

**Date:** August 31, 2010  
**Subject:** List of Relevant Data Points to be collected for Capital Magnet Fund Program

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Below is a list of data points that may need to be collected or maintained by Awardees of the Capital Magnet Fund program. Data points described in Parts I, II, and III will be collected using an Institutional Level Report (ILR) with a Project and Transaction Level module, which is similar to the data collection method used by the CDFI Fund for other programs. The schedules detailed in Part IV will be used to monitor Performance Goals and Measures that must be met in order for the Awardee to be in compliance with the Assistance Agreement. Part V outlines what the CDFI Fund considers to be a Material Event that must be reported. Parts I, II, III, IV, and V will be submitted to the CDFI Fund using a common submission method and routed internally to the appropriate CDFI Fund unit. Part VI describes the data that must be collected by the Awardee and kept on site in the event of a desk review or site visit from CDFI Fund staff.

### **Part I – Award Use Summary**

This data will include information specific to the CMF Award on an organizational level. The following data points will allow the CDFI Fund to evaluate the Awardee's use of the CMF Award.

1. Dollar amount of CMF award committed.
2. Dollar amount of CMF award disbursed.
3. Dollar amount of CMF award that has resulted in projects placed in service.
4. Total Eligible Project Costs for projects that are placed in service.
5. Total Eligible Project Costs attributable to homeownership units Developed, Preserved, Purchased, and Rehabilitated in each of the following categories:
  - a. Eligible-Income (81%-120% of Area Median Income [AMI])
  - b. Low-Income (51%-80% of AMI)
  - c. Very-Low-Income (31%-50% of AMI)
  - d. Extremely Low Income (<30% of AMI)
6. Total Eligible Project Costs attributable to rental units Developed, Preserved, and Rehabilitated in each of the following categories:
  - a. Eligible-Income (81%-120% AMI)
  - b. Low-Income (51%-80% of AMI)
  - c. Very-Low-Income (31%-50% of AMI)
  - d. Extremely Low Income (<30% of AMI)
7. Total jobs created from CMF funded activities
8. Total number of first-time homebuyers purchasing housing supported by CMF.

## Part II – Financial Position

The Awardee's financial position will be derived from the independently audited financial statements of the previous fiscal year end. In addition to submitting the audited financial statements, Awardee's will submit the following data points from these statements via the ILR:

1. Cash and Cash Equivalents
2. Current Assets
3. Loss reserves
4. Total Assets
5. Current Liabilities
6. Total Liabilities
7. Shareholders Equity, Net Assets or Net Worth
8. Interest Income Earned from Portfolio/Lending Activity
9. Fee Income Earned from Portfolio/Lending Activity
10. Other Earned Revenue
11. Total Earned Revenue
12. Total Operating Revenue
13. Gains/Losses on Equity Investments (Realized and Unrealized)
14. Gains/Losses on Debt Investments (Realized and Unrealized)
15. Total Gains/Losses (Realized and Unrealized)
16. Total Operating Revenue (after gains/losses)
17. Total Non-Operating Revenue
18. Total Revenue
19. Interest Expense
20. Loan Loss Provision
21. Salaries and Benefits for Staff
22. Professional Fees
23. Other Operating Expenses
24. Total Pre-Tax Operating Expenses
25. Total Non-Operating Expenses
26. Total Expenses
27. Dividends Paid Out
28. Estimated Value of Additional Expenses
29. Total revenue in fiscal year prior to current reporting period
30. Total revenue in fiscal year two years prior to current reporting period
31. Total expenses in fiscal year prior to current reporting period
32. Total expenses in fiscal year two years prior to current reporting period
33. Operating liquidity ratio
34. Average net revenue
35. Current ratio
36. Net asset ratio

## **Part III – Project-Level and Transaction-Level Data**

### **A. Project-Level Data**

The following data points will be collected for each project funded by CMF and leveraged funds for evaluation by the CDFI Fund:

