Presentation Roadmap

Overview of Annual Certification and Data Collection Report (ACR)

- 2021 Reporting Year Changes: Administrative Policies
- 2021 Reporting Year Changes: Section 1 Organizational Information
- 2021 Reporting Year Changes: Section 3 Financial Data
- 2021 Reporting Year Changes: Section 4 Financial Portfolio Products Breakdown Detail
- ACR Reminders and Contact
The CDFI Fund’s ACR is used to ensure that Certified CDFIs continue to meet the requirements of Certification.

The data collected also allows the CDFI Fund to gain insight on the CDFI industry.

Certified CDFIs are required to submit ACRs on an annual basis through the CDFI Fund’s Awards Management Information System (AMIS).

CDFIs are required to submit their ACR within 90 days of the end of their organization’s fiscal year. Failure to submit a required ACR may result in a loss of Certification status and additional sanctions for CDFIs that are program recipients.

Newly Certified CDFIs are not required to submit an ACR until the next fiscal year after their initial Certification.
The ACR is comprised of four main sections in order of AMIS appearance:

- Section 1: Organizational Information – collects organizational profile information, line(s) of business, governance structure, and details related to the seven requirements for Certification.
- Section 2: Development Services Detail – collects information on Development Services provided by a Certified CDFI, including clients served and Development Services provided in Target Markets.
- Section 3: Financial Data Detail – collects information and data related to a Certified CDFI’s assets, liabilities, income, expenses, and loan and investment portfolio.
- Section 4: Financial Products Portfolio Breakdown Detail – collects specific data related to Financial Products, types and subtypes of loans and investments, as well as detailed Target Market activity.
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ACR Reminders and Contact
2021 Reporting Year Changes: Administrative Policies

- ACR Reporting Schedule can now be found in AMIS at the bottom of the Certification Detail Page
  - Remember ACRs must be completed in consecutive order, i.e. cannot skip years

- Automatic Notifications

- Accounting for Paycheck Protection Program (PPP) Activity Outside of Approved Target Market(s)
# ACR Reporting Schedule

## Certification Details
- **Certification Name**: 00100000008tBRAAY
- **Organization**: Test Applicant Org 10
- **Certification Date**: 8/4/2015
- **Certification Application Date**: 8/12/2015
- **Certification Status**: Certified

## CDFI Annual Certification Due Dates
- **Fiscal Year End Month**: 12
- **Fiscal Year End Day**: 31

## Latest Report Revision Information
- **Created By**: System Administrator II, 10/4/2017 4:50 PM
- **Report Revision Request Deadline**: 12/19/2020

## Reporting Schedule
<table>
<thead>
<tr>
<th>Action</th>
<th>Reporting Schedule Name</th>
<th>Compliance Report</th>
<th>Report Year</th>
<th>Status</th>
<th>Due Date</th>
<th>Date Received</th>
<th>Submission Indicator</th>
<th>Organization</th>
</tr>
</thead>
</table>
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ACR Reminders and Contact
Changes affect two subsections only

- **Target Market Attestation**
  - Addition of question on Paycheck Protection Program (PPP) activities
  - Expansion of answer choices to the Target Market attestation question to capture PPP activity and revised “Help” text
  - Revision to “Help” text for the “If No explain Target Market” question to provide clearer guidance on what to include in explanation
  - Addition of link to Approved Target Markets page in AMIS
  - Elimination of “2006-2010 eligible tracts” as an answer choice for the “Dataset Used” question

- **Regulator Attestation**
  - New subsection tied to pre-populated regulator call report data for select financial data fields
## Updated Target Market Attestation Subsection

**NOTE:** Responding "Yes" to the PPP Activities field below requires that a Financial Products Portfolio Breakdown be created with type set to "Paycheck Protection Program (PPP)."

