AMIS TRAINING MANUAL

**CDFI Fund Annual Certification and Data Collection Report
(ACR)
Lightning Version**

December 2024

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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. Emerging CDFIs[2] are not required to complete the ACR.

<u>Please note:</u>
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.

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[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.

> *AE101: Getting Started – Navigating AMIS (for External Users)* is a pre-requisite for this training manual.

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.
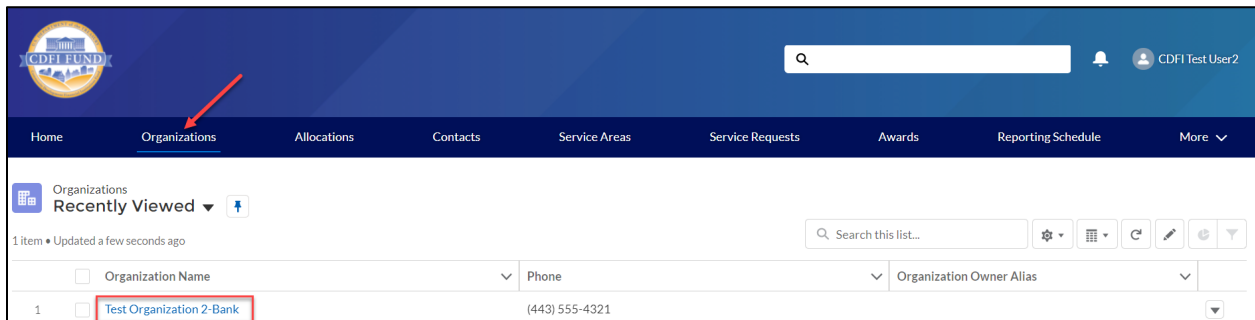

Figure 1. Organization Tab

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

Figure 2. Organization Related Tab - Certifications

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**.

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**.
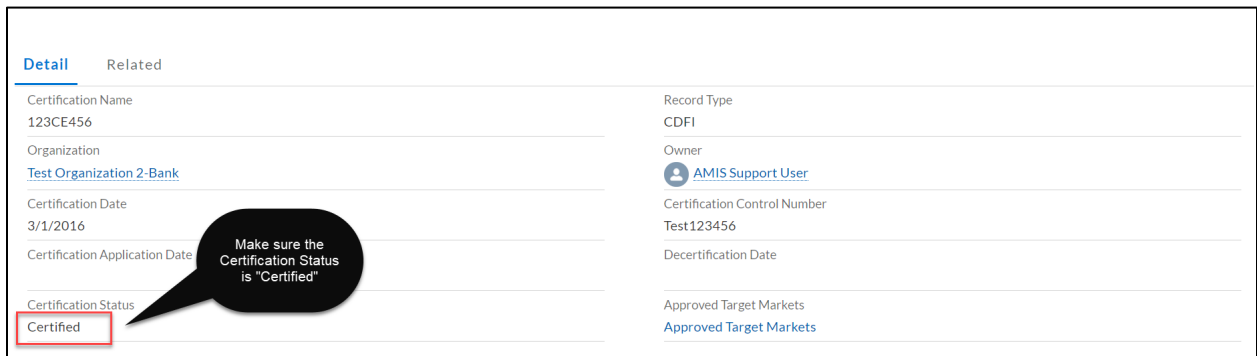

