



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

UNITED STATES DEPARTMENT OF THE TREASURY

*American Recovery and Reinvestment Act
Quarterly New Markets Tax Credit Program
Report Instructions*

*October 20, 2009
(Updated December 17, 2009)*

American Recovery and Reinvestment Act Quarterly New Markets Tax Credit Report Instructions

GENERAL INFORMATION

Quarterly Reporting Period

Quarterly New Markets Report (QNMR): Recipients of New Market Tax Credit Program allocation awards (Allocatees) through the American Recovery and Reinvestment Act (Recovery Act) are required to submit a QNMR to the Community Development Financial Institutions Fund (CDFI Fund) no later than ten (10) days after the end of each calendar quarter beginning September 30, 2009 and continuing every calendar quarter for the term of their assistance agreements (December 31, March 31, June 30, and September 30). For each calendar quarter, the QNMR is due at 11:59 p.m. PT.

The QNMR must be submitted electronically through the CDFI Fund's Community Investment Impact System (CIIS), which the Allocatee will access through its myCDFIFund account. For the calendar quarter ending December 31, 2009, the QNMR will be provided to Allocatees in an Excel workbook format for email submission.

After the QNMR is submitted to the CDFI Fund, the CDFI Fund will review the data and send any questions to the Allocatee. If the Allocatee fails to respond to such questions within the CDFI Fund's required timeframe, the QNMR will be rejected as incomplete.

QNMR Submission Deadlines: The Allocatee must submit the required QNMR by the dates set forth below:

QNMR DEADLINES	
For every quarter ending on:	Due date:
September 30	October 10
December 31	January 10
March 31	April 10
June 30	July 10

Per the assistance agreement, Allocatees are also required to report annually to the CDFI Fund through the Community Investment Impact System (CIIS).

CIIS Requires Responses to All Questions

Your Organization must provide a response in every "active" data field in order to submit the QNMR. Data fields that are not required are "grayed out" on the screen. When a User leaves a page, CIIS provides a notice identifying required responses that are missing. CIIS also provides a summary Status Page to verify the completion of each QNMR section.

When appropriate, CIIS will allow “Don’t Know” and/or “Not Applicable” as valid responses. If applicable, these options will appear in a drop-down menu or radio button.

- **Don’t Know:** Use “Don’t Know” when the question is valid for the Organization, but the answer is unknown or unavailable. For example, if the Organization provides technical assistance but does not track the number of clients, “Don’t Know” is the appropriate response.
- **Not Applicable:** Use “Not Applicable” when the question is not valid or not 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.” Furthermore, “Not Applicable” does NOT mean data are unavailable. (Use “Don’t Know” for unavailable data.)


Completing Tables

Tables are used for questions where the number of responses may differ for each Organization. General Table functionality is described here.

- **Add Row:** Click the “Add Row” button to add a new row to the Table. For each row, CIIS will provide a pop-up data dialog box. After completing the data dialog box for the specific row, click the “Add” button within the data dialog box to add the new responses to the Table OR click the “Cancel” button to delete the responses.
- **Modify Row:** Select the row to be modified by clicking the radio button in the left column of the Table. You may only modify one row at a time. Click the “Update Row” button to re-open the data dialog box. Enter any changes in the data dialog box and click the “Update” button to update the Table with the new responses OR click the “Cancel” button to leave the data unmodified.
- **Delete Row(s):** Select the row(s) to be deleted by clicking the radio buttons in the left column of the Table. Click the “Delete Row” or “Delete Rows” button to remove the row(s) from the Table.
- **Complete Table:** CIIS determines that a Table is complete when the User clicks the “Please Check Here to Confirm that the Table is Complete” check box that accompanies each Table. If your Organization does not have any information to enter into a Table, click the check box and skip to the next question.

Users Must Complete Tables: The Fund will not consider the QNMR to be complete if the check box is clicked on an empty Table when the Organization has information that should have been included in the table. During the cleansing process, the Fund will re-open the QNMR and ask the Organization to complete the Table and re-submit the QNMR. The Fund will not consider the QNMR submitted until all applicable Tables are complete.

