same organization.

Response must be numeric

### ***Date Business Established*** (Column T)

Report the date formal papers were filed to establish the investee's/borrower's business or the date the first sales occurred.

Validations:

- **Optional Field.**
- Date Business Established **must be >=** to [Date Originated](#).
- See the [Date Formatting](#) section for more information.

Response must in the format of mm/dd/yyyy

### ***Entity Structure*** (Column U)

Choose one of the pre-defined values below and report the investee's/borrower's business or government structure.

Validations:

- **Conditionally required if Date Originated is after 12/31/2010.**

***Please select one of the following:***

<b>NONPROFIT</b>	Nonprofit or Not-for-Profit – Based on the IRS categorization for tax purposes
<b>FORPROFIT</b>	For-Profit – Based on the IRS categorization for tax purposes
<b>TRIBAL</b>	Tribal or Village Government – Entity is a tribal or village government, whether or not it has been federally recognized
<b>OTHER</b>	Other – All other structures that do not fit the descriptions above, such as a government or quasi-government entity (i.e., a water authority)



### **Minority-Owned or Controlled Businesses** (Column V)

Report whether the investee/borrower is at least 51% owned or controlled by one or more individuals that identify themselves as American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- If the business is a for-profit entity, report whether at least 51% of the owners are minorities.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors are minorities.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report minority-controlled status for the parent business.

Response must be **YES** or **NO**

### **Native American-Owned or Controlled Businesses** (Column W)

Report whether the investee/borrower is at least 51% owned or controlled by one or more individuals who are members of tribal entities recognized by the Bureau of Indian Affairs (BIA) or by individuals having origins in any of the original peoples of Hawaii.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- If the business is a for-profit entity, report whether at least 51% of the owners are Native American.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors are Native American.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report Native American-controlled status for the parent business.

Response must be **YES** or **NO**

### **Women Owned or Controlled** (Column X)

Report whether the investee/borrower is at least 51% owned or controlled by one or more women.

Validations:

- **Conditionally required if Investee Type = BUS.**
- If the business is a for-profit entity, report whether at least 51% of the owners are women.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors are women.

Response must be **YES** or **NO**

**Low-Income Owned or Controlled** (Column Y)

Report whether the investee/borrower is at least 51% owned or controlled by one or more Low-Income Person.

Validations:

- **Conditionally required if Investee Type = BUS.**
- If the business is a for-profit entity, report whether at least 51% of its equity ownership (or the equivalent in limited liability companies) interest being owned by one or more Low-Income Person.
- If the business is a nonprofit entity, report whether at least 51% of its Board of Directors (i.e., Governing Board) consists of individuals who are Low-Income Persons.

Response must be **YES** or **NO**

**Race** (Column Z)

Choose one of the pre-defined values below and report the race of the primary investee(s)/borrower(s).

Validations:

- **Conditionally required if Investee Type = BUS.**
- If there is more than one investee/borrower, select the race of the primary investee/borrower.
- If there is more than one primary investee/borrower, select the race of one of them.
- If the investee/borrower is of mixed race, report one of the races.
- If the investee/borrower did not provide their information, report **NG**.

**Please select one of the following:**

<b>AMIND</b>	American Indian
<b>ALASKAN</b>	Alaskan Native
<b>ASIAN</b>	Asian
<b>BLACK</b>	Black or African American
<b>HAWAIIAN</b>	Native Hawaiian
<b>AMIND</b>	American Indian
<b>PACIFIC</b>	Other Pacific Islander
<b>WHITE</b>	White
<b>OTHER</b>	Other
<b>NG</b>	Not Given
<b>NA</b>	Not Applicable

### **Hispanic Origin** (Column AA)

Choose one of the pre-defined values below and report whether the primary investee/borrower is Hispanic or Latino.

Validations:

- **Conditionally required if Investee Type = BUS.**
- If there is more than one investee/borrower, respond for the primary investee/borrower.
- If the investee/borrower did not provide their information, report **NG**.

**Please select one of the following:**

<b>YES</b>	Yes
<b>NO</b>	No
<b>NG</b>	Not Given
<b>NA</b>	Not Applicable

### **Business Description – Primary** (Column AB)

Choose one of the pre-defined values below and report the primary description of the business of the QALICB.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB (Investee Type = BUS).**
- If [QLICI Type](#) = CDE then Business Description – Primary **must** = OTHER.

**Please select one of the following:**

<b>FOOD</b>	Includes groceries, bakeries, food wholesalers, and farmers' markets
<b>OFFICE</b>	Financial, professional, scientific, management, business, or other office space
<b>INDUSTRIAL</b>	Industrial, manufacturing, transportation, logistics, or warehousing space
<b>HOUSING</b>	Housing
<b>HEALTH</b>	Health, human, and social service facilities
<b>COMMUNITY</b>	Education and community facilities
<b>ARTS</b>	Facilities or space for the performing arts, cultural, entertainment, or other amenities
<b>RETAIL</b>	Retail
<b>HOTEL</b>	Hotel
<b>MIXED</b>	Includes combinations of office/retail, housing, and community spaces
<b>OTHER</b>	Other

### **Business Description – Narrative** (Column AC)

Provide an additional description of the type of business that is being financed (e.g., grocery store, Federally Qualified Health Center, charter school, a manufacturing company, etc.) and of the products or services provided by the operating business (e.g., manufacture of farm equipment, early childhood education, primary health care, etc.).

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB (Investee = BUS).**
- Description cannot exceed 255 characters.

The response must be text

### **NAICS** (Column AD)

Report the six-digit North American Industry Classification (NAICS) Code of the QALICB.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB** Guidance:
- For investments in leased buildings, the NAICS code for the end user of the leased building must be reported. **Avoid using the NAICS codes for Lessors of Real Estate** (i.e., six-digit NAICS codes beginning with 531).
- To determine the NAICS code for the QALICB financed, go to <https://www.census.gov/naics/> and use the keyword search for the latest version of NAICS.
- Please note that the NAICS code must match the business described in the Business Description field.

Response must be numeric

### **Annual Gross Revenue from Business Operations at Time of Loan/Investment** (Column AE)

For business Projects, report the investee's/borrower's annual gross business revenue during the most recent 12-month period prior to Project origination for which the information is available. If the QALICB is a single-purpose entity (SPE), report the revenue of the parent business.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report the revenue of the parent business.

Response must be numeric

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

#### **Annual Update Required**

For business Projects, report the investee's/borrower's annual gross business revenue during the most recent 12-month period for which the information is available. If the QALICB is a single-purpose entity (SPE), report revenue for the parent business.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back the property to that parent business, report the revenue of the parent business.

Response must be numeric

### Guidance for Reporting Jobs Projected/Actual Created or Maintained

Currently in AMIS, values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section. The Actual Job fields can be left blank and filled out in the future if the three Projected Job fields have been completed. Once filled out, the Actual Job fields can only be updated via service request. **The type of jobs reported on must all be DIRECT jobs.**

**Full-Time Equivalent Jobs** - One FTE is a 35-hour or more work week.

**Part-Time employees** - When calculating FTEs, part-time employees should be combined (i.e., two part-time employees that each work 17.5 hours equals one FTE).

### ***Jobs at Time of Loan/Investment*** (Column AG)

Report the number of full-time equivalent (FTE) jobs in the business at the time the project was originated.

Validations:

- **Conditionally required if Purpose = Business or Micro.**
- **Reject if Purpose is Real Estate or Other** Exclude construction jobs.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report jobs for the parent business.

Response must be numeric

### ***Projected Full-Time Equivalent (FTE) Jobs to Be Created - Construction*** (Column AH)

Report the number of full-time equivalent (FTE) construction jobs projected to be created due to this financing.

Validations:

- **Conditionally required if [Purpose](#) = any Real Estate option.**
- Exclude induced FTE jobs.
- Include direct jobs only.
- **The number of jobs must not change after the transaction's initial year of being reported.**
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project-Outcomes section.**
- **User may enter a "0" in this field if it does not apply.**

Response must be numeric

**Projected Full-Time Equivalent (FTE) Permanent Jobs to Be Created and/or Retained at Businesses Financed** (Column AI)

Report the number of permanent full-time equivalent (FTE) jobs projected (at date originated) to be created and/or retained in the business due to this financing.

Validations:

- **Conditionally required if Purpose = BUSINESS or MICRO.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- Part-time jobs must be combined into full-time equivalent jobs.
- Created jobs are jobs that did not exist before NMTC financing.
- Retained jobs existed before NMTC financing.
- **The number of jobs must not change after the transaction's initial year of being reported.**
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.**
- **User may enter a "0" in this field if it does not apply.**

Response must be numeric

**Projected Full-Time Equivalent (FTE) Permanent Jobs to Be Created and/or Retained at Tenant Businesses** (Column AJ)

Report the number of permanent full-time equivalent (FTE) jobs projected to be created and/or retained in businesses located at the property financed.

Validations:

- **Conditionally required if QLICI Type = QALICB.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report projected FTE permanent jobs to be created and/or retained at parent business.
- **The number of jobs must not change after the transaction's initial year of being reported.**
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.**
- **User may enter a "0" in this field if it does not apply.**

Guidance:

Include owner-occupied businesses.

