

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

www.cdfifund.gov



AMIS TRAINING MANUAL

AE103: CDFI Fund Annual Certification and Data Collection Report (ACR)

December 2020

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The CDFI Fund reserves the right to publish responses to select questions provided during the reporting process. This information may include, but may not be limited to organization name, date certified, financial institution type, organization's address and organization's website.

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Introduction

The CDFI Fund Annual Certification and Data Collection Report (ACR) is used by the CDFI Fund staff to ensure that Community Development Financial Institutions (CDFIs) continue to meet the requirements to be a certified CDFI.¹ Every certified CDFI must complete the CDFI Annual Certification Report within 90 days after the close of their most recent fiscal year. Newly certified CDFIs do not have to complete an ACR until the next fiscal year after their initial certification date. Emerging CDFIs² are not required to complete the ACR.

Please note:

1. If the organization's legal entity documentation has changed, certified CDFIs are required to attach the new legal entity documents to confirm the changes before submitting the report.
2. Errors and missing information are validated upon saving information and/or submitting the report. The errors may be identified in red at the top of the page and/or the fields are highlighted in red. All errors may not show up immediately but may be initially identified as errors are until other data values are entered or corrected.
3. The **Development Services Related List** must have at least one development service entry.
4. The **Financial Data Related List** must have only one financial data record.
5. The **Financial Product Portfolio Breakdown Related List** must have at least one financial data portfolio entry.
6. The **Reporting Schedule** will be created for you. Please contact support at AMIS@cdfi.treas.gov if you do not have a **Reporting Schedule**.

Purpose

The purpose of this manual is to help certified CDFIs submit a CDFI Annual Certification Report in AMIS.



AE101: Getting Started – Navigating AMIS (for External Users) is a prerequisite for this training manual.

¹ The following seven criteria are required to be certified as a CDFI:

1. Be a legal entity;
2. Have a primary mission of promoting community development;
3. Be a financing entity;
4. Primarily serve one or more Target Markets;
5. Provide development services in conjunction with its financing activities;
6. Maintain accountability to its defined Target Market; and
7. Be a non-government entity and not under the control of any government entity (tribal governments excluded).

² An emerging CDFI is a non-certified CDFI that has received a TA award and is expected to become certified within three years.

Create a New CDFI Annual Certification Report

To create and submit a CDFI Annual Certification Report:

1. After logging into AMIS, click the **Organizations** tab and select your organization. This will bring you to the **Organization Detail** page.
2. From the **Organization Detail** page, click **Certifications**.

Organization
Test Organization 2-Bank

« Back to List: Organizations

Org Related Attachments [5+] | Financial Data [3] | Contacts [5+] | Target Markets [0] | Organization Boards [1] | **Certifications [2]** | External Contacts [5+] | Program Profiles [5+] | Affiliate
A-133 Audit Reports [0] | Shareholder Report [0] | Notes & Attachments [0] | Service Requests [0] | Service Areas [1] | ILRs [0] | Consumer Loans/Invest

Organization Detail Edit

Organization Name	Test Organization 2-Bank View Hierarchy	Phone	(443) 555-4321
Parent Relationship		Website	
		EIN/TIN	22-2222222
		DUNS	123456789

▼ Organization Type

Financial Institution Type	Loan Fund	Date of Incorporation	8/10/1949
Organization Structure	For-Profit	Financial Activities Start Date	1/1/1951
		Total Asset Size	\$128,904,000.00
		Fiscal Year End Day	31
		Fiscal Year End Month	12

Figure 1. Organization Detail Page - Certifications

3. From the **Certifications** section, click the link of the certification under **Certification Name**. The organization’s certification control number will display (XXXCEXXXXXX) as the **Certification Name**.

Action	Certification Name	Certification Date	Certification Control Number
	123CE456	3/1/2016	Test123456
	Test	2/29/2016	1234567

Figure 2. Organization Detail Page - Certifications

Please Note: If there are multiple CDFI certifications, please select the certification that has a **Certification Status** of **Certified**. You can check the **Certification Status** by clicking the **Certification Name**.

Certification 123CE456
 « Back to Organization: Test Organization 2-Bank

CDFI Annual Certification Report (5+) | Reporting Schedule (2)

Certification Detail

Certification Name	123CE456	Record Type	CDFI
Organization	Test Organization 2-Bank	Owner	AMIS Support User
Certification Date	3/1/2016	Certification Control Number	Test123456
Certification Application Date		Decertification Date	
Certification Status	Certified	Authorized Representative	

Make sure the Certification Status is "Certified"

Figure 3. Certification Detail Page - CDFI Certification Status

4. Click **New CDFI Annual Certification Report**.

New CDFI Annual Certification Report can only be selected if you have a Reporting Schedule. Contact support at AMIS@cdfi.treas.gov if you don't have a Reporting Schedule.

Certification 123CE456
 « Back to List: Organizations

CDFI Annual Certification Report (2) | Reporting Schedule (1)

Certification Detail

Certification Name	123CE456	Record Type	
Organization	Test Organization 2-Bank	Owner	
Certification Date	3/1/2016	Certification Control Number	
Certification Application Date		Decertification Date	
Certification Status	Certified		

▼ CDFI Annual Certification Due Dates

Fiscal Year End Month	12
Fiscal Year End Day	31

▼ Latest Report Revision Information

Cure Period Start Date		Report Revision Request Deadline	
Cure Period End Date		Revision Request Comments	
Created By	AMIS Support User, 3/1/2016 12:15 PM	Last Modified By	

CDFI Annual Certification Report

New CDFI Annual Certification Report

No records to display

Reporting Schedule

Action	Reporting Schedule Name	Compliance Report	Status	Date Received	Days to Submit	Due Date
Edit	RS-135525		Pending Receipt			

Click "New CDFI Annual Certification Report"

Figure 4. Certification Detail Page - CDFI Annual Certification Report

5. Complete the required information on the page. Required fields are indicated with a red bar. However, other fields may also be required based on validation rules.

You will not be able to see all of the wording in the **Regulator Attestation (Certain Regulated Institutions Only)** subsection until after you hit **Save** for the first time. Complete this subsection only after you have finished the **Financial Data** section of the ACR. For applicable regulated institutions, you need to verify what numeric values were populated from regulator call report data in order to answer the attestation's questions accurately.

CDFI Annual Certification Report Edit Save Save & New Cancel

Organization Information Certification 123CE456 Tax Status Date Submitted Report Status New

Line of Business Primary Line of Business --None-- Secondary Line of Business --None--

Credit Union Membership (Credit Unions Only) Total CU Members Total TM CU Members

Human Resources and Staffing % Financial Staff Time-Unregulated Only % DS Staff Time-Unregulated Only Leadership turnover past Fiscal Year? --None-- Total FTE Staff Total Full Time Staff Turnover?

