

# California Community Development Investments CIS-2009

## STATISTICAL PLAN

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### INTRODUCTION

This is a statistical plan for the Report of Insurer Community Development Investments in California (CIS-2009) due on May 31, 2009, pursuant to California Insurance Code Sections 926.1 and 926.2. This document, containing the seven sections outlined below, provides the reporting requirements, due dates and related information needed to complete the Report.

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## A. SCOPE OF REPORT

### 1. BACKGROUND

The California Organized Investment Network (COIN) is a unit within the California Department of Insurance (CDI) established in 1996 to facilitate an insurance industry community development investment program as part of a collaborative effort between the insurance industry, the Commissioner of Insurance, and California economic development, affordable housing, and consumer organizations in California. **COIN's mission is to provide leadership in increasing the level of insurance industry capital in safe and sound investments providing fair returns to investors and social benefits to underserved communities.** The information reported by insurers will be used in furtherance of the COIN Mission and will be made available publicly on the CDI/COIN Web site. We thank all companies for their time and effort in preparing this report.

#### **Previous reports cover investments made through December 31, 2006.**

Some companies began in 1997 to report their California community development investments to COIN. In response to Commissioner letters to company CEOs in 2001 and a formal survey in 2005 (CIS-2005), many more companies reported their community development investments. In January 2007, pursuant to California Insurance Code (CIC) Sections 926.1 and 926.2 added by AB 925 (Ridley-Thomas, Chapter 456/2006), a second request was made to insurers who did not respond in 2005 to CIS-2005. In addition CIS-2007 was sent to all admitted insurers in April 2007. Taken together, the previous reports cover all California community development investments made through December 31, 2006, and reported to COIN. Please see the COIN Web site at <http://www.insurance.ca.gov/coin/> for more information.

#### **This report is for new investments made in 2007 and 2008.**

This report, also required by CIC Sections 926.1 and 926.2, covers new California community development investments made during the 2007 and 2008 calendar years. To minimize the burden imposed in preparing this Report, we have selected investment information that, for the most part, is readily available in your 2007 and 2008 NAIC Annual Statement Investment Schedules.

#### **We want to recognize insurers making investments that have a high impact.**

Pursuant to CIC 926.2 (b), insurers that make investments that are innovative, responsive to community needs, not routinely provided by insurers, or have a high degree of positive impact on the economic welfare of low-income or moderate-income individuals, families or communities in urban or rural California will be identified on the Department's Web site.

## B. GENERAL RULES

### 1. ALL ADMITTED COMPANIES MUST FILE THIS REPORT

This Report is required of all insurance companies admitted to do business in California during any part of 2007 or 2008. **Companies must file the report, even if they have no qualifying investments and even if the company is not writing in California.**

## B. GENERAL RULES (continued)

### 2. WHAT INVESTMENTS MUST BE REPORTED

Report all California community development investments made during the 2007 and 2008 calendar years directly by your company or indirectly through others (except other admitted insurers) making investments on behalf of your company.

### 3. WHAT TO SUBMIT

All admitted companies are required to complete the CIS-2009 Acknowledgement Form, the CIS-2009 Report Workbook, and the Affidavit.

### 4. INDIVIDUAL COMPANY SUBMISSIONS ONLY – NO GROUP SUBMISSIONS:

Insurers who file a consolidated annual statement **may not** submit consolidated experience. This Report is to be completed on a company-by-company basis.

## C. REPORTING DUE DATES

- The **CIS-2009 Acknowledgement of Receipt Form** is due no later than **APRIL 24, 2009**.
- The electronic data submission of the **CIS-2009 Report Workbook** is due no later than **MAY 31, 2009** (CIC 926.2).

Any extension requests must be made by e-mailing your request to the Department.

