CDFI Institution-Level Report Instructions for CIIS 1.0

May 25, 2004

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CDFI Institution-Level Report Instructions

DON'T FORGET!

- Allow enough time to review the survey, gather data, and enter the entire survey by your reporting due date. The date that you click the submit button will be recognized as the date the report was submitted to the Compliance and Monitoring Division.
- Print the final PDF of your completed survey for future reference and store it in a file with any backup notes you may have used to provide responses. You may receive a call to discuss your survey responses.
- Submit financial statements.

CIIS Requires Responses to All Questions

The organization must provide a response in every "active" field in order to submit the survey. Fields that are not active, or not required, are grayed out on the screen. CIIS determines that a table is complete when the user checks the "Complete or Not Applicable" box that accompanies each table. Throughout the survey entry process, CIIS will notify you if you try to leave an entry screen without entering all required fields. CIIS also provides a survey status page for users to verify the completion of each survey section.

When appropriate, CIIS will allow "Don't Know" and/or "Not Applicable" as a valid response to a question. These options are provided in a dropdown menu next to the entry field. For every active field, you must either type a response OR select from the "Don't Know" / "Not Applicable" dropdown menu if you cannot provide the requested information.

- Don't Know (DK): Use "Don't Know" when the question is valid for the organization, but you do not know the answer to the question. For example, the organization provides technical assistance, but you do not know how many hours of group-based training were provided during the reporting period.
- Not Applicable (NA): Use "Not Applicable" to indicate that the question is not valid or applicable to the organization. Please do not use "Not Applicable" for a "$0" or "0" response. For example, if the organization purchases loans but did not purchase any loans during the reporting period, the number of loans purchased is "0". However, if the organization does not purchase loans at all, then the number of loans purchased is "Not Applicable". Please note that "Not Applicable" does NOT mean not available (use "Don't Know" for not available).

When every required field contains a response, the Status Page will display "Complete" for each survey section and the "Submit" button on the final page will become active.

To Contact the Help Desk:
Phone Number: (703) 373-1516
Fax Number: (703) 373-1517
E-Mail: ciishelp@kearneyco.com

Organizational Confirmation

Reporting Period Definition

The Reporting Period for this survey is defined as the organization's fiscal year ending in 2003. Unless otherwise noted, all questions in this survey refer to the reporting period.
Prior to completing the survey, organizations must confirm that the Fund has correct and up-to-date information on Financial Institution Type and Organizational Structure.

In order to enter the survey, the organization must confirm the financial institution type and organizational structure provided by CIIS. The Fund draws the financial institution type and organizational structure from the organization's myCDFIFund profile. If there is an error, STOP. You must correct this information through the organization's myCDFIFund account. Updates should appear in CIIS on the following business day. You may continue the survey only AFTER the updated information appears in CIIS. If you proceed before then, your survey may be invalid.

Financial Institution Type

• Bank or Thrift
• Depository Institution Holding Company
• Credit Union
• Loan Fund
• Venture Capital Fund

Organizational Structure

• Non-Profit or Not-for-Profit
• For-Profit
• Tribal or Village Government
• Other

I. ORGANIZATION INFORMATION

The information in this section applies to the awardee or, for certified CDFIs that do not currently have an active CDFI Program Assistance Agreement, to the certified entity.

A. Basic Information

This section displays information that the Fund currently has on file for the organization. Please review the Basic Information carefully. The user cannot edit these fields in CIIS. All changes to this information must be made through the organization's account at www.cdfifund.gov. Updates should appear in CIIS on the following business day; however, you may continue the survey at any time. It is not necessary to wait until these updates appear in CIIS.
• Street Address
• City
• State
• Zip
• Website Address (if available)
• Telephone Number
• Facsimile Number

1) Name of Person Responsible for Completing the Survey and, If Applicable, Transaction Level Data Submission

Enter the name of the person from the organization who is responsible for reporting the data in this institution-level survey and, if applicable, the transaction-level data submission. This individual will be contacted if the Fund requires clarifications or explanations during the data cleansing process.

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

Enter the telephone number of the person named above.

3) Email Address of Person Responsible

Enter the email address of the person named above. Enter the email address in all lower case letters, unless the address is case sensitive. If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

4) Date of Organization's Fiscal Year End
The Reporting Period for this survey is the organization's fiscal year ending in 2003.
Enter the month and day of the organization's fiscal year end. If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please contact the Fund at gmc@cdfi.treas.gov. Include the full name of the organization and most recent application number, if available, to correct the error.

5) Year of Organization's Incorporation

Enter the year the organization was incorporated or chartered.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

6) Year Organization Began Financing Activities

Enter the year the organization began providing loans, investments, financial services, and other eligible financing activities. Other eligible financing activities include the purchase of loans originated by certified CDFIs and the provision of loan guarantees; in the case of CDFI Intermediaries, grants to CDFIs and/or emerging CDFIs, secondary capital and deposits in insured credit union CDFIs and/or emerging insured credit union CDFIs.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

B. Organizational Structure/Affiliation

7) Is the Organization Minority Owned or Controlled?

Select whether the organization was minority owned or controlled at the reporting period end.

8) Is the Organization Women Owned or Controlled?

Select whether the organization was women owned or controlled at the reporting period end.

9) Charter Number (Credit Union) or FDIC Certification Number (Bank or Thrift)

Credit unions: Enter the organization's charter number.
Banks or thrifts: Enter the organization's Federal Deposit Insurance Corporation (FDIC) Certification Number.
If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

10) Is the Organization a "Faith-Based" Organization?

Select whether the organization is a faith-based organization.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

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

Select whether the organization financed or provided financial services to any religious or faith-based organization(s) during the reporting period.

C. Populations and Geography Financed During the Reporting Period

For each racial population, Hispanic or Non-Hispanic origin population, and geographic area provided, select whether the organization provided any financing to that population or geographic area during the reporting period.

12) Which of the Following Racial Populations Did the Organization Finance During the Reporting Period?

This question applies to individual and business (except corporation) borrowers/investees only. If the organization does not finance individuals or businesses that are not corporations, select "No" for each category. "Don't Know" is also a selection option for this question.

• American Indian
• Alaska Native
• Asian
• Black or African American
• Native Hawaiian
• Other Pacific Islander
• White
• Other

13) Which of the following Hispanic Origin Populations Did the Organization Finance During the Reporting Period?