Strategic Plan New Business/Strategic Plan last FY? --None--

Governance Did the organization adopt a new business/strategic plan during the last fiscal year? Governance Structure changed last FY? --None--

Management Information Systems MIS System implemented in the last FY? --None-- IT infrastructure support Acct sys? --None--

Legal Party to adverse legal action last FY? --None--

Figure 5. CDFI Annual Certification Report Edit Page

Organizational Structure Audit findings in the last FY? --None--

Credit and Portfolio Management Delinquent loan management policy? --None-- Missed or overdue payment to creditors? --None--

Legal Entity Legal Entity attestation --None-- Legal documentation changes --None-- If No, explain Legal Entity attestation If No, explain documentation changes

Primary Mission Primary Mission attestation --None--

Financing Entity (For loan funds and venture funds only) Financing Entity attestation --None-- If No, explain Fin. Entity attestation Maintains sufficient capital --None-- If No, explain Fin. assets predominance Staff to Financial Products predominant --None-- If No, explain fin. staff predominance

Development Services Development Services attestation --None-- If No, explain Development Services

Figure 6. CDFI Annual Certification Report Edit Page

The screenshot displays the 'CDFI Annual Certification Report Edit Page' with the following sections and fields:

- Target Market:** Includes dropdowns for 'PPP Activities' (set to '-None-'), 'Target Market attestation' (set to '-None-'), and 'Target Market' (set to '-None-'). It also has a 'Dataset Used' dropdown (set to '-None-') and a text box for 'If No, explain Target Market'.
- Accountability:** Includes dropdowns for 'Accountability attestation' (set to '-None-') and 'Accountability method changes' (set to '-None-'). It has text boxes for 'If No, explain Accountability' and 'If No, explain Account. method changes'.
- Non-Governmental Entity:** Includes a dropdown for 'Non-government Entity attestation' (set to '-None-') and a text box for 'If No, explain Non-gov Entity change'.
- Other Eligibility Information Changes:** Includes a dropdown for 'Other eligibility information changes?' (set to '-None-') and a text box for 'If Yes, explain changes in eligibility'.
- Review Summary:** Includes a dropdown for 'Report Revision Request Deadline' and a text box for 'Revision Request Comments'.
- Regulator Attestation (Certain Regulated Institutions Only):** Includes a dropdown for 'Regulator Attestation Selection' (set to '-None-') and a checkbox for 'I acknowledge the note below'. A 'Note' field is present below.

At the bottom, there are three buttons: 'Save', 'Save & New', and 'Cancel'.

Figure 7. CDFI Annual Certification Report Edit Page

6. Click **Save** (you will receive an error message if required fields were not completed).

This screenshot is identical to Figure 7, but includes a callout bubble. The bubble is black with white text that says "Click 'Save'". A white arrow points from the bubble to the 'Save' button at the bottom of the form.

Figure 8. CDFI Annual Certification Report Edit Page

CDFI Annual Certification Report Edit
New CDFI Annual Certification Report

Save Save & New Cancel

Error: Invalid Data.
Review all error messages below to correct your data.

Organization Information
Certification: 123CE456

Line of Business
Primary Line of Business: --None--
Secondary Line of Business: --None--

Credit Union Membership (Credit Unions Only)
Total CU Members: [] Total TM CU Members: []

Human Resources and Staffing
% Financial Staff Time-Unregulated Only: [] Total FTE Staff: []
% DS Staff Time-Unregulated Only: [] Total Full Time Staff Turnover?: []
Leadership turnover past Fiscal Year?: --None--

Correct the invalid data and click "Save"

Figure 9. CDFI Annual Certification Report Edit Page – Error: Invalid Data Message

- You will be directed to the **CDFI Annual Certification Report Detail** page with a message stating the report has been saved. There will be **Related Lists** links located near the top of the page.

CDFI Annual Certification Report
CACR-00005082

✓ CDFI Annual Certification Report has been saved.

Development Services (0) | Financial Data (0) | Financial Products Portfolio Breakdown (0) | Related Attachments (0) | Reporting Schedule (0)

CDFI Annual Certification Report Detail Edit Delete Submit CDFI Annual Certification Report

▼ Organization Information

Certification	123	Tax Status	For Profit
CDFI Annual Certification Report ID	CACR-00005082	Certified CDFI Serving Native Com.	
EIN	22-2222222	Date Submitted	
CDFI Certification Status	Certified	Report Status	New
		Certification Control Number	Test123456

▼ Organization Type

Organization	Test Organization 2-Bank	Holding Company FDIC ID# / OTS Docket	
Organization Type	Loan Fund	NCUA Number (Credit Unions Only)	
FDIC Charter Number (Banks&Thriffs Only)		State or Federal Charter #/Control#	
Bank Holding Company Number			

Related List links

Figure 10. CDFI Annual Certification Report Detail Page – Data Saved Confirmation

- Click on each link to complete the additional information required.

