



# U.S. DEPARTMENT OF THE TREASURY

## Emergency Capital Investment Program

### User Guide for Submission of the Initial Supplemental Report

The following guide is intended to aid users to access and submit the Initial Supplemental Report to Treasury. It is not the instructions for completing the substance of the report. Full instructions can be found on the Emergency Capital Investment Program (ECIP) webpage located here: [ECIP Homepage](#)

Contact the ECIP Team with any questions or concerns at [ecip@treasury.gov](mailto:ecip@treasury.gov).

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### Getting Started

1. Start with this link: <https://portal.treasury.gov/cares/s/ecip>
  - a. You will be required to log in using Id.me
2. After logging in you will be taken to the ECIP Applications page. You will see your application listed. Click the “Supplemental Reporting” link on the right side of the row.

The screenshot shows the Treasury COVID-19 Relief Hub Emergency Capital Investment Applications page. The page has a blue header with the Treasury logo and the text "Treasury COVID-19 Relief Hub". Below the header is a green bar with the text "Emergency Capital Investment" and a "Start an application" button. The main content area is titled "Applications" and contains a table with the following columns: Application ID, Applicant Name, Status, and a row of action links. The table has one row with the following data: Application ID: EC-1149, Applicant Name: Creative QA Test, Status: Submitted - Under Review. The action links are: View Application, Download Files, Download Application, and Supplemental Reporting. The "Supplemental Reporting" link is highlighted with a yellow box.

Application ID	Applicant Name	Status	View Application	Download Files	Download Application	Supplemental Reporting
EC-1149	Creative QA Test	Submitted - Under Review	<a href="#">View Application</a>	<a href="#">Download Files</a>	<a href="#">Download Application</a>	<a href="#">Supplemental Reporting</a>

- For your convenience, the guidance and instructions are included in tabs on the left side of the page. This includes complete guidance for your institution type, including details for filling in schedules A and B of the Initial Supplemental Report. Users are strongly encouraged to review all guidance and instructions prior to completing this report.

**TIP:** Note that the “ISR Status” in the header will indicate whether your report is complete or incomplete.

Treasury COVID-19 Relief Hub

ECIP Applicant ID	EC-1149	Applicant Name	Creative QA Test	Applicant Taxpayer ID	11-111111
Applicant DUNS Number	11-111111	Applicant Street Address	123 Main St.	Applicant Institution Type	Bank or Holding Company
ISR Status	Incomplete	Technical questions or issues related to the electronic application should be directed to <a href="mailto:ecip@treasury.gov">ecip@treasury.gov</a> . All emails will be answered within one business day.			

Baseline Supplemental Report Application

General Instructions

Glossary

Qualified Lending Initial Supplemental Report Instructions

Qualified Lending Initial Supplemental Report Data

Paperwork Reduction Act

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### I. GENERAL INSTRUCTIONS

#### A. WHO MUST REPORT ON WHICH FORMS

Every institution (Applicant) seeking to participate in the Emergency Capital Investment Program (ECIP) of the U.S. Department of the Treasury (Treasury) is required to submit an Initial Supplemental Report no later than 10 business days before the closing date of its ECIP investment. For example, if an Applicant's ECIP closing date is Tuesday, February 1, 2021, then the Applicant must submit this report by Tuesday, January 18, 2021.

The purpose of the Initial Supplemental Report is to establish the baseline amount of Qualified Lending, as defined in the Glossary, by an Applicant, which will be used to measure increases in Qualified Lending in subsequent years during the ECIP investment period. The baseline is established by measuring the amount of Qualified Lending during the baseline year, which is the one-year period ending on September 30, 2020. For Applicants that are bank holding companies or savings and loan holding companies, the baseline is established by measuring the aggregate amount of Qualified Lending by the bank holding company or savings and loan holding company's insured depository institution subsidiaries during the baseline year.

Insured depository institutions, bank holding companies, and savings and loan holding companies should use these instructions to complete the Initial Supplemental Report. Credit unions should use the Instructions for the Initial Supplemental Report for Credit Unions, not this document. Applicants must prepare and file the Initial Supplemental Report in accordance with these instructions.

The Initial Supplemental Report has two schedules. Schedule A-Baseline Qualified Lending Calculation is used to calculate the baseline amount of Qualified Lending, subject to a floor and ceiling as described below. Schedule B-Dissaggregated Data on Qualified Lending and Deep Impact Lending is used to present further detail on the composition of the Applicant's Qualified Lending. Both schedules must be completed using a spreadsheet template, available on the ECIP website, and uploaded to the ECIP Portal, as described below.

## Schedule A Reporting

- Steps 4 – 14 cover downloading the Schedule A form, submitting the form, reviewing the data captured from the form, and certifying the submission. Note that for purposes of this guide, only images for insured depository institutions (IDIs) and holding companies are shown. The functionality and steps are the same for credit unions.

To start, click on the “Qualified Lending Initial Supplemental Report Data” tab.

Treasury COVID-19 Relief Hub

ECIP Applicant ID	EC-1149	Applicant Name	Creative QA Test	Applicant Taxpayer ID	11-111111
Applicant DUNS Number	11-111111	Applicant Street Address	123 Main St.	Applicant Institution Type	Bank or Holding Company
ISR Status	Incomplete	Technical questions or issues related to the electronic application should be directed to <a href="mailto:ecip@treasury.gov">ecip@treasury.gov</a> . All emails will be answered within one business day.			