Response must be numeric

**Actual Full-Time Equivalent (FTE) Permanent Jobs Created and/or Retained at Businesses Financed** (Column AK)

Report the cumulative number of permanent full-time equivalent (FTE) jobs created and/or retained in the business due to this financing.

Validations:

- **Conditionally required if Purpose = BUSINESS or MICRO.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- Part-time jobs must be combined into full-time equivalent jobs.
- Created jobs did not exist before NMTC financing.
- Retained jobs existed before NMTC financing.
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.**
- **Note that you will not be able to change the Actual Jobs information once it is entered.**
- **This field can be left blank and filled out in the future if all projected job fields are filled out.**
- **This field must be reported within 36 months of origination.**

**Please submit a service request if previously entered values need to be updated.**

Response must be numeric

**Actual Full-Time Equivalent (FTE) Jobs Created (Construction)** (Column AL)

Report the cumulative number of full-time equivalent (FTE) construction jobs created due to this financing.

Validations:

- **Conditionally required if Purpose = any Real Estate option.**
- Exclude induced FTE jobs.
- Include direct jobs only.
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.**
- **Note that you will not be able to change the Actual Jobs information once it is entered.**
- **This field can be left blank and filled out in the future if all projected job fields are filled out.**

**Please submit a service request if previously entered values need to be updated.**

Response must be numeric

**Actual Full-Time Equivalent (FTE) Permanent Jobs Created and/or Retained at Tenant Businesses** (Column AM)

Report the cumulative number of permanent full-time equivalent (FTE) jobs created and/or retained in businesses located at the property financed.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**
- Exclude construction and induced FTE jobs.
- Include direct jobs only.
- If the QALICB is a single-purpose entity (SPE) created by an operating business to lease back property to that parent business, report actual FTE permanent jobs created and/or retained at parent business.
- **Values must be entered for either the three Projected Jobs fields or the three Actual Job fields in the Project - Outcomes section.**
- **Note that you will not be able to change the Actual Jobs information once it is entered.**
- **This field can be left blank and filled out in the future if all projected job fields are filled out.**

**Please submit a service request if previously entered values need to be updated.**

Guidance:

Include owner-occupied businesses.

Response must be numeric

**Source of Job Estimates** (Column AN)

Choose one of the pre-defined values below and report the source of the job estimates reported.

Validations:

- **Conditionally required if [Purpose](#) = BUSINESS, MICRO, or any Real Estate option.**

**Please select one of the following:**

<b>NEWFINANCING</b>	New hires that the project business expects to be able to make as a result of the new financing
<b>WAGEDATA</b>	Estimates based on state or local wage data and projected wage and salary expenditures attributable to project financing
<b>ECONOMICIMPACT</b>	Estimates based on economic impact modeling systems such as IMPLAN, RIMSII, or REMI
<b>RULEOFTHUMB</b>	Estimates based on developers “rules of thumb” about jobs created by type of business and square footage built.
<b>OTHER</b>	Other – Please provide further explanation in Source of Job Estimates – Other
<b>NA</b>	Not Applicable

**Source of Job Estimates – Other** (Column AO)

Provide further explanation for what the source of job estimates is.

Validations:

- **Conditionally required if [Source of Job Estimates](#) = OTHER.**

Response must be text



**Job Quality Measure (Measure of Job Quality) (Column AP)**

Select all job quality measures that apply to the actual full-time equivalent (FTE) jobs associated with this project investment.

Validations:

- **Conditionally required if Purpose = BUSINESS, MICRO and actual jobs were reported.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of loan origination.

Guidance:

No exclusion of data field for Multi-CDE.

**Select all that apply:**

<b>Livable wage</b>	Classification based on third-party method to analyze employee earnings necessary to meet a household's minimum basic needs and maintain self-sufficiency based on regional data.
<b>Health insurance</b>	A health care plan is offered with employer contributions.
<b>Paid leave</b>	Paid leave is compensation for employee time off for sick leave, vacation and compensatory time.
<b>Career advancement &amp; training</b>	Company offers formal training program to employees or reimburses them for outside training or credentials.
<b>Retirement plan</b>	A retirement plan such as 401(K) or Roth IRA with an employer match.
<b>Profit sharing/stock options</b>	Offers a profit sharing plan or employee stock option plan.
<b>NA</b>	Not Applicable

**Number of Quality Jobs (Column AQ)**

Provide number of full-time equivalent (FTE) quality jobs associated with job quality measures selected above.

Validations:

- **Conditionally required if Jobs Quality Measures (Measure of Jobs Quality) is not "NA."**
- **Required for TLR Notes originated on or after 10/01/2023.**
- **Report the total number of unique FTEs. FTEs that offer more than one measure of job quality should be counted only once.**
- Report within 36 months of loan origination.

Guidance:

No exclusion of data field for Multi-CDE.

Response must be numeric

**Jobs Accessibility Measure (Measure of Job Accessibility) (Column AR)**

Select all job accessibility measures that apply to the actual full-time equivalent (FTE) jobs associated with this project investment.

Validations:

- **Conditionally required if Purpose = BUSINESS, MICRO and actual jobs were reported.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of loan origination.

Guidance:

No exclusion of data field for Multi-CDE.

**Select all that apply:**

<p><b>Number of Low-Income persons</b></p>	<p>As defined in the NMTC Allocation Application, a Low-Income person is “Any individual having an income, adjusted for family size, of not more than: (1) For metropolitan areas, 80% of the area median family income; and (2) For non-metropolitan areas, the greater of (a) 80% of the area median family income or (b) 80% of the statewide non-metropolitan area median family income.”</p>
<p><b>Number of Low-Income Community residents</b></p>	<p>As stated in the NTMC Allocation Application, a Low-Income Community is “Under IRC §45D(e)(1), any population census tract if: (1) The poverty rate for such tract is at least 20 percent, or (2) (a) In the case of a tract not located within a metropolitan area, the median family income for such tract does not exceed 80 percent of statewide median family income, or (b) in the case of a tract located within a metropolitan area, the median family income for such tract does not exceed 80 percent of the greater of statewide median family income or the metropolitan area median family income. With respect to IRC §45D(e)(1)(B), possession-wide median family income shall be used (in lieu of statewide income) in assessing the status of census tracts located within a possession of the United States. Under IRC §45D(e)(2), Targeted Populations will also be treated as Low-Income Communities. See IRS Notice 2006-60. Under IRC §45D(e)(3), in the case of an area that is not tracted for population census tracts, the equivalent county divisions (as defined by the Bureau of the Census for purposes of determining poverty areas) shall be used for purposes of defining poverty rates and median family incomes. See IRC §45D(e) for additional criteria.”</p>
<p><b>Number of people with employment barriers</b></p>	<p>Examples include job applicants with lower levels of formal education, longer terms of unemployment, limited language proficiency, displaced workers, formerly incarcerated persons, etc.</p>
<p><b>NA</b></p>	<p>Not applicable</p>

**Number of Accessible Jobs (Column AS)**

Provide number of accessible full-time equivalent (FTE) jobs associated with job accessibility measure(s) selected above.

Validations:

- **Conditionally required if Accessible Jobs Measures is not “NA.”**
- **Required for TLR Notes originated on or after 10/01/2023.**
- **Report the total number of unique FTEs. FTEs that offer more than one measure of job accessibility should be counted only once.**
- Report within 36 months of loan origination.

Guidance:

No exclusion of data field for Multi-CDE.

Response must be numeric

**Square Feet of Real Estate – Industrial/Manufacturing** (Column AT)

Report the total number of gross square feet of industrial/manufacturing space that are expected to be constructed, rehabilitated, and/or acquired with funding from the transaction.

Validations:

- **Mandatory Field.**

Response must be numeric

**Square Feet of Real Estate – Office** (Column AU)

Report the total number of gross square feet of office space that are expected to be constructed, rehabilitated, and/or acquired with funding from the transaction.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

**Square Feet of Real Estate – Retail** (Column AV)

Report the total number of gross square feet of retail space that are expected to be constructed, rehabilitated, and/or acquired with funding from the transaction.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

**Housing Units – Sale** (Column AW)

Compliance Check

Report the number of for-sale housing units to be constructed, rehabilitated, and/or acquired with funding from the transaction.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB Housing Units – Sale must be greater than or equal to [Affordable Housing Units - Sale](#).**

Response must be numeric

### ***Housing Units – Rental*** (Column AX)

#### Compliance Check

Report the number of rental housing units to be constructed, rehabilitated, and/or acquired with funding from the transaction.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB Housing Units – Rental must be greater than or equal to [Affordable Housing Units - Rental](#).**

Response must be numeric

### ***Affordable Housing Units – Sale*** (Column AY)

#### Compliance Check

Of the total Housing Units - Sale to be constructed, rehabilitated, and/or acquired with funding from the transaction, report the number that are projected to be affordable housing units .

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

### ***Affordable Housing Units – Rental*** (Column AZ)

#### Compliance Check

Of the total Housing Units – Rental to be constructed, rehabilitated, and/or acquired with funding from the transaction, report the number that are projected to be affordable housing units.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**

Response must be numeric

### ***Community Facility*** (Column BA)

Report whether the project financed is a community facility.