Managing Pop-Ups: The pop-up data dialog boxes open as new windows. If you “lose” the data dialog box on your screen prior to clicking “Add,” “Update,” or “Cancel,” please check whether the window is “hidden” behind other windows or programs.

Use Notes: CIIS provides a Notes field for each QNMR question. Users may enter and edit notes by clicking the Notes icon () next to the appropriate field. Please use the Notes field to explain financial entries that are not clearly identified in the Organization’s Financial Statements and related notes. Also use the Notes field to explain other responses that you believe the Fund may question. The Notes are a great help to both the Fund and the Organization during the cleansing process.

Certify the QNMR

The User must Certify the QNMR upon completion.

CIIS has a single Certification process for the QNMR. Users will be able to Certify the QNMR when:

- The QNMR is complete. (On the CIIS Home Page, select "QNMR" menu → "QNMR Status" to check for completion.)

In order to certify and submit the QNMR, all "active" questions must be complete. Users may review the QNMR completeness by selecting "QNMR Status" from the "QNMR" Tab on the CIIS Home Page.

On the certification page, the CDFI Fund will request permission to release your Organization's data publicly as follows:

The CDFI Fund plans to release certain CIIS QNMR data to the public in an aggregated format. Except as may be permitted pursuant to the Freedom of Information Act (FOIA) or as otherwise required by law, the Fund will not release: (i) data that is collected only for Compliance purposes, or (ii) the identities of your borrowers/investees.

The Fund seeks your Organization's permission to release your Organization name (and/or other relevant identifying data) with QNMR data in a format that is aggregated with other organization's data. If you do not provide such consent, the Fund will release your Organization's QNMR, but will not release your Organization's name or any other data that can be used to identify your organization. Please note, however, that such identifying data may be released pursuant to a FOIA request or as otherwise required by law.

- Do you give the CDFI Fund permission to release your Organization's identity when it releases your Organization's QNMR data for this and previous reporting periods? (Yes/No)

When the QNMR is complete:

- Select the "Certify" tab on the CIIS Home Page.
- Confirm that the QNMR are marked as complete.
- Respond to the QNMR Release questions.
- Select "Next" button.
- Read Certification Statement and select appropriate checkbox to agree with the statement.
- Select "Certify CIIS Reports" button.

CIIS Help Desk

Phone Number: (703) 373-1516

Fax Number: (703) 236-2399

E-Mail: ciishelp@kearneyco.com

ORGANIZATION CONFIRMATION

Allocation Profile Confirmation

Award Control Number / QEI Confirmation: In order to enter the QNMR, Users must confirm the Allocatee's Award Control Number(s) and all Qualified Equity Investment Identifiers (QEI IDs) for Qualified Equity Investments (QEIs) that were issued by the Allocatee and any Sub-Allocatee(s) prior to the end of the current Reporting Period.

The accuracy of this information is critical for completing the QNMR. If any inaccuracies exist, please LOG OFF CIIS immediately and remedy the errors before continuing.

Correcting Fiscal Year End Date in myCDFIFund:

- Log on to myCDFIFund Organization Account.
- Select "Help" tab.
- Select "How do I update my Organization FYE" link.
- Download and complete the Organization FYE change form.
- Fax the completed form per instructions.
- The Organization will be notified when the request is complete.

Adding QEIs:

- If a QEI that the Allocatee or Sub-Allocatee issued prior to the reporting period end date is not listed under the corresponding Allocation, add the additional QEIs in the Allocation Tracking System (ATS).

Correcting Award Control Number:

- If any errors exist in the Award Control Number(s) or QEI information listed, contact the CDFI Fund at CME@cdfi.treas.gov. Please reference the ATS Instructions Manual for details on requesting changes to finalized QEIs from the Fund.