If you have an **extension request, and/or technical questions regarding the report workbook**, please address your inquiries to the contact person indicated below. Requests for an extension are to be sent via e-mail:

**Debra Buenconsejo**  
[BuenconsejoD@insurance.ca.gov](mailto:BuenconsejoD@insurance.ca.gov)

If you have **questions on the Scope of the Report, on the definitions and examples of reportable investments, or about COIN and its Mission**, please address your inquiries to either of the COIN contact persons shown in Section F.

## D. RETRIEVING THE CIS-2009 REPORT PACKAGE FROM THE INTERNET

To retrieve the CIS-2009 Report Package (Acknowledgement of Receipt Form, Statistical Plan, Report Workbook and the Affidavit Form), please follow these instructions:

- Go to the California Department of Insurance Website: <http://www.insurance.ca.gov>
  - Click on “**INSURERS**” located in the menu bar
  - From the “Insurers Overview,” click on the “**Data & Reports**” short-cut found on the left-hand side
  - From the “INSURERS: DATA & REPORTS” screen, click on the “**Statistical Plans**” link in the center section
  - From the NEWS: STATISTICAL PLANS” screen, click on the “**Reporting Year 2009 Statistical Plans**” link
  - A message will appear requesting a user name and password. Enter the following:  
User Name: GOTNUMBERS09 (case sensitive)  
Password: STAT2009 (case sensitive)
  - Select **Community Investment Survey (CIS-2009)**.
  - From the CIS-2009 site, you can retrieve:
    - **CIS-2009 Acknowledgement of Receipt Form –**  
**DUE April 24, 2009\*** *This form must be returned via e-mail per the instructions included in the form.*
    - **CIS-2009 Statistical Plan –** *Contains detailed instructions on how to complete the CIS Report Workbook.*
    - **CIS-2009 Report Workbook** (CIS2009ReportWorkbook.xls) –  
**DUE May 31, 2009.** *This form must be returned via e-mail per the instructions included in the workbook.*
    - **CIS-2009 Affidavit Form -** *A notarized affidavit confirming the validity of the report workbook. This form needs to be completed manually and mailed to the Department at the Los Angeles address listed in Section F. Contacts.*
- \* **IMPORTANT:** All Companies MUST RETURN the Acknowledgement of Receipt Form NO LATER THAN **April 24, 2009**.

## E. METHOD OF REPORTING

- The CIS-2009 Report Workbook is available on the Internet (see Section D for retrieval instructions).
- In an effort to reduce reporting costs incurred by insurance companies and increase efficiency in reporting, **we are requiring that the Report Workbook be submitted via e-mail.**
- The CIS-2009 Report Workbook must be submitted as an e-mail attachment to the following e-mail address: [submissions@insurance.ca.gov](mailto:submissions@insurance.ca.gov)
- For your convenience, we have included a macro that will automatically send your completed report workbook to the California Department of Insurance. Select the **“Company Information Worksheet”** (Colnfo) and ***scroll down to the bottom of the worksheet.*** The instructions for sending your completed report workbook can be found in the section entitled: **“Enter investments and complete this worksheet...”**

**NOTE: A printed “hard copy” WILL NOT BE ACCEPTED by the Department.** If you are unable to process a Microsoft Excel file, please contact Debra Buenconsejo at [BuenconsejoD@insurance.ca.gov](mailto:BuenconsejoD@insurance.ca.gov) for further instructions (Section F).

**AFFIDAVIT FORM** – This report must be submitted with an Affidavit completed and signed under oath before a notary public. Mail the executed Affidavit to the Los Angeles address listed in Section F.

## F. CDI CONTACT INFORMATION

If you have an ***extension request*** and/or ***technical questions regarding the Report Workbook***, please address your inquiries to Debra Buenconsejo as shown below. Requests for an extension should be sent via e-mail; ***affidavits*** are to be mailed to the physical address below.

