

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

[www.cdfifund.gov](http://www.cdfifund.gov)



# **AMIS TRAINING MANUAL**

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

September 2021

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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.<sup>1</sup> 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 CDFIs<sup>2</sup> 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](mailto: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 pre-requisite for this training manual.*

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<sup>1</sup> 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).

<sup>2</sup> 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.

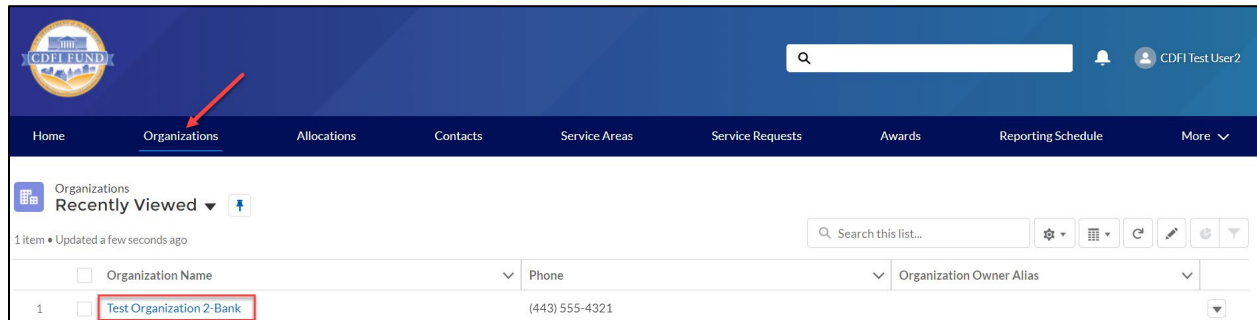


Figure 1. Organization Tab

2. From the **Organization Related** tab, scroll to the **Certifications** section.



Figure 2. Organization Related Tab - Certifications



Figure 3. Organization Related Tab - Certifications Name

**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**.

**Detail**   Related

Certification Name 123CE456	Record Type CDFI
Organization <a href="#">Test Organization 2-Bank</a>	Owner <a href="#">AMIS Support User</a>
Certification Date 3/1/2016	Certification Control Number Test123456
Certification Application Date	Decertification Date
Certification Status <b>Certified</b>	Approved Target Markets <a href="#">Approved Target Markets</a>

Make sure the Certification Status is "Certified"

**Figure 4. Certification Detail Page - CDFI Certification Status**

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

**Certification**  
123CE456

[Printable View](#)   [New CDFI Annual Certification Report](#)

**Detail**   **Related**

**CDFI Annual Certification Report (5)**

CDFI Annual Certification Report ID	Report Year	Date Submitted	Report Status
<a href="#">CACR-00002010</a>	2018		New
<a href="#">CACR-00000014</a>	2016	3/1/2016	Submitted
<a href="#">CACR-00000015</a>	2016	3/1/2016	Submitted
<a href="#">CACR-00000017</a>	2016	3/2/2016	Submitted

Click "New CDFI Annual Certification Report"

**Figure 5. 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. For more information, click on the "i" icon.

The screenshot shows the 'New CDFI Annual Certification Report' edit page. The 'Organization Information' section includes a search bar for 'Certification', a 'Tax Status' field, a 'CDFI Annual Certification Report ID' field, a 'Date Submitted' field, and a 'Report Status' field set to 'New'. The 'Line of Business' section includes a 'Primary Line of Business' dropdown (set to '--None--'), a 'Secondary Line of Business' dropdown (set to '--None--'), and two fields: 'Total Number of Credit Union Members (Credit Unions Only)' and 'Total CU Members', both with 'i' icons. A callout box points to the 'i' icon on the 'Total CU Members' field, stating 'Hover over the "i" icon for more information.' At the bottom are 'Cancel', 'Save & New', and 'Save' buttons.

**Figure 6. CDFI Annual Certification Report Edit Page - "i" Icon**

6. You may need to provide additional documentation based on your selection in the Legal Entity field.

The screenshot shows the 'New CDFI Annual Certification Report' edit page, focusing on the 'Legal Entity' and 'Primary Mission' sections. The 'Legal Entity' section includes a 'Legal Entity attestation' dropdown (set to '--None--'), a text area for 'If No, explain Legal Entity attestation', a 'Legal documentation changes' dropdown (set to '--None--'), and a text area for 'If No, explain documentation changes'. The 'Primary Mission' section includes a 'Primary Mission attestation' dropdown (set to '--None--'). A callout box points to the 'Legal Entity attestation' dropdown, stating 'Based upon the responses in the Legal Entity section, additional documentation may be required.' At the bottom are 'Cancel', 'Save & New', and 'Save' buttons.