This question applies to individual and business (except corporation) borrowers/investees only. If the organization does not finance individuals or businesses that are not corporations, select "No" for each category.
• Hispanic or Latino
• Not Hispanic or Latino

14) Which of the Following Geographic Areas did the Organization Provide Financing in During the Reporting Period?

• Appalachia
• Colonias
• Hot Zones (see explanation below)
• Lower Mississippi Delta
• Native American Areas
• Rural Areas
• Major Urban Area
• Minor Urban Area

Hot Zones

Economic Development Hot Zones:

• Metropolitan Economic Development Hot Zones are census tracts with:

    a) A minimum population of 1,500,
    b) An unemployment rate at or above 1.5 times the national average,
    c) A poverty rate at or above 20 percent, and
    d) A median family income at or below 80 percent of the metropolitan area median income

• Non-metropolitan Economic Development Hot Zones are counties or census tracts with:

    a) A minimum population of 500,
    b) An unemployment rate at or above 1.5 times the national average, and either
    c) A poverty rate at or above 20 percent or
    d) A median family income at or below 80 percent of the statewide non-metropolitan median family income or the national non-metropolitan median family income (whichever is greater).

Housing Hot Zones:

Housing Hot Zones are metropolitan census tracts and non-metropolitan counties or census tracts that:

• Have minimum population of 1,500 (for metropolitan census tracts) or 500 (for non-metropolitan counties or census tracts) and either
• Demonstrate Low-Income Rental Housing Cost-Burden:
    a) Median monthly rental housing cost that exceeds 30 percent of the gross monthly income of a low-income household
    b) A poverty rate at or above 20 percent, and
    c) A median family income that is at or below:
• 80 percent of the metropolitan area median income (for metropolitan census tracts), or
• The greater of 80 percent of the statewide non-metropolitan median family income or the national non-metropolitan median family income (for non-metropolitan counties or census tracts), or

• Demonstrate Low-Income Homeowner Cost-Burden:
   a) Median monthly homeowner cost that exceeds 30 percent of the gross
   monthly income of a low-income household and
   b) A median family income that is at or below:
• 80 percent of the metropolitan area median income (for metropolitan census tracts), or
• the greater of 80 percent of the statewide non-metropolitan median family income or the national non-metropolitan median family income (for non-metropolitan counties or census tracts).

Combination Hot Zones

Combination Hot Zones are geographic units that meet both the criteria for Economic Development Hot Zones and Housing Hot Zones.

Native American Areas

Additionally, all Native American Areas and similar entities that are eligible Investment Areas - but do not meet the above Hot Zone definitions - are automatically considered to be Hot Zones.

15) Are 50% or More of the Customers or End Users American Indian, Alaska Native, or Native Hawaiian or Located in Native American areas?

16) Native American Community Activities

Enter the name of each Native American Community served during the reporting period. Include communities that received financing or Development Services.

D. Staff and Consultants: # of Full-Time Equivalents (FTEs)

For each category, enter the organization's full-time equivalent (FTE) resource allocation at the reporting period end. Include all of the organization's full- and part-time employees, contractors, consultants, and volunteers that perform ongoing operations. Exclude temporary employees and professional services conducted outside of the office by third parties such as accounting, bookkeeping, and legal counsel.
One FTE is a 35-hour, or more, work week. In calculating the number of full-time equivalents, part-time employees should be combined.
Example (1): Two part-time employees that each work 17.5 hours per week should be combined to count as one FTE. (17.5 hours X 2 = 35 hours)
Example (2): If a full-time loan officer spends 28 hours per week on lending activities and 7 hours per week providing training, this person would count as .80 (=28/35 or 80%) FTEs Dedicated to Lending/Investing activities and .20 (=7/35 or 20%) FTEs Dedicated to Development Services.

17) FTEs Dedicated to Lending/Investing

Enter the organization's total FTEs dedicated to loan/investment underwriting and outreach, loan administration, servicing, and collections at the reporting period end.

18) FTEs Dedicated to Development Services

Enter the organization's total FTEs dedicated to providing Development Services at the reporting period end. These counseling, technical assistance and training activities may be performed by technical assistance staff, loan officers, or other staff.

19) FTEs Dedicated to Financial Services Other than Lending/Investing

Enter the organization's total FTEs dedicated to services such as opening checking or savings accounts, check cashing, issuing money orders and certified checks, deposit-taking, safe deposit box services, or other similar services at the reporting period end.

20) FTEs Dedicated to Administration and Other Activities

Enter the organization's total FTEs dedicated to any activities not covered in the categories above, including, but not limited to, finance, human resources, fundraising, policy, administration, and other overall management at the reporting period end.

21) Total FTEs

CIIS will display Total FTEs calculated by summing the FTEs you entered in each category.

22) Consultant/Contractor FTEs

Enter the organization's consultant/contractor FTEs at the reporting period end. Include individuals covered by management contracts. This entry is a subset of the Total FTEs indicated above. Therefore, this response cannot be more than the Total FTEs displayed.

II. FINANCIAL POSITION

In this section of the survey, report on the overall financial position of the organization. This section will require you to use the Organization's Balance Sheet or Statement of Financial Position, as well as the Income and Expense Statement for the reporting period.

You must submit the financial statements used to complete this survey to the Fund. The survey submission is incomplete without the financial statements. If

more than one organization is submitting a survey (for example, the Awardee and an Affiliate to whom the Awardee passed on a portion of the award), you may submit separate audited financial statements for each entity OR combined statements, provided that the financial position of each reporting entity is reported separately (combining financial statements).

Note: For venture capital funds, all questions in this section pertain to the investing entity(ies), not the managing entity, unless otherwise noted.

A. Lending/Investing Pool

In this section, identify the sources of funds that make up the organization's lending and investing pool.

23) Investment Capital Table

Use the organization's Balance Sheet or Statement of Financial Position, historical records, and associated notes to enter all of the sources of loan or investment capital at the reporting period end. Include both capital available to lend or invest as well as deployed capital. Record only capital that is reflected in the Balance Sheet or Statement of Financial Position. Do not include undrawn lines of credit. If the organization makes grants as well as loans and investments, do not include the capital used for such grants. For venture capital funds, report on the investing entity(ies), not the managing entity, and record all paid in capital; committed capital will be reported separately.