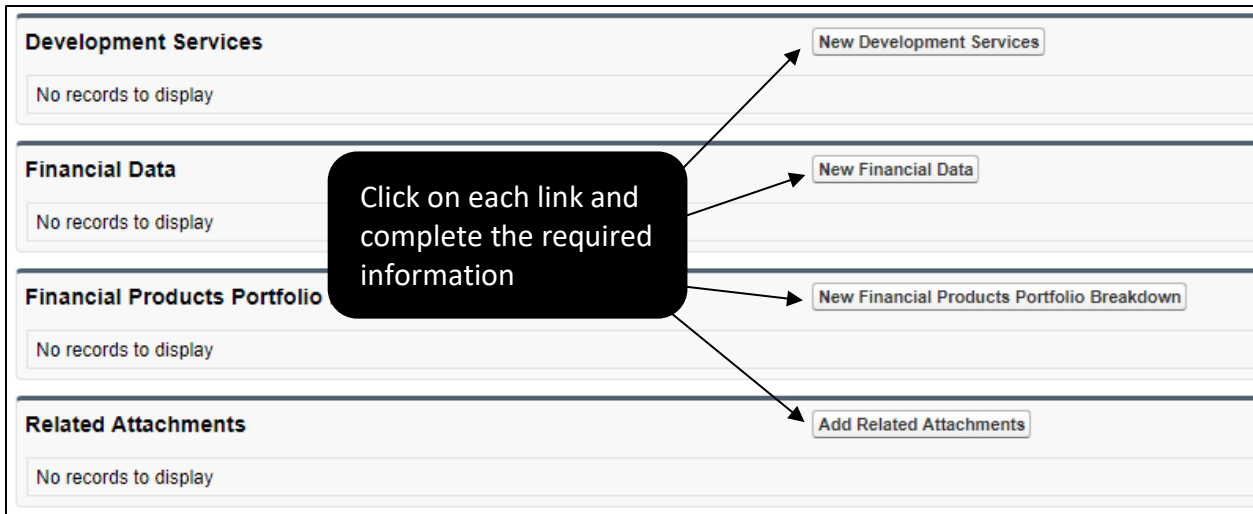


Figure 11. CDFI Annual Certification Report Detail Page - Related Lists

1. Complete the Development Services Related List

1. From the **CDFI Annual Certification Report Detail** page, click **Development Services**.

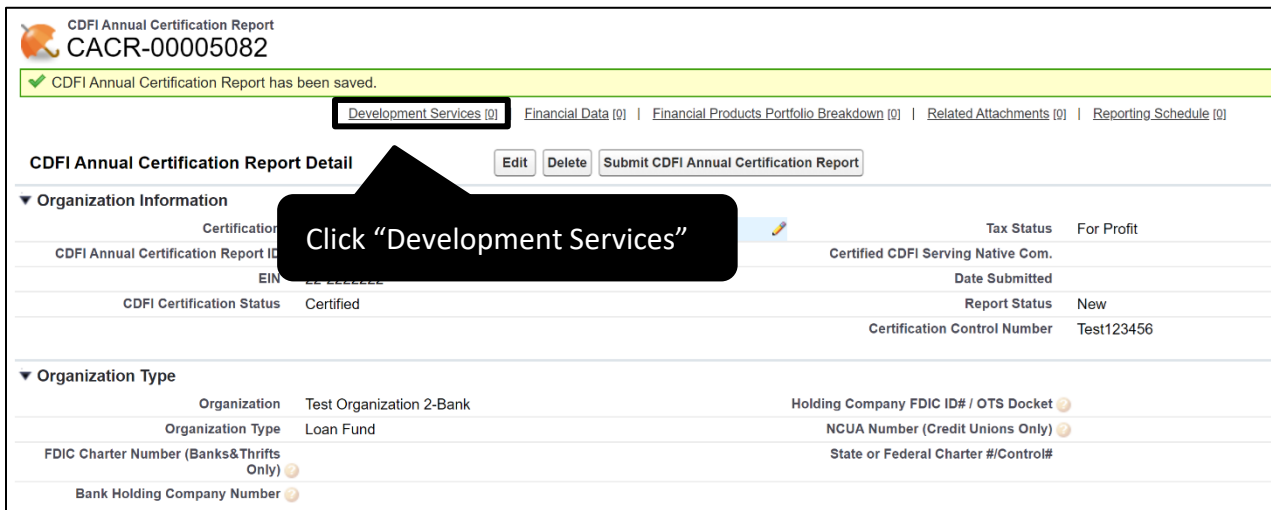


Figure 12. CDFI Annual Certification Report Detail Page – Data Saved Confirmation

2. Click **New Development Services** to add a new record.

Development Services New Development Services
No records to display

Financial Data Click "New Development Services"
No records to display

Financial Products Portfolio Breakdown New Financial Products Portfolio Breakdown
No records to display

Related Attachments Add Related Attachments
No records to display

Figure 13. CDFI Annual Certification Report Detail Page - Development Services Related List

3. Complete the required information on the page and click **Save**.

Development Services Edit
DS-00013146

Development Services Edit Complete the information and click "Save" Save Save & New Cancel

Information

CDFI Annual Certification Report	CACR-00005082
Development Services ID	DS-00013146
Development Services	Business Technical Assistance
Financial Product	Business Financing
Total Clients Served	420
Target Market Clients Served	210
Other Development Services	

Save Save & New Cancel

Figure 14. New Development Services Edit Page

4. You will receive a message stating the record has been saved. Click **CDFI Annual Certification Report** to return to the **Certification Detail** page.

Development Services
DS-00013147

✓ Development Services has been saved.

Development Services Detail Edit Delete

CDFI Annual Certification Report	CACR-00005082
Development Services ID	DS-00013147
Development Services	Business Technical Assistance
Financial Product	Business Financing
Total Clients Served	420
Target Market Clients Served	210
Other Development Services	?
Created By	CMF TestAdminUser, 6/11/2020 4:55 PM

Edit Delete

Figure 15. Development Services Detail Page

2. Complete the Financial Data Related List

- From the CDFI Annual Certification Report Detail page click the **Financial Data** related list link.

CDFI Annual Certification Report
CACR-00005082

✓ CDFI Annual Certification Report has been saved.

[Development Services \(0\)](#) | [Financial Data \(0\)](#) | [Financial Products Portfolio Breakdown \(0\)](#) | [Related Attachments \(0\)](#) | [Reporting Schedule \(0\)](#)

CDFI Annual Certification Report Detail Edit Delete Submit CDFI Annual Certification Report

▼ Organization Information

Certification	123CE456	Tax Status	For Profit
CDFI Annual Certification Report ID	CACR-00005082	Certified CDFI Serving Native Com.	
EIN	22-2222222	Date Submitted	
CDFI Certification Status	Certified	Report Status	New
		Certification Control Number	Test123456

▼ Organization Type

Organization	Test Organization 2-Bank	Holding Company FDIC ID# / OTS Docket	?
Organization Type	Loan Fund	NCUA Number (Credit Unions Only)	?
FDIC Charter Number (Banks&Thrifts Only)	?	State or Federal Charter #/Control#	
Bank Holding Company Number	?		

Figure 16. CDFI Annual Certification Report Detail Page


- Click **New Financial Data** to add a new record. Please submit only one **Financial Data Record**.

The screenshot shows a web interface with four main sections: **Development Services** (button: New Development Services), **Financial Data** (button: New Financial Data), **Financial Products Portfolio Breakdown** (button: New Financial Data), and **Related Attachments** (button: Add Related Attachments). Each section contains the text "No records to display". A black callout box with a white arrow points to the "New Financial Data" button in the Financial Data section, containing the text "Click 'New Financial Data'".

Figure 17. CDFI Annual Certification Report Detail Page – Financial Data Related List

3. The default record type displayed is based on the **Financial Institution Type** and **Tax Status** of your organization from its AMIS organizational profile. If either of these fields is blank in AMIS, select the appropriate record type from the drop-down menu and click **Continue**.

Please Note: If the **Financial Institution Type** and/or **Tax Status** fields are blank on your AMIS organizational profile, please go to your AMIS organizational profile and fill in these fields. Prior to the ACR submission deadline, all CDFIs should verify their AMIS organizational profile for accuracy to ensure there is enough time to make any adjustments which may affect their ability to submit their ACR properly and on-time.



All numbers related to a CDFI's financial data must be entered as a positive whole integer (including 0). Specific information about this is listed on bottom of the **Select Financial Data Record Type** page.

The screenshot shows the "New Financial Data" page with the title "Select Financial Data Record Type". Below the title is a dropdown menu labeled "Record Type of New Record" with the selected option "Loan Fund and Venture Capital – For-Profit". There are "Continue" and "Cancel" buttons below the dropdown. A black callout box with a white arrow points to the dropdown menu, containing the text "Select the appropriate record type then click 'Continue'". Below the form is a red "Note to CDFI (Please read)" section with the following text: "All numbers related to a CDFI's financial data must be entered as a positive whole integer, greater or equal to zero ('>= 0'). This includes the line item for 'Allowance for Loan and Lease Losses' (ALLL) listed under the 'Assets' section and the line item for 'Total Charge-Offs' listed under the 'Loan Investment Portfolio Values' section. Auditors commonly express ALLL as a contra asset and present it as a negative number on audited financial statements. In such instances, where ALLL and Total Charge-offs are negative numbers on a CDFI's financial statements, the CDFI must convert these numbers to their absolute value (a positive number), and enter the positive number in the CDFI's Financial Data inputs subsection of the ACR for the ALLL and Total-Charge-offs line items. In instances other than line items noted above where the CDFI has a negative value expressed on its Audit or internal financial statements, CDFIs are to enter a zero ('0') on the corresponding line item on the ACR Financial Data inputs page. CDFIs who need to enter a '0' instead of a negative number(s) are to provide an explanation for each of these entries via a dropdown menu selection."

Figure 18. Select Financial Data Record Type

Please Note: Entering a negative value into a field will result in an error which will automatically replace the negative value with a "0". In some fields, the replacement value will be the absolute value of the negative value entered.

The screenshot displays a web-based financial reporting interface. At the top, there are two 'Operating Revenue' sections. The left section has a 'Total Revenue' field containing '0.00' and a 'Zero Value Reason: Total Revenue' dropdown menu set to 'Other (please describe)'. The right section has an 'Other Reason: Total Revenue' dropdown menu. Below these is an 'Expenses' section. The 'Interest Expense' field is highlighted with a red box. The 'Provision for Loan Losses' field contains '-9' and is also highlighted with a red box. A blue error dialog box is overlaid on the form, titled 'Message from webpage'. It contains a yellow warning icon and the text: 'The value cannot be negative so 0 will be entered and for the reason, please enter 'The actual numeric value is negative''. An 'OK' button is at the bottom of the dialog. Below the dialog, several other fields are highlighted with red boxes: 'Total Outstanding Loan Portfolio', 'Total Outstanding Loan Guarantees', 'Total Charge-Offs', 'Total Recoveries', 'Total Value of Non-performing Assets' (containing '0.00'), and 'Zero Value Reason: Tot Val of NP Assets' (set to '--None--').