**Figure 7. CDFI Annual Certification Report Edit Page - Legal Entity**

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

New CDFI Annual Certification Report

Review Summary

Report Revision Request Deadline ⓘ Revision Request Comments ⓘ

Regulator Attestation (Certain Regulated Institutions Only)

Regulator Attestation

Regulator Attestation Selection ⓘ

--None--

I acknowledge the note below ⓘ

☐

Note

Cancel Save & New **Save**

**Figure 8. CDFI Annual Certification Report Edit Page - Save**

Review the errors on this page.

These required fields must be completed: Legal documentation changes, Other eligibility information changes?, Primary Mission attestation, Certification, Accountability attestation, Development Services attestation, Secondary Line of Business, Legal Entity attestation, Primary Line of Business, PPP Activities, Target Market attestation, Accountability method changes, Non-government Entity attestation, Target Market changes, Total FTE Staff

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

New CDFI Annual Certification Report

Line of Business

\* Primary Line of Business

--None--

Complete this field.

\* Secondary Line of Business

--None--

Complete this field.

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 ⓘ

Complete this field.

Correct the invalid data and click Save.

Cancel Save & New **Save**

**Figure 10. CDFI Annual Certification Report Edit Page – Error: Invalid Data Message**



8. You will be directed to the **CDFI Annual Certification Report Detail** page. Click on the **Related Tab** to see the **Related List Sections**.

CDFI Annual Certification Report  
CACR-00004258

Edit Delete Submit CDFI Annual Certification Report

Detail **Related**

**Development Services (4)** [New](#)

Development Services ID	Development Services	Financial Product	Total Clients Served
<a href="#">DS-00010860</a>	Business Technical Assistance	Small Business Financing	
<a href="#">DS-00010861</a>	Credit Counseling	Consumer Financing	
<a href="#">DS-00010862</a>	Financial Education	Consumer Financing	
<a href="#">DS-00010863</a>	Homeownership Counseling and Technical Assistance	Single Family Housing Financing	

[View All](#)

**Financial Data (1)** [New](#)

Financials ID	Organization Type	Values from audited financial statement	Total Revenue
<a href="#">F-00004116</a>	Bank or Thrift	No	

[View All](#)

**Financial Products Portfolio Breakdown (6+)** [New](#)

Financial Product Portfolio Breakdown ID	Financial Product	Type	Subtype
<a href="#">FP-00012704</a>	Loans	Residential Real Estate Financing	
<a href="#">FP-00012705</a>	Loans	Microfinance Financing	
<a href="#">FP-00012706</a>	Loans	Business Financing	
<a href="#">FP-00012707</a>	Loans	Commercial Real Estate Financing	
<a href="#">FP-00012708</a>	Loans	Commercial Real Estate Financing	
<a href="#">FP-00012709</a>	Loans	Commercial Real Estate Financing	

[View All](#)

**Figure 11. CDFI Annual Certification Report Related Page – Related Link Section**

9. Click on each “New” button and complete the additional information required.

CDFI Annual Certification Report  
CACR-00004258

Edit Delete Submit CDFI Annual Certification Report

Detail **Related**

**Development Services (4)** [New](#)

Development Services ID	Development Services	Financial Product	Total Clients Served
<a href="#">DS-00010860</a>	Business Technical Assistance	Small Business Financing	
<a href="#">DS-00010861</a>	Credit Counseling	Consumer Financing	
<a href="#">DS-00010862</a>	Financial Education	Consumer Financing	
<a href="#">DS-00010863</a>	Homeownership Counseling and Technical Assistance	Single Family Housing Financing	

[View All](#)

**Financial Data (1)** [New](#)

Financials ID	Organization Type	Values from audited financial statement	Total Revenue
<a href="#">F-00004116</a>	Bank or Thrift	No	

[View All](#)

**Financial Products Portfolio Breakdown (6+)** [New](#)

Financial Product Portfolio Breakdown ID	Financial Product	Type	Subtype
<a href="#">FP-00012704</a>	Loans	Residential Real Estate Financing	
<a href="#">FP-00012705</a>	Loans	Microfinance Financing	
<a href="#">FP-00012706</a>	Loans	Business Financing	
<a href="#">FP-00012707</a>	Loans	Commercial Real Estate Financing	
<a href="#">FP-00012708</a>	Loans	Commercial Real Estate Financing	
<a href="#">FP-00012709</a>	Loans	Commercial Real Estate Financing	

[View All](#)