Use one row in the table for each distinct capital source with the same interest rate and term. If a single source provided two loans or investments with different terms, the organization must use two separate entry rows.

Note: When completing the table, "Internal Funds" is the source of capital for retained earnings (for-profits and credit unions) and certain types of net assets (non-profits). The types of net assets included here are earned income and any net assets whose source cannot be identified. In the Type of Capital options, these are all combined in a single line item: Net Assets - Other OR Retained Earnings. Please note that for non-profits, grants are not included in "Net Assets - Other" unless their source and value cannot be identified.

Example: Two years ago the organization received a $100,000 grant from the ABC Foundation. If the organization did not track the grant separately and therefore cannot distinguish its balance from other net assets, then it should be categorized as "Net Assets - Other." If the organization did track the grant separately and knows the balance, then it should be categorized as "Net Assets - Grants."

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct source of capital. For each row initiated, CIIS will provide a dialog box for entering the details of that investment. After completing the entries, use the "Add

Row" button in the dialog box to enter the data in to the Investment Capital Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for that row. When you have completed the changes, use the "Update" button to update the data in the Investment Capital Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF THE DATA POINTS

Data Point	Explanation
Source of Capital	For each row, select the Source of Capital from the dropdown menu that best describes the identified capital source: • Bank or other Regulated Financial Institution • CDFI Intermediary • Corporation - Real Estate Developer or Investment Company • Corporation - Utility Company • Corporation - Other • Government-Federal - CDFI Fund • Government-Federal - Other Sources • Government - State or Local • Government Sponsored Entity (GSE) • Individuals • Internal Funds • Non Depository Financial Institution - Insurance Company • Non Depository Financial Institution - Investment Bank • Non Depository Financial Institution - Pension Fund • Non Depository Financial Institution - Venture Fund • Philanthropic Organization - Foundation • Philanthropic Organization - Other • Religious Institution • Other
Type of Capital	For each row, select the Type of Capital from the dropdown menu that best describes the identified type of capital:

Data Point	Explanation
	• Deposits • Debt - EQ2 • Debt - Secondary Capital (Credit Union Only) • Debt - Other • Equity Investments • Net Assets-Grants • Net Assets-Other OR Retained Earnings
Amount	For each row, enter the Amount of lending/investing capital remaining at the reporting period end. For loans, enter the outstanding principal balance as it appears in the Balance Sheet or Statement of Financial Position.
Interest Rate	For each row, if the Type of Capital is Deposits or Debt, enter the Interest Rate. If the Interest Rate is variable, provide the Interest Rate at the reporting period end. If the Type of Capital is Deposits, you may select Not Applicable. If the Type of Capital is Equity Investment, Net Assets, or Retained Earnings, CIIS will pre-fill the Interest Rate as Not Applicable.
Remaining Term (in months)	For each row, if the Type of Capital is Deposits or Debt, enter the Remaining Term (in months) at the reporting period end. If the Type of Capital is Deposits, you may select Not Applicable. If the Type of Capital is Equity Investment, Net Assets, or Retained Earnings, CIIS will pre-fill the Remaining Term as Not Applicable.

24) Investment Capital Summary Table

This is a summary table. The user does not enter data in this table.

This table automatically summarizes all investment capital entered in the Investment Capital Table. The table includes a row for the weighted average cost and term of debt capital. If the totals for the various capital sources are incorrect, please modify the data in the Investment Capital Table as appropriate.

25) Off Balance Sheet Resources Committed to the Organization for Lending/Investing

Enter the amount of any additional lending and investing funds that have been committed to the organization, but that do not appear on the financial statements for the reporting period. Include grants, equity, debt, and any undrawn lines of credit the organization expects to use for lending/investing. For venture capital funds, include all committed capital.

B. Financing Commitments the Organization has Made to its Borrowers/Investees

26) Financing Commitments to Borrowers/Investees at Reporting Period End

Enter the amount of loans and equity investments that the organization intends to provide to borrowers/investees which it has not yet disbursed, but for which the organization has reserved cash, cash equivalents, or other assets to fund at a later date. For example, include a loan that is approved by a loan committee and is not yet disbursed; a loan that has been provisionally approved but will not be closed until a borrower meets certain terms and conditions; and undisbursed portions of closed loans.

C. Summary Balance Sheet Information as of the Reporting Period End

In this section, continue to use the organization's Balance Sheet or Statement of Financial Position for the reporting period end to report on the organizations assets, liabilities, and net worth. For venture capital funds, all questions pertain to the investing entity(ies).

Depository Institutions are Not Required to Answer the Questions in This Section.

27) Cash and Cash Equivalents Available for Operating Expenses

Enter the organization's total cash and cash equivalents available for operating expenses at the reporting period end.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

28) Current Assets

Enter the organization's current assets at the reporting period end. Note: Depository Institutions do not respond to this question.

29a) Loan Loss Reserve -- Accrual

Enter the loan loss reserve set aside for loan or investment losses through accounting-based accrual reserves at the reporting period end. Accrual loan loss reserves typically appear as a contra-asset on the balance sheet. Note: Loan loss reserves are not the expense listed on the Income and Expense Statement.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

29b) Loan Loss Reserve -- Cash

Enter the Loan Loss Reserve set aside for loans or investment losses in the form of cash reserves, if any, at the reporting period end. Some funders, such as the Small Business Administration (SBA) Microloan Program, require a cash reserve as a condition of their assistance. Note: Loan Loss Reserves are not the expense listed on the Income and Expense Statement.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

29c) Depository Loss Reserves

This question is **ONLY** applicable to depository institutions. Please refer to the note at the top of the page.

30) Total Assets

Enter the organizations total assets at the reporting period end.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

31) Current Liabilities

Enter the organization's current liabilities at the reporting period end. Note: Depository Institutions do not respond to this question.

32) Total Liabilities

Enter the organization's total liabilities at the reporting period end.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

33) Shareholders Equity, Net Assets, or Net Worth

CIIS will calculate and display the organization's shareholders equity, net assets, or net worth.

D. Summary Income and Expense Statement Information

This section will require you to use the organization's Income and Expense Statement information to report all income and expenses for the reporting period. For venture capital funds, all income and expense questions pertain to the investing entity(ies).

