



## MONTHLY ACTIVITY TRACKING REPORT

ORGANIZATION INFORMATION	
ORGANIZATION NAME:	REPORTING MONTH/YEAR (XX/XXXX):

LOANS CLOSED		
HOW MANY LOANS DID YOUR ORGANIZATION CLOSE <sup>1</sup> THIS MONTH?		
<b>FOR EACH LOAN CLOSED, COMPLETE THE FORM BELOW:</b>		
WHAT IS THE LOAN FOR? (MARK ALL THAT APPLY):		
<input type="checkbox"/> Interim construction loan	<input type="checkbox"/> Rehabilitation/homeownership improvement loan	<input type="checkbox"/> Refinance
<input type="checkbox"/> Permanent financing loan for new construction	<input type="checkbox"/> Manufactured housing chattel loan <sup>2</sup>	<input type="checkbox"/> Second mortgage
<input type="checkbox"/> Acquisition loan for existing unit		<input type="checkbox"/> Home equity line of credit
		<input type="checkbox"/> Other (please specify): _____
BRIEFLY DESCRIBE THE LOAN TRANSACTION (UNIQUE CIRCUMSTANCES, UNUSUAL DELAYS, MODEL PARTNERSHIPS, ETC.):		
WHAT IS THE LOAN AMOUNT? <sup>3</sup>	WHAT IS THE TOTAL OF ALL SUBSIDIES? <sup>4</sup>	HOW LONG DID IT TAKE FROM THE FIRST TOUCH WITH THIS CLIENT TO LOAN CLOSE (IN MONTHS)?
\$	\$	
WHAT TYPE OF LOAN IS IT?	IS THE BORROWER (OR CO-BORROWER) A NATIVE VETERAN?	
<input type="checkbox"/> CDFI loan	<input type="checkbox"/> Conventional loan	<input type="checkbox"/> Yes
<input type="checkbox"/> USDA 502 relending loan	<input type="checkbox"/> Other (please explain): _____	<input type="checkbox"/> No
WHAT IS THE <b>PRIMARY</b> BORROWER'S RACE?		
<input type="checkbox"/> White	<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Filipino	<input type="checkbox"/> Japanese
<input type="checkbox"/> American Indian or Alaska Native (Tribe or Village: _____)	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Samoan
	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Chamorro
		<input type="checkbox"/> Native Hawaiian
		<input type="checkbox"/> Other Pacific Islander (please specify): _____
		<input type="checkbox"/> Other Asian (please specify): _____
		<input type="checkbox"/> Other (please specify): _____
IS THE <b>PRIMARY</b> BORROWER OF HISPANIC, LATINO OR SPANISH ORIGIN?		
<input type="checkbox"/> No, not of Hispanic, Latino, or Spanish origin	<input type="checkbox"/> Yes, Cuban	
<input type="checkbox"/> Yes, Mexican, Mexican American, Chicano	<input type="checkbox"/> Yes, another Hispanic, Latino, or Spanish origin (please specify): _____	
<input type="checkbox"/> Yes, Puerto Rican		

<sup>1</sup> Please only enter data for the loans that your organization closed in the last month. Do not include loans you only packaged and/or only provided technical assistance, coaching, or counseling to the client (which is captured in the client services section). Please consider multi-phase loans as one loan (by client).

<sup>2</sup> A manufactured home is one without a permanent foundation and a chattel loan means there is a title for the manufactured home and the lien is recorded on the title.

<sup>3</sup> This amount should only include the amount financed with a loan. The total of this amount and the subsidies amount should equal the total amount needed to complete the deal.

<sup>4</sup> This amount should include any and all subsidies include IDA funds, down payment assistance, closing cost assistance, and any other grant monies provided to the borrower. The total of the loan amount and this amount should equal the total amount needed to complete the deal.