Validations:

- **Conditionally required when Purpose = Real Estate and QLIC Type = QALICB.**
- **Include educational, childcare, healthcare, arts or any other type of community facility.**

**Capacity of Educational Community Facility** (Column BB)

If the project financed includes an educational facility, report the number of student seats available in the school. If not, report 0.

Validations:

- Conditionally required if [Community Facility](#) = YES.

Response must be numeric

**Capacity of Childcare Community Facility** (Column BC)

If the project financed includes a childcare facility, report the number of childcare slots available. If not, report 0.

Validations:

- Conditionally required if [Community Facility](#) = YES.

Response must be numeric

**Capacity of Healthcare Community Facility** (Column BD)

If the project financed includes a healthcare facility, report the projected number of visits per year. If not, report 0.

Validations:

- Conditionally required if [Community Facility](#) = YES.

Response must be numeric

**Capacity of Arts Center Community Facility** (Column BE)

If the project financed includes an arts center, report the capacity of the arts center (i.e., if the project is a theater, report the seating capacity). If not, report 0.

Validations:

- Conditionally required if [Community Facility](#) = YES.

Response must be numeric

**Number of People Served by Commercial Goods or Services** (Column BF)

Report the number of people (e.g., customers, clients, patients, students, etc.) served by commercial goods or services as a result of NMTC financing per year. Include investments that provide access to retail, grocery stores, farmers' markets, entertainment, pharmacies, etc.

Validations:

- **Conditionally required if QLICI Type = QALICB**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of loan origination.
- **Zero (0) value is allowed.**

Guidance:

Follow generally accepted practices for counting people or use the methodology that was described in the NMTC Allocation Application.

Do not exclude Multi-CDEs – for reporting across CDEs, aim to coordinate responses and avoid data issues to best of your ability.

Response must be numeric

***Number of People Served by Community Goods or Services (Column BG)***

Report the number of people (e.g., clients, patients, students, visitors, attendees, etc.) served by community goods or services as a result of NMTC financing per year. Include investments in community goods or services such as food pantries, health care, social services, educational, cultural, etc.

Validations:

- **Conditionally required if QLICI Type = QALICB.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of loan origination.
- Zero (0) value is allowed.

Guidance:

Follow generally accepted practices for counting people or use the methodology that was described in the NMTC Allocation Application.

Do not exclude Multi-CDEs; for reporting across CDEs, aim to coordinate responses and avoid data issues to best of your ability.

Response must be numeric

***Number of Households Served by Infrastructure Services (Column BH)***

Report the number of households served by infrastructure services as a result of NMTC financing. Include investments in broadband technologies, water and sewer services, and public and private transportation services.

Validations:

- **Conditionally required if QLICI Type = QALICB.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of Loan Origination.
- Zero (0) value is allowed.

Response must be numeric

**Environmental Restoration and/or Sustainability Outcome Measure (Column BI)**

Choose one of the pre-defined measures below that best quantifies the environmental restoration and/or sustainability outcome achieved as a result of the NMTC investment. Include financing for energy conservation, renewable energy generation, land or water area restoration or conservation, brownfield cleanup, forestry, fisheries, etc.

Validations:

- **Conditionally required if QLICI Type = QALICB.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of Loan Origination.
- NA is allowed.

**Select one of the measures:**

<b>MBTU energy saved/ conserved</b>	Estimated energy (MBTUs) conserved as a result of the investment. (Conversions: 1 Kilowatt = 3.412 MBTUs, 1 gallon diesel fuel = 0.139 MBTUs, 1 gallon gasoline = 0.124 MBTUs).
<b>MWh renewable energy produced</b>	Number of megawatts of renewable energy generated as a result of the investment.
<b>Acres</b>	Number of acres or square footage or square miles conserved or restored (e.g., brownfield restoration, forest lands in trust, water area restoration or conservation such as fisheries) as a result of the investment.
<b>Square footage</b>	
<b>Square miles</b>	
<b>Gallons of water diverted from waste stream</b>	Gallons of water not used or treated as a result of the investment.
<b>NA</b>	Not Applicable

**Quantify Environmental Restoration and/or Sustainability Outcome (Column BJ)**

Report numeric value associated with the environmental restoration and/or sustainability outcome measure selected above.

Validations:

- **Conditionally required if Identify Environmental Restoration and/or Sustainability Outcome Measure is not "NA".**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Report within 36 months of Loan Origination.
- Zero (0) value is allowed.

Response must be numeric

**QALICB Type** (Column BK)Compliance Check

Choose one of the pre-defined values below and report the QALICB type that describes the investee/borrower.

Validations:

- **Conditionally required if [QLICI Type](#) = QALICB.**

**Please select one of the following:**

<b>RE</b>	Real Estate QALICB
<b>NRE</b>	Non-Real Estate QALICB
<b>SPE</b>	Special Purpose Entity QALICB

**NMTC Eligibility Criteria** (Column BL)Compliance Check

Choose one of the pre-defined values below and report which geographic criteria qualifies this transaction as an NMTC eligible transaction.

Validations:

- **Mandatory Field.**

**Please select one of the following:**

<b>TARGETPOP</b>	Targeted Population
<b>HIGHMIGRATION</b>	High Migration Rural County
<b>LIC-TRACTS</b>	Low-Income Community Census Tract

**Related Entity** (Column BM)Compliance Check

Report whether the investee (entity receiving the financing) is a related entity as defined under the applicable allocation agreement.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Guidance for Reporting Fees and Transaction Costs**

- Fees and transaction costs paid to investors or third parties reported by the Allocatee are those fees incurred on behalf of the Allocatee and not for other costs for which the QALICB paid.
- Fees and transaction costs must be reported as the pro-rated amount for multi-CDE transactions.



- For examples of upfront transaction costs, refer to the latest version of the NMTC Allocation Application and its guidance.
- For Back-end Transaction Costs, the amount must be based on the estimate at origination/closing.
- For Fees that are reserved in full from QLICI proceeds but then are paid over time, these must be reported in Ongoing Fee data fields NOT Upfront Fee data fields

### ***Upfront Fees to Investors or Investor Affiliates*** (Column BN)

Report the dollar amount of upfront sources of compensation and fees paid to investors or investor Affiliates.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees or revenue charged prior to or during the close of the QLICI transaction (i.e., origination fees, placement fees, sub-allocation fees, syndication fees, etc.).
- This includes any fees or revenue charged before the QEI is made.
- An upfront fee or revenue is a one-time charge and is not recurring.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses).
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Guidance:

This question is applicable to all CDEs participating in an NMTC project.

For Multi-CDE projects, in which upfront fees to investors or investor affiliates are not directly traceable to a specific CDE, the amount of the fees must be pro-rated to the amount of the QEI.

Response must be numeric

### ***Upfront Fees to the CDE or CDE Affiliate*** (Column BO)

Report the dollar amount of upfront sources of compensation and fees paid to CDE or CDE Affiliates.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees, revenue, or payments charged prior to or during the close of the QLICI transaction, including any cash, loan or payment received by CDE or CDE Affiliates (e.g., placement fees, sub-allocation fees, syndication fees, etc.). This includes any fees, payments, revenue or loans received by the CDE/CDE affiliate before the QEI is made.
- Do not include any amounts reported in “Total QEI Proceeds Retained by the CDE or CDE Affiliate.”
- An upfront fee or revenue is a one-time charge and is not recurring.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses).
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Guidance:

If a CDE or a CDE Affiliate charges a fee for services provided that would normally be considered a project cost (e.g., real estate development consulting, financial consulting by a CDE or a CDE Affiliate, etc.), then such a fee must be reported under this data point.

Fees must be reported as an estimate at origination.

Do not double-count fees; base the entered dollar amount on who it was paid to initially.

Response must be numeric

### ***Upfront Fees to Unaffiliated Third Parties (Column BP)***

Report the dollar amount of upfront sources of compensation and fees paid to unaffiliated third parties.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include all fees or revenue charged prior to or during the close of the QLICI transaction (e.g., assistance with Allocation Application, identifying/underwriting transactions, managing a portfolio of QLICIs, Allocation Agreement compliance, etc.).
- This includes any fees or revenue charged before the QEI is made.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses).
- An upfront fee or revenue is a one-time charge and is not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Guidance:

Fees must be reported as an estimate at origination.

Do not double-count fees; base the entered dollar amount on who it was paid to initially.