Debra Buenconsejo, Research Program Specialist I  
**Attention CIS2009**  
CALIFORNIA DEPARTMENT OF INSURANCE  
Statistical Analysis Division  
300 South Spring Street, 14<sup>th</sup> Floor  
Los Angeles, CA 90013  
[BuenconsejoD@insurance.ca.gov](mailto:BuenconsejoD@insurance.ca.gov)  
Fax: (213) 897-6571

## F. CONTACT INFORMATION (continued)

If you have **questions on the Scope of the Report, on the definitions and examples of reportable investments, or about COIN and its Mission**, please address your inquiries to either of the contact persons indicated below:

Anna Gragg  
Investment Officer, COIN  
Telephone (916) 492-3422  
[GraggA@insurance.ca.gov](mailto:GraggA@insurance.ca.gov)

OR Tony Mar  
Investment Officer, COIN  
Telephone (916) 492-3537  
[MarT@insurance.ca.gov](mailto:MarT@insurance.ca.gov)

OR Sukh Randhawa  
Investment Officer, COIN  
Telephone (916) 492-3529  
[RandhawaS@insurance.ca.gov](mailto:RandhawaS@insurance.ca.gov)

Address and fax for the COIN contacts:  
California Department of Insurance  
300 Capitol Mall, 16<sup>th</sup> Floor  
Sacramento, CA 95814  
Fax: (916) 323-1944

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

This Section is comprised of three parts:

Part 1. Definitions to Help Determine What Is Reportable

Part 2. Instructions for Each Worksheet

Part 3. System Requirements

### Part 1. *Definitions to Help Determine What Is Reportable*

#### Abbreviations:

AMI	Area median income
CDFI	Community Development Financial Institution
COIN	California Organized Investment Network in the California Department of Insurance.
FFIEC	Federal Financial Institutions Examination Council, an agency of the United States Government. Their Web site can be used to obtain the census tract information needed to determine whether certain investments qualify. (For more information, see the instructions for columns 11 and 12 on page 14.)
LMI	Low-to-moderate income
LIHTC	Low Income Housing Tax Credits
MSA	Metropolitan Statistical Area
NAIC	National Association of Insurance Commissioners
NCUA	National Credit Union Administration
NCUSIF	National Credit Union Share Insurance Fund
NMTC	New Markets Tax Credits

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 1. Definitions (continued)

**Definitions:** For this Report, the following definitions apply:

Community Development Investment means an investment where all or a portion of the investment has as its primary purpose community development for, or that directly benefits, California LMI individuals, families or communities. Community Development Investments include, but are not limited to investments in California in the following:

- a) Affordable housing, including multifamily rental and ownership housing, for LMI individuals or families. (See Affordable Housing table on page 8 for further information.)
- b) Community facilities or community services providers (including providers of educational, health or social services) directly benefiting LMI individuals, families or communities.
- c) Economic development that demonstrates benefits, including, but not limited to, job creation, retention or improvement, or provision of needed capital, to LMI individuals, families or communities, including urban or rural communities, or businesses or nonprofit community service organizations that serve these communities. (See Economic Development table on page 9 for further information.)
- d) Activities that revitalize or stabilize LMI communities
- e) Investments in or through COIN-certified CDFIs and investments made pursuant to the requirements of federal, state, or local community development investment programs or community development tax incentive programs, if these investments directly benefit LMI individuals, families or communities
- f) Community development infrastructure investments, which means California public debt (including all debt issued by the State of California or a California State or local government agency) where all or a portion of the debt has as its primary purpose community development for, or that directly benefits, LMI communities and is consistent with the definition of Community Development Investment. (See California Municipal Bond Table on page 11 for more information.)
- g) Investments in commercial property located in LMI census tracts and having community development as its primary purpose or directly benefiting LMI individuals, families or communities.

The following concepts are examples of when an investment is considered to have

Community Development as its primary purpose:

- a) the express "bona fide" intent of the investment is for community development, or
- b) the investment is specifically structured to achieve the express community development purpose, or,
- c) it is reasonably certain that the investment will accomplish the stated community development purpose.

Area Median Income (AMI) means the median family income for the MSA or metropolitan division (for MSAs that are subdivided into divisions) for persons or census tracts located in a metropolitan area, or the statewide non-metropolitan median family income for persons or census tracts outside MSAs.