Figure 4. Certification Detail Page - CDFI Certification Status

4. Click **New CDFI Annual Certification Report** located on the Related Tab.

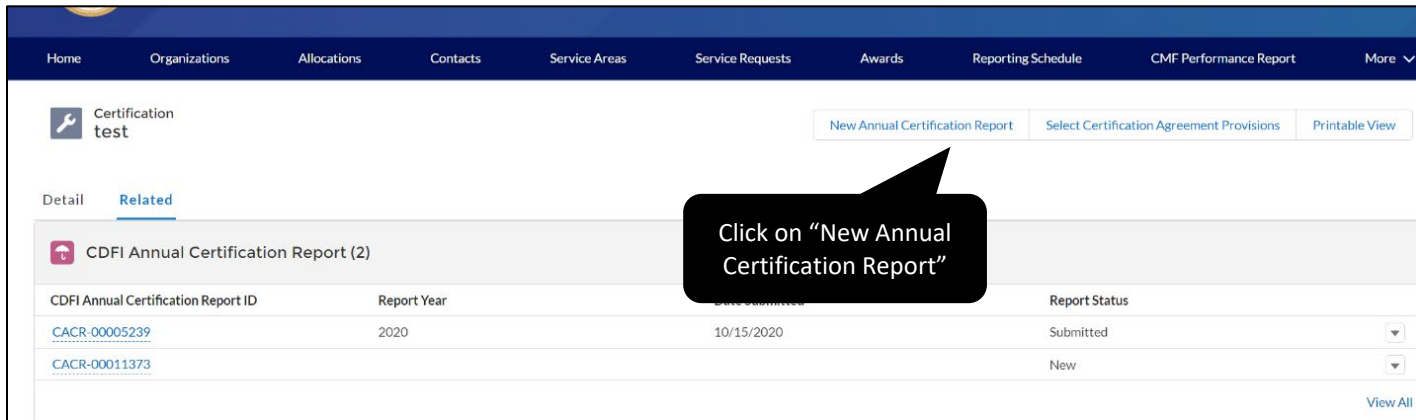|	New CDFI Annual Certification Report can only be selected if you have a Reporting Schedule. Contact support at AMIS@cdfi.treas.gov if you don't have a Reporting Schedule.

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.
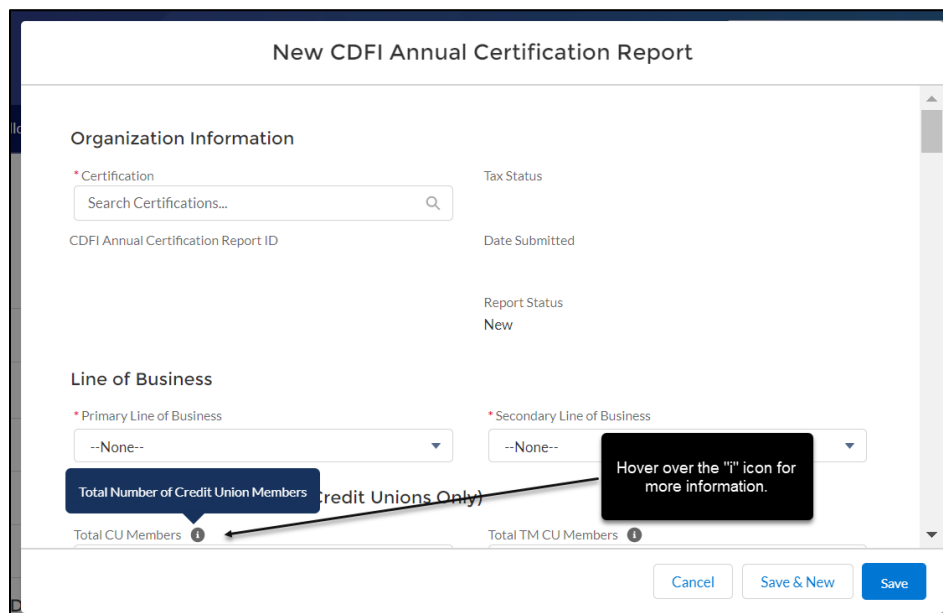