Depository institutions are not required to answer the questions in this section that can be obtained from publicly available data. The only questions in this section that depository institutions are required to answer are:
34) Contributed Operating Revenue Table
35) Interest Income Earned on Portfolio (BANKS ONLY)
36) Fee Income Earned from Lending Portfolio and Retail Financial Services (BANKS ONLY)
38) Contract, Training and Consulting Income
39) Other Earned Revenue (BANKS ONLY)
46) Total Non-Operating Revenue
51) Professional Fees (BANKS ONLY)
52) Other Operating Expenses
53) Pre-Tax Operating Expenses (CREDIT UNIONS ONLY)
57) Estimated Value of Additional Expenses

34) Contributed Operating Revenue Table

Include unrestricted operating grants and donations and/or temporarily restricted grants released from restriction during the fiscal year. Do not include equity or grants for capital, temporarily restricted grants which are intended for future operating periods, or grants that will be passed through to other organizations.

If the organization did not receive any contributed operating revenue during the reporting period, please select "Not Applicable" at the bottom of this table.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct source of revenue. For each row initiated, CIIS will provide a dialog box for entering the details of that source of revenue. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to the Contributed Operating Revenue Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for that row. When you have completed the changes, use the "Update" button to update the data in the Contributed Operating Revenue Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF THE DATA POINTS

Data Point	Explanation
Type of Donor	For each row, select the Type of Donor from the dropdown menu that best describes the identified type of donor: • Bank or other Regulated Financial Institution • CDFI Intermediary • Corporation - Real Estate Developer or Investment Company • Corporation - Utility Company • Corporation - Other • Government-Federal - CDFI Fund • Government-Federal - Other Sources • Government - State or Local • Government Sponsored Entity (GSE) • Individuals • Non Depository Financial Institution - Insurance company • Non Depository Financial Institution - Investment bank • Non Depository Financial Institution - Pension Fund • Non Depository Financial Institution - Venture fund • Philanthropic Organization - Foundation • Philanthropic Organization - Other • Religious Institution • Other

Data Point	Explanation
Amount	For each row, enter the Amount available for reporting period operating expenses (whether used or not).

35) Interest Income Earned on Portfolio

Enter the interest earned on loans outstanding and dividends on community development equity investments.

36) Fee Income Earned from Lending Portfolio and Retail Financial Services

Enter the fee income earned from the organization's lending portfolio and retail financial services during the reporting period. Include closing, service or late fees, points, and all account and transaction fees.

37) Interest Earned on Cash & Marketable Securities

Enter the interest earned on cash and marketable securities (e.g., Certificates of Deposits, Treasury Bills, etc.) during the reporting period.

38) Contract, Training, and Consulting Income

Enter the organization's income from contracts, training, and consulting during the reporting period. Include any revenue from customers paying for Development Services (e.g., client payments for workshops, seminars, consulting services and other technical assistance). This revenue is sometimes obtained on a reimbursement basis (e.g., the CDFI contracts with a government agency to provide business plan training).

39) Other Earned Revenue

Enter any earned revenue, during the reporting period, not captured in the defined categories above.

40) Total Earned Revenue

CIIS will sum and display the total earned revenue.

41) Total Operating Revenue (before gains/losses)

CIIS will calculate and display total operating revenue. (Total Operating Revenue =Total Earned Revenue + Total Contributed Operating Revenue.)

42) Gains / Losses on Community Development Equity Investments

Enter realized and unrealized gains / losses resulting from the organization's community development equity investments during the reporting period.

43) Gains / Losses - Other

Enter any other realized and unrealized gains / losses not entered in the previous question.

44) Total Gains / Losses (Realized and Unrealized)

CIIS will calculate and display the total gains / losses.

45) Total Operating Revenue (after gains/losses)

CIIS will calculate and display the total operating revenue.

46) Total Non-Operating Revenue

Enter the organization's total non-operating revenue for the reporting period. Include temporarily restricted and permanently restricted grants and donations, grants to be used for lending/investing, and any other revenue not identified in total operating revenue. Do not include pass-through grants. These will be included in Non-Operating Expenses below.

47) Total Revenue

CIIS will calculate and display the total revenue (after gains/losses).

48) Interest Expense

Enter the organization's interest expense for the reporting period.

49) Bad Debt Expense

Enter the organization's bad debt expense for the reporting period.

50) Salaries and Benefits for Staff

Enter all salary and benefit expenses of individuals directly employed by the organization on a full-time or part-time basis for the reporting period.

51) Professional Fees

Enter all costs of hiring contractual employees of the organization during the reporting period. Contractual employees include individuals in any capacity, but often consist of consultants, legal services providers (excluding in-house counsel), and financial and accounting services providers (excluding in-house accounting and finance departments). Include management fees.

52) Other Operating Expenses

Enter any operating expenses for the reporting period that are not captured in the above categories.

53) Total Pre-Tax Operating Expenses

CIIS will calculate and display the total pre-tax operating expenses.

54) Total Non-operating Expenses

Enter the organization's total non-operating expenses for the reporting period. Include expenses such as pass-through grants and taxes. EXCLUDE losses on fixed assets and idle funds. These were included as negative revenue in the gains / losses line items above.

55) Total Expenses

CIIS will calculate and display the total expenses.

56) Dividends Paid Out (For-Profit CDFIs and Credit Unions only)

Note: For-profit CDFIs enter the dividends the organization paid out during the reporting period.

Note: Credit unions enter dividends paid to members for depository accounts.

57) Estimated Value of Additional Expenses

If any additional expenses were incurred that are not captured in the Income and Expense Statements, enter the estimated value of those expenses. Include all in-kind donations as well as expenses related to the entity's operations but incurred by another entity.

Example (1): If the organization is a venture capital fund that paid a $100,000 annual management fee to its managing member or general partner, but the managing member or general partner incurred $150,000 in real expenses related

to managing the fund during the reporting period, then the organization should enter $50,000 in Estimated Value of Additional Expenses.

Example (2): If the organization occupies office space that is owned or leased by another entity, but does not pay rent, then the organization should include the estimated market rate rental expense of that space.