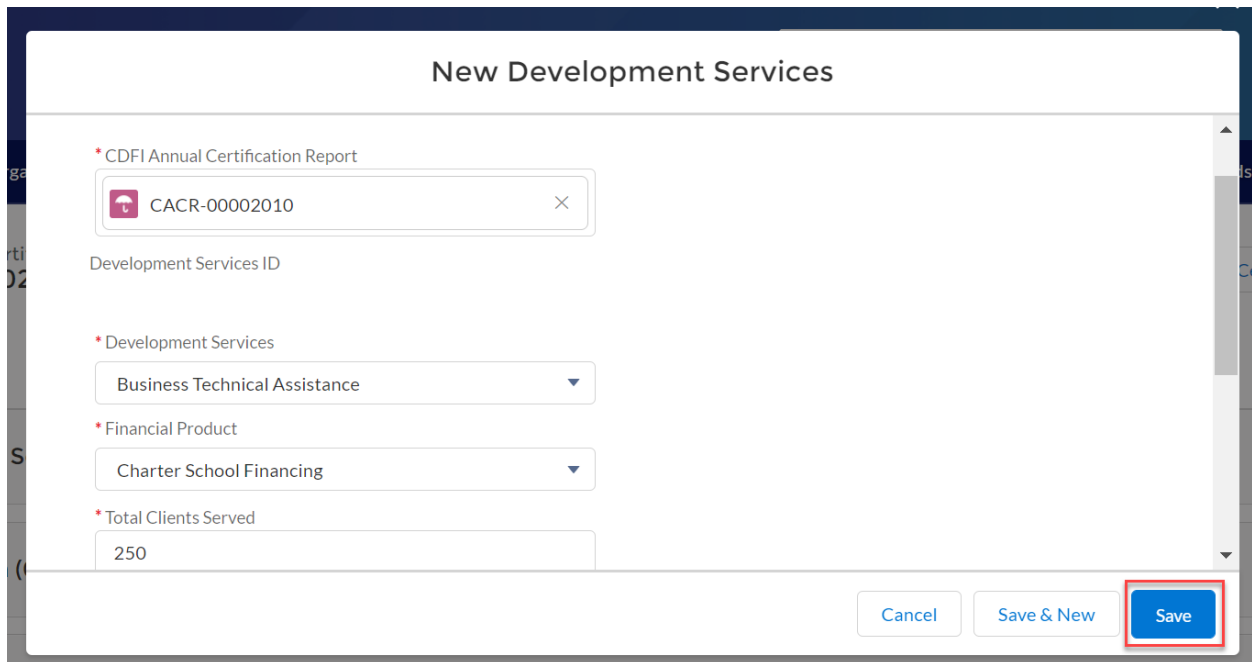
## 1. Complete the Development Services Related List

1. From the **CDFI Annual Certification Report** Related page, click the **“New”** button within the **Development Services** section.



**Figure 13. CDFI Annual Certification Report Related Page – Development Services Section**

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

A screenshot of a web application form titled 'New Development Services'. The form contains several fields: a dropdown menu for 'CDFI Annual Certification Report' with the value 'CACR-00002010'; a text field for 'Development Services ID'; a dropdown menu for 'Development Services' with the value 'Business Technical Assistance'; a dropdown menu for 'Financial Product' with the value 'Charter School Financing'; and a text field for 'Total Clients Served' with the value '250'. At the bottom right of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save'. The 'Save' button is highlighted with a red rectangular box.

- You will receive a message stating the record has been saved. To view the **CDFI Annual Certification Report**, click on the Development Services ID located in the Development Services Related section.

Development Services ID	Development Services	Financial Product	Total Clients Served
DS-00015841	Business Technical Assistance	Charter School Financing	250

**Figure 15. CDFI Annual Certification Report Related Page – Development Services ID**

- From the Development Services Detail page, click on the **CDFI Annual Certification Report** link to navigate back to the CDFI Report Detail Page.

Development Services ID	Development Services	Financial Product	Total Clients Served
DS-00015841	Business Technical Assistance	Charter School Financing	250

**Figure 16. Development Services Detail Page – Annual Certification Report Link**

## 2. Complete the Financial Data Related List

- From the **CDFI Annual Certification Report** Related page click the “**New**” button within the **Financial Data** section.

Financials ID	Organization Type	Values from audited fin...	Total Revenue
---------------	-------------------	----------------------------	---------------

**Figure 17. CDFI Annual Certification Report Detail Page – Financial Data Section - New**

## 2. Select Record Type.

**New Financial Data**  
**Select Financial Data Record Type**

Select a record type for the new financial data. The default was selected based on the Financial Institution Type and Tax Status of your organization.

Record Type of New Record: Loan Fund and Venture Capital – For-Profit ▼

Continue Cancel

**Note to CDFI (Please read)**

*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 Record Type**

- 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.