WHICH OF THE FOLLOWING TYPES OF SUBSIDIES OR DOWN PAYMENT OR CLOSING COST ASSISTANCE DOES THE LOAN INCLUDE? CHECK ALL THAT APPLY AND INDICATE THE AMOUNT OF EACH TYPE.		
<input type="checkbox"/> BIA Housing Improvement Program (HIP) →	Amount:	
	\$	
<input type="checkbox"/> Tribal Funds →	Amount:	Tribe:
	\$	
<input type="checkbox"/> HUD HOME through SD Housing Development Authority →	Amount:	
	\$	
<input type="checkbox"/> Federal Home Loan Bank Affordable Housing Program (AHP) →	Amount:	Lender Sponsor:
	\$	
<input type="checkbox"/> Federal Home Loan Bank Native American Homeownership Initiative (NAHI) →	Amount:	Lender Sponsor:
	\$	
<input type="checkbox"/> Wells Fargo LIFT →	Amount:	
	\$	
<input type="checkbox"/> Individual Development Account (IDA) →	Amount:	IDA Sponsor Organization:
	\$	
<input type="checkbox"/> Other (please explain): →	Amount:	
	\$	
WHAT TYPE OF HOME IS THE LOAN FOR?		
<input type="checkbox"/> Stick Built <input type="checkbox"/> Manufactured home <sup>5</sup> <input type="checkbox"/> Governor's Home <input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> Conveyance <sup>6</sup> <input type="checkbox"/> Existing family member's home/unit <input type="checkbox"/> Existing rental home/unit <input type="checkbox"/> Mutual help home/unit <input type="checkbox"/> LIHTC home/unit <input type="checkbox"/> Other (please specify): _____	
WHERE IS THE HOME LOCATED?	WHAT IS THE LAND STATUS?	
<input type="checkbox"/> On reservation <input type="checkbox"/> Which reservation: _____ <input type="checkbox"/> Which district and/or community: _____ <input type="checkbox"/> Near reservation <input type="checkbox"/> Which reservation: _____ <input type="checkbox"/> Off reservation	<input type="checkbox"/> Tribal trust <sup>7</sup> <input type="checkbox"/> Allotment (individual trust) <input type="checkbox"/> Fee simple <sup>8</sup> <input type="checkbox"/> Other (please specify): _____	

<sup>5</sup> Previously known as a mobile home

<sup>6</sup> The transfer of legal title of real property from one person to another

<sup>7</sup> Land owned by the Tribe

<sup>8</sup> Deeded, taxable land



LOANS PACKAGED		
HOW MANY LOANS DID YOUR ORGANIZATION PACKAGE <sup>9</sup> BUT NOT CLOSE THIS MONTH?		
<b>FOR EACH LOAN PACKAGED, COMPLETE THE FORM BELOW:</b>		
WHAT IS THE LOAN FOR? (MARK ALL THAT APPLY):		
<input type="checkbox"/> Interim construction loan <input type="checkbox"/> Permanent financing loan for new construction <input type="checkbox"/> Acquisition loan for existing unit	<input type="checkbox"/> Rehabilitation/homeownership improvement loan <input type="checkbox"/> Manufactured housing chattel loan <sup>10</sup>	<input type="checkbox"/> Refinance <input type="checkbox"/> Second mortgage <input type="checkbox"/> Home equity line of credit <input type="checkbox"/> Other (please specify): _____
BRIEFLY DESCRIBE THE LOAN TRANSACTION (UNIQUE CIRCUMSTANCES, UNUSUAL DELAYS, MODEL PARTNERSHIPS, ETC.):		
WHAT IS THE LOAN AMOUNT? <sup>11</sup>	WHAT IS THE TOTAL OF ALL SUBSIDIES? <sup>12</sup>	HOW LONG DID IT TAKE FROM THE FIRST TOUCH WITH THIS CLIENT TO COMPLETING THE LOAN PACKAGE (IN MONTHS)?
\$	\$	
WHAT TYPE OF LOAN IS IT?		IS THE BORROWER (OR CO-BORROWER) A NATIVE VETERAN?
<input type="checkbox"/> USDA 502 direct <input type="checkbox"/> HUD 184 (name of lender): _____ <input type="checkbox"/> VA Native American Direct Loan (NADL) <input type="checkbox"/> Conventional loan (name of lender): _____ <input type="checkbox"/> Other (please explain): _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
WHAT IS THE <b>PRIMARY</b> BORROWER'S RACE?		
<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Tribe or Village: _____)		
<input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Asian Indian <input type="checkbox"/> Vietnamese		
<input type="checkbox"/> Korean <input type="checkbox"/> Japanese <input type="checkbox"/> Samoan <input type="checkbox"/> Chamorro		
<input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Pacific Islander (please specify): _____ <input type="checkbox"/> Other Asian (please specify): _____ <input type="checkbox"/> Other (please specify): _____		
IS THE <b>PRIMARY</b> BORROWER OF HISPANIC, LATINO OR SPANISH ORIGIN?		
<input type="checkbox"/> No, not of Hispanic, Latino, or Spanish origin <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican		
<input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, another Hispanic, Latino, or Spanish origin (please specify): _____		