58) Total Revenue in the Fiscal Year Prior to the Current Reporting Period

Enter the organization's total revenue for the fiscal year prior to the current reporting period.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

59) Total Revenue in the Fiscal Year Two Years Prior to the Current Reporting Period

Enter the organization's total revenue for the fiscal year two years prior to the current reporting period.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

60) Total Expenses in the Fiscal Year Prior to the Current Reporting Period

Enter the organization's total expenses for the fiscal year prior to the current reporting period.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

61) Total Expenses in the Fiscal Year Two Years Prior to the Current Reporting Period

Enter the organization's total expenses for the fiscal year two years prior to the current reporting period.

If this entry is pre-filled by CIIS and the information is correct, please skip to the next question. If this entry is pre-filled by CIIS and the information is incorrect, please enter the correct information.

III. FINANCING

A. Financing Questions for Organizations that are Not Submitting a Transaction Level Report

62) Will the Organization Submit a Transaction-Level Report for the Current Reporting Period?

Enter whether the organization will submit a transaction-level report for the current reporting period.

If YES, skip to Section IIIB. If NO, complete this section.

63) Loans/Investments Closed Table

The Loans/Investments Closed Table is intended to capture information on any loans or investments the organization closed during the reporting period. Use one row in the table for each distinct transaction type (term loan, line of credit, equity investment, other) and purpose combination.

If the organization has not closed any loans or investments during the reporting period, please select "Not Applicable" at the bottom of this table.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct transaction type. For each row initiated, CIIS will provide a dialog box for entering the details of that transaction type. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to the Loans/Investments Closed Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for each row. When you have completed the changes, use the "Update" button to update the data in the Loans/Investments Closed Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF DATA POINTS

Data Point	Explanation
Transaction Type	For each row, select the type of transaction: • Term Loan • Line of Credit • Equity Investment

Data Point	Explanation
	• Other
Purpose	For each type of transaction selected, select the purpose: • Business – Fixed Asset • Business – Working Capital • Consumer • Home Improvement • Home Purchase • Real Estate – Construction – Commercial • Real Estate – Construction – Housing Development – Multifamily • Real Estate – Construction – Housing Development – Single Family • Real Estate – Rehabilitation – Commercial • Real Estate – Rehabilitation – Housing Development – Multifamily • Real Estate – Rehabilitation – Housing Development – Single Family • Other
Total Project Cost	For each type of transaction selected, enter the Total Project Cost for the projects funded with the identified loans and investments OR select Don't Know or Not Applicable. This question is not applicable if the Purpose is Home Improvement or Consumer.
$ Closed	For each type of transaction selected, enter the dollar amount of the loans or investments closed during the reporting period OR select Don't Know or Not Applicable.
# Closed	For each type of transaction selected, enter the number of loans or investments closed during the reporting period OR select Don't Know or Not Applicable.

64) Amount of Loans/Investments Closed in Approved Target Market

Enter the amount of loans/investments closed in an approved Target Market during the reporting period OR select Don't Know. An approved Target Market is any Target Market(s) designated in an active CDFI Program Assistance Agreement or the organization's most recently approved CDFI certification.

Number of Loans/Investments Closed in Approved Target Market

Enter the number of loans/investments closed in an approved Target Market during the reporting period OR select Don't Know. An approved Target Market is any Target Market(s) designated in an active CDFI Program Assistance Agreement or the organization's most recently approved CDFI certification.

65) Portfolio Outstanding Table

The Portfolio Outstanding Table is intended to capture information from the organization's portfolio at the reporting period end. Include loans and investments for which principal was outstanding at the reporting period end. These loans may have been originated during the reporting period or in previous years. Include any loans that have been restructured, but not those that have been charged off.

If the organization does not have any loans or investments outstanding at the reporting period end, please select "Not Applicable" at the bottom of this table. If "Not Applicable" is selected, any data entered will be lost and the entire table will default to no information.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct transaction type. For each row initiated, CIIS will provide a dialog box for entering the details of that transaction type. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to the Portfolio Outstanding Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for each row. When you have completed the changes, use the "Update" button to update the data in the Portfolio Outstanding Table, or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF DATA POINTS

Data Point	Explanation
Transaction Type	For each row, select the type of transaction: • Term Loan • Line of Credit • Equity Investment • Other
Purpose	For each type of transaction selected, select the purpose: • Business – Fixed Asset • Business – Working Capital • Consumer • Home Improvement

Data Point	Explanation
	• Home Purchase • Real Estate – Construction – Commercial • Real Estate – Construction – Housing Development – Multifamily • Real Estate – Construction – Housing Development – Single Family • Real Estate – Rehabilitation – Commercial • Real Estate – Rehabilitation – Housing Development – Multifamily • Real Estate – Rehabilitation – Housing Development – Single Family • Other
$ Outstanding	For each type of transaction selected, enter the total dollar amount of the loans or investments outstanding in the organization's portfolio OR select Don't Know or Not Applicable.
# Outstanding	For each type of transaction selected, enter the total number of loans or investments outstanding in the organization's portfolio OR select Don't Know or Not Applicable.

66) Amount 90 Days or More Past Due

Enter the amount of the aggregate portfolio which is 90 days or more past due OR select Don't Know. Include the entire outstanding balance of any loan with one or more payments or partial payments that are 90 days or more past due. Credit Unions: Include all loans and investments with payments that are 60 days or more past due.

Number 90 Days or More Past Due

Enter the number of loans and investments which have one or more payments or partial payments that are 90 days or more past due OR select Don't Know. Credit Unions: Include all loans and investments with payments that are 60 days or more past due.

67) Net Amount Charged Off ($)

Enter the amount of the organization's portfolio that was charged off during the reporting period OR select Don't Know. Net Charged Off is reported after default, foreclosure, or liquidation, and is net of any recovered assets. If any amount was recovered during the reporting period on loans that were written off in previous years, that amount should be subtracted from the amount charged off during the reporting period.

B. Loan Purchases and Sales

This section captures loans sold or purchased by the organization.

68) Loan Purchase Table

If the organization has not purchased any loans during the reporting period, please select "Not Applicable" at the bottom of this table. If "Not Applicable" is selected, any data entered will be lost and the entire table will default to no information.

The Loan Purchase Table is intended to capture information on any loans the organization has purchased during the reporting period. Loans purchased are deals in which the organization purchases a loan(s) that was underwritten and disbursed by a different financial institution.