Figure 6. CDFI Annual Certification Report Edit Page - "i" Icon

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

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

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

Figure 8. CDFI Annual Certification Report Edit Page - Save

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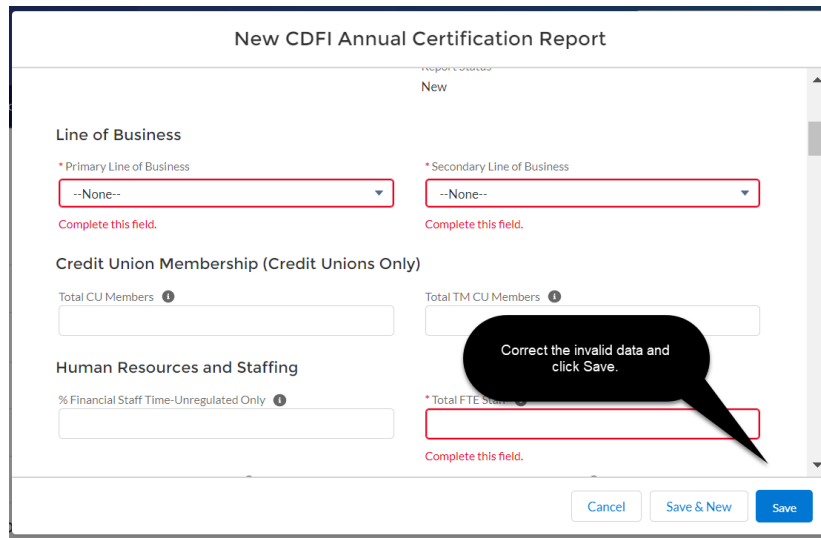

Figure 10. CDFI Annual Certification Report Edit Page – Error: Invalid Data Message

8. You will be directed to the **CDFI Annual Certification Report Detail** page. Click on the **Related Tab** to see the **Related List Sections**.
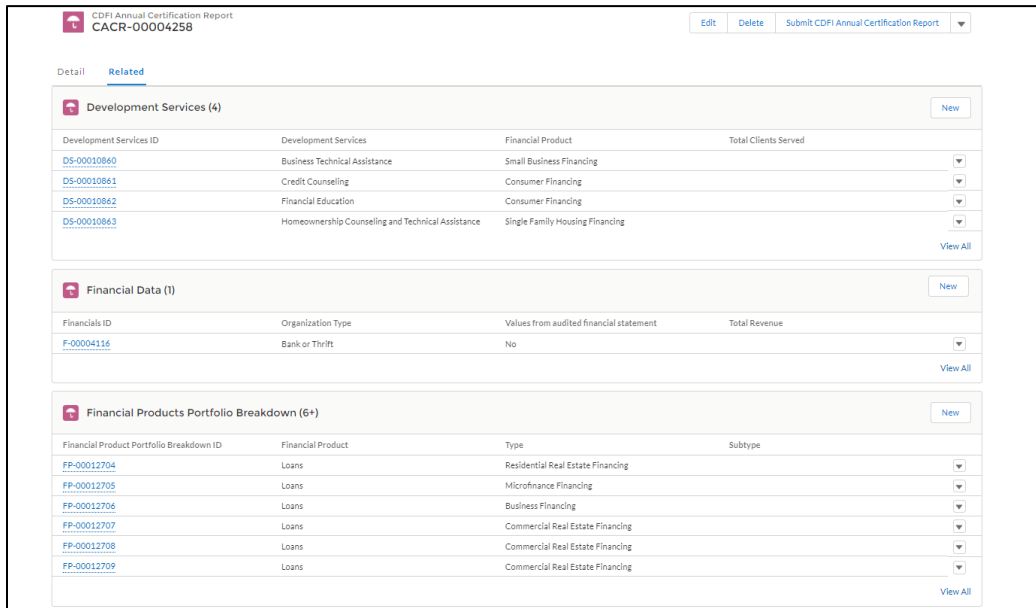
Figure 11. CDFI Annual Certification Report Related Page – Related Link Section