Updates to myCDFIFund should appear in CIIS on the following business day. You may continue the QNMR only AFTER the updated information appears in CIIS. If you proceed before then, your QNMR may be invalid.

Confirmation of MyCDFIFund Organization Profile

In order to enter the QNMR, Users must confirm the following data fields provided from their Organization's myCDFIFund Profile. Any errors must be corrected in myCDFIFund prior to entering the QNMR.

- (1) Date of Organization's Fiscal Year End
- (2) Organization's Type of Financial Institution
- (3) Organizational Structure
- (4) Year of Organization's Incorporation
- (5) Year Organization Began Financing Activities

** If the information is INCORRECT or BLANK, the data must be corrected prior to entering CIIS.

Correcting Organization Profile data in myCDFIFund (except INCORRECT Fiscal Year End Date):

- Log on to Organization's myCDFIFund account.
- Select "Organization Profile" from left menu and sub-menu.
- Select the information from the dropdown menus.
- Changes to myCDFIFund will appear in CIIS on the next business day.

Correcting Fiscal Year End (FYE) Date in myCDFIFund:

- Log on to myCDFIFund Organization Account.
- Select "Help" tab.
- Select "How do I update my Organization FYE" link.
- Download and complete the Organization FYE change form.
- Fax the completed form per instructions.
- The Organization will be notified when the request is complete.

I. ORGANIZATIONAL INFORMATION

A. Basic Information

This section displays information that the CDFI Fund currently has on file for the Allocatee in the myCDFIFund organization profile.

- Street Address
- City
- State
- Zip
- Website Address (if available)

**** If the information is INCORRECT or BLANK, please correct the data in myCDFIFund. You may continue to complete the QNMR PRIOR to the updates appearing in CIIS.**

1) Name of Person Responsible for Completing the QNMR

Enter the name of the person from the Organization who is primarily responsible for completing the QNMR. This individual will be contacted if the Fund requires clarification or explanations during the data cleansing process.

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

Enter the telephone number of the person entered in Q.1.

3) Email Address of Person Responsible

Enter the email address of the person entered in Q.1. Use all lower case letters, unless the address is case sensitive.

- CIIS may pre-fill the response. If the pre-filled information is incorrect, enter the correct information.

4) Organization's Web Address (if available)

Enter organization's web address, which is useful for identifying alternate contacts within the organization and is sometimes required to verify certain data fields in case of questions or errors in data entry.

B. Human Resources Dedicated to the Allocatee's NMTC Program – RECOVERY ACT SPECIFIC

For the purposes of completing the QNMR, use the following definitions of jobs created and retained during the reporting period:

- A job created is a new position created and filled or an existing unfilled position that is filled as a result of the Recovery Act.
- A job retained is an existing position that would not have been continued to be filled were it not for Recovery Act funding.

One full-time equivalent (FTE) is a 35-hour or more work-week. In calculating the number of FTEs, part-time employees should be combined.

Example: 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)

5) Total FTEs as a result of Recovery Act Allocation

Enter the total number of FTEs created or retained by the Allocatee to manage the additional workload related to Recovery Act activities during the reporting period.

- *Include* the human resources of the Allocatee, the Parent, any Sub-Allocatees, and any other organizations that support the Allocatee's NMTC strategy.
- *Include* FTEs dedicated to loan/investment underwriting and outreach, loan administration, servicing and collections, financial counseling and other services (FCOS), and any other activities not covered in the categories above, including finance, compliance management, human resources, fundraising, policy, administration, and other overall management at the reporting period end.
- *Include* all full-time and part-time employees.
- *Include* contractors, consultants, and volunteers that perform ongoing operations.
- *Exclude* temporary employees.
- *Exclude* professional services conducted outside of the office by third parties such as accounting, bookkeeping, and legal counsel.

- a) Retained
- b) Created

6) Consultant/Contractor FTEs as a result of Recovery Act Allocation

Enter the number of consultant/contractor FTEs (if any) included in Q. 5 Total FTEs.