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 1. Definitions (continued)

#### Income categories for this Report

- **Low income** – an individual income that is less than 50% of the AMI, or a median family income that is less than 50% of the AMI in the case of a census tract.
- **Moderate income** – an individual income that is at least 50% but less than 80% of the AMI, or a median family income that is at least 50% but less than 80% of the AMI in the case of a census tract.

#### **Further Information**

**Affordable Housing.** Investments for affordable housing are those meeting income criteria for the individuals or families served and/or for the geographic location of the housing, as shown in the following table. The legal documents for the investment often provide the information needed to conclude the investment qualifies and the category to choose for the “Benefit to LMI People or Communities” column of the Investment Worksheet.

<b>Affordable Housing Table</b>		
<b>Type of Housing</b>	<b>Maximum Household Income as % of AMI</b>	<b>Location of Housing</b>
<b>Rental</b> (including purchasing Low-Income Housing Tax Credits). See note on deed restrictions	< 80%	Anywhere in California
<b>Ownership</b>	< 100%	Anywhere in California
<b>Ownership</b>	<120%	Census tracts with median family incomes < 80% of AMI
<b>Mixed Income Housing Developments</b> (Affordable and Market Rate rental and/or ownership) providing neighborhood revitalization benefits.	Not applicable	Census tracts with median family incomes < 80% of AMI or poverty levels > 20%
<b>Mixed-Use Developments</b> that include Affordable Housing (rental and/or ownership) and provide neighborhood revitalization benefits.	Not applicable	Census tracts with median family incomes < 80% of AMI or poverty levels > 20%

*Note: Any housing investments, such as affordable housing bonds, that include explicit provisions specifying the purpose of providing affordable housing or targeting LMI people or communities are reportable. Purchase of Federal or State of California Low Income Housing Tax Credits for projects in California also qualifies as an Affordable Housing investment.*

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 1. Definitions (continued)

*Note: Deed restrictions for affordable rental housing projects. The projects typically include legally enforceable controls such as regulatory agreements, ground leases, loan agreements, deed restrictions or other enforceable controls, that ensure the affordability criteria for the rental units will continue to be met for a minimum term of 30 years. Generally, this condition has been met for any project that is financed by affordable housing bonds and/or LIHTCs.*

Economic Development. The following table shows some types of economic development investments and the related geographic locations.

<b>Economic Development Table</b>	
<b>Type of Investment</b>	<b>Location of Business or Property</b>
Investments in or Loans to a Business – Usually some portion of the business would have an address meeting the location requirement.	LMI census tracts.
Commercial Real Estate: - Real Estate Owned (Sch. A) - Commercial Mortgages (Sch. B)	LMI census tracts.
Investments in organizations qualifying for tax credits under the New Markets Tax Credit (NMTC) program (Sch. BA)	Anywhere in California
Certain Bonds	See California Municipal Bond Table on page 11.

*Note: Any economic development investment that includes explicit provisions specifically targeting economically distressed communities is reportable. Most of these communities are comprised of LMI census tracts. However, areas that are considered economically distressed for purposes of this Report include, but are not limited to, areas with poverty levels greater than 20%, local areas designated for redevelopment by a government agency, brownfields redevelopment areas, California designated Enterprise Zones, or Federally designated Empowerment Zones, Enterprise Communities, or Renewal Communities.*

## **G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK**

### **Part 2. Instructions for Each Worksheet**

#### **A. First worksheet: ColInfo Tab**

This worksheet requests identifying information on your company and various contact information. The fields are self-explanatory.

#### **B. Second Worksheet: Reason Tab**

If you are not reporting any qualifying investments, please indicate why on this worksheet.