Response must be numeric

### ***Ongoing Fees Paid to Investors or Investor Affiliates*** (Column BQ)

Report the dollar amount of ongoing sources of compensation and fees paid to investor or investor Affiliates.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected throughout the allocation compliance period (i.e., asset management fees, compliance fees, interest rate spread, loan servicing, etc.)
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses).
- Exclude any ordinary interest or dividend payments passed through to investors.
- An ongoing fee is charged after the QLICI is closed and during the seven-year compliance period.
- Applicants must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

### ***Ongoing Fees to the CDE or CDE Affiliate*** (Column BR)

Report the dollar amount of ongoing sources of compensation and fees paid to the CDE or CDE Affiliate.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees or revenue collected throughout the allocation compliance period (e.g., asset management fees, compliance fees, interest rate spread, loan servicing fees, Allocation Agreement compliance, etc.).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses).
- Exclude any ordinary interest or dividend payments passed through to investors. An ongoing fee or revenue is charged after the QLICI transaction is closed and during the seven-year compliance period.
- Applicants must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

### ***Ongoing Fees to Unaffiliated Third Parties*** (Column BS)

Report the dollar amount of ongoing sources of compensation and fees paid to unaffiliated third parties.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected throughout the allocation compliance period (e.g., asset management fees, compliance fees, loan servicing, Allocation Agreement compliance, etc.).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses).

- An ongoing fee or revenue is charged after the QLICI transaction is closed and during the seven-year compliance period.
- Applicants must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

### **Total QEI Proceeds Retained by the CDE or CDE Affiliate** (Column BT)

Report the total dollar amount of the QEI proceeds retained by the CDE prior to the QLICI being made.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- QEI proceeds retained by the CDE plus Amount of the QLICI must equal the total QEI.
- Do not include any amounts included in "Upfront Fees to the CDE or CDE Affiliate."
- Fees must be in dollar amounts. A value of \$0 is allowed.

Guidance:

Amounts withheld for Loan Loss Reserves of future QLICIs must **NOT** be included in this dollar amount. Loan Loss Reserves are collected in another data field.

Response must be numeric

### **Back-end Fees to Investors or Investor Affiliates** (Column BU)

Report the amount of back-end sources of compensation and fees paid to investors or investor Affiliates.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected at the end of or after the seven year compliance period (e.g., success, residuals, exit fees, carried interest, etc.).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- A back-end fee or revenue is a one-time charge and not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

### **Back-end to CDE or CDE Affiliates** (Column BV)

Report the amount of back-end sources of compensation and fees paid to CDE or CDE Affiliates.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all fees, revenue, or repayments collected at the end of or after the seven-year compliance period retained by the CDE or CDE Affiliates (e.g., success, residuals, loan repayments, reserves, donations, exit fees, carried interest, Allocation Agreement reporting and compliance, etc.). Exclude third-party transaction costs paid to parties not affiliated to CDE (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- Exclude transaction costs (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- A back-end fee or revenue is a one-time charge and not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

***Back-end Fees to Unaffiliated Third Parties*** (Column BW)

Report the dollar amount of back-end sources of compensation and fees paid to unaffiliated third parties.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all revenue collected at the end of or after the seven year compliance period (e.g., success, residuals, exit fees, Allocation Agreement compliance, etc.), except for transaction costs.
- Exclude transaction costs (e.g., legal, financial modeling/projections, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- A back-end fee or revenue is a one-time charge and not recurring.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Response must be numeric

***Upfront Transaction Costs*** (Column BX)

Report the dollar amount of upfront transaction costs.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all transaction costs collected prior to or during the close of the QLICI transaction paid to parties not affiliated to CDE (e.g., legal, financial modeling/projections, placement fees, syndication fees, audit, tax preparation, and accounting expenses associated with closing an NMTC transaction). If the fees are paid to an affiliate of the CDE, it must be reported under the Upfront Fees to the CDE or CDE Affiliate. Fees must be in dollar amount.
- A value of \$0 is allowed.

**Ongoing Transaction Costs** (Column BY)

Report the dollar amount of ongoing transaction costs.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all transaction costs collected after the QLICI transaction is closed and during the seven-year compliance period (e.g., legal, audit, tax preparation, and accounting expenses).
- Applicants must report the total, in aggregate, that will be charged over the seven-year compliance period.
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Guidance:

Fees and expenses paid from QLICI interest must **NOT** be reported in this data field.

Response must be numeric

**Back-end Transaction Costs** (Column BZ)

Report the dollar amount of back-end transaction costs.

Validations:

- **Mandatory Field.**
- **Required for TLR Notes originated on or after 10/01/2023.**
- Include any and all transaction costs collected at the end of or after the seven year compliance period (e.g., legal, audit, tax preparation, and accounting expenses associated with exiting an NMTC transaction).
- Fees must be in dollar amounts.
- A value of \$0 is allowed.

Guidance:

Back-end transaction costs must be reported as an estimate at origination.

Response must be numeric

**Below Market Interest Rate at Origination** (Column CA)Compliance Check

Report whether the project had a below market interest rate at origination.

Validations:

- **Mandatory Field.**

**Blended Interest Rate at Origination** (Column CB)Compliance Check

Report the blended interest rate in effect at origination.

## Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES.**
- When calculating the blended interest rate, users may treat equity investments as 0% interest loans
- Response must be > 0 AND <100.
- Enter the percentage as a whole number (i.e., if the Blended Interest Rate is 2%, enter 2.0).

Response must be numeric up to three decimal places

**Comparable Blended Interest Rate at Origination** (Column CC)

Report the comparable market rate at origination that the Allocatee used as a benchmark to determine that the project has a below market interest rate.

## Validations:

- **Conditionally required if [Below Market Interest Rate at Origination](#) = YES.**
- Enter the percentage as a whole number (i.e., if the Blended Interest Rate is 2%, enter 2.0).
- Comparable Blended Interest Rate at Origination **must** be greater than [Blended Interest Rate at Origination](#) AND <=100.

Response must be numeric up to three decimal places

**Lower than Standard Origination Fees** (Column CD)Compliance Check

Report whether the project has lower than standard origination fees.

## Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Standard Origination Fees (Project)** (Column CE)

Report the comparable market origination fees that the Allocatee used as benchmark to determine that the project has lower than standard origination fees.

## Validations:

- **Conditionally required if [Lower than Standard Origination Fees](#) = YES.**
- Value must be > 0 and <= Total Original Loan Amount (at Project level).

Response must be in dollars up to three decimal places

**Higher than Standard Loan-to-Value Ratio** (Column CF)

Compliance Check

Report whether the project has a higher than standard loan to value ratio.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Standard Loan to Value Ratio** (Column CG)

Report the comparable market loan to value ratio that the Allocatee used as benchmark to determine that the project has higher than standard loan to value ratio.

Validations:

- **Conditionally required if [Higher than Standard Loan to Value Ratio](#) = YES.**
- Enter the percentage as a whole number (i.e., if 2%, enter 2.0).
- Value must be > 0 AND less than the Loan-to-Value Ratio.

Response must be numeric up to three decimal places

**More Flexible Borrower Credit Standards** (Column CH)

Compliance Check

Report whether the project has more flexible borrower credit standards.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Lower than Standard Debt Service Coverage Ratio** (Column CI)

Compliance Check

Report whether the project has a lower than standard debt service coverage ratio.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Standard Debt Service Coverage Ratio** (Column CJ)

Report the comparable market debt service coverage ratio that the Allocatee used as benchmark to determine that the project has a lower than standard debt service coverage ratio.



Validations:

- **Conditionally required if [Lower than Standard Debt Service Coverage Ratio](#) = YES.**
- Must be expressed as a ratio (e.g., if response is 150%, enter 1.5).
- Value must be greater than the Projected Debt Service Coverage Ratio AND  $\leq 5$ .

Response must be numeric up to three decimal places

### ***Lower than Standard Loan Loss Reserve Requirement*** (Column CK)

#### Compliance Check

Report whether the project has a lower than standard loan loss reserve requirement.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

### ***Standard Loan Loss Reserve Requirement*** (Column CL)

Report the comparable standard loan loss reserve requirement that the Allocatee used as benchmark to determine that the project has a lower than standard debt service coverage ratio.

Validations:

- **Conditionally required if [Lower than Standard Loan Loss Reserve Requirement](#) = YES.**
- Enter the percentage as a whole number (i.e., if 25%, enter 25.0).
- Value must be greater than the Loan Loss -Reserve Requirement AND  $\leq 100$ .

Response must be numeric up to three decimal places

### ***Poverty Rates Greater than 25% but less than or equal to 30%*** (Column CM)

#### Compliance Check

Poverty Rates Greater than 25% but less than or equal to 30%.

Validations:

- **Mandatory Field.**

Response must be **YES**, **NO**, or **NA**

### ***Poverty Rates Greater than 30%*** (Column CN)

#### Compliance Check

Poverty Rates Greater than 30%

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Median Income Less than or Equal to 60% of Area Median Income*** (Column CO)

Compliance Check

If located within a Non-Metropolitan area, median family income does not exceed 60% of statewide median family income or if located within a Metropolitan Area, median family income does not exceed 60% of the statewide median family income or the metropolitan area median family income.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Median Income Greater than 60% of Area Median Income but less than 70%*** (Column CP)

Compliance Check

If located within a non-metropolitan area, median family income is greater than 60% but less than 70% of statewide median family income or if located within a metropolitan area, median family income greater than 60% but less than or equal to 70% of the statewide median family income or the metropolitan area median family income.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Unemployment rates equal to or greater than 1.25 but less than 1.5 times the national average*** (Column CQ)

Compliance Check

Unemployment rates equal to or greater than 1.25 but less than 1.5 times the national average.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Unemployment rates at least 1.5 times the national average*** (Column CR)

Compliance Check

Unemployment rates at least 1.5 times the national average.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Designated for Redevelopment*** (Column CS)

Compliance Check

Designated for redevelopment by a governmental agency.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Designated EZ, EC, or RC*** (Column CT)

Compliance Check

Federally designated Empowerment Zone, Enterprise Communities, or Renewal Communities.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***SBA Designated HUB Zone*** (Column CU)

Compliance Check

U.S. Small Business Administration (SBA) designated HUB Zones, to the extent that the QLICs will support businesses that obtain HUB Zone certification from the SBA.