Baseline Supplemental Report Application

General Instructions

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### I. GENERAL INSTRUCTIONS

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The purpose of the Initial Supplemental Report is to establish the baseline amount of Qualified Lending, as defined in the Glossary, by an Applicant, which will be used to measure increases in Qualified Lending in subsequent years during the ECIP investment period. The baseline is established by measuring the amount of Qualified Lending during the baseline year, which is the one-year period ending on September 30, 2020. For Applicants that are bank holding companies or savings and loan holding companies, the baseline is established by measuring the aggregate amount of Qualified Lending by the bank holding company or savings and loan holding company's insured depository institution subsidiaries during the baseline year.

Insured depository institutions, bank holding companies, and savings and loan holding companies should use these instructions to complete the Initial Supplemental Report. Credit unions should use the Instructions for the Initial Supplemental Report for Credit Unions, not this document. Applicants must prepare and file the Initial Supplemental Report in accordance with these instructions.

The Initial Supplemental Report has two schedules. Schedule A-Baseline Qualified Lending Calculation is used to calculate the baseline amount of Qualified Lending, subject to a floor and ceiling as described below. Schedule B-Dissaggregated Data on Qualified Lending and Deep Impact Lending is used to present further detail on the composition of the Applicant's Qualified Lending. Both schedules must be completed using a spreadsheet template, available on the ECIP website, and uploaded to the ECIP Portal, as described below.

- You will be taken to the “Qualified Lending Initial Supplemental Report Data” page and the “Download/Upload Schedules” tab. Under the “Summary Data of Qualified Lending” header, click on the “Download Summary Template” link to download the blank summary template for your institution type. **The template will download as a .xlsx file but will need to be saved as a .csv file for proper upload.** Fill out the template in the gray sections only: Column D, Row 8 through Column G, Row 18 for IDs and holding companies and Column D, Row 8 through Column G, Row 9 for credit unions. Only use numbers, i.e., NO dollar signs, decimals, characters, etc.

**Tip:** Basic instructions for downloading and uploading Schedule A appear on this page.

The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there's a header with the Treasury logo and 'Treasury COVID-19 Relief Hub'. Below this is a form with fields for ECIP Applicant ID, Applicant Name, Applicant Taxpayer ID, Applicant DUNS Number, Applicant Street Address, and Applicant Institution Type. The 'Applicant Institution Type' is set to 'Bank or Holding Company'. Below the form is a section titled 'Qualified Lending Initial Supplemental Report Data' with a 'Return to Initial Supplemental Report Home' link. The main section is 'Download/Upload Schedules' with tabs for 'Download/Upload Schedules', 'Summary of Qualified Lending', and 'Disaggregated Data on Qualified Lending and Deep Impact Lending'. The 'Download/Upload Schedules' tab is active, showing a 'Summary Data of Qualified Lending' section. A black arrow points to the 'Download Summary Template (BHC)' link. Below this is a 'Baseline Report Upload - Summary Data' section with instructions and a 'Done' button.

#### a. IDs and Holding Companies

Version: Draft_01/08/2022							
Template Name: ECIP Summary BHC Template							
Instructions to Reporter: a. Do not change the cell formatting. b. Do not format the template. c. Only input numbers (No symbols such as "\$", "%", "<div>							
Field ID	IBR_ID__i	Lending Plan Category__i	Number_of_Originations_TO__i	Dollar_Originations_TO__i	Number_of_Originations_GLO__i	Dollar_Originations_GLO__i	
Label	IBR_ID	Lending Plan Category	Total Originations: (Column A) # of Originations	Total Originations: (Column B) \$ of Originations	Qualified Lending Originations (including Deep Impact Lending Originations) (Column C) # of Originations	Qualified Lending Originations (including Deep Impact Lending Originations) (Column D) \$ of Originations	
Required or Optional	Required	Required	Required	Required	Required	Required	
Help Text							
		1 Loans secured by construction land development and other land loans	0	0	0	0	
		2 Loans secured by farmland	0	0	0	0	
		3 Loans secured by 1-4 family residential properties	0	0	0	0	
		4 Loans secured by multifamily (5 or more) residential properties	0	0	0	0	
		5 Loans secured by nonfarm nonresidential properties	0	0	0	0	
		6 Loans to finance agricultural production and other loans to farmers	0	0	0	0	
		7 Commercial and industrial loans	0	0	0	0	
		8 Loans to individuals for household family and other personal expenditures	0	0	0	0	
		9 Loans financing receivables	0	0	0	0	
		10 Direct and indirect investments in real estate ventures	0	0	0	0	
		11 Equity investments without readily determinable fair values	0	0	0	0	