#### **C. Third Worksheet: Investments Tab**

##### **1) Relationship to NAIC Investment Schedules**

All community development investments made by the company **during the 2007 and 2008 calendar years** are to be shown on this worksheet. The information provided should agree with the information, if any, shown on the following NAIC investment schedules:

1. Schedule A – Part 2: All Real Estate ACQUIRED
2. Schedule B – Part 1: All Mortgage Loans OWNED
3. Schedule BA – Part 1: Other Long-Term Invested Assets OWNED
4. Schedule D – Part 3: All Long-Term Bonds and Stocks ACQUIRED
5. Schedule E – Part 1 - CASH
6. Other (O) – if you believe you have a California community development investment to report that is not shown on any NAIC investment schedule you may include it.

##### **2) General Information Related to Each NAIC Investment Schedule**

###### Schedule A – Part 2: All Real Estate ACQUIRED

Please note that to date few companies have reported real estate owned as meeting the definition for California community development. However, if you believe your company did acquire real estate that has as its primary purpose community development or that directly benefits LMI individuals, families or communities, please report it. If this schedule were to include a qualifying investment, it would most likely be in the category “Properties held for the production of income” and the property would be located in an LMI census tract.

###### Schedule B – Part 1: All Mortgage Loans OWNED

To date, most investments reported in this category are commercial mortgages on property located in LMI census tracts. However, residential mortgages where the housing provided would qualify as affordable housing, as defined, would also qualify.

###### Schedule BA – Part 1: Other Long-Term Assets OWNED

The most frequently reported investments in this category are those qualifying for Federal or State of California LIHTCs. The California portions of all LIHTCs qualify. Similarly, the California portions of all NMTCs qualify. Other qualifying investments include limited partnership or limited liability company investments in funds that provide capital for community development purposes benefiting California LMI people or communities.

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 2. Instructions for Each Worksheet (continued)

#### Schedule D – Part 3 Long-term Bonds and Stocks ACQUIRED

1. *Municipal Bonds* - Some, but not all, municipal bonds issued in California are reportable. Please report only those bonds where all or a portion of the proceeds have a primary purpose of community development or directly benefit LMI individuals, families or communities. The offering documents for the bonds will often provide sufficient information to determine if the bonds qualify and which category should be selected for the “Benefit to LMI People or Communities” column. For example, affordable housing bond documents usually provide specifics on the maximum income levels of the households that benefit. In other cases, the income level of the census tract where the financed project is located needs to be checked.

2. *School Bonds* – May qualify based on the percentage of student participants in Free or Reduced-Price Lunch Program. The participation in this program can be found by accessing <http://api.cde.ca.gov>, the California Department of Education Web site for Academic Performance Index (API). After accessing the page, select “API Reports” then “2008 Growth API district reports”, enter the district name and click on submit. After the district is found select “2008 Growth API Report – District API” and submit. If data on the selected district is found select “LEA Demographic Characteristics.” Percentage of Participants in Free or Reduced-Price Lunch is the second item listed on the left hand column.

The following table provides examples of bonds that qualify.

<b>California Municipal Bond Table</b>	
<b>Type of Bond</b>	<b>Qualification Criteria</b>
Affordable Housing Bonds	See the Affordable Housing Table on page 8.
Redevelopment Agency Bonds	Many qualify. Bonds qualify when the projects directly benefit LMI communities. Include Redevelopment Agency Bonds in the description field.
Industrial Development Bonds (IDBs)	Many qualify. Bonds qualify when the project being financed would otherwise qualify as economic development, as defined, directly benefiting LMI communities.
Health Care or other Community Facilities Bonds	Some qualify. Only bonds where the beneficiaries of the financed facilities are LMI people or communities.
School Facilities Bonds	Based on the student demographics, districts with 50% or more Participants in Free or Reduced-Price Lunch Program will qualify.

*Note: Non-qualifying Municipal Bonds* – Public Works Bonds do not qualify. Examples are as follows: Water Bonds, Revenue Anticipation Notes, Prison Bonds, etc. These bonds do not qualify as they benefit all Californians with no special targeting for LMI families.