Figure 19. Negative Field Error

Repeatedly entering negative values will cause the error to display an option to stop showing this alert. Please do not select this option.

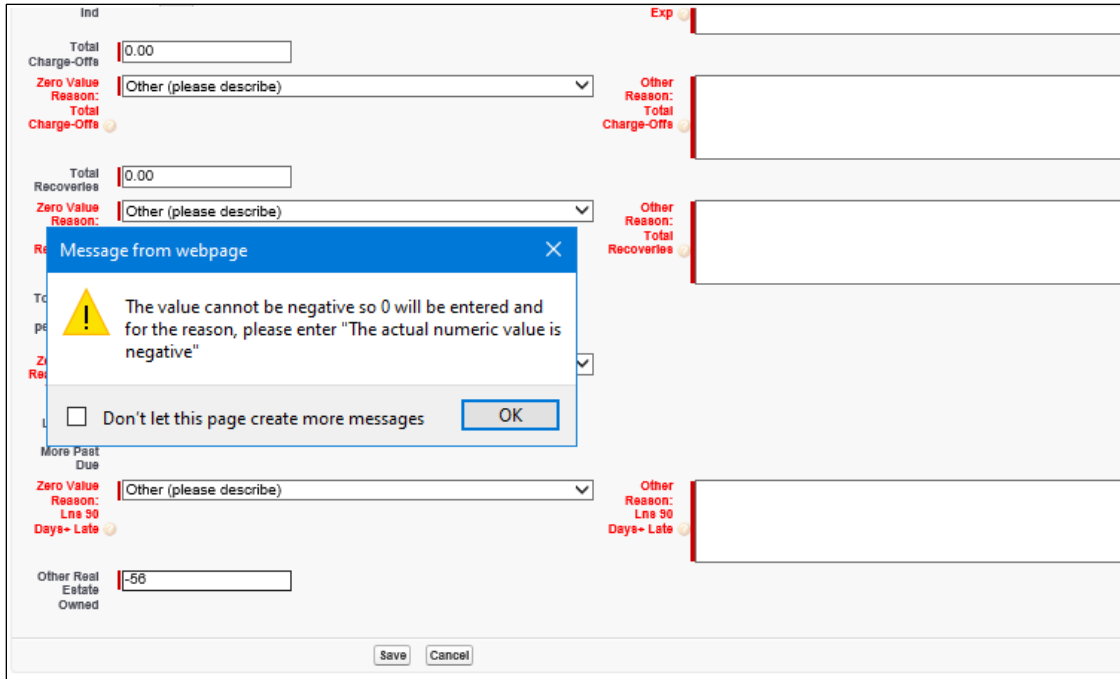


Figure 20. Negative Field Error

Entering “0” into a field will cause a dropdown to appear with a list of explanations for the 0 value. Selecting **Other** will cause a textbox to appear, in which you can enter a different explanation. A minimum of 20 characters is required in the textbox.

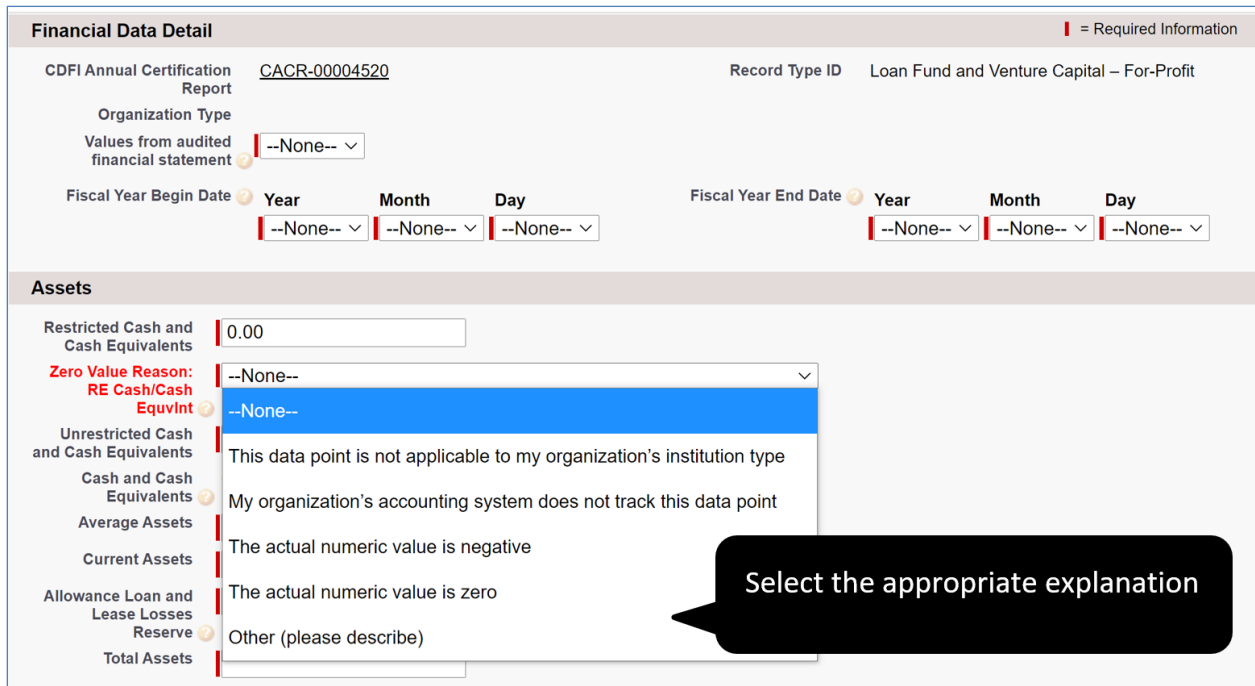


Figure 21. Financial Data Dropdown

Financial Data Detail I = Required Information

CDFI Annual Certification Report CACR-00004520 Record Type ID Loan Fund and Venture Capital – For-Profit

Organization Type --None--

Values from audited financial statement --None--

Fiscal Year Begin Date Year Month Day Fiscal Year End Date Year Month Day

--None-- --None-- --None-- --None-- --None-- --None--

Assets

Restricted Cash and Cash Equivalents

Zero Value Reason: RE Cash/Cash Equivnt

Other Reason: RE Cash/Cash Equivnts

If "Other" is selected, type your explanation into the textbox

Figure 22. Financial Data Other Textbox

Certain validation rules exist that will show error messages if the value of one field is greater than another. For example, "Current Assets" must be equal to or less than "Total Assets".

A textbox will appear in which you can enter an explanation. A minimum of 20 characters is required in the textbox.

Assets I = Required Information

Restricted Cash and Cash Equivalents

Unrestricted Cash and Cash Equivalents

Cash and Cash Equivalents 0.00

Average Assets

Current Assets 5.00

Validation Error: Current Assets must be less than Total Assets and Current Assets must be greater than Cash and Cash Equivalents. If this cannot be corrected, please explain.

Validation Explanation: Current Assets

Allowance Loan and Lease Losses Reserve

Total Assets 4.00

Liabilities

Current Liabilities 4.00

Validation Error: Current Liabilities must be less than or equal to Total Liabilities. If this cannot be corrected, please explain.