Use one row in the table for each distinct loan purchase event.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct loan purchase transaction. For each row initiated, CIIS will provide a dialog box for entering the details of that transaction. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to the Loan Purchases Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for each row. When you have completed the changes, use the "Update" button to update the data in the Loan Purchases Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF THE DATA POINTS

Data Point	Explanation
Purchase #	System assigned value.
Purchase Date	For each row, enter the month, day, and year of the loan purchase event.
Total $ Paid	For each row, enter the total amount paid for the loan purchase.
Total # Loans	For each row, enter the total number of loans for the purchase.
Presale Book Value	For each row, enter the Presale Book Value for the loans purchased.

69) Sector Breakouts for All Loans Purchased During the Reporting Period

Use the Sector Breakouts for All Loans Purchased During the Reporting Period Table to identify the organization's loan purchases by sector. If you do not have this level of detail available, classify the loans as "Other/Unknown". You will receive an error message from CIIS if the total number of loans and total amount of loans do not match the sums provided in the Loan Purchases Table.

70) Loans Sold Table

The Loans Sold Table is intended to capture information on loans or portions of loans the organization sold during the reporting period. Use one row in the table for each loan sale transaction. You may combine all loans sold to any distinct buyer in a single row.

If the organization has not sold any loans during the reporting period, please select "Not Applicable" at the bottom of this table.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct loan sale transaction. For each row initiated, CIIS will provide a dialog box for entering the details of that transaction. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to Loan Sold Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered. When you have completed the changes, use the "Update"

button to update the data to the List of Loans Sold Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF THE DATA POINTS

Data Point	Explanation
Buyer Organization Name	For each row, select the name of the Buyer Organization.
Total # Sold	For each row, enter the total number of loans or portions of loans sold to the Buyer Organization. Count each portion as one loan.
Presale Book Value of Sale	For each row, enter the Presale Book Value of the loans or portions of loans sold to the Buyer Organization.
Sale Proceeds	For each row, enter the organization's Sale Proceeds.

71) Sector Breakouts for Loans Sold During the Reporting Period

Use the Sector Breakouts for Loans Sold During the Reporting Period Table to identify the organization's loan sales by sector. If you do not know the sector, classify the loan as "Other/Unknown". Enter both the Pre-sale Book Value and the Pre-sale Book Value of the Guaranteed Portion for each sector (i.e., SBA-guaranteed, etc.) You will receive an error message from CIIS if the Total Pre-sale Book Value for this table does not match the total in the Loans Sold Table.

C. Loan Guarantees

In this section, record the organization's loan guarantees, if any.

72) Amount of Loan Guarantees Closed

Enter the amount of loan guarantees the organization closed during the reporting period OR select Not Applicable.

Number of Loan Guarantees Closed

Enter the number of loan guarantees the organization closed during the reporting period OR select Not Applicable.

73) Amount of Loan Guarantees Outstanding

Enter the amount of loan guarantees the organization had outstanding at the reporting period end OR select Not Applicable.

Number of Loan Guarantees Outstanding

Enter the number of loan guarantees the organization had outstanding at the reporting period end OR select Not Applicable.

IV. COMMUNITY DEVELOPMENT IMPACT QUESTIONS FOR ORGANIZATIONS THAT ARE NOT SUBMITTING A TRANSACTION LEVEL REPORT FOR THIS REPORTING PERIOD

The following section applies to organizations that are not submitting transaction-level data for the current reporting period. If the organization is submitting a Transaction Level Report for this reporting period, skip to Section V. If not, complete this section.

74) Jobs in Portfolio Businesses at Reporting Period Start

Enter the total full-time equivalent (FTE) employees in the portfolio businesses at the reporting period start OR select Don't Know. Jobs should be reported for Business financing only. Do not include construction jobs created by Real Estate financing. If the organization did not close any Business financing during the reporting period, select Not Applicable.

75) Jobs in Portfolio Businesses at Reporting Period End

Enter the total FTE employees in the portfolio businesses at the reporting period end OR select Don't Know. Jobs should be reported for Business Loans only. Do not include construction jobs created by Real Estate financing. If the organization did not close any Business financing during the reporting period, select Not Applicable.

76) Projected Number of Housing Units Assisted

Enter the number of housing units projected to be constructed, rehabilitated, or acquired through the housing development loans or investments closed during the reporting period OR select Don't Know or Not Applicable.

77) Projected Number of Affordable Housing Units Assisted

Of the housing units entered above, enter the number that are projected to be affordable housing units OR select Don't Know or Not Applicable.

78) Number of First-Time Homebuyers

Enter the number of purchase mortgage borrowers that have not owned a home during the three-year period preceding the CDFI-assisted purchase of a principal residence OR select Don't Know or Not Applicable.

79) Projected Capacity of Community Facilities Financed

Enter the projected capacity of the community facilities financed during the reporting period. For example, projected childcare slots in a childcare center or projected student slots in an educational facility, OR select Don't Know or Not Applicable.

80) Projected Square Feet of Commercial Real Estate Property Developed

Enter the number of square feet of office, retail, or manufacturing space projected to be developed, rehabilitated, or acquired by commercial real estate projects financed during the reporting period OR select Don't Know or Not Applicable.

81) Portfolio Companies That Have Decreased in Value in the Past 12 Months

For entities that make equity investments, enter the percent of portfolio companies whose fair value has decreased in the past 12 months OR select Don't Know or Not Applicable.

82) Did the Organization Introduce Any New Products or Services During the Reporting Period?

Enter Yes if the organization introduced one or more products or services during the reporting period.

V. DEVELOPMENT SERVICES

Please record Development Services offered by the organization and any other entity(ies) that provides Development Services on behalf of the organization as designated in any of the organization's active Fund Assistance Agreements or its most recently approved CDFI certification.

Types of Development Services Provided During the Reporting Period:

For each development service provided, select whether the organization provided that service during the reporting period OR select Don't Know.

Affordable Housing

83) Housing Technical Assistance

84) Homeownership Counseling

Economic Development

85) Business Technical Assistance

86) Real Estate Technical Assistance

Community Development Financial Services (CDFS)

87) Credit Counseling

88) Financial Education

Other Services

89) Other Services (Not Included Above)

Number of Development Services Clients

CDFI FUND PROGRAMMATIC PRIORITY

90) Affordable Housing – Development Services

Total Clients

Enter the number of individuals that received Affordable Housing - Development Services during the reporting period. Count each client once even if they participated in more than one Affordable Housing - Development Services session during the reporting period.