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 2. Instructions for Each Worksheet (continued)

3. *Other Bonds, Notes and Debt Obligations* - These include the debt obligations of various fiscal intermediaries performing mission-driven community development activities such as Federal and/or State certified Community Development Financial Institutions (CDFIs), community development corporations or funds. Examples include the Low Income Investment Fund, Neighborhood Housing Services Organizations, Impact Community Capital, and the Community Reinvestment Fund. Securitized pools of affordable single or multi-family housing mortgages and securitized pools of economic development loans also qualify. Please note that most securitized mortgage pools (e.g. Freddie Macs, Fannie Maes) do NOT qualify. Only pools of mortgages to LMI households qualify.

4. *Certificates of Deposit - Long-term (greater than one year)* certificates of deposit in California community development banks and credit unions are reported here. These include, but are not limited to, depository institutions with Federal and/or State certification as CDFIs and credit unions serving predominantly low-income members having a "low-income designation" status from the NCUA which includes special authority to accept non-member deposits insured by the NCUSIF. The COIN Web site includes a list of many of these organizations. Certificates of deposit in other financial institutions are reportable as well if the proceeds of the deposit are dedicated to community development purposes benefiting California LMI people or communities.

5. *Preferred or Common Stock* - Investments in stock that have been reported have generally been equity investments or membership shares in mission-driven for-profit community development organizations, including community development banks and for-profit community development financial institutions.

#### Schedule E – Part 1: Cash

Reportable investments from this schedule are usually certificates of deposits **of one year or less** in community development banks or credit unions. (See the description of Certificates of Deposit on page 11.)

#### Other (Select O on column 1 of the Investments Worksheet.)

If you believe your company has engaged in a transaction that accomplishes a California community development purpose that is not included on an NAIC Investment Schedule, please enter it on this worksheet. Examples could include providing a loan guarantee or a guaranteed investment contract for California community development, as defined.

### 3) Instructions for each column of the Investments Worksheet

**Column 1: NAIC Sch:** From the drop-down box, select the NAIC investment schedule (A, B, BA, D, or E) that includes the reported investment. Select O if the transaction is not on any NAIC investment schedule.

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 2. Instructions for Each Worksheet (continued)

**Column 2: NAIC Detail Line Number:** Each NAIC investment schedule is sub-divided into groups identified by detailed line numbers for the subtotals for each group. For each reported investment, please identify the appropriate NAIC line number.

**Column 3: Identifier (CUSIP, loan #, etc.):** For Schedules BA and D, show the CUSIP number; for Schedule B, the loan number; for Schedules A and E, show the identifier your company uses for this investment, if any.

**Column 4: Description:** This is for a narrative description of the investment and is a required field. Provide information on why this is a qualified investment. For Schedules A, BA and D, you may use the same description found on the schedule. For Schedule B, include any description you have for the mortgaged property, such as office building, retail space, apartment building, single family residence, etc. For Schedule E, show the type of deposit. We expect they will be "Certificates of Deposit."

**Column 5: Date Acquired:** for Schedules A, B, BA, and D, show the acquisition date shown on the NAIC investment schedule. For Schedule E, show the date of deposit.

**Column 6: Amount:** For Schedules A, BA and D, show the Actual Cost; for Schedule B, show the Book Value/Recorded Investment Excluding Accrued Interest; for Schedule E, show the Balance.

**Column 7: % of CA Comm Dev:** For qualifying investments where **all** of the benefits are for California community development, as defined, please show 100%. If the investment includes beneficiaries outside California or that are not LMI, please show the percentage of the investment targeted to community development for California LMI people or communities or California census tracts with poverty levels greater than 20%.

**Column 8: Benefit to Low-to-Moderate Income People or Communities:** For this column, please select the category from the drop-down box that best fits the investment. The categories below correspond to the definitions given on pages 6-9.