	<p>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 <b>Select Financial Data Record Type</b> page.</p>
--	--

4. Complete all Required fields.

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 form with various input fields. A modal dialog box titled "Message from webpage" is centered on the screen. The dialog 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'". Below the text is an "OK" button. The background form shows fields for "Operating Revenue", "Total Revenue", "Zero Value Reason", "Expenses", "Interest Expense", "Provision for Loan Losses", "Total Outstanding Loan Portfolio", "Total Outstanding Loan Guarantees", "Total Charge-Offs", "Total Recoveries", "Total Value of Non-performing Assets", and "Zero Value Reason: Total Value of NP Assets".

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.

This screenshot shows the same web form as Figure 19, but the modal dialog box includes an additional checkbox labeled "Don't let this page create more messages" below the warning text. The "OK" button remains at the bottom right of the dialog. The background form fields are the same as in Figure 19, including "Operating Revenue", "Total Revenue", "Zero Value Reason", "Expenses", "Interest Expense", "Provision for Loan Losses", "Total Outstanding Loan Portfolio", "Total Outstanding Loan Guarantees", "Total Charge-Offs", "Total Recoveries", "Total Value of Non-performing Assets", and "Zero Value Reason: Total Value of NP Assets".

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.

**Financial Data Detail** I = Required Information

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

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: 0.00

Zero Value Reason: RE Cash/Cash EquivInt: --None--

Unrestricted Cash and Cash Equivalents: This data point is not applicable to my organization's institution type

Cash and Cash Equivalents: My organization's accounting system does not track this data point

Average Assets: The actual numeric value is negative

Current Assets: The actual numeric value is zero

Allowance Loan and Lease Losses Reserve: Other (please describe)

Total Assets:

**Select the appropriate explanation**

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: 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: 0.00

Zero Value Reason: RE Cash/Cash EquivInt: Other

Other Reason: RE Cash/Cash EquivInts:

**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 <span style="float: right; font-size: 0.8em;">I = Required Information</span>	
Restricted Cash and Cash Equivalents	<input style="width: 90%;" type="text"/>
Unrestricted Cash and Cash Equivalents	<input style="width: 90%;" type="text"/>
Cash and Cash Equivalents	0.00
Average Assets	<input style="width: 90%;" type="text"/>
Current Assets	5.00
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><b>Validation Error:</b> 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.</p> </div> <div style="width: 55%;"> <p><b>Validation Explanation:</b> <input style="width: 95%; height: 30px;" type="text"/></p> </div> </div>	
Allowance Loan and Lease Losses Reserve	<input style="width: 90%;" type="text"/>
Total Assets	4.00
Liabilities	
Current Liabilities	4.00
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><b>Validation Error:</b> Current Liabilities must be less than or equal to Total Liabilities. If this cannot be corrected, please explain.</p> </div> <div style="width: 55%;"> <p><b>Validation Explanation:</b> <input style="width: 95%; height: 30px;" type="text"/></p> </div> </div>	
Total Liabilities	3.00

**Figure 23. Financial Data Validation Errors**

- 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** 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 --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**

Total Equity

**Income**

Government Grants

Interest Income

Earned Revenue

Operating Revenue

Total Revenue

**Complete all required fields**

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

**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 25. Financial Data Edit Page for Loan Fund and Venture Capital – For Profit



6. See below for additional views based on **Type** selected.

Financial Data Detail		Record Type ID	
CDFI Annual Certification Report CACR-00004333		Bank or Thrift and Depository Institution Holding Company	
Organization Type			
Values from audited financial statement			
Fiscal Year Begin Date	Year Month Day	Fiscal Year End Date	Year Month Day
	--None-- --None-- --None--		--None-- --None-- --None--
<b>Assets</b>			
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			
<b>Liabilities</b>			
Current Liabilities			
Total Liabilities			
<b>Net Assets, Net Worth, or Equity Information</b>			
Tier 1 Capital			
Total Equity			

Figure 26. Financial Data Edit Page for Bank or Thrift and Depository Institution Holding Company

<b>Income</b>	
Government Grants	
Interest Income	
Earned Revenue	
Operating Revenue	
Total Revenue	
<b>Expenses</b>	
Interest Expense	
Provision for Loan Losses	
Operating Expenses	
Total Expenses	
<b>Capital Category</b>	
Total Financing Capital	
<b>Loan and Investment Portfolio Values</b>	
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	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 27. Financial Data Edit Page for Bank or Thrift and Depository Institution Holding Company