## b. Credit Unions

1	Version: Draft_05.08.2022	A	B	C	D	E	F	G	H
2	Template Name: ECIP Summary CU Template								
3	<b>Instructions to Reporter:</b> a. Do not change the cell formatting. b. Do not reformat the template. c. Only input numbers (No symbols such as "\$", "%", "/"). d. Only input whole dollar amounts (No fractions or decimals). Step 1 - Populate your data in the .XLSX file, starting on row 8. Step 2 - Save the fully populated file as .CSV file. Step 3 - Upload the .CSV file to the portal.								
4	Field ID	ISR_ID_c	Lending_Plan_Category_c	Number_of_Originations_TO_c	Dollar_Originations_TO_c	Number_of_Originations_OLO_c	Dollar_Originations_OLO_c		
5	Label	ISR ID	Lending Plan Category	Total Originations: (Column A) # of Originations	Total Originations: (Column B) \$ of Originations	Qualified Lending Originations (including Deep Impact Lending Originations) (Column C) # of Originations	Qualified Lending Originations (including Deep Impact Lending Originations) (Column D) \$ of Originations		
6	Required or Optional	Required	Required	Required	Required	Required	Required		
7	Help Text	-	-	-	-	-	-		
8			1 Non-commercial loans / lines of credit	0	0	0	0		
9			2 Commercial loans / lines of credit	0	0	0	0		
10									
11									
12									
13									
14									
15									
16									
17									

- Save the file to your local network or computer in .csv format. Log into the portal again, if necessary, and navigate to the “Qualified Lending Initial Supplemental Report Data” page and the “Download/Upload Schedules” tab. Click on the “Upload Files” button or drag and drop your completed Schedule A .csv file using the “Upload File” tool. Click “Done” in the pop-up window once the upload is complete.

Treasury COVID-19 Relief Hub

ECIP Applicant ID	EC-1149	Applicant Name	Creative QA Test	Applicant Taxpayer ID	11-1111111
Applicant DUNS Number	11-111-1111	Applicant Street Address	123 Main St.	Applicant Institution Type	Bank or Holding Company
ISR Status	Incomplete				

Technical questions or issues related to the electronic application should be directed to [ecip@treasury.gov](mailto:ecip@treasury.gov). All emails will be answered within one business day.

Qualified Lending Initial Supplemental Report Data

[Return to Initial Supplemental Report Home](#)

Download/Upload Schedules | Summary of Qualified Lending | Disaggregated Data on Qualified Lending and Deep Impact Lending

**Download/Upload Schedules**

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

**Summary Data of Qualified Lending**

[Download Summary Template \(BHC\)](#)

**Baseline Report Upload**

Summary Schedule B&HC

**Instructions**

Step 1 - Download the XLSX Summary Template (BHC) file.  
 Step 2 - Open the downloaded XLSX file.  
 Step 3 - Fill in the XLSX file and save it as a CSV file.  
 Step 4 - Upload the CSV file (click the button or drag and drop).  
 Step 5 - Select "Validate" to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.  
 Step 6 - If data errors exist, (a) Enter corrected value in the field showing the error message (an empty field or a number with decimal) and click "Update".  
 OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.  
 Step 7 - Click the "Import" button to generate a record and complete the process.  
 Step 8 - Once steps 1-7 are completed, click the "Done" button, then click on the "Summary of Qualified Lending" tab to view your data and input additional required data.

Upload File

[Upload Files](#) Or drop files

[Done](#)

**Upload Files**

ECIPSummaryBHCTemplate (1).csv  
3 KB

1 of 1 file uploaded

[Done](#)

- After the data has been successfully uploaded, review the data for accuracy.

All cells should have a value present.

- If a cell was left blank on the .csv file that was uploaded, those missing values will be converted to zeros.
- No cells should be blank as you review the output report. If any cells are blank this is an indication that there was a non-allowable value in your template submission (letters, symbols, etc.).
- If you have decimals in your .csv file, you will receive an error.

- d. Refreshing the screen will remove the data and you can start over if you haven't imported the data yet.

**Note that if you've already imported some data, the system will pull the last acceptable value that was last uploaded.**

**Tip:** Use the horizontal scrollbar as needed to see all of the data.

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

Summary Data of Qualified Lending

Download Summary Template (BHC)

Baseline Report Upload - Summary Data

Summary Schedule B4HC

Instructions

Step 1- Download the XLSX Summary Template (BHC) file.

Step 2- Open the downloaded XLSX file.

Step 3- Fill in the XLSX file and save it as a CSV file.

Step 4- Upload the CSV file (click the button or drag and drop).

Step 5- Select "Validate" to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.

Step 6- If data errors exist, (a) Enter corrected value in the field showing the error message (an empty field or a number with decimal) and click "Update".

OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.

Step 7- Click the "Import" button to generate a record and complete the process.

Step 8- Once steps 1-7 are completed, click the "Done" button, then click on the "Summary of Qualified Lending" tab to view your data and input additional required data.

Upload File

Upload Files

Or drag files

Validate

ISBD	Lending Plan Category	Number of Originations TO	Dollar Originations TO	Number of Originations ...
1	Loans secured by construction land development and other land loans	8989898	67676767	4
2	Loans secured by farmland	67676767	8989898	45
3	Loans secured by 1-4 family residential properties	67676767	8989898	45
4	Loans secured by multifamily (5 or more) residential properties	67676767	8989898	45
5	Loans secured by nonfarm nonresidential properties	67676767	8989898	45
6	Loans to finance agricultural production and other loans to farmers	67676767	8989898	45
7	Commercial and industrial loans	67676767	8989898	45
8	Loans to individuals for household family and other personal expenditures	67676767	8989898	45
9	Lease financing receivables	67676767	8989898	45
10	Direct and indirect investments in real estate ventures	67676767	8989898	45
11	Equity investments without readily determinable fair values	67676767	8989898	45

Done

8. At this point in the process, the data is submitted but must be validated for errors. Click on the “Validate” button to validate the data. **You will receive a “Success” message when this step is done. This does not mean the upload was free from errors. Blank cells mean the actual value uploaded contained a non-allowable character. The value can be fixed by updating it in the error box or the entire page can be refreshed to start over. Treasury recommends fixing your .csv file as the preferred method as this will ensure that your .csv file matches the data submitted to Treasury.**

In the images below, we demonstrate a blank cell and the error message that results. This user forgot to enter number of total originations for row 1. Either the data can be fixed on the .csv file and reloaded or a value can be added directly into the error message correction prompt, followed by clicking “Validate” again.