- a) Retained
- b) Created

Review the FTE numbers for accuracy.

C. Qualified Equity Investments – RECOVERY ACT SPECIFIC

7) Has your organization issued any Qualified Equity Investments (QEIs) in the current reporting period relating to its NMTC Recovery Act allocation award? (Yes/No)

If yes *and* the organization has made Loans or Investments in a QALICB or Other CDE or a Loan Purchase from Other CDE, complete the tables in Sections II and III.

II. FINANCING – RECOVERY ACT SPECIFIC

For Venture Capital funds, all financial questions pertain to the investing entity(ies), not the managing entity, unless otherwise noted.

8) Loans/Investments Originated Table – RECOVERY ACT SPECIFIC

- Loans to and Investments in Qualified Active Low-Income Community Businesses (QALICBs); and
- Advance Purchase Commitments (categorized and reported as “QALICBs” in the TLR).

If the Allocatee is providing a Loan to or an Investment in another CDE, report the details of both the Loan to/or Investment in the CDE as well as the details of the resulting funding to the QALICB(s). In other words, for each Investment in a CDE, the Allocatee must report a minimum of two transactions: (1) The Investment in the CDE and (2) the resulting Loan or Investment in the QALICB(s). The two transactions may occur during different quarters.

All data must be reported as of the reporting period end date unless otherwise noted.

Excluded from QNMR (the following are reported in the Annual Institution Level Report (ILR)):

- Loan purchases (except Advance Purchase Commitments);
- Financial Counseling and Other Services (FCOS); and
- Transfers of Allocation to Sub-Allocatee(s).

A. Project Type (MANDATORY)

Report whether each QLICI is an Investment in Other CDE, a Loan or Investment in a QALICB, or a Loan Purchase from Other CDE. Report non-profit businesses (except CDEs) as QALICBs. Report advance purchases as QALICBs.

- *Exclude* Loan Purchases (except Advance Purchases) from the QNMR.
- *Exclude* Financial Counseling and Other Services (FCOS) from the QNMR.

For each Investment in Other CDE or Loan Purchase from Other CDE, also complete the Project Number, Date Closed, Purpose, and Original QLICI Amount fields. For each Loan or Investment in a QALICB, complete all fields.

B. Project Number (MANDATORY)

Assign a unique identifier to each Project. The Project Number is used to link a Financial Note(s) to a distinct Project and to track Projects across reporting periods. Therefore, the Project Number MUST be

identical across all reporting periods. The project-level data should only be entered one time in CIIS for each Project, regardless of the number of associated Financial Notes.

- Each Project Number **MUST** only be used for one Project per reporting period.
- Allocatees **MUST** use the same Project Number for each reporting period that a particular Project is submitted.

C. Date Closed (MANDATORY)

Provide closing date of Organization’s actual QLICI investments as of the end of the reporting period.

D. Purpose (MANDATORY)

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 percent of the transaction. Classify loans/investments in CDEs as "Other".