Financial Data Detail				Record Type ID				Credit Unions							
CDFI Annual Certification Report				CAGR-00005073				Financials ID				F-00004942			
Organization Type				Credit Union				Values from audited financial statement				No			
Fiscal Year Begin Date				Year				Month				Day			
--None--				--None--				--None--				--None--			
Fiscal Year End Date				Year				Month				Day			
--None--				--None--				--None--				--None--			
<b>Assets</b>															
Restricted Cash and Cash Equivalents				1.00											
Unrestricted Cash and Cash Equivalents				1.00											
Cash and Cash Equivalents				0.00											
Average Assets				1.00											
Current Assets				1.00											
Allowance Loan and Lease Losses Reserve				1.00											
Total Assets				10.00											
<b>Liabilities</b>															
Current Liabilities				1.00											
Total Liabilities				10.00											
<b>Net Assets, Net Worth, or Equity Information</b>															
Total Net Worth				1.00											

Figure 28. Financial Data Edit Page for Credit Unions

Income	
Government Grants	1.00
Interest Income	1.00
Earned Revenue	1.00
Operating Revenue	10.00
Total Revenue	100.00
Expenses	
Interest Expense	1.00
Provision for Loan Losses	1.00
Operating Expenses	1.00
Total Expenses	10.00
Capital Category	
Total Financing Capital	
Loan and Investment Portfolio Values	
Total Outstanding Investment Portfolio	1.00
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	1.00
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	
Total Charge-Offs	1.00
Total Recoveries	1.00
Total Value of Non-performing Assets	10.00
Loans 90-Days or More Past Due	
Other Real Estate Owned	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure 29. Financial Data Edit Page for Credit Unions

Financial Data Detail				I = Required Information			
CDFI Annual Certification Report		CACR-00000003		Record Type ID		Loan Fund and Venture Capital – Non-Profit	
Organization Type		Loan Fund		Financials ID		F-00000002	
Values from audited financial statement		Yes					
Fiscal Year Begin Date		Year	Month	Day	Fiscal Year End Date		Year
		--None--	--None--	--None--			--None--
<b>Assets</b>							
Restricted Cash and Cash Equivalents		10.00					
Unrestricted Cash and Cash Equivalents		10.00					
Cash and Cash Equivalents		20.00					
Average Assets		10.00					
Current Assets		10.00					
Allowance Loan and Lease Losses Reserve		10.00					
Total Assets		1,000.00					
<b>Liabilities</b>							
Current Liabilities		10.00					
Total Liabilities		1,000.00					
<b>Net Assets, Net Worth, or Equity Information</b>							
Temporarily Restricted Net Assets		10.00					
Permanently Restricted Net Assets		10.00					
Unrestricted Net Assets		1,000.00					
Total Net Assets		1,020.00					

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

<b>Income</b>	
Government Grants	10.00
Interest Income	10.00
Earned Revenue	10.00
Operating Revenue	10.00
Total Revenue	1,000.00
<b>Expenses</b>	
Interest Expense	10.00
Provision for Loan Losses	10.00
Operating Expenses	10.00
Total Expenses	1,000.00
<b>Capital Category</b>	
Total Financing Capital	
<b>Loan and Investment Portfolio Values</b>	
Total Outstanding Investment Portfolio	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	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	
Total Charge-Offs	10.00
Total Recoveries	10.00
Total Value of Non-performing Assets	1,000.00
Loans 90-Days or More Past Due	
Other Real Estate Owned	
<div>Save Cancel</div>	

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

7. 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.

The screenshot shows a web interface for 'Financial Data'. At the top, there is a yellow box with a red error icon and the title 'Errors'. It contains a list of validation 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

Below the errors, there is a 'Financial Data' section with a 'Save' button and a 'Cancel' button. Underneath, there is a 'Financial Data Detail' section with the following information:

CDFI Annual Certification Report: CACR-00004520  
Organization Type:  
Values from audited financial statement: Yes (dropdown menu)

Figure 32. Failed Validation Example

8. Click **CDFI Annual Certification Report** to return to the **Certification Detail** page.

The screenshot shows the 'Final Data Detail Page' in the AMIS system. The top navigation bar includes 'AMIS', 'Home', 'Organizations', 'Contacts', 'Notices', 'Funding Applications', 'Reports', and a search bar with the text '\* CACR-00005274'. The main content area is titled 'Financial Data' and 'F-00005091'. It has a 'Details' tab selected and a 'Related' tab. The 'Details' section shows the following information:

CDFI Annual Certification Report: CACR-00005274 (highlighted with a red box)  
Organization Type:  
Loan Fund:  
Values from audited financial statement: No  
Fiscal Year Begin Date: 10/1/2019  
Fiscal Year End Date: 9/30/2020

On the right side, there is a 'Record Type' section with the text 'Loan Fund and Venture Capital – Non-Profit' and a 'Financials ID' section with the text 'F-00005091'. There are also 'Delete' and 'Printable View' buttons at the top right.