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPP Activities</td>
<td>Yes</td>
</tr>
<tr>
<td>Target Market Attestation</td>
<td>Yes, at least 60% of transactions ($ &amp; $) in the last FY were to clients in the approved TMs -- Non-PPP participant or PPP participant.</td>
</tr>
<tr>
<td>If No, explain Target Market</td>
<td>Sample Screenshot for Webinar.</td>
</tr>
<tr>
<td>Approved Target Markets</td>
<td>Approved Target Markets</td>
</tr>
</tbody>
</table>

**NOTE:** Responding "No" to the Target Market changes field below means that the CDFI is seeking a change to the approved Target Market in connection with its CDFI certification. See ACR guidance for TM Modification requests.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Market changes</td>
<td>Yes, the Target Market description and Target Market maps in CIMS are the same.</td>
</tr>
<tr>
<td>If No, describe Target Market changes</td>
<td>If No, describe Target Market changes.</td>
</tr>
<tr>
<td>Dataset Used</td>
<td>2011 - 2015 eligible tracts</td>
</tr>
</tbody>
</table>

**Accountability**

**NOTE:** Responding "No" to the attestation below means that the CDFI certification requirement was not met during the period being reported on or that the CDFI has changed the way it meets that requirement.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountability</td>
<td>Yes, Accountability to the approved Target Market continues to be met.</td>
</tr>
<tr>
<td>Accountability method changes</td>
<td>Yes, the Accountability methodology for the approved Target Market remains the same.</td>
</tr>
<tr>
<td>If No, explain Accountability</td>
<td>If No, explain Accountability.</td>
</tr>
</tbody>
</table>
PPP Activities Question

If a CDFI answers “Yes” to the PPP question, then you must enter information about PPP activity in the Financial Products Portfolio Breakdown Detail section.
Target Market Attestation Question: Help Text & Answer Choice Changes

At least 60% of the organization’s transactions are directed to currently approved TMs and Eligible Markets, in accordance with the CDFI Fund’s policies and guidance.
“If No Explain Target Market”

Question: Help Text Revision

If response is “No”, please explain the change using the guidance provided in the ACR Instructions posted on the Fund’s website. If a TM Modification is needed, indicate if an application has been submitted.
Approved Target Markets AMIS Link

Click on Link
Example: Name shown under “Target Market Name” is hyperlinked, so you can click it and go to the “Target Market Detail” page in AMIS

<table>
<thead>
<tr>
<th>Target Market Name</th>
<th>Target Market Description</th>
<th>Target Market Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Masked]</td>
<td>An 350 census tract investment area in Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Newton, Paulding, and Rockdale counties in Georgia.</td>
<td>TA</td>
</tr>
</tbody>
</table>

Note: “Target Market Name” is masked here for privacy concerns. It is also the name of the associated map in the CDFI Information Mapping System (CIMS).
“Dataset Used” Question: Elimination of An Answer Choice
Target Market(s) Reminders

- Target Market Attestation information is based on originations
- Use the **2011-2015 American Community Survey dataset** to determine Target Market(s) which may require a Target Market Modification
- Target Market Modification Application is in AMIS and can be submitted at anytime or in conjunction with ACR
- Target Market Portfolio data is not related to the Target Market Attestation determination
New Subsection: Regulator Attestation

Do Not Answer These Questions Until You Have Finished the Financial Data Section!
New Subsection: Regulator Attestation (Cont.)

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 (FRB, FDIC, OCC, NCUA or COSSEC).

If you selected "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 selected "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 attach documentation detailing the financial data fields with the incorrect 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 Documentation". Documentation examples may include a submitted call report form (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 90-Days or More Past Due

If you select "Yes", the subsection changes to include this additional information.

(2) Click the “Edit” button to answer the questions.
New Subsection: Regulator Attestation (Cont.)

First Step is to answer the “Regulator Attestation Selection” question.
Second Step is to check the box next to the “I acknowledge the note below” label.

Third Step is to click the “Save” button at the bottom of the subsection.
If you need to attach documentation to explain the requested change(s) to your pre-populated financial data values, here is what the “Related Attachments” section looks like. Select “Regulator Attestation Documentation” as the “Type” and attach the file(s).
If there are values in the pre-populated data fields that are incorrect, you will indicate through your answer (YES/NO) to the “Regulator Attestation” question on the ACR Certification Detail Section and submit documentation to support your requested value changes as “Related Attachments” to the ACR.

After your organization receives their ACR certification reaffirmation notice, you may go in and review your submitted ACR to verify the changes were entered correctly. If there is an error, you will need to submit an AMIS service request detailing the error and the appropriate correction.