Disaggregated Data on  
Qualified Lending

Supplemental Data

Download Summary Template (BHC)
Baseline Report Upload - Summary Data

Summary Schedule B&HC

**Instructions**

Step 1 - Download the XLSX Summary Template (BHC) file.  
Step 2 - Open the downloaded XLSX file.  
Step 3 - Fill in the XLSX file and save it as a CSV file.  
Step 4 - Upload the CSV file (click the button or drag and drop).  
Step 5 - Select “Validate” to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.  
Step 6 - If data errors exist, (a) Enter corrected value in the field showing the error message (an empty field or a number with decimal) and click “Update”.  
OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.  
Step 7 - Click the “Import” button to generate a record and complete the process.  
Step 8 - Once steps 1-7 are completed, click the “Done” button, then click on the “Summary of Qualified Lending” tab to view your data and input additional required data.

Upload File

[Upload Files](#) Or drag files

Validate

Until you click the import button, you can always refresh and start over.

Update

Download - Export Errors

Row	Column	Field	Value	Error Message
8	D	Number_of_Originations_TO_c		Number_of_Originations_TO_c: Only numbers are allowed. If a value doesn't apply, use zero. See any that are blank or any with decimals.

Update

ISMD	Lending Plan Category	Number of Originations TO	Dollar Originations TO	Number of Originations ...	DA
1	Loans secured by construction/land development and other land loans		999999	676767	45
2	Loans secured by farmland	676767	999999	676767	45
3	Loans secured by 1-4 family residential properties	676767	999999	676767	45
4	Loans secured by multifamily (5 or more) residential properties	676767	999999	676767	45
5	Loans secured by nonfarm nonresidential properties	676767	999999	676767	45
6	Loans to finance agricultural production and other loans to farmers	676767	999999	676767	45
7	Commercial and industrial loans	676767	999999	676767	45
8	Loans to individuals for household family and other personal expenditures	676767	999999	676767	45
9	Lease financing receivables	676767	999999	676767	45
10	Direct and indirect investments in real estate ventures	676767	999999	676767	45
11	Equity investments without readily determinable fair values	676767	999999	676767	45

Done

Version 1

6

- Once you are certain that the data is complete and accurate, click the “Done” button at the bottom of the page to refresh the page. Following this, navigate to the “Summary of Qualified Lending” tab.

**Treasury COVID-19 Relief Hub**

ECIP Applicant ID	EC 1149	Applicant Name	Creative QA Test	Applicant Taxpayer ID	11-111111
Applicant DUNS Number	11-111-1111	Applicant Street Address	123 Main St.	Applicant Institution Type	Bank or Holding Company
ISR Status	Incomplete				

Technical questions or issues related to the electronic application should be directed to [ecip@treasury.gov](mailto:ecip@treasury.gov). All emails will be answered within one business day.

**Qualified Lending Initial Supplemental Report Data**

[Return to Initial Supplemental Report Home](#)

Download/Upload Schedules | **Summary of Qualified Lending** | Disaggregated Data on Qualified Lending and Deep Impact Lending

Download/Upload Schedules

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

**Summary Data of Qualified Lending**

Download Summary Template (BHC)

**Baseline Report Upload - Summary Data**

Summary Schedule BHC

Instructions

Step 1 - Download the XLSX Summary Template (BHC) file.

Step 2 - Open the downloaded XLSX file.

Step 3 - Fill in the XLSX file and save it as a CSV file.

Step 4 - Upload the CSV file (click the button or drag and drop).

Step 5 - Select "Validate" to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.

Step 6 - If data errors exist, (a) Enter corrected value in the field showing the error message (an empty field or a number with decimal) and click "Update".

OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.

Step 7 - Click the "Import" button to generate a record and complete the process.

Step 8 - Once steps 1-7 are completed, click the "Done" button, then click on the "Summary of Qualified Lending" tab to view your data and input additional required data.

Upload File

[Upload Files](#) Or drop files

**Done**

- You will be presented with a series of tables. Note that some tables may be hidden. To unhide those tables, click on right facing arrow to expand the view. For example, in the image below, circled in red, data under the “Data Calculations” and “Recipient Input” sections needs to be expanded.