Figure 33. Final Data Detail Page

### 3. Complete the Financial Products Portfolio Breakdown Related List

1. From the CDFI Certification Report Related Page, click the **“New”** button to access the **Financial Products Portfolio Breakdown**.

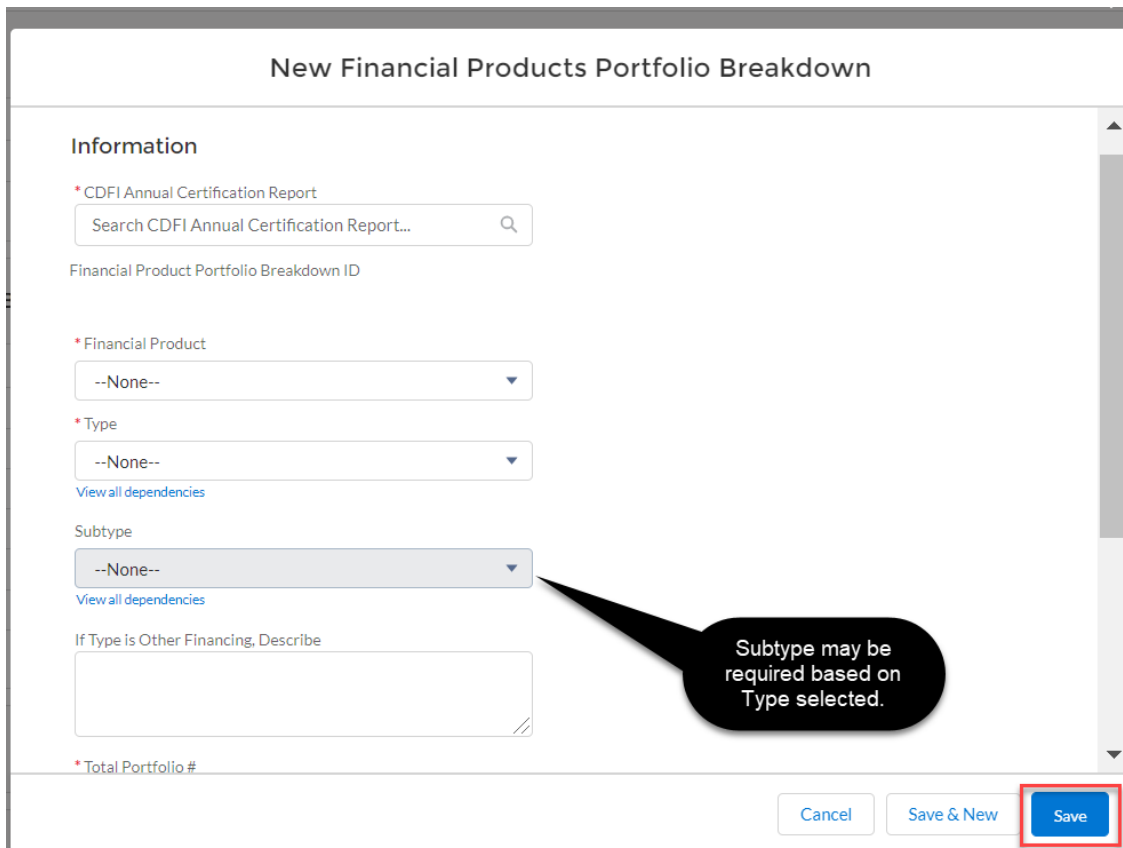


Financial Product Portfolio Breakdown ID	Financial Product	Type	Subtype
<a href="#">FP-00012704</a>	Loans	Residential Real Estate Financing	
<a href="#">FP-00012705</a>	Loans	Microfinance Financing	
<a href="#">FP-00012706</a>	Loans	Business Financing	
<a href="#">FP-00012707</a>	Loans	Commercial Real Estate Financing	Community Facility
<a href="#">FP-00012708</a>	Loans	Commercial Real Estate Financing	Health Care Facility
<a href="#">FP-00012709</a>	Loans	Commercial Real Estate Financing	Commercial

[View All](#)

**Figure 34. CDFI Annual Certification Report Products Portfolio**

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



**New Financial Products Portfolio Breakdown**

**Information**

\* CDFI Annual Certification Report

Financial Product Portfolio Breakdown ID

\* Financial Product

\* Type  
  
[View all dependencies](#)


Subtype  
  
[View all dependencies](#)

If Type Is Other Financing, Describe

\* Total Portfolio #

Subtype may be required based on Type selected.