BUSINESS	<p>Business</p> <ul style="list-style-type: none"> • Financing to for-profit and nonprofit businesses with more than five employees <u>or</u> in an amount greater than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
MICRO	<p>Microenterprise</p> <ul style="list-style-type: none"> • Financing to for-profit or nonprofit enterprise that has five or fewer employees (including the proprietor) <u>and</u> in an amount no more than \$35,000 for the purpose of expansion, working capital, equipment purchase or rental, or commercial real estate development or improvement.
RECOCOM	<p>Real Estate - Construction/Permanent/Acquisition without Rehabilitation - Commercial</p> <ul style="list-style-type: none"> • Financial Note is for 1) predevelopment financing; 2) construction or permanent financing; or 3) acquisition without rehabilitation of office, retail, manufacturing, or community facility space. • <i>Include</i> mixed-use real estate that combines both commercial and residential use.
RECOMULTI	<p>Real Estate - Construction - Housing - Multi Family</p> <ul style="list-style-type: none"> • Financial Note is for predevelopment financing, or construction of multifamily housing.
RECSINGLE	<p>Real Estate - Construction - Housing - Single Family</p> <ul style="list-style-type: none"> • Financial Note is for predevelopment financing, or construction of single family housing.
RERHCOM	<p>Real Estate - Rehabilitation - Commercial</p> <ul style="list-style-type: none"> • Financial Note is to rehabilitate office, retail, manufacturing, or community facility space. Financial Note may include acquisition costs. • <i>Include</i> mixed-use real estate that combines both commercial and residential uses. • <i>Exclude</i> acquisitions without rehabilitation.
RERHMULTI	<p>Real Estate - Rehabilitation-Housing - Multi Family</p> <ul style="list-style-type: none"> • Financial Note is to rehabilitate or acquire multifamily housing.
RERHSINGLE	<p>Real Estate - Rehabilitation - Housing - Single Family</p> <ul style="list-style-type: none"> • Financial Note is to rehabilitate or acquire single family housing.
OTHER	<p>Other</p> <ul style="list-style-type: none"> • Financial Note purpose does not match any of the purposes defined above.

E. Original QLICI Amount (MANDATORY)

The amount the User enters in this field should be the sum of the amounts of actual QLICIs the Organization made by the end of the reporting period, including QALICB Loans and Investments, Loans and Investments in Other CDEs, and Loan Purchases from Other CDEs.

Do not include Advance Commitment Loan Purchases as Loan Purchase QLICIs. Advance Commitment Loan Purchases should be treated as QALICBs.

QALICB Loans and Investments	For each QEI, enter the dollar amount of the proceeds that were used to make loans and investments in QALICBs as of the reporting period end (include advance commitment loan purchases) <i>Include</i> loans and investments made to both real estate and non-real estate QALICBs. If the Organization did not use the QEI to make QALICB loans or investments, enter zero.
Loans and Investments in Other CDEs	For each QEI, enter the dollar amount of the proceeds that were used to make loans and investments in other CDEs as of the reporting period end. If the Organization did not use the QEI to make loans or investments to other CDEs, enter zero.
Loan Purchases from Other CDEs	For each QEI, enter the dollar amount of the proceeds that were used to purchase loans from other CDEs, as of the reporting period end. If the Organization did not use the QEI to purchase loans from other CDEs, enter zero.

F. Total Project Costs (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the total cost of the Project being financed.

- *Include* all sources of financing
- *Include* the CDE's portion of the financing.

G. Total Project Cost - Public Sources (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the portion (in dollars) of the Total Project Cost provided by public sources.

- *Include* federal, state, and local government funds.
- *Exclude* foundation grants.
- *Exclude* NMTC funds (including unaffiliated CDEs co-investing in the project)

H. Total Project Cost - Affiliates & Related Programs (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the portion (in dollars) of the Total Project Cost provided by the CDE's affiliates and related project investments by unaffiliated CDEs.

I. Project Street Address (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the project's street address

J. Project City (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the project's city.

K. Project State (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the project's two-letter state abbreviation.

L. Project Zip Code (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the project's five-digit zip code.

M. Project FIPS Code (MANDATORY FOR LOANS/INVESTMENTS IN QALICB)

Report the project's 11-digit Federal Information Processing Standards code (FIPS).

FIPS Code refers to the 11-digit code that indicates state (first 2 digits), county (next 3 digits), and census tract (last 6 digits). FIPS codes must be provided if CIIS is unable to geocode an address. For additional information about FIPS codes, visit www.census.gov/geo/www/fips/fips.html.

CIIS collects an 11-digit FIPS:

- **State:** The first two digits of the FIPS represent the state.
 - A list of state codes is available at: www.census.gov/geo/www/cenpop/statecenters.txt
- **County:** The next three digits of the FIPS represent the county.
 - A list of county codes available at: www.census.gov/geo/www/cenpop/county/ctyctrpg.html
- **Tract:** The last six digits of the FIPS represent the census tract.
 - The directions below provide one option for identifying the census tract using the U.S. Census Bureau's website.
 - If only four digits are provided for the census tract code, add two zeros after the tract number.
 - If only three digits are provided for the census tract code, add one zero before the tract number and two zeros after.
 - If only two digits are provided for the census tract code, add two zeros before the tract number and two zeros after the tract number.