Hot Zone Clients Served

Enter the total number of Hot Zone residents that received Affordable Housing - Development Services during the reporting period OR select Don't Know. Count each client once even if they participated in more than one Affordable Housing - Development Services session during the reporting period.

Target Market Clients Served

Enter the number of clients from the organization's Target Market that received Affordable Housing - Development Services during the reporting period. Do not Include Target Market Clients that are included in the Hot Zone category. Count each client once even if they participated in more than one Affordable Housing - Development Services session during the reporting period.

91) Economic Development – Development Services

Total Clients

Enter the number of individuals that received Economic Development - Development Services during the reporting period. Count each client once even if they participated in more than one Economic Development - Development Services session during the reporting period.

Hot Zone Clients Served

Enter the total number of Hot Zone residents that received Economic Development - Development Services during the reporting period OR select Don't Know. Count each client once even if they participated in more than one Economic Development - Development Services session during the reporting period.

Target Market Clients Served

Enter the number of clients from the organization's Target Market that received Economic Development - Development Services during the reporting period. Do not Include Target Market clients that are included in the Hot Zone category. Count each client once even if they participated in more than one Economic Development - Development Services session during the reporting period.

92) Financial Services - Development Services

Total Clients

Enter the number of individuals that received Financial Services - Development Services during the reporting period. Count each client once even if they participated in more than one Financial Services - Development Services session during the reporting period.

Hot Zone Clients Served

Enter the total number of Hot Zone residents that received Financial Services - Development Services during the reporting period OR select Don't Know. Count each client once even if they participated in more than one Financial Services - Development Services session during the reporting period.

Target Market Clients Served

Enter the number of clients from the organization's Target Market that received Financial Services - Development Services during the reporting period. Do not Include Target Market clients that are included in the Hot Zone category. Count each client once even if they participated in more than one Financial Services - Development Services session during the reporting period.

93) Other Services (Not Included Above)

Total Clients

Enter the number of individuals that received Other - Development Services during the reporting period. Count each client once even if they participated in more than one Other - Development Services session during the reporting period.

Hot Zone Clients Served

Enter the total number of Hot Zone residents that received Other - Development Services during the reporting period OR select Don't Know. Count each client once even if they participated in more than one Other - Development Services session during the reporting period.

Target Market Clients Served

Enter the number of clients from the organization's Target Market that received Other - Development Services during the reporting period. Do not Include Target Market Clients that are included in the Hot Zone category. Count each client once even if they participated in more than one Other - Development Services session during the reporting period.

94) Number of American Indians, Alaska Natives and Native Hawaiians Served

Enter the number of American Indians, Alaska Natives and Native Hawaiians that received Development Services from the organization or affiliates during the reporting period, or select Don't Know.

VI. INDIVIDUAL DEVELOPMENT ACCOUNTS (IDAS)

95) Total Amount of All Open IDAs

Depository CDFIs: If the organization provides Individual Development Accounts (IDAs), enter the total amount of capital held by participants in IDAs at the reporting period end OR select Don't Know. Do not include match. If the organization does not provide an IDA program, select Not Applicable from the dropdown menu.

Non-depository CDFIs: If the organization provides an IDA program to its clients, enter the total amount of capital in IDAs open at the reporting period end or select Don't Know. Do not include match. If the organization does not provide an IDA program, select Not Applicable from the dropdown menu.

96) Total Number of Individual Development Accounts Open

Depository CDFIs: If the organization provides IDAs, enter the number of clients with an IDA open at the organization at the reporting period end OR select Don't

Know or Not Applicable from the dropdown menu. The total entered should represent a subset of share or savings accounts.

Non-depository CDFIs: If the organization provides an IDA program to its clients, enter the number of clients with an IDA open at the reporting period end OR select Don't Know or Not Applicable from the dropdown menu.

97) IDA Withdrawal Purpose Table

The IDA Withdrawal Purpose Table is intended to capture information on the purpose of any IDA savings withdrawn during the reporting period. Use one row in the table for each distinct IDA purpose.

If the organization did not offer IDAs during the reporting period, please select "Not Applicable" at the bottom of this table.

ENTERING DATA

Entering Rows: Use the "Add Row" button on the table to add a row for each distinct IDA purpose. For each row initiated, CIIS will provide a dialog box for entering the details of that transaction. After completing the entries, use the "Add Row" button in the dialog box to enter the data in to the IDA Purpose Table. Click the "Cancel" button if you decide not to add the new row.

Modifying Rows: Select the row to modify by using the radio buttons to the left of each row. You may only modify one row at a time. After selecting a row, use the "Update Row" button to reopen the dialog box that will allow you to change the data entered for each row. When you have completed the changes, use the "Update" button to update the data in the IDA Purpose Table or the "Cancel" button to leave the data unmodified.

Deleting Rows: Select the row you would like to delete by using the radio buttons to the left of each row. You may only delete one row at a time. After selecting a row, use the "Delete Row" button to delete the row.

EXPLANATION OF THE DATA POINTS

Data Point	Explanation
Purpose	For each row, select the Purpose for which IDAs were withdrawn from the dropdown menu provided: • Business Development • Education • Homeownership • Retirement Account • Other
Other	For each row, if you selected "Other" as the Purpose, enter the other purpose for the IDAs.

Data Point	Explanation
Amount	For each row, enter the amount of IDAs for the identified Purpose OR select Don't Know. Do not include match amount.
Number	For each row, enter the number of IDAs for the identified Purpose OR select Don't Know.

VII. DEPOSITORY CDFI OFFERINGS

This section is for depository CDFIs only. If any entry in this section is pre-filled by CIIS and the information is correct, please leave the existing entry as is. If any entry in this section is pre-filled by CIIS and the information is incorrect, please modify the existing entry as appropriate.

A. Depository Account Offerings – Credit Union Account Offerings

This section is for credit unions only.

98) Regular Share Accounts

Amount

Enter the total amount of regular share accounts open at the credit union at the reporting period end.

Number

Enter the number of regular share accounts open at the credit union at the reporting period end.

99) Non-Member Share Deposits

Amount

Enter the amount of non-member share deposits at the credit union at the reporting period end.

Number

Enter the number of non-member share deposits at the credit union at the reporting period end.

100) Share Draft Accounts

Amount

Enter the amount of share draft accounts at the credit union at the reporting period end.