**Tip:** The “Certify” button will be grayed-out until required inputs are completed.

**Qualified Lending Initial Supplemental Report Data**

[Return to Initial Supplemental Report Home](#)

Download/Upload Schedules | **Summary of Qualified Lending** | Disaggregated Data on Qualified Lending and Deep Impact Lending

**Summary Baseline Qualified Lending Calculation**

▼ Data Upload

ID	Lending Activity Categories	Total Originations		Qualified Lending Originations (Including Deep Impact Lending Originations)	
		(Column A) # of Originations	(Column B) \$ of Originations	(Column C) # of Originations	(Column D) \$ of Originations
1	Loans secured by construction land development and other land loans	3,434,343,434	\$11,111,111	11,111,111	\$11,111,111
2	Loans secured by farmland	11,111,111	\$11,111,111	11,111,111	\$11,111,111
3	Loans secured by 1-4 family residential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
4	Loans secured by multifamily (5 or more) residential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
5	Loans secured by nonfarm nonresidential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
6	Loans to finance agricultural production and other loans to farmers	11,111,111	\$11,111,111	11,111,111	\$11,111,111
7	Commercial and industrial loans	11,111,111	\$11,111,111	11,111,111	\$11,111,111
8	Loans to individuals for household family and other personal expenditures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
9	Lease financing receivables	11,111,111	\$11,111,111	11,111,111	\$11,111,111
10	Direct and indirect investments in real estate ventures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
11	Equity investments without readily determinable fair values	11,111,111	\$11,111,111	11,111,111	\$11,111,111

► Data Calculations

► Recipient Input

▼ Certification

14D I, the undersigned CEO or CFO (or equivalent) of the Recipient, attest that this Initial Supplemental Report Schedule A has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

14E Enter the title of the person certifying this report.

[Click to Certify](#)

11. Review the “Data Calculations” section. See the guidance and instructions for more information about each of the fields.

ID	Lending Activity Categories	(Column A) # of Originations	(Column B) \$ of Originations	(Column C) # of Originations	(Column D) \$ of Originations
1	Loans secured by construction land development and other land loans	3,434,343,434	\$11,111,111	11,111,111	\$11,111,111
2	Loans secured by farmland	11,111,111	\$11,111,111	11,111,111	\$11,111,111
3	Loans secured by 1-4 family residential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
4	Loans secured by multifamily (5 or more) residential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
5	Loans secured by nonfarm nonresidential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
6	Loans to finance agricultural production and other loans to farmers	11,111,111	\$11,111,111	11,111,111	\$11,111,111
7	Commercial and industrial loans	11,111,111	\$11,111,111	11,111,111	\$11,111,111
8	Loans to individuals for household family and other personal expenditures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
9	Lease financing receivables	11,111,111	\$11,111,111	11,111,111	\$11,111,111
10	Direct and indirect investments in real estate ventures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
11	Equity investments without readily determinable fair values	11,111,111	\$11,111,111	11,111,111	\$11,111,111

**Data Calculations**

**Data Output**

12A	Total Originations Reported by Recipient (sum of Column B)	\$122,222,221
12B	Total Qualified Lending Reported by Recipient (sum of Column D)	\$122,222,221

**Data Reference**

13A	LMI and OTP Lending as % of Total Originations in FY 2020 Reported by Recipient in Emergency Investment Lending Plan Question 1(a)	30%
13B	Floor for Baseline Qualified Lending (Item 12A * Item 13A)	\$36,713,546
13C	Ceiling for Baseline Qualified Lending (Item 12A)	\$122,222,221

**Recipient Input**

**Certification**

14D	I, the undersigned CEO or CFO (or equivalents) of the Recipient, attest that this Initial Supplemental Report Schedule A has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.	
14E	Enter the title of the person certifying this report.	

Click to Certify

12. Open the “Recipient Input” section and then click the “Enter Information” button. The screen will refresh to allow data entry. All program participants are required to enter their official baseline estimate at this point. See the guidance and instructions for more information. Be sure to enter the required narratives. Note that the methodology narrative is uploaded, as shown in the second image below. However, the conditional narrative for row 14c for IDIs and holding companies or row 5c for credit unions is entered directly into the text box appearing on the page. Once all elements are completed, click the “Save” button.

**Data Calculations**

**Recipient Input**

**Recipient Input**

14A	Enter the Recipient determination of Baseline Qualified Lending in whole dollars.	
14B	Upload a narrative explanation of the methodology the Recipient used to generate the data provided in items 1 - 11 in the report data above	

Click to Upload

Or drop files

<input type="checkbox"/>	Title	Upload Date
<input type="checkbox"/>	ECIPSummaryBHCTemplate	Mar 14, 2022
<input type="checkbox"/>	ECIPSummaryBHCTemplate	Mar 14, 2022

14C	Enter a narrative explanation if amount Recipient entered in item 14A is: (1) different than the amount in item 12B; OR (2) lower than the amount in item 13B; OR (3) higher than the amount in item 13C.	
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**Enter Information**

**Certification**

14D	I, the undersigned CEO or CFO (or equivalents) of the Recipient, attest that this Initial Supplemental Report Schedule A has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.	
14E	Enter the title of the person certifying this report.	

Click to Certify

5	Loans secured by nonfarm nonresidential properties	11,111,111	\$11,111,111	11,111,111	\$11,111,111
6	Loans to finance agricultural production and other loans to farmers	11,111,111	\$11,111,111	11,111,111	\$11,111,111
7	Commercial and industrial loans	11,111,111	\$11,111,111	11,111,111	\$11,111,111
8	Loans to individuals for household family and other personal expenditures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
9	Lease financing receivables	11,111,111	\$11,111,111	11,111,111	\$11,111,111
10	Direct and indirect investments in real estate ventures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
11	Equity investments without readily determinable fair values	11,111,111	\$11,111,111	11,111,111	\$11,111,111

#### Data Calculations

##### Recipient Input

Recipient Input

14A Enter the Recipient determination of Baseline Qualified Lending in whole dollars.