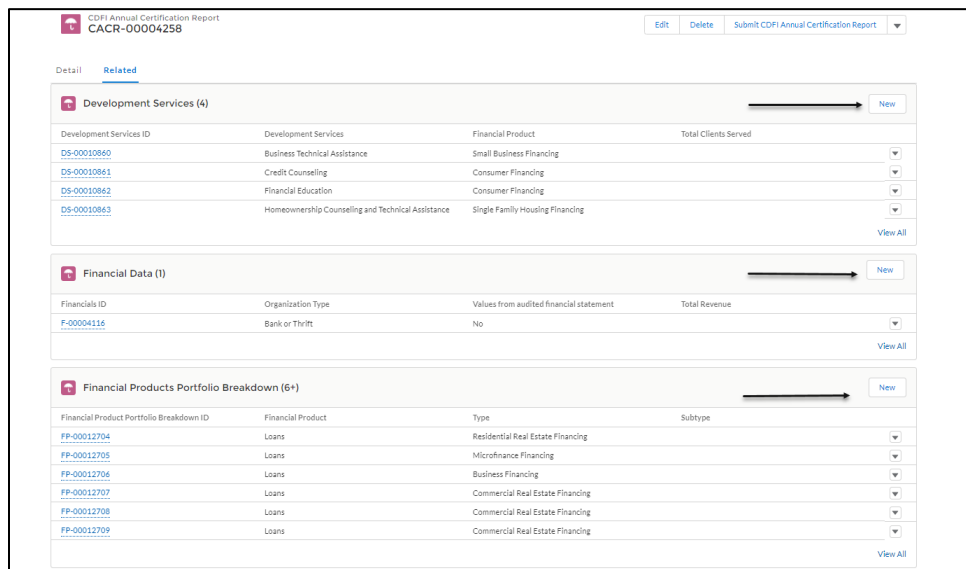9. Click on each "New" button and complete the additional information required.

Figure 12. CDFI Annual Certification Report Related Page - Related Lists - New

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

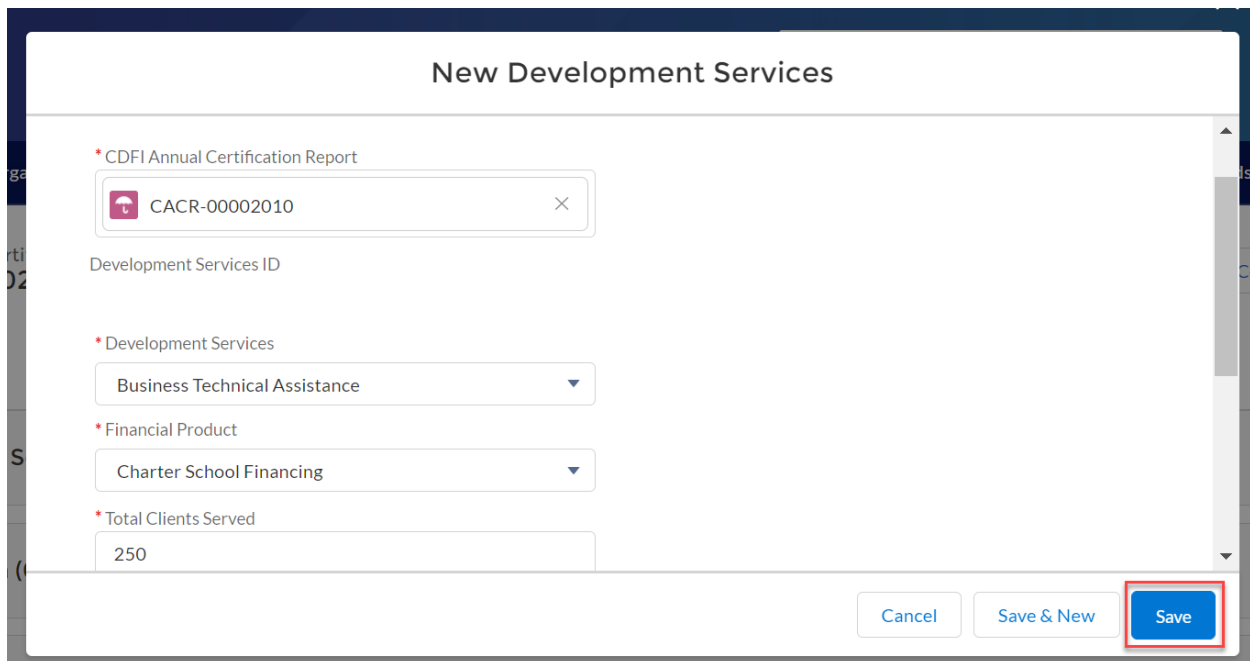2. Complete the required information on the page and click **Save**.