Number

Enter the number of share draft accounts at the credit union at the reporting period end.

101) Individual Retirement Accounts (IRAs)

Amount

Enter the amount of IRAs at the credit union at the reporting period end.

Number

Enter the number of IRAs at the credit union at the reporting period end.

102) Share Certificate Accounts

Amount

Enter the amount of share certificate accounts at the credit union at the reporting period end.

Number

Enter the number of share certificate accounts at the credit union at the reporting period end.

B. Depository Account Offerings – Bank and Thrift Account Offerings

This section is for banks and thrifts only.

If any entry in this section is pre-filled by CIIS and the information is correct, please leave the existing entry as is. If any entry in this section is pre-filled by CIIS and the information is incorrect, please modify the existing entry as appropriate.

103) Savings Accounts

Amount

Enter the amount in savings accounts at the organization at the reporting period end.

Number

Enter the number of savings accounts at the organization at the reporting period end.

104) Checking Accounts

Amount

Enter the total dollars in checking accounts at the organization at the reporting period end.

Number

Enter the number of checking accounts at the organization at the reporting period end.

105) Certificates of Deposit (CDs)

Amount

Enter the total dollars in CDs at the organization at the reporting period end.

Number

Enter the number of CDs at the organization at the reporting period end.

C. Depository Account Offerings – Credit Unions, Banks and Thrifts

106) Bank or Thrift Customers OR Credit Union Members

Enter the number of bank or thrift customers or credit union members at the organization at the reporting period end.

107) Number of New Accounts Opened

Enter the number of new accounts opened at the organization during the reporting period OR select Don't Know.

108) Accounts Opened to the Unbanked

Enter the number of accounts opened during the reporting period to individuals that did not have an account at any insured credit union or insured depository institution at the time of intake OR select Don't Know.

D. Financial Services Offerings

For each of the following financial services, select whether the organization provided these services during the reporting period.

General Depository Financial Service Offerings

109) ATM Access

110) Check Cashing for Customers/Members

111) Direct Deposit

112) Money Orders

113) On-line Banking

114) Youth or School Savings Programs

Targeted Depository Financial Service Offerings

For each of the following targeted financial services, select whether the organization provided these services during the reporting period.

115) Accept Matricula Consular, ITIN, or Other Form of Alternative Identification for Opening an Account

116) Alternate to Pay Day Loan

117) Bill Payment

118) Electronic Transfer Accounts

119) First Accounts

120) Health and/or Life Insurance

121) Non-Customer / Non-Member Check Cashing

122) Payroll Card or Other Stored Value Card

123) Remittance Programs

124) Other Targeted Services

Explain Other (If the organization provides Other Targeted Services, briefly explain these services.)

VIII. DATA COLLECTION AND TRACKING SYSTEMS

125) Loan Portfolio Software

Select the software used by the organization to track loan and investment data such as original amount, principal outstanding, loan terms, and status.

• Customized Database Created with Access
• Customized Database Created with Another Program
• DownHome Loan Manager
• Excel
• Fed Comp
• Grants Management System

• LoanBase
• Loan Ledger
• Manual or Paper Based System Only
• Nortridge
• Notesmith
• Other

Other

If the organization selects "Other" for the loan portfolio software, enter the other software used.

126) Borrower Characteristics Software

Select the software used by the organization to track borrower information such as contact information, gender, race, credit score, and other characteristics.

• Customized Database Created with Access
• Customized Database Created with Another Program
• DownHome Loan Manager
• Excel
• Fed Comp
• Grants Management System
• LoanBase
• Loan Ledger
• Manual or Paper Based System Only
• Nortridge
• Notesmith
• Other

Other

If the organization selects "Other" for the borrower characteristics software, enter the other software used.

127) Community Development Impact Software

Select the software used by the organization to track impact data such as affordable housing units constructed, jobs created, jobs retained, and other community impacts.

• Customized Database Created with Access
• Customized Database Created with Another Program
• DownHome Loan Manager
• Excel
• Fed Comp
• Grants Management System
• LoanBase
• Loan Ledger

• Manual or Paper Based System Only
• Nortridge
• Notesmith
• Other

Other

If the organization selects "Other" for the community impact software, enter the other software used.

IX. CREDIT REPORTING AGENCIES USED

128) Credit Scores

Select whether the organization collects loan applicant credit scores.

129) Reporting Agency

If the organization collects credit scores, select yes or no for each option to identify the credit reporting agency(ies) used by the organization:

• Equifax
• Experian
• TransUnion

X. SURVEY FEEDBACK

130) How Many Hours Did it Take to Complete the Survey?

Please enter the number of hours it took your organization to complete the survey OR select Don't Know.

131) Comments

Please comment on any difficulties the organization had in completing the survey or any suggestions for improving it. For example, do you collect the information that is asked for? How difficult would it be for you to begin collecting the information you do not currently collect? Please describe any indicators the organization uses to measure community development impact that are not included in the survey.

XI. SUMMARY RATIOS

The Ratios Calculated Below are Provided for Your Information.

132) Average Net Revenue

133) Net Asset Ratio

134) Operating Liquidity Ratio

135) Current Ratio

136) Self-Sufficiency Ratio

CERTIFICATION STATEMENT – CIIS DATA SUBMISSION

Prior to the Fund Accepting the Data Submitted by an Organization, 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.

2. The institution-level and transaction-level data to be submitted to the CDFI Fund through CIIS is true, accurate, and complete, and accurately represents the activities and/or performance of the organization for which data is input.

3. If the organization is a certified CDFI, the organization continues to meet the eligibility requirements for certification as a CDFI.

4. If the organization is a certified CDE, the organization continues to meet the eligibility requirements for certification as a CDE. The term "Organization" shall include the Allocatee and all of its subsidiary Allocatees, if applicable.

5. If the organization received a 2003 Native American Technical Assistance (NATA) or Native American CDFI Development (NACD) award, then 50 percent or more of the Awardee's or the Awardee's Partner's activities primarily serve Native American, Alaska Native and/or Native Hawaiian communities.

6. If the organization has received an award from the CDFI Fund, none of the proceeds of said award has been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.

7. As applicable, the organization maintains its existence as an Insured Credit Union, an Insured Depository Institution, or a Depository Institution Holding Company, as defined by the Appropriate Federal Banking Agency.