If your organization’s ACR does have errors in the financial data fields pre-populated from regulator data, we encourage your organization to contact the appropriate regulatory agency and alert them to the data errors so they can take the appropriate steps to make corrections for future public data releases.
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ACR Reminders and Contact
2021 Reporting Year Changes: Section 3 Financial Data

- Revised Introductory Screen for Section
- Enter Begin and End Dates for Reported Data
- Additional Validations and Indicator Flags
- Required Explanations for Negative and Zero Values
- Pre-populated Data Fields for Certain Regulated Entities
Revised Introductory Section Screen

If the default record type shown does not reflect what is your organization’s actual financial institution type and tax status, then click on the “Cancel” button and submit an AMIS service request asking that the “Financial Institution Type” and “Organization Structure” fields in your organization’s AMIS “Organization Detail” profile be updated to reflect the correct information.
Enter Begin and End Dates for Reported Data

Financial Data

Fiscal Year Begin Date
- Year
- Month
- Day

Fiscal Year End Date
- Year
- Month
- Day

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
Enter Begin and End Dates for Reported Data (Cont.)

Period End Date must be on or prior to Today’s date of Thu Oct 22 2020 18:15:13 GMT-0400 (Eastern Daylight Time)

Type: File
OS: Windows
Size: 720.0x540.0

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND
Enter Begin and End Dates for Reported Data (Cont.)

Period End Date cannot be more than one year after Period Begin Date. Please check your entries and re-enter correct dates.
Enter Begin and End Dates for Reported Data (Cont.)

Period End Date cannot be less than one year after Period Begin Date. Please check your entries and re-enter correct dates.
Additional Validations and Indicator Flags

Example: Enter $50 million for “Current Assets” and $5 million for “Total Assets” which violates the AMIS validation of “Current Assets” must be less than “Total Assets”. If the values are correct, then an explanation of at least 20 characters is required in order to “Save” the Financial Data Section.
Additional Validations and Indicator Flags (Cont.)

Sample of Indicator Flags that may appear after you click “Save” button and no longer have any error message (if you had any)

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Restricted Cash and Cash Equivalents</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unrestricted Cash and Cash Equivalents</td>
<td>$5,038,631.00</td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$5,038,631.00</td>
</tr>
<tr>
<td>Average Assets</td>
<td>$24,983,886.00</td>
</tr>
<tr>
<td>Current Assets</td>
<td>$1,145,584,500.00</td>
</tr>
<tr>
<td>Current Assets Indicator</td>
<td>WARNING - Current Assets is over the max threshold which is 50 * Total Liabilities</td>
</tr>
<tr>
<td>Allowance Loan and Lease Losses Reserve</td>
<td>$10,000,000.00</td>
</tr>
<tr>
<td>Allow. Ln and Lease Losses Res Indicator</td>
<td>WARNING - Allowance Loan and Lease Losses Reserve is over the max threshold which is 0.4 * Total Outstanding Loan Portfolio</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$11,500,000,000.00</td>
</tr>
<tr>
<td>Total Assets Indicator</td>
<td>WARNING - Total Assets is over the max threshold which is 50 * Total Liabilities</td>
</tr>
<tr>
<td>Total Asset Indicator</td>
<td>WARNING - Total Assets should be equal to Total Liabilities + Net Worth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities</td>
<td>$58,000,000,000.00</td>
</tr>
<tr>
<td>Current Liabilities Indicator</td>
<td>WARNING - Current Liabilities is over the max threshold which is 50 * Current Assets</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$22,371,624.00</td>
</tr>
<tr>
<td>Total Liabilities Indicator</td>
<td></td>
</tr>
</tbody>
</table>

New Indicator Flags focus on warnings about maximum threshold values for data fields
All numbers related to a CDFI’s financial data must be entered as a positive whole integer, greater or equal to zero (”\( \geq 0 \)”).

If Allowance Loan and Lease Losses Reserve (ALLL) and Total Charge-offs are negative numbers on a CDFI’s financial statements, the CDFI should convert these numbers to their absolute value (a positive number), and enter the positive number. If the CDFI forgets to do so and enters a negative value for ALLL and Total Charge-offs data fields, the newly implemented ACR automated validations will cause a message to pop-up about the negative value and inform you that AMIS will convert the entered negative value to a positive value.