Figure 14. New Development Services Edit Page

3. 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.

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

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

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

2. Complete the Financial Data Related List

1. From the **CDFI Annual Certification Report** Related page click the "**New**" button within the **Financial Data** section.

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

2. Select **Record Type**.

Figure 18. Select Financial Record Type

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.

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.

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

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   ▍= 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

5. 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.

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

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

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

Save Cancel	
Financial Data Detail	▮ = Required Information
CDFI Annual Certification Report CACR-00011614	Record Type ID Bank or Thrift
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	▮ [ ]

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 26. Financial Data Edit Page for Bank or Thrift

Figure 27. Financial Data Edit Page for Depository Institution Holding Company

Figure 28. Financial Data Edit Page for Depository Institution Holding Company (Continued)

Figure 29. Financial Data Edit Page for Credit Unions

Figure 30. Financial Data Edit Page for Credit Unions

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

Figure 32. 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.

Figure 33. Failed Validation Example

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

Figure 34. 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**.

Figure 35. CDFI Annual Certification Report Products Portfolio

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

Figure 36. Financial Products Portfolio Breakdown Edit Page

3. 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.
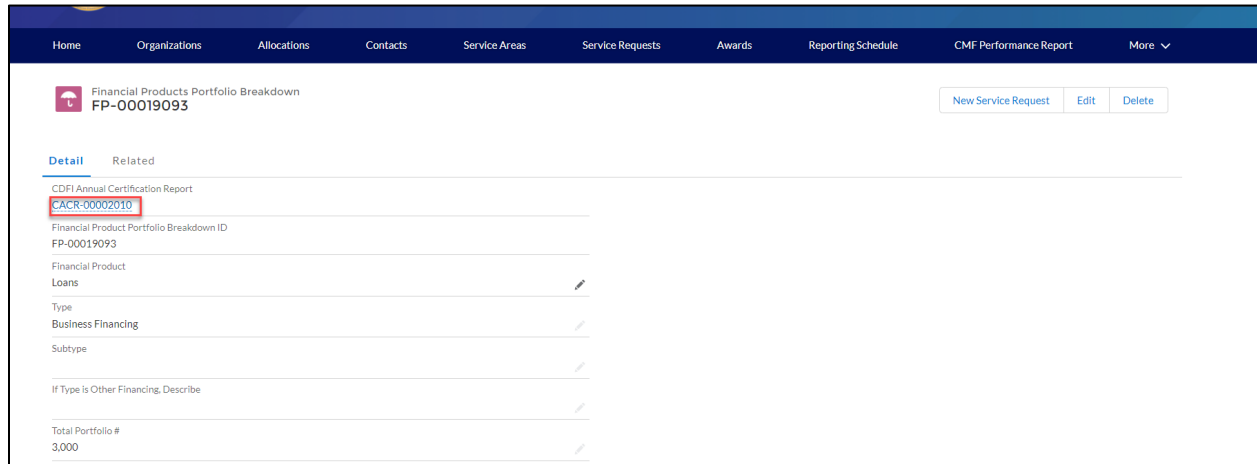
Figure 37. Financial Products Portfolio Breakdown Detail Page

4.   Complete the Related Attachments Related List

1. To add attachments, select **"Add Related Attachments"** from the dropdown menu on the CDFI **Annual Certification Report Details Page**.