Benefit Category

- Affordable LMI Rental Housing
- Affordable LMI Ownership Housing
- Mixed Income Housing (Rental and/or Ownership)
- Economic Development
- Mixed Use (Housing and Economic Development)
- Community Services

**Drop-Down Box**  
Abbreviation

- Aff Rent Hsg**
- Aff Own Hsg**
- Mixed Inc Hsg** (See Note 1)
- Econ Dev** (See Note 2)
- Mixed Hsg/Ec Dv**
- Comm Svcs** (See Note 2)

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 2. Instructions for Each Worksheet (continued)

*Notes on the Benefit Category Table:*

1. *Mixed market-rate and affordable housing.*
2. *If the benefit of an investment meets the definition of both economic development and community services, please select economic development.*

**Column 9: High Impact? Y/N:** High Impact investments are defined as those that are innovative, responsive to community needs, not routinely provided by insurers, or have a high degree of positive impact on the economic welfare of LMI individuals, families or communities in urban or rural California. If you believe the reported investment meets this definition, please select “Yes” and provide an explanation in column 10. If not, please select “No.”

**Column 10: Additional Information on any of the following:**

- if needed, more explanation on why the reported investment qualifies
- if column 9 is “Yes,” please explain why the reported investment meets the definition for “high impact” given in the Column 9 instructions above. As provided in CIC Section 926.2 (b), companies making high impact investments will be identified on the Department’s Web site.
- for Schedule BA or D tax credit investments, please use this column to specify the tax credit (LIHTC, NMTC, CA CDFI, etc.)
- for affordable housing investments, if known, please enter the number of housing units financed
- for economic development, if known, please indicate the number of jobs created
- any additional information on the investment that you wish to provide

**Columns 11 and 12: Street Address and Zip Code:** Please show the street address and zip code for all investments reported from NAIC Investment Schedules A and B. You may also provide this information for any other investment where the address is relevant to the investment qualifying as a California community development investment.

Instructions for identifying whether a project/address is in an LMI census tract

We expect this procedure will be needed only for Schedule A and Schedule B investments and certain Schedule D investments, primarily industrial development bonds and business loans, if any. It is possible that, absent another way to ascertain that the investment qualifies, an investment on Schedule BA may require checking the income level of the census tract for the project benefiting from the investment.

The income and poverty levels of the census tract for any address can be found by accessing <http://www.ffiec.gov/geocode/default.aspx>, the geo-coding section of the Web site for the FFIEC. After accessing the page, enter the address and click on SEARCH. If an address is found, click on “Get Census Demographic.” The tract income level (low, moderate, middle, or upper) is the first item shown. If the poverty level is needed or desired, click on “Income Data” to get the poverty level. The fourth item in the left hand column is “% below Poverty Line.”

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 2. Instructions for Each Worksheet (continued)

After entering an address and clicking on “Search,” if “Address Not Found” is returned, click on “Get Map of Zip Code Area”, then click on the project location on the map, if known. Note that blue lines indicate census tract boundaries. Next, click on “Get Census Demographic” and proceed as above.

**Column 13: City in California:** Please show the city for all investments from NAIC Investment Schedules A, B and BA. You may also provide this information for any other investment where the location is relevant to the investment qualifying as a California community development investment.

**Column 14: Vendor or Depository:** For Schedule BA, please show the Vendor. For Schedule E and for any qualifying long-term certificates of deposit shown on Schedule D, please show the Depository.

**Column 15: NAIC Designation:** For any bonds or preferred stock reported from Schedule D, please report the NAIC designation.

**Column 16: Infrastructure? Y/N:** For any municipal bonds reported from Schedule D, please indicate by selecting “Yes” that this is an Infrastructure investment, as defined on page 7. If not, please select “No.”

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 3. Systems Requirements

In order to complete this filing:

1. You will first need to retrieve the report workbook (*CIS2009ReportWorkbook.xls*), from the CDI website, requiring:

- **Internet Explorer Version 5** or
- **Netscape Navigator**

See the section below entitled, **Opening File from Department Web Site**, which outlines some of the varying messages and/or procedures you may encounter when using **Internet Explorer** as opposed to **Netscape Navigator**. It is possible to retrieve the Report Workbook using either program.