Validation Explanation: Current Liabilities

Total Liabilities 3.00

Figure 23. Financial Data Validation Errors

4. Complete the required information on the page, then click **Save**. You must fill in all required fields before field validations appear.

Please Note: When selecting the **Fiscal Year Begin Date** and **Fiscal Year End Date**, please make sure that the time period selected does not exceed one year or is less than one year. The **Begin Date** must be at least one year prior to the current date, and the **End date** must be on or prior to the current date.

Financial Data Detail		Record Type ID		Loan Fund and Venture Capital – For-Profit				
CDFI Annual Certification Report		CACR-00004520						
Organization Type								
Values from audited financial statement		--None--						
Fiscal Year Begin Date		Year	Month	Day	Fiscal Year End Date	Year	Month	Day
		--None--	--None--	--None--	--None--	--None--	--None--	--None--
Assets								
Restricted Cash and Cash Equivalents		<input type="text"/>						
Unrestricted Cash and Cash Equivalents		<input type="text"/>						
Cash and Cash Equivalents		0.00						
Average Assets		<input type="text"/>						
Current Assets		<input type="text"/>						
Allowance Loan and Lease Losses Reserve		<input type="text"/>						
Total Assets		<input type="text"/>						
Liabilities								
Current Liabilities		<input type="text"/>						
Total Liabilities		<input type="text"/>						
Net Assets, Net Worth, or Equity Information								
Total Equity		<input type="text"/>						
Income								
Government Grants		<input type="text"/>						
Interest Income		<input type="text"/>						
Earned Revenue		<input type="text"/>						
Operating Revenue		<input type="text"/>						
Total Revenue		<input type="text"/>						

Complete all required fields

Figure 24. Financial Data Entry Page for Loan Fund and Venture Capital – For Profit

Expenses	
Interest Expense	<input type="text"/>
Provision for Loan Losses	<input type="text"/>
Operating Expenses	<input type="text"/>
Total Expenses	<input type="text"/>

Capital Category	
Total Financing Capital	<input type="text"/>

Loan and Investment Portfolio Values	
Total Outstanding Investment Portfolio	<input type="text"/>
Total Outstanding Loan Portfolio	<input type="text"/>
Total Outstanding Ln Guarantee Portfolio	<input type="text"/>
Total Charge-Offs	<input type="text"/>
Total Recoveries	<input type="text"/>
Total Value of Non-performing Assets	<input type="text"/>
Loans 90-Days or More Past Due	<input type="text"/>
Other Real Estate Owned	<input type="text"/>

Click "Save"

Figure 25. Financial Data Entry Page for Loan Fund and Venture Capital – For Profit

Financial Data Detail		Record Type ID	
CDFI Annual Certification Report	<u>CACR-00004333</u>	Bank or Thrift and Depository Institution Holding Company	
Organization Type			
Values from audited financial statement	--None--		
Fiscal Year Begin Date	Year Month Day	Fiscal Year End Date	Year Month Day
	--None-- --None-- --None--		--None-- --None-- --None--
Assets			
Restricted Cash and Cash Equivalents			
Unrestricted Cash and Cash Equivalents			
Cash and Cash Equivalents	0.00		
Average Assets			
Current Assets			
Allowance Loan and Lease Losses Reserve			
Total Assets			
Liabilities			
Current Liabilities			
Total Liabilities			
Net Assets, Net Worth, or Equity Information			
Tier 1 Capital			
Total Equity			

Figure 26. Financial Data Entry Page for Bank Holding Company or Depository Institution Holding Company

Income	
Government Grants	<input type="text"/>
Interest Income	<input type="text"/>
Earned Revenue	<input type="text"/>
Operating Revenue	<input type="text"/>
Total Revenue	<input type="text"/>

Expenses	
Interest Expense	<input type="text"/>
Provision for Loan Losses	<input type="text"/>
Operating Expenses	<input type="text"/>
Total Expenses	<input type="text"/>

Capital Category	
Total Financing Capital	<input type="text"/>

Loan and Investment Portfolio Values	
Total Outstanding Investment Portfolio	<input type="text"/>
Total Outstanding Loan Portfolio	<input type="text"/>
Total Outstanding Ln Guarantee Portfolio	<input type="text"/>
Total Charge-Offs	<input type="text"/>
Total Recoveries	<input type="text"/>
Total Value of Non-performing Assets	<input type="text"/>
Loans 90-Days or More Past Due	<input type="text"/>
Other Real Estate Owned	<input type="text"/>

Figure 27. Financial Data Entry Page for Bank Holding Company or Depository Institution Holding Company

Financial Data Detail | = Required Information

CDFI Annual Certification Report CACR-00005245 Record Type ID Credit Unions

Organization Type Values from audited financial statement --None--

Fiscal Year Begin Date Year --None-- Month --None-- Day --None-- Fiscal Year End Date Year --None-- Month --None-- Day --None--

Assets

Restricted Cash and Cash Equivalents

Unrestricted Cash and Cash Equivalents

Cash and Cash Equivalents

Average Assets

Current Assets

Allowance Loan and Lease Losses Reserve

Total Assets

Liabilities

Current Liabilities

Total Liabilities

Net Assets, Net Worth, or Equity Information

Total Net Worth

Figure 28. Financial Data Entry Page for Credit Unions

Income

Government Grants

Interest Income

Earned Revenue

Operating Revenue

Total Revenue

Expenses

Interest Expense

Provision for Loan Losses

Operating Expenses

Total Expenses

Capital Category

Total Financing Capital

Loan and Investment Portfolio Values

Total Outstanding Investment Portfolio

Total Outstanding Loan Portfolio

Total Outstanding Ln Guarantee Portfolio

Total Charge-Offs

Total Recoveries

Total Value of Non-performing Assets

Loans 90-Days or More Past Due

Other Real Estate Owned

Figure 29. Financial Data Entry Page for Credit Unions

Financial Data Detail		I = Required Information
CDFI Annual Certification Report	<u>CACR-00000003</u>	Record Type ID: Loan Fund and Venture Capital – Non-Profit
Organization Type	Loan Fund	Financials ID: F-00000002
Values from audited financial statement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Fiscal Year Begin Date	Year: <input type="text" value="--None--"/> Month: <input type="text" value="--None--"/> Day: <input type="text" value="--None--"/>	Fiscal Year End Date
	Year: <input type="text" value="--None--"/> Month: <input type="text" value="--None--"/> Day: <input type="text" value="--None--"/>	Year: <input type="text" value="--None--"/> Month: <input type="text" value="--None--"/> Day: <input type="text" value="--None--"/>
Assets		
Restricted Cash and Cash Equivalents	<input type="text" value="10.00"/>	
Unrestricted Cash and Cash Equivalents	<input type="text" value="10.00"/>	
Cash and Cash Equivalents	20.00	
Average Assets	<input type="text" value="10.00"/>	
Current Assets	<input type="text" value="10.00"/>	
Allowance Loan and Lease Losses Reserve	<input type="text" value="10.00"/>	
Total Assets	<input type="text" value="1,000.00"/>	
Liabilities		
Current Liabilities	<input type="text" value="10.00"/>	
Total Liabilities	<input type="text" value="1,000.00"/>	
Net Assets, Net Worth, or Equity Information		
Temporarily Restricted Net Assets	<input type="text" value="10.00"/>	
Permanently Restricted Net Assets	<input type="text" value="10.00"/>	
Unrestricted Net Assets	<input type="text" value="1,000.00"/>	
Total Net Assets	<input type="text" value="1,020.00"/>	