**Figure 35. 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)'.

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

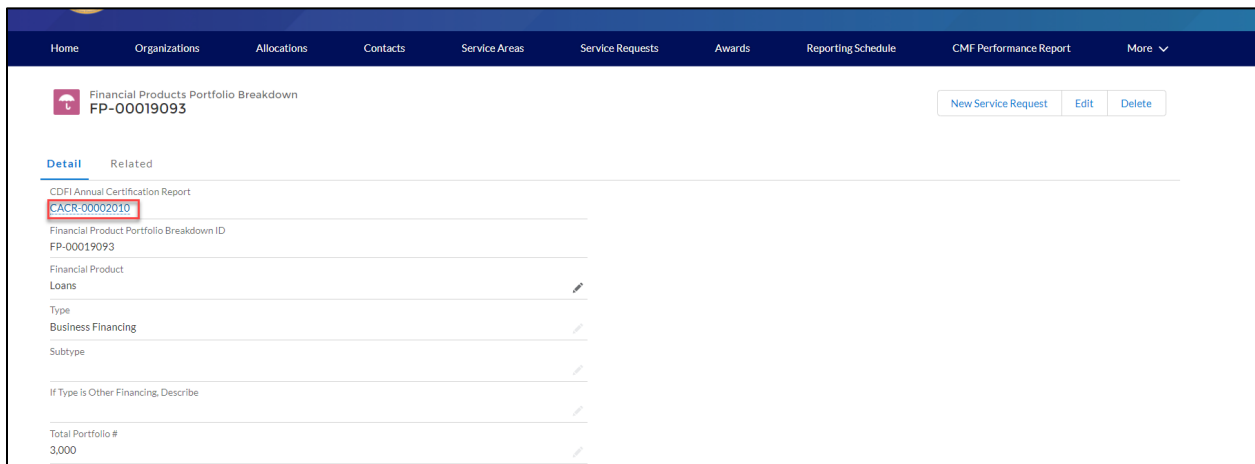


Figure 36. Financial Products Portfolio Breakdown Detail Page

#### 4. Complete the Related Attachments Related List

- To add attachments, select “Add Related Attachments” from the dropdown menu on the CDFI Annual Certification Report Details Page.

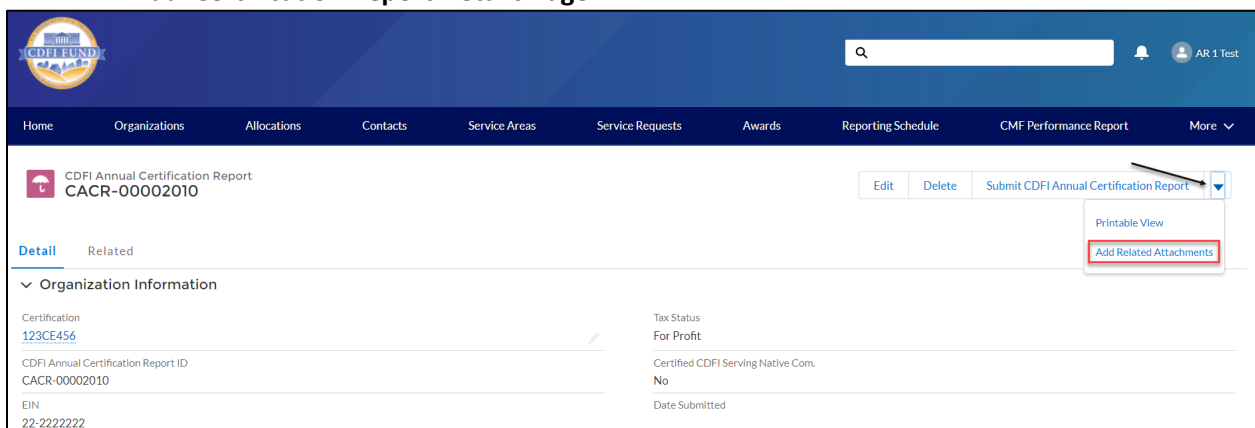


Figure 37. CDFI Annual Certification Report Detail Page

2. Click **Upload Files** to select a file from your computer or use the **Drag and Drop** option.
  - a. Select a Type from the dropdown.
  - b. Enter a brief description if necessary.
  - c. Select Date Approved by Board.
  - d. Click **Attach File**.

Figure 38. Attach File Page

- e. If you answered “No” to the **Legal Entity** section questions on the **CDFI Annual Certification Report Edit** page (shown below in Figure 31), select **Legal Entity Documentation changes** in the drop-down menu under **Type** before attaching any files.

Figure 39. Legal Entity Documentation Changes Example

- f. Once all steps are complete – you will receive an “Attachment Uploaded Successfully” message.