Validations:

- **Mandatory Field.**
- Round 1 and Round 2 Allocatees – For a project to qualify as an eligible AHD under this criterion, the project must only be located in an SBA designated HUB Zone.
- Round 3, Allocatees and all Allocatees thereafter – For a project to qualify as an eligible AHD under this criteria, the project must be located in an SBA designated HUB Zone and the QLICs support businesses that obtain HUB Zone certification from the SBA.

Response must be **YES, NO, or NA**

***Designated Native American or Alaska Native Area, Hawaiian Homeland, or Redevelopment Area by Tribe or Other Authority*** (Column CV)

Compliance Check

Federally designated as Native American or Alaskan areas, Hawaiian Homelands, or redevelopment areas by the appropriate tribal or other authority.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Brownfield Redevelopment Area*** (Column CW)

Compliance Check

Federally designated Brownfields redevelopment areas.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Encompassed by HOPE VI Redevelopment Plan*** (Column CX)

Compliance Check

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Located in a Hot Zone*** (Column CY)

Compliance Check

Located in a Hot Zone. This is defined as geographic areas designated by the Fund as having greater levels of economic distress.

Validations:

- **Mandatory Field.**
- **Must be NO or NA if *Date Originated* is after 12/31/12.**

Response must be **YES, NO, or NA**

***Appalachian Regional Commission or Delta Regional Authority*** (Column CZ)

Compliance Check

Areas designated as distressed by the Appalachian Regional Commission or Delta Regional Authority.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**Colonias** (Column DA)

Compliance Check

Areas as designated by the U.S. Department of Housing and Urban Development.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**Medically Underserved Area** (Column DB)

Compliance Check

Federally designated medically underserved areas, to the extent that QLICI activities will support health related services.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**TIF District or Enterprise Zone Program** (Column DC)

Compliance Check

Federally designated Opportunity Zones, Promise Zones, Impacted Coal Counties, base realignment and closure areas, State Enterprise Zone programs, or other similar state/local programs targeted toward particularly economically distressed communities.

Validations:

- **Mandatory Field.**
- TIF District or Enterprise Zone Program ≠ [Designated for Redevelopment](#).

Response must be **YES, NO, or NA**

**High Migration Rural County** (Column DD)

Compliance Check

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**Non-Metropolitan Census Tract** (Column DE)

Compliance Check

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**FEMA** (Column DF)

Compliance Check

Counties for which the Federal Emergency Management Agency (FEMA) has (a) issued a “major disaster declaration” since July 15, 2005; and (b) made a determination that such county is eligible for both “individual and public assistance”; provided that, for areas not located within the GO Zone, the initial project investment was made within 24 months (or as specified by the Allocation Agreement) of the disaster declaration.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**TAA Program** (Column DG)

Compliance Check

Businesses certified by the Department of Commerce as eligible for assistance under the Trade Adjustment Assistance for Firms (TAA) Program.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**Food Desert** (Column DH)

Compliance Check

A Low-Income census tract where a substantial number or share of residents has low access to a supermarket or large grocery store. Census tracts qualify as food deserts if they meet low-income and low-access thresholds established by the USDA and can be found using the Food Access Research Atlas at <http://www.ers.usda.gov/data-products/foodaccess-research-atlas.aspx>.

**NOTE:** *This option may only be selected to the extent QLIC activities will increase access to healthy food.*

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

**Targeted Populations** (Column DI)

Compliance Check

As permitted by IRS and related CDFI Fund guidance materials, projects serving Targeted Populations to the extent that: (a) such projects are 60% owned by Low-Income Persons (LIPs); or (b) at least 60% of employees are LIPs; or (c) at least 60% of customers are LIPs.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

***Other Areas of Higher Distress*** (Column DJ)

Compliance Check

Report any responses applicable to the transaction in the same text as appears in the Allocation Agreement. In addition to the Standard List outlined above, some Allocations may have additional targeted areas approved in their Allocation Agreement.

Validations:

- **Mandatory Field.**

Response must be **YES, NO, or NA**

## TLR Address

The CDFI Fund requires that organizations confirm that all addresses are geocodable with a new Esri verification process. If users enter an incorrect address, the new Esri address verification process will send an error message informing users of the address accuracy score and a possible alternative to the entered address. Users will be required to correct and re-enter the address or an alternative location indicator. (Please see image below.)

Error Row	Unique ID	Error Message	Field	Actions
6		Invalid Investee Address - please check the Address and try again score: 96.34000000000003	Investee Street Address Line 1 3335 Landingview Road Investee City Liburn Investee State GA Investee Zip Code 21044	<input type="button" value="Update Field"/> <input type="button" value="Remove Row"/>
7		Invalid Project Address: If the address is correct, please update the address to exactly match the ESRI result. If the ESRI returned address is not desired, please use a different address or replace it with just the XY coordinates. Address: 12221 Little Patuxent Pkwy, Columbia, MD, 21044	Project Street Address Line 1 12221 Little Patuxent Parkw Project City Columbia Project State TX Project Zip Code 21044	<input type="button" value="Update Field"/> <input type="button" value="Remove Row"/>

**X,Y Coordinates** – Specify an exact geographic location using longitude and latitude. X,Y Coordinates must not be rounded, and AMIS requires that both the coordinates be reported to five decimal points. The latitude and longitude can be found using a variety of tools such as a GPS, an address locator, or a map-based tool. Example:

X Coordinate (Longitude, typically displayed as negative for continental U.S. locations): **-77.04201**

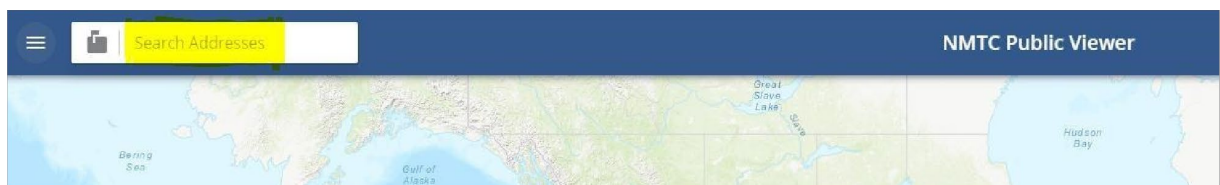
Y Coordinate (Latitude, typically displayed as positive for continental U.S. locations): **38.90397**



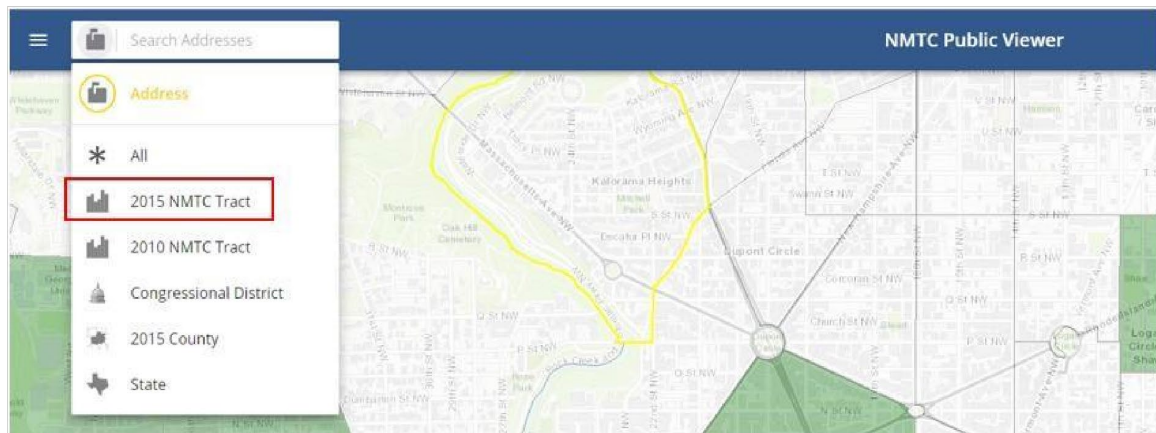
### **How to find a FIPS code and census tract data:**

The CDFI Fund offers the following guidance for obtaining a Federal Information Processing Standard (FIPS) code and/or maps for addresses that cannot be validated in CIMS:

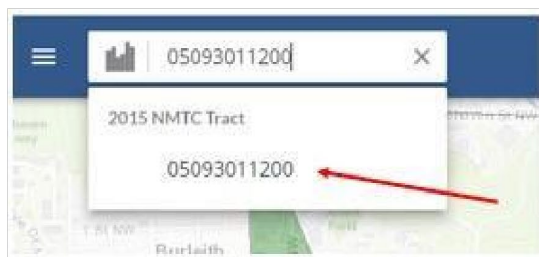
1. Log in and open the CDFI Information Mapping System (CIMS) <https://www.cdfifund.gov/mapping-system>.
2. On the CIMS landing page that opens, under the Accessing the Mapping Software section, click on the button that says 'Public.'
3. On the next page that opens, choose the button labeled 'NMTC.'
4. By default, a map displays with a search box asking for an address highlighted yellow in the screenshot below.