Figure 38. 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 39. 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 40. Legal Entity Documentation Changes Example

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

Figure 41. 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.
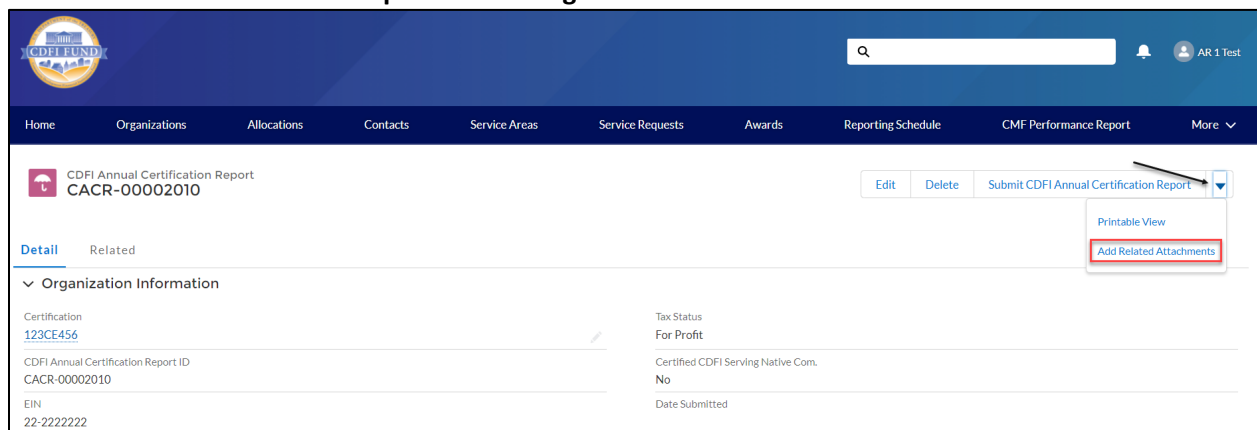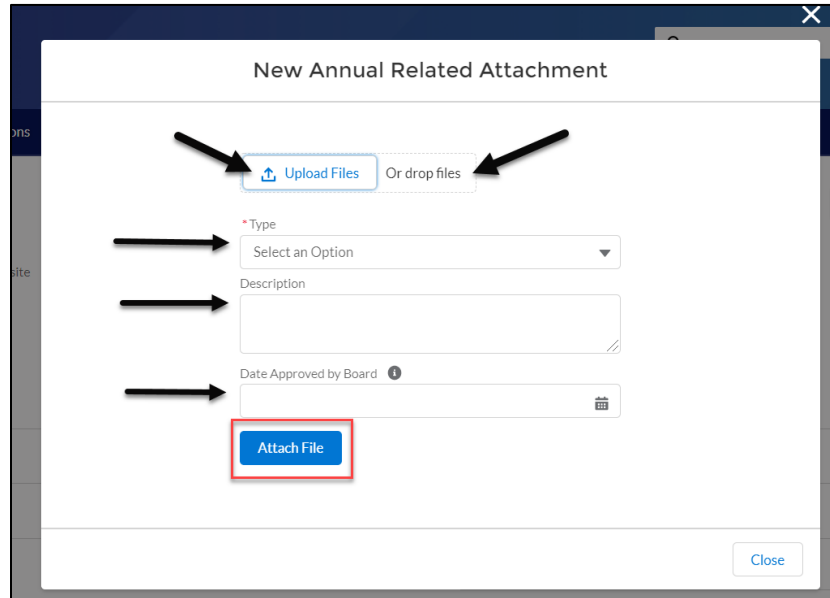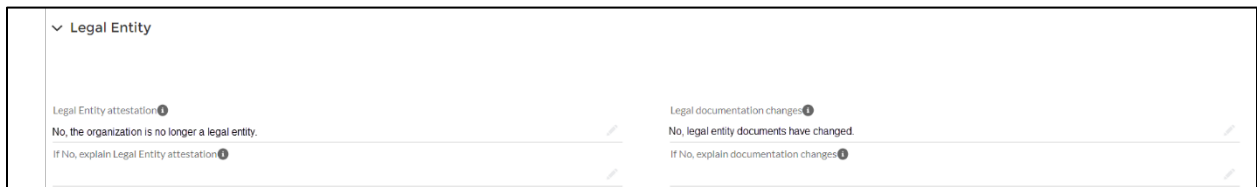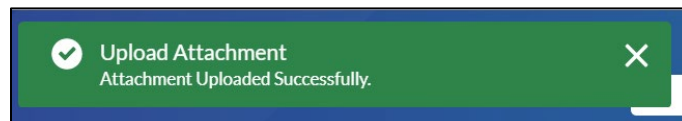
5.   Submit CDFI Annual Certification Report