Figure 30. Financial Data Entry Page for Loan Fund and Venture Capital – Non-Profit

Income	
Government Grants	<input type="text" value="10.00"/>
Interest Income	<input type="text" value="10.00"/>
Earned Revenue	<input type="text" value="10.00"/>
Operating Revenue	<input type="text" value="10.00"/>
Total Revenue	<input type="text" value="1,000.00"/>

Expenses	
Interest Expense	<input type="text" value="10.00"/>
Provision for Loan Losses	<input type="text" value="10.00"/>
Operating Expenses	<input type="text" value="10.00"/>
Total Expenses	<input type="text" value="1,000.00"/>

Capital Category	
Total Financing Capital	<input type="text"/>

Loan and Investment Portfolio Values	
Total Outstanding Investment Portfolio	<input type="text" value="10.00"/>
Tot Outstanding Inv Port Match Indicator	WARNING - Total Outstanding Investment Portfolio is not equal to the Investments Loan Portfolio Amount on the CDFI Annual Certification Report.
Total Outstanding Loan Portfolio	<input type="text" value="10.00"/>
Tot Outstanding Ln Port Match Indicator	WARNING - Total Outstanding Loan Portfolio is not equal to the Loans Loan Portfolio Amount on the CDFI Annual Certification Report.
Total Outstanding Ln Guarantee Portfolio	<input type="text"/>
Total Charge-Offs	<input type="text" value="10.00"/>
Total Recoveries	<input type="text" value="10.00"/>
Total Value of Non-performing Assets	<input type="text" value="1,000.00"/>
Loans 90-Days or More Past Due	<input type="text"/>
Other Real Estate Owned	<input type="text"/>

Figure 31. Financial Data Entry Page for Loan Fund and Venture Capital – Non-Profit

Financial Data Detail I = Required Information

CDFI Annual Certification Report: CACR-00000005
Record Type ID: Bank or Thrift
Organization Type: Values from audited financial statement (None--)

Fiscal Year Begin Date: Year (None--), Month (None--), Day (None--)
Fiscal Year End Date: Year (None--), Month (None--), Day (None--)

Assets

Restricted Cash and Cash Equivalents: []
Unrestricted Cash and Cash Equivalents: []
Cash and Cash Equivalents: 0.00
Average Assets: []
Current Assets: []
Allowance Loan and Lease Losses Reserve: []
Total Assets: []

Liabilities

Current Liabilities: []
Total Liabilities: []

Net Assets, Net Worth, or Equity Information

Tier 1 Capital: []
Total Equity: []

Figure 32. Financial Data Entry Page for Bank or Thrift

Income

Government Grants: []
Interest Income: []
Earned Revenue: []
Operating Revenue: []
Total Revenue: []

Expenses

Interest Expense: []
Provision for Loan Losses: []
Operating Expenses: []
Total Expenses: []

Capital Category

Total Financing Capital: []


Loan and Investment Portfolio Values

Total Outstanding Investment Portfolio: []
Total Outstanding Loan Portfolio: []
Total Outstanding Ln Guarantee Portfolio: []
Total Charge-Offs: []
Total Recoveries: []
Total Value of Non-performing Assets: []
Loans 90-Days or More Past Due: []
Other Real Estate Owned: []


Save Cancel

Figure 33. Financial Data Entry Page for Bank or Thrift

5. If there are any validation errors within your financial data, they will be listed in a message at the top of the page after you click **Save**. Please correct all errors and click **Save** again. Errors can be corrected either by entering a valid number or by entering an explanation for the original number.

 **Errors**

- Allowance Loan and Lease Losses Reserve: Allowance Loan and Lease Losses Reserve must be less than Total Outstanding Loan Portfolio.
- Operating Revenue: Operating Revenue must be less than or equal to Total Revenue and must be greater than or equal to the sum of Earned Revenue and Government Grants.
- Other Real Estate Owned: Other Real Estate Owned must be greater than or equal to 0 and must be less than or equal to Total Assets.
- Total Charge-Offs: Total Charge Offs must be strictly less than Total Outstanding Loan Portfolio.
- Total Financing Capital: Total Financing Capital must be less than or equal to Total Assets.
- Total Liabilities: Total Liabilities must be strictly less than Total Assets.
- Total Outstanding Investment Portfolio: Total Outstanding Investment Portfolio must be less than or equal to Total Assets.
- Total Outstanding Loan Portfolio: Total Outstanding Loan Portfolio must be less than or equal to Total Assets.
- Total Value of Non-performing Assets: Total Value of Non-Performing Assets must be greater than or equal to 0 and must be less than or equal to Total Outstanding Loan Portfolio

 **Financial Data**

Financial Data Detail

CDFI Annual Certification Report [CACR-00004520](#)
Organization Type
Values from audited financial statement Yes ▼

Figure 34. Failed Validation Example

6. You will receive a message stating the record has been saved. If you are a bank, thrift, credit union or cooperativa, you need to review the financial data fields which were grayed out when you first opened the section but are populated now with data from your regulator’s call report data because you hit “Save”. Please make note of any incorrect values because you will need this information to answer the question(s) in the **Regulator Attestation** section on the **Certification Detail** page. Click **CDFI Annual Certification Report** to return to the **Certification Detail** page.

Financial Data
F-00004087

[« Back to List: Organizations](#)

✔ Financial Data has been saved.

[Edit Layout](#) | [Printable View](#) | [Help for this Page](#)


Financial Data Detail

CDFI Annual Certification Report	CACR-00004209	Record Type	Loan Fund and Venture Capital – For-Profit
Organization Type	Loan Fund	Financials ID	F-00004087
Values from audited financial statement	Yes		
Fiscal Year Begin Date	6/10/2019		
Fiscal Year End Date	8/16/2020		

▼ Assets

Restricted Cash and Cash Equivalents	\$2,583,057.00		
Unrestricted Cash and Cash Equivalents	\$1,622,084.00		
Cash and Cash Equivalents	\$4,205,141.00		
Average Assets	\$147,036,285.00		
Current Assets	\$37,409,507.00	Current Assets Indicator	
Allowance Loan and Lease Losses Reserve	\$0.00	Allow. Ln and Lease Losses Res Indicator	
Total Assets	\$159,343,670.00	Total Assets Indicator	
Total Asset Indicator			

Figure 35. Final Data Detail Page



At this point in time, you can either answer the questions in the “Regulator Attestation” subsection of the Certification Detail Page by clicking on the section’s “Edit” button or you can proceed to the remaining unanswered section(s) of the ACR and go back to the required questions in “Regulator Attestation” subsection before you hit the submit button. Review of an ACR submission will be delayed if a CDFIs fails to respond to the “Regulator Attestation” subsection and attach the necessary documentation.

3. Complete the Financial Products Portfolio Breakdown Related List

1. From the CDFI Certification Report Detail Page, click **Financial Products Portfolio Breakdown**.

CDFI Annual Certification Report
CACR-00005082

✓ CDFI Annual Certification Report has been saved.