14B Upload a narrative explanation of the methodology the Recipient used to generate the data provided in Items 1 - 11 in the report data above.

Upload Files Or drag files

Title Upload Date File Prefix

ECIPSummaryBHCTemplate Mar 14, 2022

ECIPSummaryBHCTemplate Mar 14, 2022

14C Enter a narrative explanation if amount Recipient entered in Item 14A is:  
(1) different than the amount in Item 12B; OR  
(2) lower than the amount in Item 13B; OR  
(3) higher than the amount in Item 13C.

Cancel Save

##### Certification

14D I, the undersigned CEO or CFO (or equivalent) of the Recipient, attest that this Initial Supplemental Report Schedule A has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

14E Enter the title of the person certifying this report.

Click to Certify

13. Click on certify “Click to Certify” button to enable data entry in the “Certification” fields. Either the CEO or CFO is required to sign the certification by entering their name and title.

**Tip:** The CEO or CFO do not have to be logging into their own ID.me accounts to sign the electronic form.

8	Loans to individuals for household family and other personal expenditures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
9	Lease financing receivables	11,111,111	\$11,111,111	11,111,111	\$11,111,111
10	Direct and indirect investments in real estate ventures	11,111,111	\$11,111,111	11,111,111	\$11,111,111
11	Equity investments without readily determinable fair values	11,111,111	\$11,111,111	11,111,111	\$11,111,111

#### Data Calculations

##### Recipient Input

Recipient Input

14A Enter the Recipient determination of Baseline Qualified Lending in whole dollars. \$89,898.00

14B Upload a narrative explanation of the methodology the Recipient used to generate the data provided in Items 1 - 11 in the report data above.

Upload Files Or drag files

Title Upload Date File Prefix

reporting\_14B\_PRA Test Mar 14, 2022 reporting\_14B

ECIPSummaryBHCTemplate Mar 14, 2022

14C Enter a narrative explanation if amount Recipient entered in Item 14A is:  
(1) different than the amount in Item 12B; OR  
(2) lower than the amount in Item 13B; OR  
(3) higher than the amount in Item 13C.

Test

Enter Information

##### Certification

14D I, the undersigned CEO or CFO (or equivalent) of the Recipient, attest that this Initial Supplemental Report Schedule A has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

14E Enter the title of the person certifying this report.

Click to Certify

14. Click on the “Click to Certify” button to complete the process.

##### Certification

14D I, the undersigned CEO or CFO (or equivalent) of the Recipient, attest that this Initial Supplemental Report Schedule A has been prepared in conformance with the instructions issued by Treasury and is true and correct to the best of my knowledge and belief.

Tom

14E Enter the title of the person certifying this report.

Cancel Certify

## Schedule B Reporting

15. Steps 15 – 22 cover downloading the Schedule B form, submitting the form, reviewing the data captured from the form, and certifying the submission. Note that for purposes of this guide, only images for the IDIs and holding companies are shown. The functionality and steps are the same for credit unions.

Follow steps 1-3 to log in if you are completing Schedule B in another session. To start, click on the “Disaggregated Data on Qualified Lending” tab.

16. Click on the “Download Disaggregated Data Template” link to download a blank Schedule B template for your institution type. **The template will download as a .xlsx file but will need to be saved as a .csv file for proper upload.** Fill out the template in the gray section only. Only use numbers, i.e., NO dollar signs, decimals, characters, etc.

The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there's a header with the Treasury logo and 'Treasury COVID-19 Relief Hub'. Below this is a section for applicant information, including ECI Applicant ID, Applicant Name, Creative QA Test, Applicant Taxpayer ID, Applicant DUNS Number, Applicant Street Address, Applicant Institution Type, and ISR Status. The ISR Status is marked as 'Incomplete'. Below this is a section for 'Qualified Lending Initial Supplemental Report Data'. On the left, there's a sidebar with tabs: 'Download/Upload Schedules', 'Summary of Qualified Lending', 'Disaggregated Data on Qualified Lending and Deep Impact Lending', and 'Disaggregated Data on Qualified Lending'. The 'Disaggregated Data on Qualified Lending' tab is selected. The main content area shows instructions for completing the Summary Data of Qualified Lending before completing the Disaggregated Data on Qualified Lending. There's a button to 'Download Disaggregated Data Template (BHC)'. Below this is a section for 'Baseline Report Upload - Disaggregate Data' with instructions for uploading the template and a 'Done' button.

17. Fill out the template and save it as a .csv file to your local network or computer.

**Tip:** Be sure that all columns for which you have data are completed. The table is wide, so you will need to scroll accordingly.