1. Project Number. (Project Number is assigned by the awardee to each project and is used by the CDFI Fund to link transactions reported in Transaction-Level Data to a distinct project and to track projects across multiple reporting periods. Each Project Number may only be used for one project. Awardees MUST use the same Project Number for each reporting period that the particular project is submitted.)
2. Address, FIPS, and/or XY Coordinates of CMF and leveraged funds project
3. Non-Metropolitan census tract (yes or no)
4. Area of high housing need (yes or no)
5. Area Median Income of geographical region in which project is located
6. Purpose of Project or Type of Activity (Affordable Housing Activity, Economic Development Activity, Community Service Facility)
7. Sub Purpose (Multifamily Housing, Single Family Housing, Arts/Culture, Child Care, Education, Health Care, Multi-Service, Other Community Service, Business)
8. Status of Project Funding (Funds Committed, Funds disbursed, Funds used for a project that has been placed into service)
9. If multifamily rental project completed and placed into service, the percentage of total units that are qualified for Low-Income (51%-80% of AMI), Very Low-Income (31%-50% of AMI), or Extremely Low-Income (<30% of AMI) families
10. If funds Committed:
  - a. Projected Type of Financial Product (loan, grant, equity, Loan Guarantee, Loan Loss Reserves, Risk-Sharing Loan)
  - b. Projected Total Eligible Project Costs
  - c. Projected Amount of CMF Funds
11. If funds disbursed or used for a project that has been placed into service:
  - a. Type of Financial Product
  - b. Total Eligible Project Costs
  - c. Amount of CMF Funds
12. Date on which Awardee committed CMF and leveraged funds.
13. Date on which Awardee disbursed CMF and leveraged funds.
14. Date on which Awardee placed into service CMF and leveraged funds.

### **B. Transaction-Level Data**

The following data points will be collected for each transaction financing the projects reported in Project-Level Data. Awardees should report all transactions used to finance each project.

1. Project Number. (Project Number is assigned by the awardee to each project and is used by the CDFI Fund to link transactions reported in Transaction-Level Data to a distinct project and to track projects across multiple reporting periods. Each Project Number may only be used for one project. Awardees MUST use the same Project Number for each reporting period that the particular project is submitted.)
2. Transaction Number. (Transaction Number is assigned by the Awardee to the transaction and is used by the CDFI Fund to track an Awardee's transactions across multiple reporting periods. Each Transaction Number may only be used for one

- transaction. Awardees MUST use the same Transaction Number for each reporting period that a particular transaction is submitted.)
3. Eligible activity used (Loan Loss Reserves, Revolving Loan Fund, Affordable Housing Fund, Economic Development Activity/Community Service Facility Fund, Risk-Sharing Loan, Loan Guarantee) (e.g. a grant out of Awardee's Affordable Housing Fund was made)
  4. Type of Transaction (grant, investment or loan from an Affordable Housing Fund, grant, investment or loan from a Community Service Facility or Economic Development Activity Fund, loan from a Revolving Loan Fund, loan from a Risk-Sharing Loan, Loan Loss Reserve, , Loan Guarantee)
  5. Amount of CMF Funds Used for Transaction (\$)
  6. Purpose of Transaction (Rehabilitation, Preservation, Purchase, Development, Economic Development Activities, Community Service Facilities)
  7. Recipient of Transaction (e.g. housing developer or low-income homeowner)
  8. Date CMF Funds Committed
  9. Date CMF Funds disbursed
  10. Date CMF Funds/Project Placed into Service

**Part IV – Schedules**

**Schedule 7-W**  
**Award No.: XXXXXXXXXXXXXXXX**  
**Awardee: XXXXXXXXXXXXXXXX**

**Total amount of CMF Funds Awarded: \$\_\_\_\_\_**

**LEVERAGED FUNDS REPORT**

Using the chart below, the Awardee must report on the total costs of all the projects for which the CMF and Leveraged Funds were used (Total Eligible Project Costs). These figures will be compared with the figures set in Schedule XX in order to determine the Awardee’s compliance status with its performance goals and measures.

Leveraging Report

		FYE 20XX	FYE 20XX	FYE 20XX	FYE 20XX	FYE 20XX
A	Total Leveraged Costs					
B	Total Costs of Operations					
C	Total Amount of CMF Award Used to Support Eligible Projects or Activities					
D	Total Ineligible Use costs (set forth in 1807 302(a) and (c)) incurred in course of completion of projects or activities funded with CMF funds					
E	Total Eligible Project Costs (A+C)-(B+D)					
F	Total Leverage Ratio (E:C)					

Schedule 7-W will be collected to ensure that the Awardee has leveraged enough funds to comply with its minimum commitments.

**Total amount of CMF Funds Awarded: \$\_\_\_\_\_**

**AFFORDABLE HOUSING REPORT**

Using the chart below, the Awardee must report on the number of affordable housing units developed, rehabilitated, preserved or purchased with CMF and Leveraged Funds. These figures will be compared with the figures set in Schedule XX in order to determine the Awardee’s compliance status with its performance goals and measures.