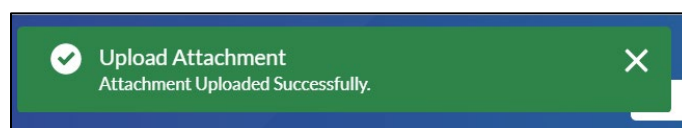


Figure 40. Attachment Uploaded Successfully Message

3. 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**.

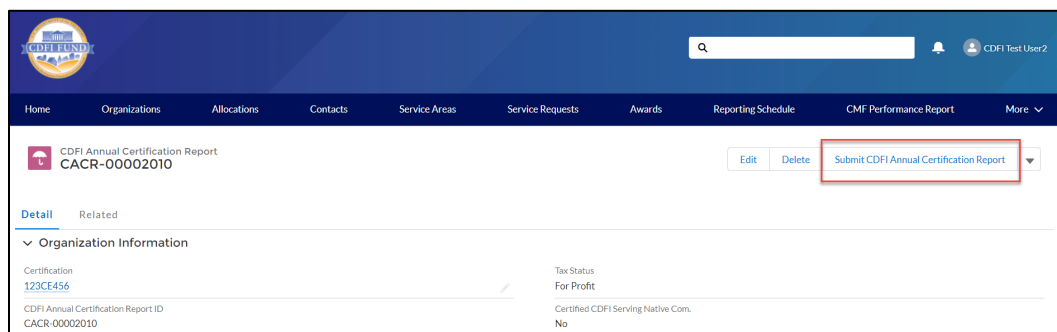


Figure 41. CDFI Annual Certification Report Detail Page

2. A pop up will appear stating that once submitted, you will not be able to update. Click **OK**.

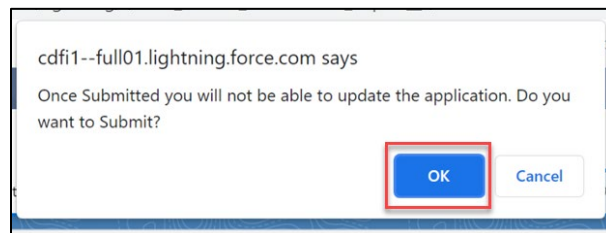


Figure 42. Do you Want to Submit? Message

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.

3. You will then receive a Success message.

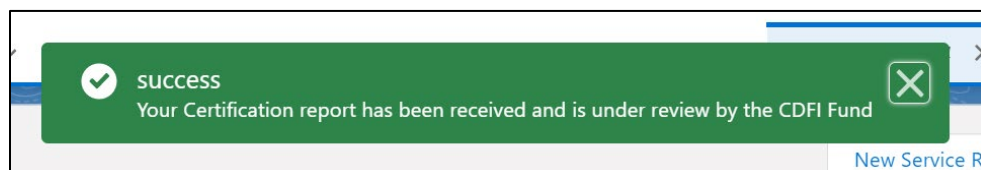


Figure 43. Submitted Report Verification Message



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

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More ▾

**CDFI Annual Certification Report**  
CACR-00002010

Edit Delete Submit CDFI Annual Certification Report ▾

**Detail** Related

Organization Information

Certification  
**123CE456**

CDFI Annual Certification Report ID  
CACR-00002010

EIN  
22-2222222

Tax Status  
For Profit

Certified CDFI Serving Native Com.  
No

Date Submitted

Figure 44. CDFI Annual Certification Report Detail Page

5. You can view reports and report statuses by:
  - a. Clicking on the **Related** Tab.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule CMF Performance Report More ▾

**Certification**  
123CE456

Printable View New CDFI Annual Certification Report

**Detail** **Related**

Certification Name  
123CE456

Organization  
[Test Organization 2-Bank](#)

Certification Date  
3/1/2016

Certification Application Date

Certification Status  
Certified

Record Type  
CDFI

Owner  
[AMIS Support User](#)

Certification Control Number  
Test123456

Decertification Date

Approved Target Markets  
[Approved Target Markets](#)

Figure 45. Certification Detail Page – Related Tab

- b. Scrolling to **CDFI Annual Certification Report** Section.

Detail **Related**

**CDFI Annual Certification Report (5)**

CDFI Annual Certification Report ID	Report Year	Date Submitted	Report Status
<a href="#">CACR-00002010</a>	2018		New ▾
<a href="#">CACR-00000014</a>	2016	3/1/2016	Submitted ▾
<a href="#">CACR-00000015</a>	2016	3/1/2016	Submitted ▾
<a href="#">CACR-00000017</a>	2016	3/2/2016	Submitted ▾
<a href="#">CACR-00000202</a>	2016	5/26/2017	Cure ▾

[View All](#)

Figure 46. Certification Related Page – CDFI Annual Certification Report