Development Services (0) | Financial Data (0) | **Financial Products Portfolio Breakdown (0)** | Related Attachments (0) | Reporting Schedule (0)

CDFI Annual Certification Report Detail

Edit Delete Submit CDFI Annual Certification Report

▼ Organization Information

Certification	123CE456	Tax Status	For Profit
CDFI Annual Certification Report ID	CACR-00005082	ative Com.	
EIN	22-2222222	Submitted	
CDFI Certification Status	Certified	port Status	New
		Certification Control Number	Test123456

▼ Organization Type

Organization	Test Organization 2-Bank	Holding Company FDIC ID# / OTS Docket	
Organization Type	Loan Fund	NCUA Number (Credit Unions Only)	
FDIC Charter Number (Banks&Thrifts Only)		State or Federal Charter #/Control#	
Bank Holding Company Number			

Figure 36. CDFI Annual Certification Report Products Portfolio

2. Click **New Financial Products Portfolio Breakdown**.

Development Services [New Development Services](#)

No records to display

Financial Data [New Financial Data](#)

No records to display

Financial Products Portfolio Breakdown [New Financial Products Portfolio Breakdown](#)

No records to display

Related Attachments

No records to display

Figure 37. CDFI Annual Certification Report Detail Page - Financial Products Portfolio Breakdown

3. Complete the required information on the page and click **Save** button.

Financial Products Portfolio Breakdown Edit
New Financial Products Portfolio Breakdown

Financial Products Portfolio Breakdown Edit [Save] [Save & New] [Cancel]

Information

CDFI Annual Certification Report [CACR-00005082]

Financial Product [--None--]

Type [--None--]

Subtype [--None--] **Subtype may be required depending on the Type selected.**

If Type is Other Financing, Describe []

Total Portfolio # []

Total Portfolio \$ []

Target Market # []

Target Market \$ []

[Save] [Save & New] [Cancel]

Figure 38. Financial Products Portfolio Breakdown Edit Page



Responding “Yes” to the PPP Activities field in the CDFI Annual Certification Report’s target market attestation section requires that a Financial Products Portfolio Breakdown record be created with “Financial Product” set to “Loans” and “Type” set to 'Paycheck Protection Program (PPP)'.

4. You will receive a message stating the record has been saved. Click **CDFI Annual Certification Report** to return to the **Certification Detail** page.

Financial Products Portfolio Breakdown
FP-00015450

✓ Financial Products Portfolio Breakdown has been saved.

Financial Products Portfolio Breakdown Detail [Edit] [Delete]

CDFI Annual Certification Report [CACR-00005082](#) **Click the CDFI Annual Certification Report link.**

Financial Product Portfolio Breakdown ID FP-00015450

Financial Product Loans

Type Business Financing

Subtype

If Type is Other Financing, Describe

Total Portfolio # 0

Total Portfolio \$ \$0.00

Target Market # 0

Target Market \$ \$0.00

Created By [CMF TestAdminUser](#), 6/11/2020 9:42 PM

[Edit] [Delete]

Figure 39. Financial Products Portfolio Breakdown Detail Page

4. Complete the Related Attachments Related List

1. From the CDFI Certification Report Detail Page, click the **Related Attachments** related list link.

CDFI Annual Certification Report
CACR-00005082

✓ CDFI Annual Certification Report has been saved.

Development Services (0) | Financial Data (0) | Financial Products Portfolio Breakdown (0) | **Related Attachments (0)** | Reporting Schedule (0)

CDFI Annual Certification Report Detail Edit Delete Submit CDFI Annual Certification Report

▼ Organization Information

Certification	123CE456
CDFI Annual Certification Report ID	CACR-00005082
EIN	22-2222222
CDFI Certification Status	Certified
Report Status	New
Certification Control Number	Test123456

▼ Organization Type

Organization	Test Organization 2-Bank	Holding Company FDIC ID# / OTS Docket
Organization Type	Loan Fund	NCUA Number (Credit Unions Only)
FDIC Charter Number (Banks&Thrifts Only)		State or Federal Charter #/Control#
Bank Holding Company Number		

Figure 40. CDFI Annual Certification Report Detail Page

2. Click **Add Related Attachments** to add related attachment records.

Development Services New Development Services

No records to display

Financial Data New Financial Data

No records to display

Financial Products Portfolio Breakdown Portfolio Breakdown

No records to display

Related Attachments Add Related Attachments

No records to display

Figure 41. CDFI Annual Certification Report Detail Page - Related Attachments Related List

3. Click **Browse** to upload an attachment.
 - a. Select the attachment's type from the drop down menu
 - b. Enter a brief description of the attachment in the description field.
 - c. Click **Attach File**.

CACR-00005082
Attach File

Back to the Annual Report [CACR-00005082] Cancel

File Choose File No file chosen

Type None

Description

Attach File

Back to the Annual Report [CACR-00005082] Cancel

Figure 42. Attach File Page

- d. If you answered “No” to the **Legal Entity** section questions on the **CDFI Annual Certification Report Edit** page (shown below in Figure 43), select **Legal Entity Documentation changes** in the drop down menu under **Type** before attaching any files.

Legal Entity

Legal Entity attestation No, the organization is no longer a legal entity

If No, explain Legal Entity attestation The organization underwent changes.

Legal documentation changes No, legal entity documents have changed

If No, explain documentation changes Document changes noted in the Related Attachments section.

Figure 43. Legal Entity Documentation Changes Example

- e. If you answered “No” to the **Regulator Attestation** section question and checked the “I acknowledge the note below” box on the **CDFI Annual Certification Report Edit** page (shown below in Figure 44), select **Regulator Attestation Documentation** in the drop down menu under **Type** before attaching any files.

Regulator Attestation (Certain Regulated Institutions Only)

Regulator Attestation

After completing the Financial Data section, please select "Yes" or "No" to the question below to indicate if the values in the pre-populated fields accurately reflect information submitted to your regulator. If you select "Yes", then you are in agreement that all of the pre-populated numeric values from your regulator's publicly available quarterly call report data are accurate.

If you select "No", then you do not agree with one or more of the pre-populated numeric values from your regulator's publicly available quarterly call report data. A "No" response requires the respondent to provide the correct values and what the correct values should be using the "Related Attachments" section on the "CDFI Annual Certification Report Detail" page with the document type of "Regulator Attestation Document" (original or revised), audited financial statements, interim statements and balance sheets.

Pre-populated fields vary by the institution type.

For banks/thrifts, the fields are:

- Unrestricted Cash and Cash Equivalents
- Average Assets
- Allowance Loan and Lease Losses Reserve
- Total Assets
- Total Liabilities
- Tier 1 Capital
- Interest Income
- Interest Expense
- Total Charge-Offs
- Total Recoveries
- Loans 90-Days or More Past Due

For credit unions and cooperatives, the fields are:

- Allowance Loan and Lease Losses Reserve
- Total Assets
- Total Net Worth
- Interest Income
- Total Liabilities
- Interest Expense
- Total Charge-Offs
- Total Recoveries
- Loans 60 Days or More Past Due

Regulator Attestation Selection No Yes

I acknowledge the note below

Note
Review of your ACR submission will be delayed if you have selected "No" to the attestation above and DO NOT attach supporting documentation via the "Related Attachments" section below.

Save Save & New Cancel

Figure 44. Regulator Attestation Documentation Example

4. Click **Back to the Annual Report** to return to the **CDFI Annual Certification Report Detail** page. If needed, multiple attachments can be added by repeating the steps in this section.