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**.
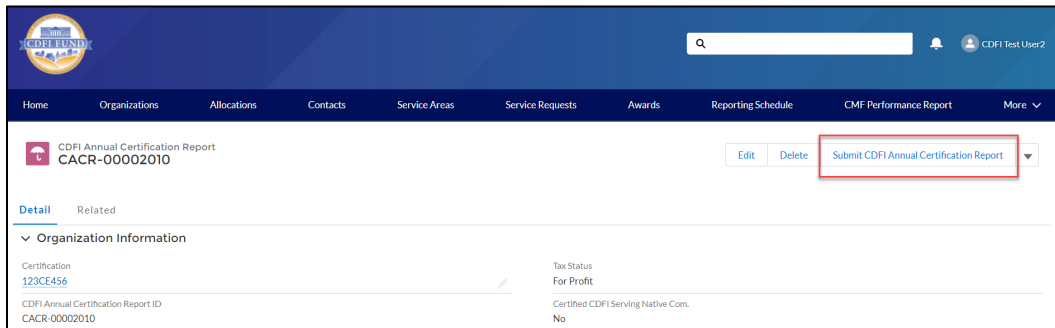

Figure 42. CDFI Annual Certification Report Detail Page

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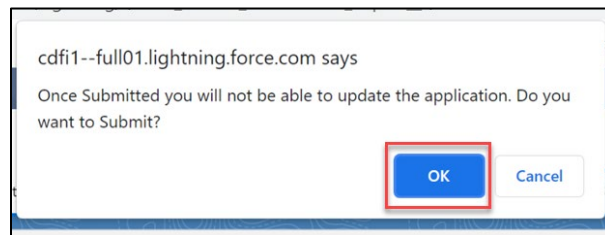

Figure 43. Do you Want to Submit? Message

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.

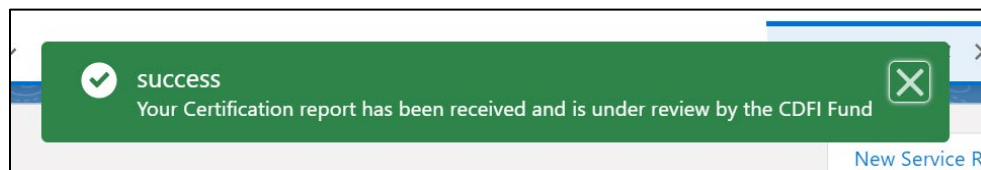3. You will then receive a Success message.

