



# Full-Length TLR Q&A

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June 2024

COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

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# AGENDA

1. TLR 101: Instructions and Resources
2. What is new this year?
3. FAQs and reminders
4. Q&A

# TLR 101: Instructions and Resources



- TLR data point guidance, instructional videos, step-by-step submission guidance, and FAQs can be accessed as follows:
  - Visit [www.cdfifund.gov](http://www.cdfifund.gov) and scroll to the bottom of the page. Click on the item titled “*Compliance and Performance Reporting Resources.*”
  - Alternatively, go directly to the page via [www.cdfifund.gov/amis-reporting](http://www.cdfifund.gov/amis-reporting)
  - Certification-related resources provided at <https://www.cdfifund.gov/programs-training/certification/cdfi/apply-step>
  - And a TLR submission video is provided here: <https://www.youtube.com/watch?v=Y2yoXqnddS4>



# What is new this year?

# New This Year—TLR & CDFI Certification



- **Full-Length TLR vs Abbreviated TLR**
  - FA/ERP/RRP Recipients with an Active Assistance Agreement will use the Full-Length TLR for FY23 TLR submissions.
- **Use of TLR Data in Certification Application**
  - FA/ERP/RRP Recipients' transaction-level data will be used in the Certification Application.
  - Some new variables have been added to capture Target Market data for use in the Certification Application
- **Inclusion of Transactions Previously Excluded from TLR**
  - CDFIs will need to include CMF transactions and select NMTC transactions.
- **New Reports for Financial Services and Loan Purchases**

# New This Year—Submission Process



There are also a few technical and display changes to how the TLR is submitted and certified:

1. One button certifies all records for a fiscal year
2. There are a few changes to button locations for manual submission
3. On the TLR Import/Export/Certify Page, there is a new Target Market Calculator

# New This Year: ERP



- 1. Include any ERP transactions originated in FY23 in your FY23 TLR Submission.**  
Any transactions originated in 2023 intended to count toward CDFI ERP compliance requirements should be included in any 2023 transaction-level reporting (along with all other 2023 transactions). **All CDFI ERP Recipients must use the full-length TLR** (as opposed to the abbreviated TLR) to report on their 2023 transactions.
- 2. CDFIs will submit additional data points on ERP transactions at a later date:**  
Recipients should be aware that any 2023 transactions tagged as “ERP” under the FA Program Type variable in the full-length TLR, as well as any other transactions supported by CDFI ERP and reported in CDFI ERP compliance reports, will require additional demographic data points that will be solicited by the CDFI Fund in subsequent reporting.



# FAQs and Reminders



# FAQs and Reminders



- CMF Financial Product and select NMTC transactions need to be included in TLR submissions going forward.
- Users are only allowed one bulk certification within a reporting period. If you have certified your TLR records already via bulk certification but want to certify additional records, you will need to submit a service request for assistance.
- After certifying your records, check the status of your Reporting Schedule in AMIS to verify that the TLR task is displaying as complete.

# FAQs and Reminders



- The TLR collects transaction-level data on Financial Product transactions originated during the reporting period, regardless of whether they were directly funded by CDFI Fund award dollars.
- Regulated entities who do not have both CLR data and TLR data to report will not be able to certify their records without submitting a service request.
- Depository Institution Holding Company awardees who are carrying out their award via an affiliate should submit their FLTLR/CLR data under the affiliate. However, they must also submit a service request in AMIS asking the Help Desk to certify those records and update the Reporting Schedule of the Depository Institution Holding Company.
- Awardees with no new transactions originated during the reporting period must submit a service request explaining this. The Reporting Schedule will then be updated to reflect the TLR element as “NA”.

# FAQs and Reminders



- The Full-length TLR is the same TLR that will be used to assess Target Market activity for the revised CDFI Certification Application. Therefore, the full-length TLR's "Designated Target Market Type" data field and new CLR TM fields should be completed using any Target Market types for which the award recipient is currently approved to use as well as any that will be proposed in the revised CDFI Certification Application.
- Make sure to meet your TLR submission deadline and reach out via Service Request if you need to request an extension.
- Please reach out via service request for help with any questions! We are here to assist.



# QUESTIONS?

Please raise your hand in the zoom call to pose a question. If we run out of time, we will ask that additional questions be placed in the chat so that we may include them in our FAQ releases.



**Thank You!**

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