Other line items where the CDFI has a negative value expressed on its Audit or internal financial statements, CDFIs are to enter a zero (”0”) on and then select “The actual numeric value is negative” as the reason from the list of pull-down options for why the value is zero.
Required Explanations for Negative and Zero Values (Cont.)

Example: Enter a value of -5,000 into “Allowance Loan and Lease Losses Reserve” Data Field
Required Explanations for Negative and Zero Values (Cont.)

Pop-up Message will appear letting the user know this is one of the data Fields where AMIS will make the absolute value conversion for you.

The value must be represented as a positive value so 5,000 will be entered.
Example: AMIS will save 5,000 as the value for the “Allowance Loan and Lease Losses Reserve” data field
Example: CDFI enters -5,000 as the value for the “Restricted Cash and Cash Equivalents” data field which results in the following pop-up message appearing.
Required Explanations for Negative and Zero Values (Cont.)

Example: The pull-down menu shows the available explanations of which is “The actual numeric value is negative”.

![Financial Data screenshot](https://amis.cdfifund.gov/ACR_FinancialData_NewButtonOverride)
In an effort to better understand financial data fields where CDFIs have entered a zero value, the user will be asked to select a reason from the list of pull-down options for why the value is zero. The list of options includes:

- “This data point is not applicable to my organization’s institution type”
- “My organization’s accounting system does not track this data point"
- "The actual numeric value is negative”
- “The actual numeric value is zero”
- "Other (please describe)"

If none of the reasons listed in the pull-down menu are appropriate for why the CDFI entered zero as their answer, then select “Other (please describe)” and provide an explanation of at least 20 characters in the open text box.
Example: CDFI enters 0 as the value for the “Restricted Cash and Cash Equivalents” data field which results in the following explanation menu appearing
Example: CDFI selects “Other (please describe)” from the pull-down menu then an open text box appears where the CDFI enters their explanation of at least 20 characters.
Pre-populated Data Fields for Certain Regulated Entities

Data fields will be pre-populated based on data obtained from publicly available regulator quarterly call report (FFIEC, NCUA, COSSEC)

**Banks and Thrifts Only**
- 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

**Credit Unions and Cooperatives Only**
- 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
Example: For a Bank/Thrift CDFI, the space next to “Unrestricted Cash and Cash Equivalents”, “Average Assets”, “Allowance Loan and Lease Losses Reserve”, and “Total Assets” are grayed out.
Example: For a Credit Union CDFI, the space next to “Allowance Loan and Lease Losses Reserve”, “Total Assets”, “Total Liabilities”, and “Total Net Worth” are grayed out.
Example: After hitting “Save” for the CDFI Credit Union, we now see numeric values populated in the space next to “Allowance Loan and Lease Losses Reserve”, “Total Assets”, “Total Liabilities”, and “Total Net Worth”.

![Example Image]
Addition of “Paycheck Protection Program (PPP)” as a “Type” option for “Loans”

- Once selected, complete Total Portfolio #, Total Portfolio $, Target Market #, and Target Market $ with PPP activity information
- Be aware if you did not answer “Yes” to the “PPP Activities” question in the “Target Market Attestation” section then you can not select PPP as a Type
PPP as a “Type” Option
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ACR Reminders and Contact
For the 2021 ACR Reporting Cycle Only – All Paycheck Protection Program loans originated in eligible Target Market(s) in addition to your approved Target Market(s) will be considered as Target Market activity without the need for a Target Market modification.

- ACR Due Date is 90 Days after most recent Fiscal Year End Date
- If there have been no changes, **DO NOT** include any unnecessary attachments
- Email notices are sent to all active Contacts on file in AMIS, so please review and make sure these are up-to-date
Contact & Online Resources

- **CDFI Fund Contact Information**
  - Certification, Compliance Monitoring and Evaluation Support:
    - AMIS Service Request
    - ccme@cdfi.treas.gov
    - (202) 653-0423
  - Technical AMIS Support:
    - AMIS@cdfi.treas.gov
    - (202) 653-0422
  - Financial Strategies and Research Support:
    - CDFI-FinancialStrategiesandResearch@cdfi.treas.gov

- **CDFI Fund ACR Online Resources**
  - https://www.cdfifund.gov/programs-training/certification/cdfi/Pages/reporting-step.aspx#step2