Figure 44. 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.
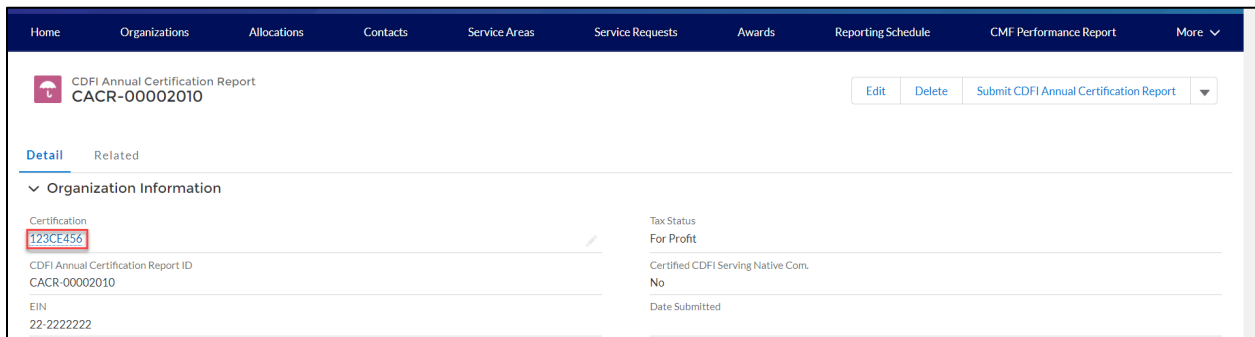

Figure 45. CDFI Annual Certification Report Detail Page

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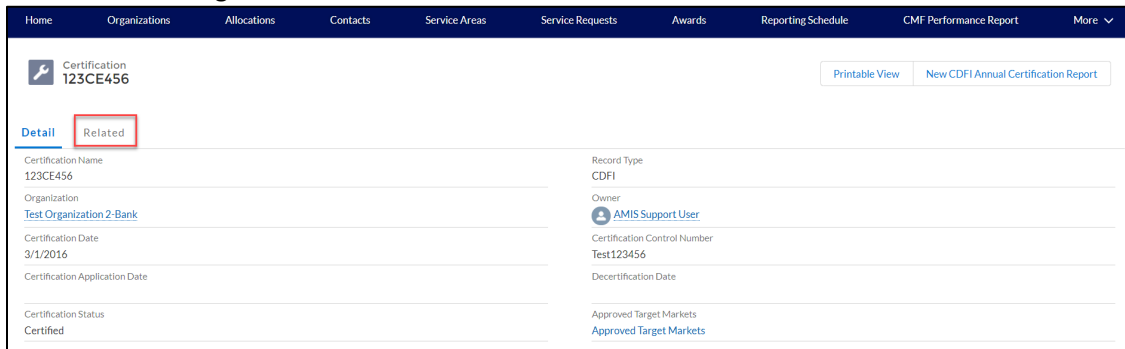   a. Clicking on the **Related Tab**.

Figure 46. Certification Detail Page – Related Tab

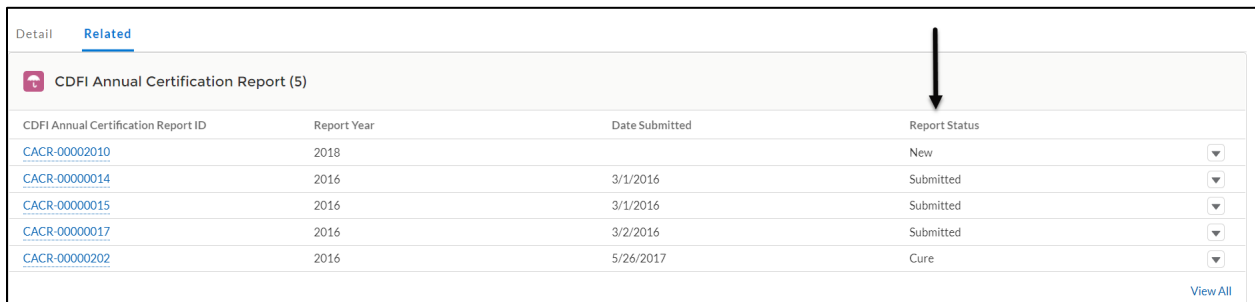   b. Scrolling to **CDFI Annual Certification Report** Section.

Figure 47. Certification Related Page – CDFI Annual Certification Report