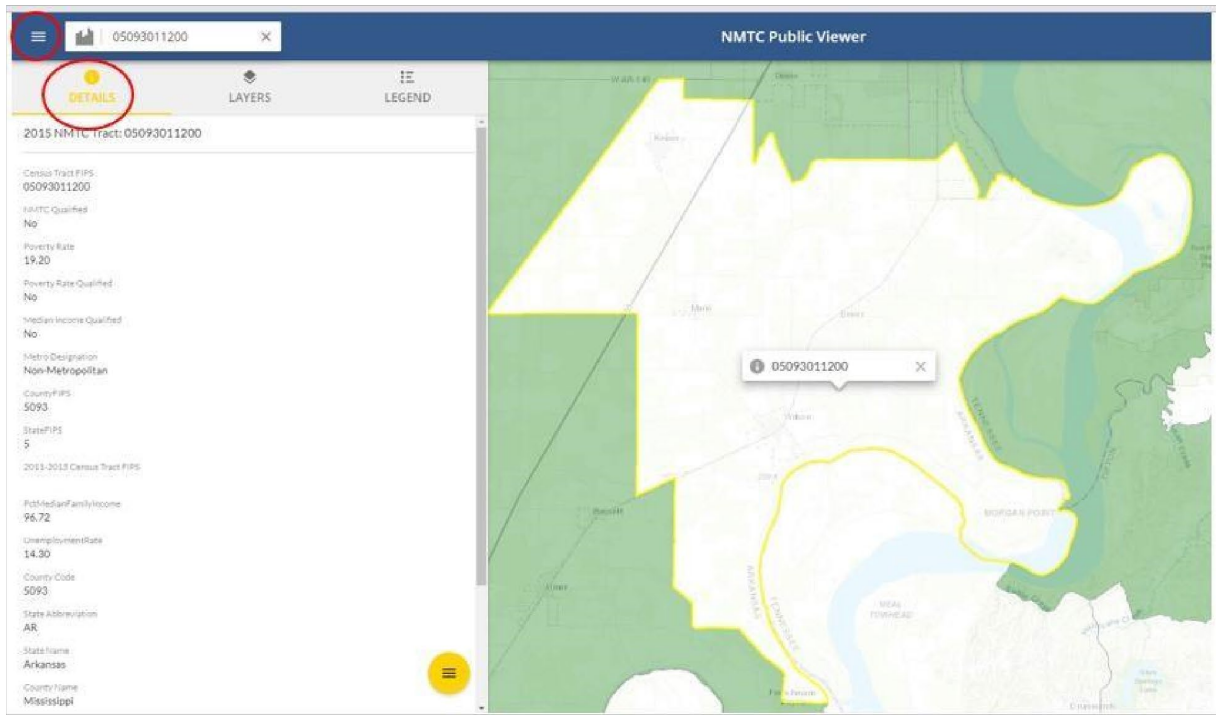
5. Click on the mailbox icon to the left of the search box. This will display a list of search options.



6. Select the '2015 NMTC Tract' option and enter the 11 digit FIPS code you are looking for.
7. Press "Enter" on your keyboard.
8. Select the FIPS code that displays under the search box.



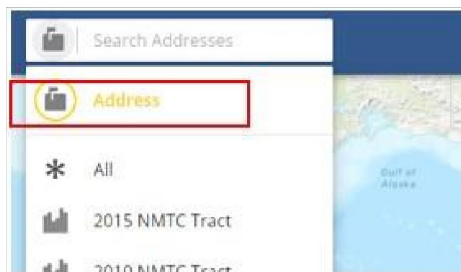
- CIMS will display a map and characteristics of the selected FIPS . Note that you may need to open the left-hand navigation (three-line icon to the left of the search box) and click on the “Details” tab to see the FIPS’ characteristics.



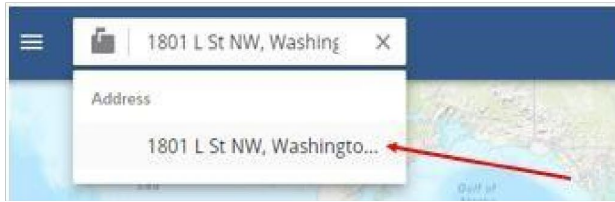
If you don't know the FIPS Code, you can use the Address, County, or State search options to find the FIPS code for a specific area on a map.

A street address will return the most exact location

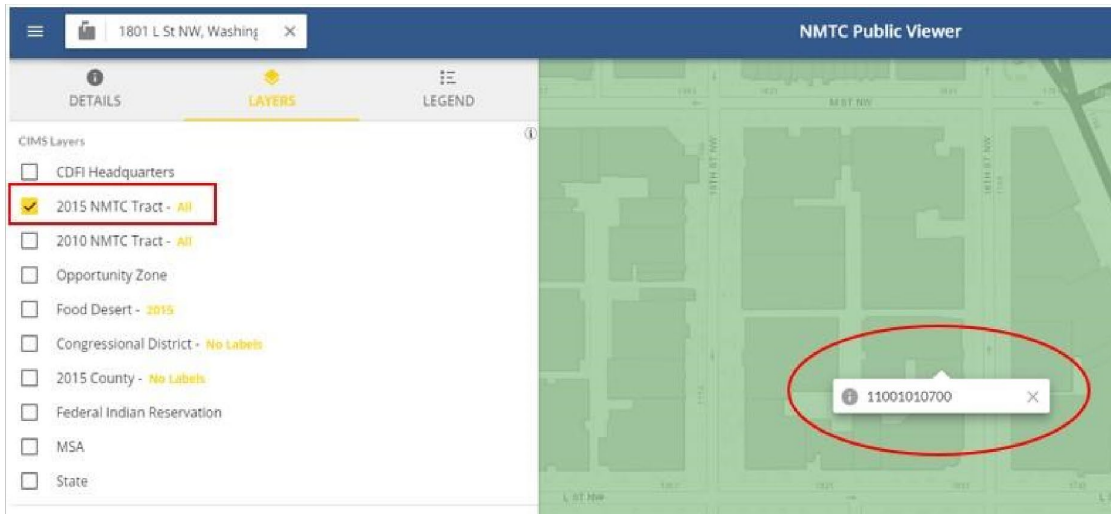
- Select the Address search option.



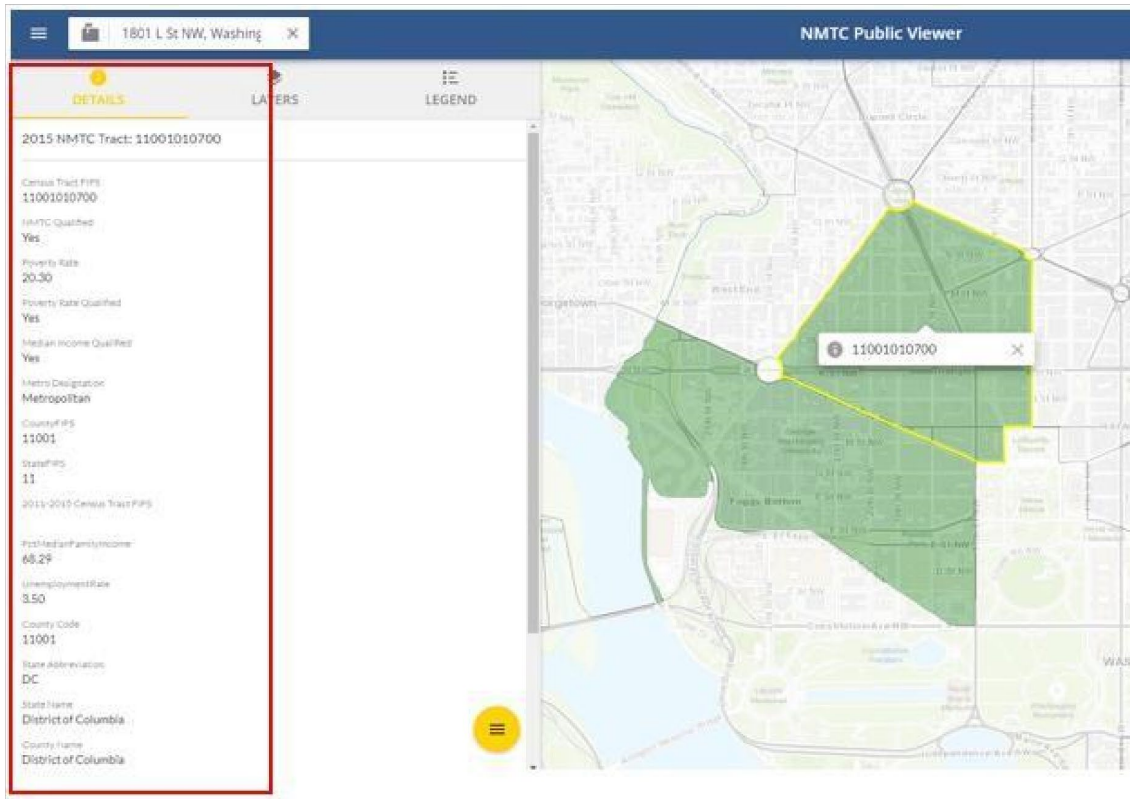
- Enter the full address in one line, for example “1801 L St NW, Washington, DC, 20036 .”
- Press “Enter” on your keyboard.
- Select the Address from the dropdown.