How to Obtain a Census Tract for the FIPS Code

The Fund offers the following suggestions for obtaining a FIPS for addresses that cannot be geocoded in CIIS:

- Visit the U.S. Census Bureau's website at www.census.gov.
- Select "American Fact Finder" from the left column of the Census Bureau's Homepage.
- Select the "street address" hyperlink from the left column under "Address Search..."
- Enter the specific address and click the "Go" button.
 - If the census is unable to geocode the address, you will need to enter the address of a nearby site.
 - Continue to enter nearby addresses until the Census website is able to geocode the address.
- Select "Census Tract" from the list of geographic options and click the "Map It" button.
- Use the map provided to "eyeball" the desired location and census tract.
- Please print out a copy of the map for future reference.

N. NAICS

If applicable, report the 2-digit North American Industry Classifications (NAICS) Code. The NAICS code replaced the former Standard Industrial Classification (SIC) system and is used to report business revenue on the federal tax return. For additional information, see IRS Schedule C Form, question B or www.census.gov/epcd/www/naics.html.

2007 NAICS

11	Agriculture, Forestry, Fishing and Hunting	53	Real Estate and Rental and Leasing
21	Mining, Quarrying, and Oil and Gas Extraction	54	Professional, Scientific, and Technical Services
22	Utilities	55	Management of Companies and Enterprises
23	Construction	56	Administrative and Support and Waste Management and Remediation Services
31-33	Manufacturing	61	Educational Services
42	Wholesale Trade	62	Health Care and Social Assistance
44-45	Retail Trade	71	Arts, Entertainment, and Recreation
48-49	Transportation and Warehousing	72	Accommodation and Food Services
51	Information	81	Other Services (except Public Administration)
52	Finance and Insurance	92	Public Administration

III. COMMUNITY DEVELOPMENT BENEFITS – RECOVERY ACT SPECIFIC

9) The Community Development Benefits Table – RECOVERY ACT SPECIFIC

This table should include the following data points:

A. Business Description

If applicable, select a brief description of the business financed.

- Restaurants, hotels, food services, or other retail space
- Financial, professional, scientific, management, business, or other office space
- Industrial, manufacturing, transportation logistics, or warehousing space
- Housing
- Health, and human and social service facilities
- Educational and community facilities
- Facilities or space for the performing arts, cultural, entertainment, or other amenities
- Other

B. Projected Jobs to Be Created at Businesses Financed as a Result of Recovery Act Allocation

For business Projects, report the number of full-time equivalent (FTE) jobs projected to be created in the business as a result of business loan originations or investments associated with Recovery Act funding during the reporting period. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined.

- *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.

Enter the number of FTEs, "Don't Know", or "Not Applicable".

C. Jobs Retained as a Result of Recovery Act Allocation

For business Projects, enter the number of FTE jobs that are retained in the business as a result of business loan originations or investments associated with Recovery Act funding during the reporting period. One FTE is a 35-hour or more work week. In calculating FTEs, part-time employees should be combined.

- *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.

Enter the number of FTEs, "Don't Know", or "Not Applicable".

D. Projected Construction Jobs to Be Created as a Result of Recovery Act Allocation

For real estate Projects, report the number of construction jobs projected to be created due to the financing associated with Recovery Act funding during the reporting period.

Enter the number of FTEs, "Don't Know", or "Not Applicable".

E. Total Square Feet of Facility Development and Rehabilitation

For Real Estate, Manufacturing, Office and Retail Projects, report the total number of square feet that are expected to be constructed or rehabilitated with funding from the transaction.

Enter the number of square feet, "Don't Know", or "Not Applicable".