<sup>9</sup>Please only enter data for the loans that your organization packaged ONLY in the last month. Do not include loans you packaged and closed. You should account for those in the loans closed section. Do not include loans for which you only closed and/or only provided technical assistance, coaching, or counseling to the client (which is captured in the client services section). Package formally as a certified or informally help package this month.

<sup>10</sup> A manufactured home is one without a permanent foundation and a chattel loan means there is a title for the manufactured home and the lien is recorded on the title.

<sup>11</sup> This amount should only include the amount financed with a loan. The total of this amount and the subsidies amount should equal the total amount needed to complete the deal.

<sup>12</sup> This amount should include any and all subsidies include IDA funds, down payment assistance, closing cost assistance, and any other grant monies provided to the borrower. The total of the loan amount and this amount should equal the total amount needed to complete the deal.



WHICH OF THE FOLLOWING TYPES OF SUBSIDIES OR DOWN PAYMENT OR CLOSING COST ASSISTANCE DOES THE LOAN INCLUDE? CHECK ALL THAT APPLY AND INDICATE THE AMOUNT OF EACH TYPE.			
<input type="checkbox"/> BIA Housing Improvement Program (HIP) →	Amount:		
	\$		
<input type="checkbox"/> Tribal Funds →	Amount:	Tribe:	
	\$		
<input type="checkbox"/> HUD HOME through SD Housing Development Authority →	Amount:		
	\$		
<input type="checkbox"/> Federal Home Loan Bank Affordable Housing Program (AHP) →	Amount:	Lender Sponsor:	
	\$		
<input type="checkbox"/> Federal Home Loan Bank Native American Homeownership Initiative (NAHI) →	Amount:	Lender Sponsor:	
	\$		
<input type="checkbox"/> Wells Fargo LIFT →	Amount:		
	\$		
<input type="checkbox"/> Individual Development Account (IDA) →	Amount:	IDA Sponsor Organization:	
	\$		
<input type="checkbox"/> Other (please explain): →	Amount:		
	\$		
WHAT TYPE OF HOME IS THE LOAN FOR?			
<input type="checkbox"/> Stick Built	<input type="checkbox"/> Conveyance <sup>14</sup>		
<input type="checkbox"/> Manufactured home <sup>13</sup>	<input type="checkbox"/> Existing family member's home/unit		
<input type="checkbox"/> Governor's Home	<input type="checkbox"/> Existing rental home/unit		
<input type="checkbox"/> Other (please specify): _____	<input type="checkbox"/> Mutual help home/unit		
	<input type="checkbox"/> LIHTC home/unit		
	<input type="checkbox"/> Other (please specify): _____		
WHERE IS THE HOME LOCATED?		WHAT IS THE LAND STATUS?	
<input type="checkbox"/> On reservation	<input type="checkbox"/> Which reservation: _____	<input type="checkbox"/> Tribal trust <sup>15</sup>	
	<input type="checkbox"/> Which district and/or community: _____	<input type="checkbox"/> Allotment (individual trust)	
<input type="checkbox"/> Near reservation	<input type="checkbox"/> Which reservation: _____	<input type="checkbox"/> Fee simple <sup>16</sup>	
<input type="checkbox"/> Off reservation		<input type="checkbox"/> Other (please specify): _____	

<sup>13</sup> Previously known as a mobile home

<sup>14</sup> The transfer of legal title of real property from one person to another

<sup>15</sup> Land owned by the Tribe

<sup>16</sup> Deeded, taxable land



**CLIENT SERVICES**

DID YOU OR YOUR PARTNER(S)<sup>17</sup> PROVIDE ANY CLIENT SERVICES<sup>18</sup> THIS MONTH?