Instructions to Recipient:										
a. Do not change the cell formatting.										
b. Do not reformat the template.										
c. Only input numbers (the template text as "0", "").										
d. Only input whole dollar amounts (No fractions or decimals).										
Step 1: Prepare your data in the .xlsx file, starting on row 8.										
Step 2: Save the fully populated file as .CSV file.										
Step 3: Upload the .CSV file to the portal.										
Field ID	ISR ID	Lending Plan Category	Dollar Originations	LM Borrowers	Other Targeted Populations	Low Income Borrowers	MFJL Lending Other Targeted Populations	Rural Communities		
Label	Required or Optional	Required	(Column A) Total Loan Originations	Qualified Lending Originations Including Deep Impact Lending Originations: People (Column B) LM Borrowers	Qualified Lending Originations Including Deep Impact Lending Originations: People (Column C) Other Targeted Populations	Qualified Lending Originations Including Deep Impact Lending Originations: People (Column D) Low Income Borrowers	Qualified Lending Originations Including Deep Impact Lending Originations: People (Column E) Mortgage Lending to Other Targeted Populations	Qualified Lending Originations: People		
Help Text	Required	Required	Required	Required	Required	Required	Required	Required		
1. Loans secured by construction land development and other land loans			0	0	0	0	0	0		
2. Loans secured by farmland			0	0	0	0	0	0		
3. Loans secured by 1-4 family residential properties			0	0	0	0	0	0		
4. Loans secured by multifamily (5 or more) residential properties			0	0	0	0	0	0		
5. Loans secured by nonfarm nonresidential properties			0	0	0	0	0	0		
6. Loans to finance agricultural production and other loans to farmers			0	0	0	0	0	0		
7. Commercial and industrial loans			0	0	0	0	0	0		
8. Loans to individuals for household family and other personal expenditures			0	0	0	0	0	0		
9. Loans financing receivables			0	0	0	0	0	0		
10. Direct and indirect investments in non-volatile securities			0	0	0	0	0	0		
11. Equity investments without readily determinable fair values			0	0	0	0	0	0		

18. Log into the portal again, if necessary, and navigate to the “Disaggregated Data on Qualified Lending” page and the “Download/Upload Schedules” tab. Click on the “Upload Files” button or drag and drop your completed.csv file using the “Upload File” tool. Click “Done” in the pop-up window once the upload is complete. Click on the “Validate” button.

Download/Upload Schedules

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

Disaggregated Data on Qualified Lending

Please complete the Summary Data of Qualified Lending before completing the Disaggregated Data on Qualified Lending

[Download Disaggregated Data Template \(BHC\)](#)

**Baseline Report Upload - Disaggregate Data**

Disaggregate Data Schedule BHC

**Instructions**

Step 1 - Download the XLSX Summary Template (BHC) file.

Step 2 - Open the downloaded XLSX file.

Step 3 - Fill in the XLSX file and save it as a CSV file.

Step 4 - Upload the CSV file (click the button or drag and drop).

Step 5 - Select “Validate” to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.

Step 6 - If data errors exist, (a) Enter corrected value in the field showing the error message (an empty field or a number with decimal) and click “Update”.

OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.

Step 7 - Click the “Import” button to generate a record and complete the process.

Step 8 - Once steps 5-7 are completed, click the “Done” button, then click on the “Summary of Qualified Lending” tab to view your data and input additional required data.

Upload File

[Upload Files](#) Or drag files

**Validate**

ISB ID	Lending Plan Category	LMI Borrowers	Other Targeted Population	Low-Income Borrowers
1	Loans secured by construction land development and other land loans	121212	4343434	1111
2	Loans secured by farmland	121212	4343434	1111
3	Loans secured by 1-4 family residential properties	121212	4343434	1111
4	Loans secured by multifamily (5 or more) residential properties	121212	4343434	1111
5	Loans secured by nonfarm nonresidential properties	121212	4343434	1111
6	Loans to finance agricultural production and other loans to farmers	121212	4343434	1111
7	Commercial and industrial loans	121212	4343434	1111
8	Loans to individuals for household family and other personal expenditures	121212	4343434	1111
9	Lease financing receivables	121212	4343434	1111
10	Direct and indirect investments in real estate ventures	121212	4343434	1111
11	Equity investments without readily determinable fair values	121212	4343434	1111

**Done**

19. The screen will refresh and an “Import” button will now be available. Click the “Import” button, then the “Done” button at the bottom of the page to refresh the screen.

Download/Upload Schedules

Summary of Qualified Lending

Disaggregated Data on Qualified Lending

Supplemental Data

Disaggregated Data on Qualified Lending

Please complete the Summary Data of Qualified Lending before completing the Disaggregated Data on Qualified Lending

[Download Disaggregated Data Template \(BHC\)](#)

**Baseline Report Upload - Disaggregate Data**

Disaggregate Data Schedule BHC

**Instructions**

Step 1 - Download the XLSX Summary Template (BHC) file.

Step 2 - Open the downloaded XLSX file.

Step 3 - Fill in the XLSX file and save it as a CSV file.

Step 4 - Upload the CSV file (click the button or drag and drop).

Step 5 - Select “Validate” to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.

Step 6 - If data errors exist, (a) Enter corrected value in the field showing the error message (an empty field or a number with decimal) and click “Update”.

OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.

Step 7 - Click the “Import” button to generate a record and complete the process.

Step 8 - Once steps 5-7 are completed, click the “Done” button, then click on the “Summary of Qualified Lending” tab to view your data and input additional required data.