5. Submit CDFI Annual Certification Report

Once all the required information has been completed on the detail page and in the related lists, the CDFI Annual Certification Report can be submitted. To submit the report:

1. From the **CDFI Annual Certification Report Detail** page, click **Submit CDFI Annual Certification Report**.

CDFI Annual Certification Report
CACR-00005082

Development Services [?] | Financial Data [0] | Financial Products Portfolio Breakdown [1] | Related Attachments [0]

CDFI Annual Certification Report Detail Edit Delete **Submit CDFI Annual Certification Report**

▼ Organization Information

Certification	123CE456	Certified CDFI Serving Na
CDFI Annual Certification Report ID	CACR-00005082	Date
EIN	22-2222222	Rep
CDFI Certification Status	Certified	Certification Contr

▼ Organization Type

Organization	Test Organization 2-Bank	Holding Company FDIC ID# / O
Organization Type	Loan Fund	NCUA Number (Credit Un
FDIC Charter Number (Banks&Thrifts Only)		State or Federal Charter
Bank Holding Company Number		

Click "Submit CDFI Annual Certification Report"

Figure 45. CDFI Annual Certification Report Detail Page

2. A pop up will appear stating that the application has been received. Click **OK**.

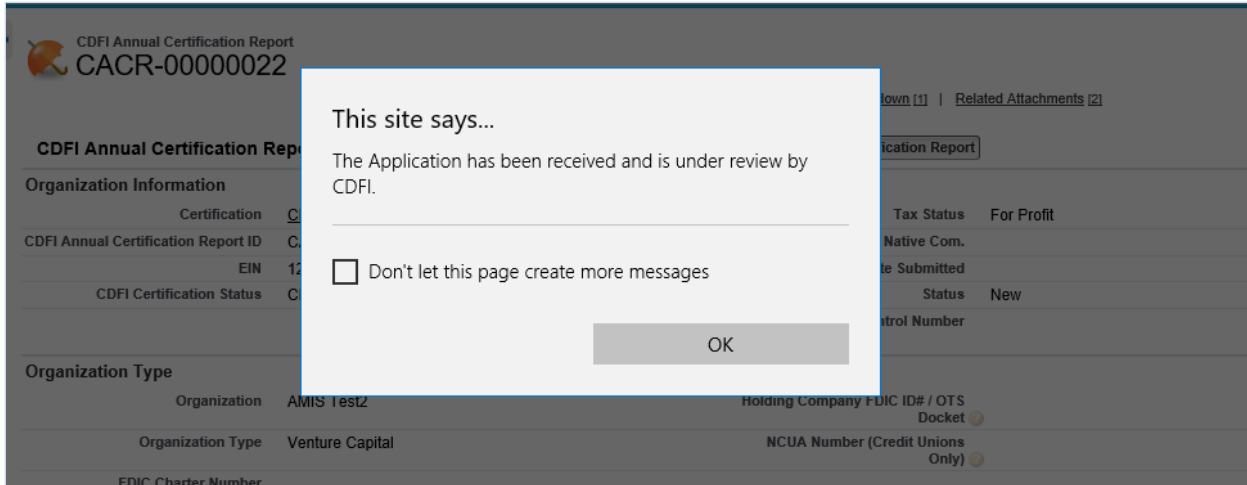


Figure 46. Submitted Report Verification Message #1

3. You will then receive an additional message stating that, once submitted, the data cannot be updated and asking you to confirm submission. Click **OK**.

Please Note: If you need to change the data once it has been submitted, you will need to submit an AMIS service request to the CCME mailbox.

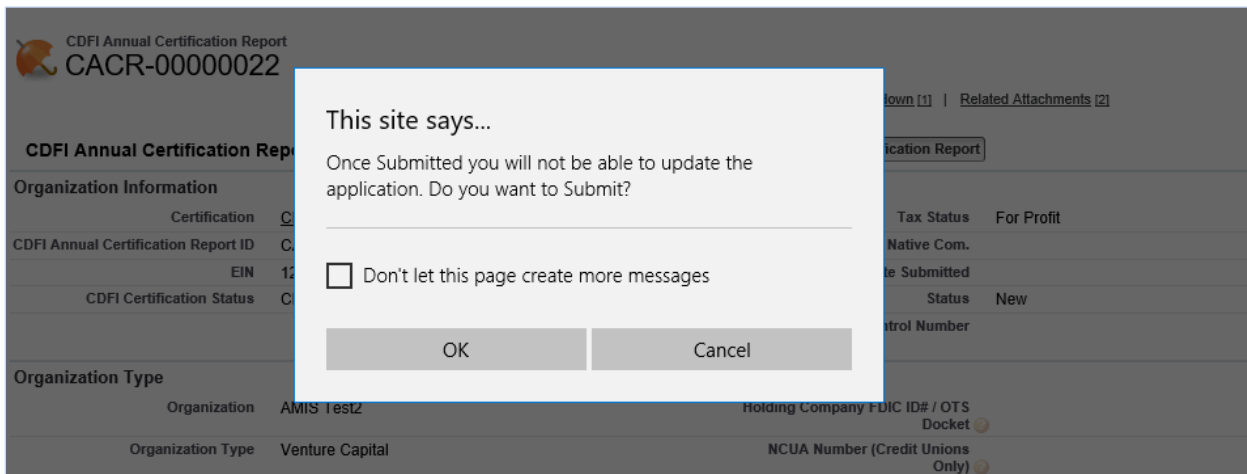


Figure 47. Submitted Report Verification Message #2

4. From the **CDFI Annual Certification Report Detail** page, click the **Certification** link to be directed to the **Certification Detail** page.

CDFI Annual Certification Report Detail

Development Services [1] | Financial Data [0] | Financial Products Portfolio Breakdown [1] | Related Attachments [0] | Reporting Schedule [1]

Organization Information

Certification	123CE456	Tax Status	For Profit
CDFI Annual Certification Report ID	CACR-00005082	Serving Native Com.	
EIN	22-2222222	Date Submitted	
CDFI Certification Status	Certified	Report Status	New
		Communication Control Number	Test123456

Organization Type

Organization	Test Organization 2-Bank	Holding Company FDIC ID# / OTS Docket	
Organization Type	Loan Fund	NCUA Number (Credit Unions Only)	
FDIC Charter Number (Banks&Thrifts Only)		State or Federal Charter #/Control#	
Bank Holding Company Number			

Figure 48. CDFI Annual Certification Report Detail Page

5. You can view reports and report statuses at the bottom of the page.

Certification 123CE456

Customize Page | Edit Layout | Printable View | Help for this Page

CDFI Annual Certification Report [5+] | Reporting Schedule [0]

Certification Detail

Certification Name	123CE456	Record Type	CDFI [Change]
Organization	Test Organization 2-Bank	Owner	AMIS Support User [Change]
Certification Date	3/1/2016	Certification Control Number	Test123456
Certification Application Date		Decertification Date	
Certification Status	Certified	Approved Target Markets	Approved Target Markets

▼ CDFI Annual Certification Due Dates

Fiscal Year End Month	12
Fiscal Year End Day	31

▼ Latest Report Revision Information

Cure Period Start Date	
Cure Period End Date	
Created By	AMIS Support User , 3/1/2016 12:15 PM

CDFI Annual Certification Report

Action	CDFI Annual Certification Report ID	Report Year	Date Submitted	Report Status	Owner First Name	Owner Last Name
<input type="checkbox"/> Edit Del	CACR-00004520	2020		New	Shannon	McKay (support)
<input type="checkbox"/> Edit Del	CACR-00002010	2018		New	CMF	TestAdminUser
<input type="checkbox"/> Edit Del	CACR-00000014	2016	3/1/2016	Submitted	CMF	TestUser
<input type="checkbox"/> Edit Del	CACR-00000015	2016	3/1/2016	Submitted	CMF	TestUser
<input type="checkbox"/> Edit Del	CACR-00000016	2016		New	CMF	TestUser

Show 3 more > | Go to list (8) >

Reporting Schedule

No records to display

Figure 49. Certification Detail Page