5. CIMS will display a map of the specific street location.
6. Click on the Layers tab in the left-hand navigation and select the '2015 NMTC Tract' option.
7. Right click on the map and you will see the FIPS code.

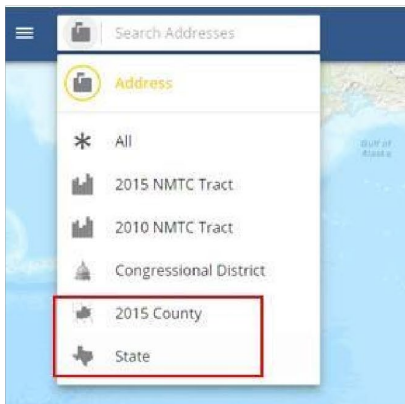


8. Click on the Details tab and the characteristics for the FIPS code will display.
9. Zoom out a bit and you can see the whole FIPS code area.



**Finally, a county or state can also help you find a FIPS code if you do not have a specific address**

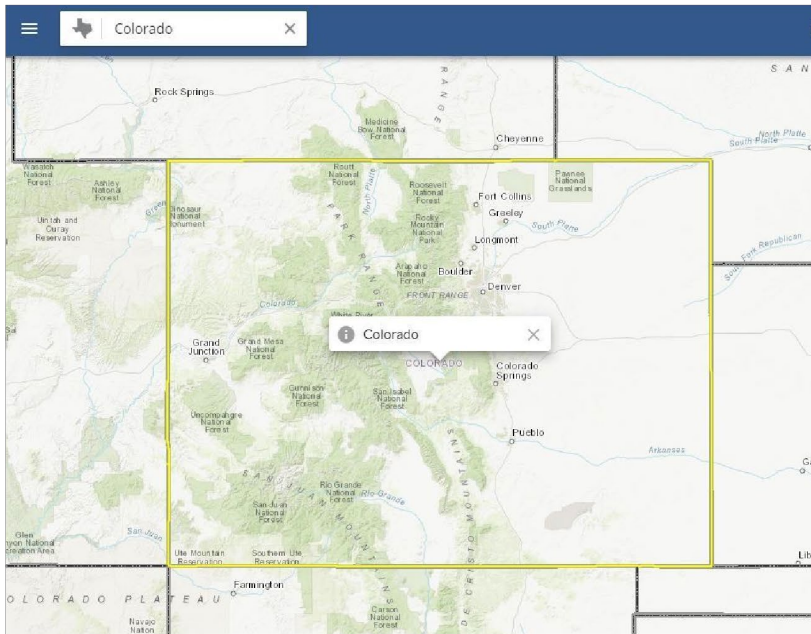
1. Select either the county or state search options.



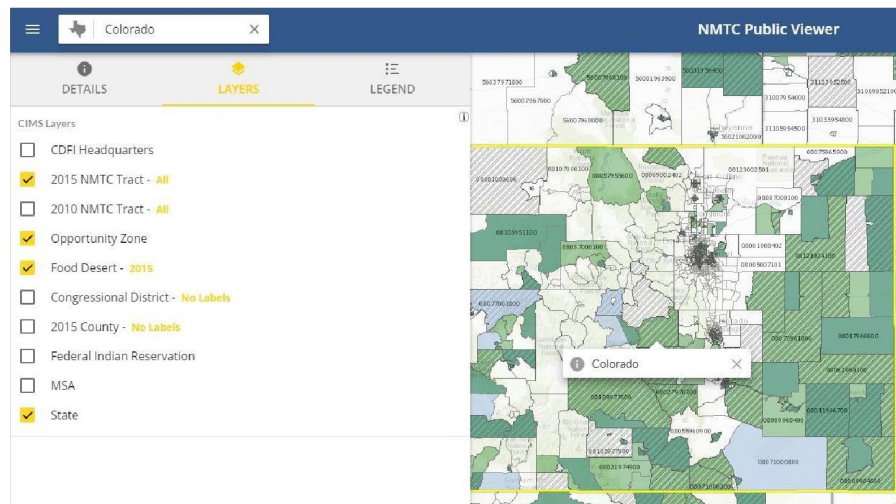
2. Enter the name of the county or state.
3. Press “Enter” on your keyboard.
4. Select the name from the dropdown.



5. CIMS will display a map of the county or state.

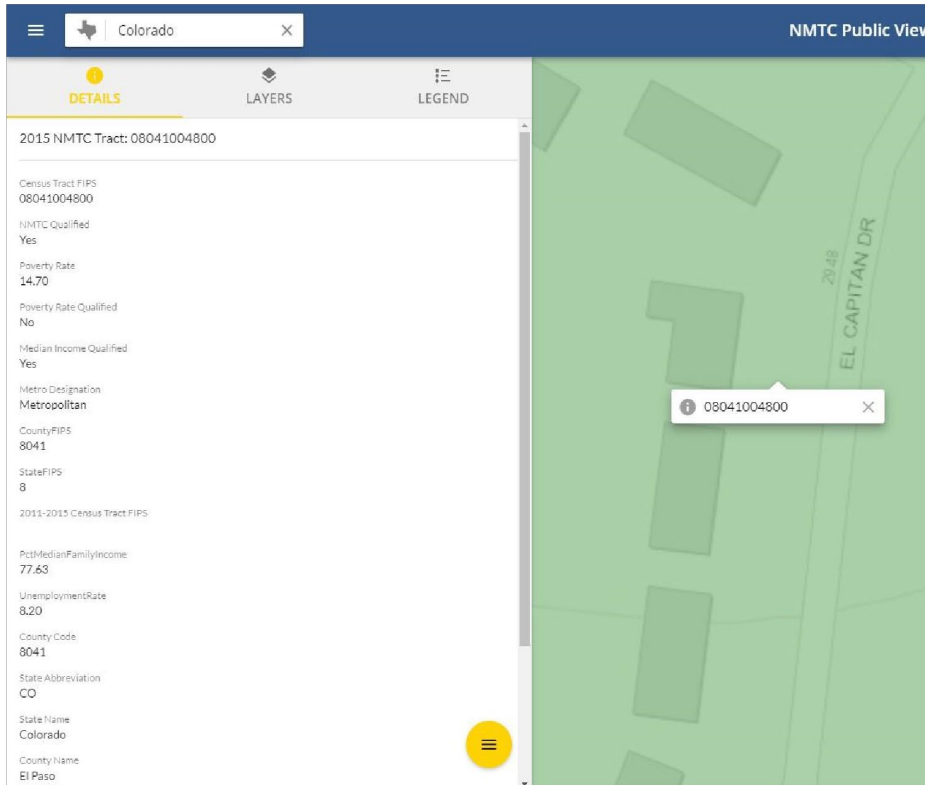


6. After the map is displayed, use the leftnavigator and “Layers” tab to identify the characteristics of different tracts.





7. Zoom into the map to establish the project's location, using the street grid or other map features as a guide.
8. Click on the map to identify the census tract. The FIPS Code will be displayed in the pop-up box. The census tract characteristics will display under the "Details" tab in the left-hand navigation.



**For more information on mapping, consult the following guidance:**  
<https://amis.cdfifund.gov/s/CDFIFundAMIS-TrainingManual-AE101.pdf>

**Project Number** (Column B)

Compliance Check

Report the project number for each address that was previously input in Project Number column on the TLR Project tab: Column B.

Validations:

- **Mandatory Field.**
- Project Number **must** match a Project Number reported on the TLR Project tab.

Response must be numeric, up to eight digits

**Census Vintage Year** (Column C)

Compliance Check

Provide the 2010 or 2020 Census Year.

Validations:

- **Mandatory Field.**

Response must be numeric

**Multi-CDE Project Number** (Column D)

Report the Multi-CDE Project Number that was assigned to the project. Use the lookup function to identify and report the Multi-CDE Project ID associated with the project.

Validations:

- **Conditionally Required** if the TLR Project that the TLR Address is being entered for is part of a Multi-CDE Project.
- Additional guidance can be found in the Multi-CDE section of AMIS.
- Response must be a valid project number generated by AMIS under the Multi-CDE Project section.
- Use the lookup icon to view a list of Multi-CDE Projects associated with the organization that the TLR Project can be linked to.

**Investee Street Address Line 1** (Column E)

Compliance Check

Report the address for the investee/borrower.