2. Secondly, you will also need to complete this form in:

- **Microsoft Excel** – The report workbook will only run on Microsoft Excel. If you are experiencing difficulty in opening the report workbook, please contact Debra Buenconsejo via e-mail at: [BuenconsejoD@insurance.ca.gov](mailto:BuenconsejoD@insurance.ca.gov).

#### **OPENING FILE FROM DEPARTMENT WEB SITE**

Upon entering the CIS-2009 Web site (see Section D for instructions on accessing the site), click on the Report Workbook link to bring up the Excel workbook file:

***CIS2009ReportWorkbook.xls***.

## G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK

### Part 3. Systems Requirements (continued)

You may see different messages appear when using *Internet Explorer* or *Netscape Navigator* to access the Report Workbook. **Please refer to the appropriate sections below to SAVE the report workbook to your local drive or a diskette before starting your data entry.**

#### 1. If You Are Using Internet Explorer Version 5 –

- A message will be displayed... ***Microsoft Excel...The Workbook you are opening contains Macros...***
- Select **Yes**. ***Enables the macros that are needed to run the workbook. Calculations have been programmed and are automatic once data are provided.***

To **save** the file to a diskette after retrieving the file from the Department Web site as indicated in Section D.

- At the **TOP RIGHT-HAND** corner of the CIS-2009 Excel workbook, **CLICK** on the button labeled "SAVE AS".
- Select the **path** where you wish to save file. If you are planning to save this file to a DISKETTE, choose the "a:\\" drive, otherwise, choose "c:\\" for your hard-drive.
- Under **FILE NAME** type ***CIS2009ReportWorkbook.xls***
- Select **SAVE**.
- Go to STEP 3 below and begin entering data.

#### 2. If You Are Using Netscape Navigator –

- A message will be displayed...
- Select **SAVE TO DISK** and choose the path where you would like to save your file.
- Under **FILE NAME** type ***CIS2009ReportWorkbook.xls***.
- Select **SAVE**.
- **EXIT** Internet
- Proceed to STEP 3 below.

#### 3. AFTER YOU HAVE DOWNLOADED THE FILE - Retrieve the file by using Microsoft Excel and proceed with data entry

- **OPEN** Excel and **OPEN** the file (CIS2009ReportWorkbook.xls) from where you saved it. When opening the file, a dialog box will appear on the screen asking if you wish to **enable macros**.  
Select **Enable Macros**.
- Complete the report workbook and submit by following the steps located at the end of the ColInfo Worksheet or as an attachment to the e-mail address listed in Section E, Method of Reporting.

## **G. INSTRUCTIONS FOR COMPLETING THE REPORT WORKBOOK**

### **Part 3. Systems Requirements (continued)**

**ENTERING DATA:** The Excel workbook has three worksheets. The workbook should automatically open to the Company Information Worksheet. If not, simply click on the worksheet entitled, "CoInfo". **IMPORTANT: Be sure that your company's information worksheet is filled out completely.**

If your company is reporting more than **200** Community Development Investments on the Investment Worksheet you will need to contact the technical person listed in Section F of this statistical plan for further instructions. Otherwise you will get a protected cell error.

**VALIDATE** and confirm your entries and make any necessary corrections before submitting. Please be sure to complete all columns, especially those that are numbered.

**SAVE:** Save the entire workbook on diskette or on your hard drive. If unable to submit data to this Department via the desired e-mail method, contact the CDI technical person listed in Section F of this statistical plan.

**SUBMISSION OF DATA:** Submit your completed report workbook to the California Department of Insurance as explained under Method of Reporting in Section E of this statistical plan. A completed CIS2009 filing consists of a completed report workbook and a notarized affidavit.

**IMPORTANT: As discussed in Section E of this Statistical Plan, a completed and notarized AFFIDAVIT Form must be submitted in conjunction with your electronic submission of the report workbook, and must be mailed to the Department at the Los Angeles location (see CDI address in Section F).**