No

Yes →

Who offered the service(s)?

Our Organization

Partner Organization *(Please only include the client services your partner if you have all of the data about that service. Otherwise your partner should submit this form themselves.)*

Please describe the partner including their name and role in the service(s) offered.

**If you selected 'Yes' above, please complete the questions below regarding the type of client service(s) you completed this month.**

**CLASSROOM TRAINING**

Any type of educational program provided in a multi-person classroom setting with one or more instructors/trainers. These trainings could be one-day sessions for a couple hours or could be part of a training series including one session per week for several months. Online courses should also be included here.

*Please include only the number of complete educational class series during this month. For example, if your class runs once a week for a month you would count that as one class, rather than four classes. For the number of participants include the number who completed the course with whatever requirements you have for course completion. Do not count class series currently in session, only completed class series.*

How many financial education classes were conducted in the last month?	How many individual people completed EACH financial education class/series?
How many homebuyer education classes were conducted in the last month?	How many individual people completed EACH homebuyer education class/series?
How many post-purchase classes were conducted in the last month?	How many individual people completed EACH post-purchase class/series?
How many other types of classes were conducted in the last month?	How many individual people completed OTHER TYPE of class/series?

Describe the other type(s) of training/class completed this month:

<sup>17</sup> Please only include the client services from partners if you have all of the data about that service AND that partner is not using this form to report those services directly. Otherwise your partner should submit this form themselves. Please submit one form PER partner. If you worked with multiple partners in one month submit the form a second time for the second partner and so on for all partners providing services for your clients this month.

<sup>18</sup> Client services include classroom and individual training and/or technical assistance, coaching, or counseling.



ONE-ON-ONE TECHNICAL ASSISTANCE	
<p>By one-on-one technical assistance we mean any assistance directly provided by a CDFI staff member (certified or not) to an individual client and or an individual family. This assistance is typically provided over the phone through email, or in individual meetings with the client (rather than in a classroom setting with multiple participants). This assistance is commonly also known as counseling, coaching, technical assistance, and/or individual education. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a phone conversation with a client about the BIA TSA process</li> <li>an in-person meeting with a client and his spouse about maintaining the home they just purchased</li> <li>an email conversation which started with sending a client her credit report and providing advice and answering questions about building her credit</li> </ul>	
How many clients received technical assistance relating to CREDIT in the last month?	Total hours of technical assistance provided relating to CREDIT:
How many clients received technical assistance relating to GENERAL FINANCES in the last month?	Total hours of technical assistance provided relating to GENERAL FINANCES:
How many clients received technical assistance relating to HOMEBUYER EDUCATION in the last month?	Total hours of technical assistance provided relating to HOMEBUYER EDUCATION:
How many clients received technical assistance relating to TRIBAL/BIA LEASE AND/OR MORTGAGE APPROVAL NAVIGATION PROCESS in the last month?	Total hours of technical assistance provided relating to TRIBAL/BIA LEASE AND/OR MORTGAGE APPROVAL NAVIGATION PROCESS:
How many clients received technical assistance relating to LAND, CONSTRUCTION, INFRASTRUCTURE OR OTHER PHYSICAL ISSUES (such as construction, appraisals, infrastructure, utilities, right of ways, etc.) in the last month?	Total hours of technical assistance provided relating to LAND, CONSTRUCTION, INFRASTRUCTURE OR OTHER PHYSICAL ISSUES:
How many clients received technical assistance relating to OTHER TOPICS in the last month?	Total hours of technical assistance provided relating to OTHER TOPICS:
Describe the OTHER TOPICS:	