Validations:

- Field is Mandatory unless one of the following two conditions are met:
  - Investee Longitude and Latitude are populated; OR The Investee State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the United States Virgin Island (VI), in which case the Investee Address Line 1 MUST NOT be entered.
  - No post office boxes or rural routes.

Response must be text

### ***Investee Street Address Line 2*** (Column F)

Report the second line of the investee's street address, if necessary.

Validations:

- **Optional Field.**
- No post office boxes or rural routes.

Response must be text

### ***Investee City*** (Column G)

#### Compliance Check

Report the investee's city.

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
  - Investee Longitude and Latitude are populated; OR
  - The Investee State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the United States Virgin Island (VI), in which case the Investee City MUST NOT be entered.

Response must be text

### ***Investee State*** (Column H)

#### Compliance Check

Report the two-letter state abbreviation. If the location is one of the following U.S. territories, include the two-letter abbreviations for that territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI).

Validations:

- **Mandatory Field.**

Response must be text



### ***Investee Zip Code*** (Column I)

#### Compliance Check

Report the five-digit ZIP code.

Validations:

- **Field is Mandatory unless one of the following two conditions is met:**
  - Investee Longitude and Latitude are populated; OR
  - The Investee State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.S. Virgin Island (VI), in which case the Investee ZIP Code MUST NOT be entered.

Response must be numeric

***FIPS Code*** – Refers to the 11-digit Federal Information Processing Standards codes. The FIPS Code is a combination of the State, County, and Tract Code. To find a FIPS Code, visit [here](#)

The results of the geocode system display as:

Street Address	1801 L ST NW	MSA/MD Code	47894
City Name	WASHINGTON	State Code	11
State Abbreviation	DC	County Code	001
Zip Code	20036	Tract Code	0107.00

When entered into AMIS, FIPS Codes should appear as: **11001010700**.

***As of December 2023, AMIS has been updated with the most recent census data, which is 2020 Census tract number. Please use the most current census information when obtaining and reporting FIPS Codes.***

### ***Investee Zip Code +4*** (Column J)

#### Compliance Check

Report the four-digit ZIP code extension.

Validations:

- **Optional Field.**

Response must be numeric

**Investee FIPS Code** (Column K)

Report the investee's 11-digit FIPS Code.

Validations:

- **Optional Field.**

Response must be numeric

**Investee Longitude** (Column L)

Report the Investee Longitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**

Response must be numeric

**Investee Latitude** (Column M)

Report the Investee Latitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**

Response must be numeric

**Project Street Address Line 1** (Column N)

Compliance Check

Report the location of the business or other real estate for which the loan or investment is being used.

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
  - Project Longitude and Latitude are populated; OR
  - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.S. Virgin Island (VI), in which case the Project Street Address Line 1 MUST NOT be entered.
- No post office boxes or rural routes.

Response must be text

**Project Street Address Line 2** (Column O)

Report the second line of the project's street address, if necessary.

Validations:

- **Optional Field.**
- No Post Office Boxes or Rural Routes.

Response must be text

**Project City** (Column P)

Compliance Check

Report the project's city.

Validations:

- **Field is Mandatory unless one of the following two conditions are met:**
  - Project Longitude and Latitude are populated; OR
  - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP) or the U.D. Virgin Island (VI), in which case the Project City MUST NOT be entered.

Response must be text

**Project State** (Column Q)

Compliance Check

Report the two-letter state abbreviation. If the location is one of the following US Territories, include the two-letter abbreviations for that territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI).

Validations:

- **Mandatory Field.**

Response must be text

**Project Zip Code** (Column R)

Compliance Check

Report the five-digit ZIP code.

Validations:

- **Field is mandatory unless one of the following two conditions is met:**
  - Project Longitude and Latitude are populated; OR
  - The Project State is a U.S. territory—Puerto Rico (PR), America Samoa (AS), Guam (GU), the Commonwealth of the Northern Mariana Islands (MP), or the U.S. Virgin Island (VI), in which case the Project City MUST NOT be entered.

Response must be numeric

**Project Zip Code +4** (Column S)

Compliance Check

Report the four-digit ZIP code extension.

Validations:

- **Optional Field.**

Response must be numeric

**Project FIPS Code** (Column T)

Report the project's 11-digit FIPS Code.

Validations:

- **Optional Field.**

Response must be numeric

**Project Longitude** (Column U)

Report the Project Longitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**

Response must be numeric

**Project Latitude** (Column V)

Report the Project Latitude.

Validations:

- **Conditionally required if primary address fields are not entered OR if location is within the five U.S. territories (i.e., Puerto Rico [PR], American Samoa [AS], Guam [GU], U.S. Virgin Islands [VI], or Northern Mariana Islands [MP]).**

Response must be numeric

## Loan Source and Disbursements

The Loan Source section in AMIS collects data previously reported in the QEI Distribution Report in CIIS. This includes data related to the source of QLICI funds (i.e. QEIs/RQIs used and amount used from each QEI/RQI) and disbursement information (i.e. amount of disbursement(s) and date of disbursement(s)).

Loan Source information is required.

AMIS now allows the users to report Loan Source and Disbursements information via CSV and XML upload.

Various warnings and validations rules are built in to the Loan Source user interface in AMIS to ensure that Loan Source and Disbursements data is entered accurately. In the case that a Loan Source is entered with inconsistent values, the user will not be able to save the data.

### **TLR Note ID**

The system will auto-populate this field with the TLR Note ID of the TLR Note if one was previously selected. If this field is not prepopulated, the user will be required to look up the TLR Note.

Validations:

- **Mandatory Field.**
- Will auto-populate with the TLR Note number. If this field is not pre-populated, the user will be required to look up the TLR Note.
- Once Loan Source data is saved, this field allows the users to easily navigate back to the associated TLR Note via the “TLR Note” field hyperlink.

Alphanumeric

### **Originator Transaction ID** (Column B)

Assign a unique Originator Transaction ID to track financial note.

Validations:

- **Mandatory Field.**
- Each Originator Transaction ID must be **unique** to each financial note.
- Duplicate Originator Transaction ID's will cause errors in the file.
- Allocatees **MUST** use the same Originator Transaction ID for each reporting period.
- Originator Transaction IDs cannot contain any special characters such as, but not limited to, commas and exclamation points.

Response must be text, up to 20 characters

**Revolving Loan** (Column C)

Report if the QLICI is part of a revolving loan fund.

Validations:

- **Mandatory Field.**

Response must be **YES** or **NO**

**Record Type of New Record** (Column D)

Choose one of the pre-defined values below and indicate whether the Loan Source record type being reported is a QEI, RQI, or Other.

Validations:

- **Mandatory Field.**

*Please select one of the following:*

<b>QEI</b>	Qualified Equity Investment
<b>RQI</b>	Repayment of Qualified Equity Investments (Redeployed QLICs Proceeds)
<b>Other</b>	Other (Non-NMTC Source of Funds)

**Disbursement Date** (Column E)

Report the Disbursement date.

Validations:

- **Mandatory Field.**

Format of mm/dd/yyyy

**QEI Name** (Column F)

Report the QEI that the Loan Source is associated with.

Validations:

- **Conditionally required:** If “QEI” was selected as the disbursement type.
- QEI Identifier must be in the following format: QEI12345678 (“QEI” followed by eight numbers).

Lookup Field to QEIs

**AMIS Number** (Column G)

Report the Allocation if record type is RQI.

Validations:

- **Conditionally required based on the record type.**

Lookup Field to AMIS Number on the Allocation object

New Loan Source and Disbursements: 1. QEI

Information

\*TLR Note ⓘ   Revolving Loan ⓘ

Loan Source ID

\*Disbursement Date ⓘ  Last Certified Fiscal Year

Last Certified Date Interim

Last Certified Fiscal Year Interim

Source Information

\*QEI ⓘ  QEI Amount

\*Source Amount ⓘ

Cancel Save & New Save

**NOTE:** Click on the search icon to search for the QEI the Loan Source record is associated with.



**New Loan Source and Disbursements: 2. RQI**

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**Information**

\*TLR Note ⓘ   Revolving Loan ⓘ

Loan Source ID

\*Disbursement Date ⓘ  Last Certified Fiscal Year

Last Certified Date Interim

Last Certified Fiscal Year Interim

**Source Information**

\*Allocation ⓘ

RQI ⓘ

\*Source Amount ⓘ

**NOTE:** Click on the search icon to search for the Allocation the Loan Source record is associated with.

**Source Amount** (Column H)

For each Loan Source, report the amount disbursed. The Source Amount represents the portion of the QEI or RQI used to fund the associated disbursement.

**Validations:**

- **Mandatory Field.**
- Reported QEIs must be a valid QEI for the Allocatee in the Allocation and QEI Tracking module in AMIS.
- Reported Allocations containing the RQI must be a valid Allocation for the Allocatee in the Allocation and QEI Tracking module in AMIS.
- The sum of Source Amounts cannot exceed the Original Loan/Investment Amount.
- The Sum of Source Amounts for QEI Loan Source must not exceed the Total QEI Amount on the QEI Record.
- The Sum of Source Amounts for RQI Loan Source must not exceed the Total RQI Amount on the RQI Record.

Response must be numeric