Upload File

[Upload Files](#) Or drag files

**Import**

ISB ID	Lending Plan Category	LMI Borrowers	Other Targeted Population	Low-Income Borrowers
1	Loans secured by construction land development and other land loans	121212	4343434	1111
2	Loans secured by farmland	121212	4343434	1111
3	Loans secured by 1-4 family residential properties	121212	4343434	1111
4	Loans secured by multifamily (5 or more) residential properties	121212	4343434	1111
5	Loans secured by nonfarm nonresidential properties	121212	4343434	1111
6	Loans to finance agricultural production and other loans to farmers	121212	4343434	1111
7	Commercial and industrial loans	121212	4343434	1111
8	Loans to individuals for household family and other personal expenditures	121212	4343434	1111
9	Lease financing receivables	121212	4343434	1111
10	Direct and indirect investments in real estate ventures	121212	4343434	1111
11	Equity investments without readily determinable fair values	121212	4343434	1111

**Done**

20. A “Disaggregated Data on Qualified Lending and Deep Impact Lending” tab will be available now. Click on it.

Download/Upload Schedules | Summary of Qualified Lending | **Disaggregated Data on Qualified Lending and Deep Impact Lending**

Download/Upload Schedules

Summary of Qualified Lending | **Disaggregated Data on Qualified Lending** | Supplemental Data

**Disaggregated Data on Qualified Lending**

Please complete the Summary Data of Qualified Lending before completing the Disaggregated Data on Qualified Lending

[Download Disaggregated Data Template \(BHC\)](#)

**Baseline Report Upload - Disaggregate Data**

Disaggregate Data Schedule BHC

**Instructions**

Step 1 - Download the XLSX Summary Template (BHC) file.  
Step 2 - Open the downloaded XLSX file.  
Step 3 - Fill in the XLSX file and save it as a CSV file.  
Step 4 - Upload the CSV file (click the button or drag and drop).  
Step 5 - Select "Validate" to trigger a system check against data requirements. The system will provide an error message indicating the error(s) found. Please check all data against the requirements per the instructions in the XLSX template.  
Step 6 - If data errors exist, (a) Enter corrected values in the field showing the error message (an empty field or a number with decimal) and click "Update".  
OR (b) Refresh the page, revise the XLSX file, save the revised file as a CSV file, and reupload.  
Step 7 - Click the "Import" button to generate a report and complete the process.  
Step 8 - Once steps 1-7 are completed, click the "Done" button, then click on the "Summary of Qualified Lending" tab to view your data and input additional required data.

Upload File  
[Upload Files](#) Or drop files

**Import**

LSR ID	Lending Plan Category	LMI Borrowers	Other Targeted Populations	Low-Income Borrowers
1	Loans secured by construction land development and other land loans	121212	4343434	1111
2	Loans secured by farmland	121212	4343434	1111
3	Loans secured by 1-4 family residential properties	121212	4343434	1111
4	Loans secured by multifamily (5 or more) residential properties	121212	4343434	1111
5	Loans secured by nonfarm nonresidential properties	121212	4343434	1111
6	Loans to finance agricultural production and other loans to farmers	121212	4343434	1111
7	Commercial and industrial loans	121212	4343434	1111
8	Loans to individuals for household family and other personal expenditures	121212	4343434	1111
9	Lease financing receivables	121212	4343434	1111
10	Direct and indirect investments in real estate ventures	121212	4343434	1111
11	Equity investments without readily determinable fair values	121212	4343434	1111

**Done**

21. Similar to step 10 above, click on the arrow for each closed section to review the data for accuracy. Because the input table is very wide, Treasury displays the columns in parts rather than as a unified whole. Click on the “Click to Submit” button. This will refresh the screen and make the final submission page available.

Download/Upload Schedules | Summary of Qualified Lending | **Disaggregated Data on Qualified Lending and Deep Impact Lending**

**Disaggregated Data on Qualified Lending and Deep Impact Lending**

**Totals**

Lending Type Totals Legend

Regular Lending | **Deep Impact Lending**

**Total Loan Originations**

Total Loan Originations	
12A	Total Loan Originations
	\$10,888,888,879

**People Totals**

People		
12B	LMI Borrowers	\$10,888,888,879
12C	Other Targeted Populations	\$10,888,888,879
12D	Low-Income Borrowers	\$10,888,888,879
12E	Mortgage Lending to Other Targeted Populations	\$10,888,888,879

**Places Totals**

**Business Totals**

**Borrowers or projects that create direct benefits for LMI communities or to Other Targeted Populations Totals**

**People**

**Places**

**Business**

**Borrowers or projects that create direct benefits for LMI communities or to Other Targeted Populations**

**Disaggregate Data Submission**

Recipient Input

13A	I, the undersigned CEO or CFO (or equivalent) of the Recipient, confirm that I am submitting this Initial Supplemental Report Schedule B on behalf of the Applicant.	
13B	Enter the title of the person submitting this report.	

**Click to Submit**

22. To complete the submission, the CEO or CFO should enter their name and title and click on the “Submit” button to complete submission of Schedule B.

✓ Totals

Lending Type Totals Legend

Regular Lending	Deep Impact Lending
-----------------	---------------------

> Total Loan Originations

> People Totals

> Places Totals

> Business Totals

> Borrowers or projects that create direct benefits for LMI communities or to Other Targeted Populations Totals

> People

> Places

> Business

> Borrowers or projects that create direct benefits for LMI communities or to Other Targeted Populations

✓ Disaggregate Data Submission

Recipient Input

13A	I, the undersigned CEO or CFO (or equivalents) of the Recipient, confirm that I am submitting this Initial Supplemental Report Schedule B on behalf of the Applicant.	
13B	Enter the title of the person submitting this report.	

Cancel Submit

Contact the ECIP Team with any questions or concerns at [ecip@treasury.gov](mailto:ecip@treasury.gov).

Resources on the Initial Supplemental Report are available on the ECIP webpage: [ECIP webpage link](#)