Fiscal Year End: XX/XX/XXXX		<b>Distribution Across Income Groupings</b>			
		0-30% of AMI	31-50% of AMI	51-80% of AMI	81-120% of AMI
A	Total Number of Rental Units Developed using CMF and Leveraged Funds				
B	Total Number of Rental Units Rehabilitated using CMF and Leveraged Funds				
C	Total Number of Rental Units Preserved using CMF and Leveraged Funds				
D	Total Eligible Project Costs for Rental Units				
E	Total Number of Homeownership Units Developed using CMF and Leveraged Funds				
F	Total Number of Homeownership Units Rehabilitated using CMF and Leveraged Funds				
J	Total Number of Homeownership Units Preserved using CMF and Leveraged Funds				
L	Total Number of Homeownership Units Purchased using CMF and Leveraged Funds				
M	Total Eligible Project Costs for Homeownership Units				
N	Total Eligible Income Housing Costs (N+D)				

Schedule 7-X allows the CDFI Fund to ensure compliance based on the number of eligible rental and homeownership units created at each income level and the cost of those units.

**Total amount of CMF Funds Awarded: \$\_\_\_\_\_**

**ECONOMIC DEVELOPMENT ACTIVITIES REPORT**

Using the chart below, the Awardee must report on the Economic Development Activities and Community Services Facilities funded by CMF and Leveraged Funds. These figures will be compared with the figures set in Schedule XX in order to determine the Awardee’s compliance status with its performance goals and measures.

Fiscal Year End: XX/XX/XXXX		<b>Facilities</b>					
		Arts/ Cultural Center	Childcare	Education	Healthcare	Businesses	Multi-Service or Other Community Facilities
A	Total Number of Projects developed Using CMF and Leveraged Funds						
B	Total Number of Projects purchased Using CMF and Leveraged Funds						
C	Total Number of Projects preserved Using CMF and Leveraged Funds						
D	Total Number of Projects rehabilitated Using CMF and Leveraged Funds						
E	Square Footage of all Projects developed, purchased, rehabilitated, or preserved						

F	Eligible Costs of EDA						
G	Eligible Income Households (81-120 % of AMI) Served by EDA						
H	Low-Income Households (51-80 % of AMI) Served by EDA						
I	Very Low-Income Households (31-50 % of AMI) Served by EDA						
J	Extremely Low-Income Households (<30 % of AMI) Served by EDA						

Schedule 7-Y will be used to determine how much of the CMF Award was dedicated to Economic Development Activity.

**Total amount of CMF Funds Awarded: \$\_\_\_\_\_**

**USES OF CMF AWARD REPORT**

Using the chart below, the Awardee must report on its use of CMF award. These figures will be compared with the figures set in Schedule XX in order to determine the Awardee is in compliance with its Award Agreement

	Total amount of CMF award used (in \$ terms):	FYE 20XX	FYE 20XX	FYE 20XX	FYE 20XX	FYE 20XX
A	to provide Loan Loss Reserves					
B	to capitalize a revolving loan fund					
C	to capitalize an Affordable Housing Fund that made equity investments in eligible activities					
D	to capitalize an Affordable Housing Fund that made debt investments in eligible activities					
E	to capitalize an Affordable Housing Fund that provided grants for eligible activities					
F	to capitalize a fund to support Economic Development Activities or Community Service Facilities					
G	for Risk-Sharing Loans					
H	for Loan Guarantees					
I	for Awardee's Operations					

Schedule 7-Z provides a breakdown of the Awardees' uses of the CMF Award by fiscal year end. This allows the CDFI Fund to monitor the amount of the CMF Award used for each eligible activity by fiscal year.

## **Part V – Material Events**

Certain events may impact the compliance of the Awardee or the eligibility of the project being financed using the CMF Award. The CDFI Fund's CCME office must be notified at the occurrence of the following events:

1. In the event a qualifying homeowner sells its CMF funded housing, the amount of CMF award recouped and redeployed.
2. The date(s) on which the Awardee has recouped and redeployed CMF Funds.
3. Any events in which a tenant no longer qualifies as Eligible-Income, Low-Income, Very Low-Income or Extremely Low-Income for a CMF funded activity or project.
4. The event in which a rental unit is converted into a homeowner unit.

## **Part VI – Auditable Data**

The data that the CDFI Fund requests Awardees to keep on site are as follows:

1. Income levels of all owners and renters of housing units funded by CMF and leveraged funds each fiscal year
2. The rents of each CMF funded unit and the corresponding income of the tenant.
3. The utility costs for each CMF funded unit
4. The distance (in miles) of the business/community service facility to CMF funded affordable housing activities/projects.
5. Proof that CMF funded Economic Development Activity or Community Service Facility is In Conjunction With Affordable Housing.
6. If required by the Assistance Agreement, any local plans which show that the activities are part of a concerted strategy
7. The participants in a risk sharing loan