

## INSTRUCTIONS

# OFFICE OF CERTIFICATION POLICY AND EVALUATION



## ANNUAL CERTIFICATION REPORT

2024 CDFI FUND ANNUAL CERTIFICATION  
and DATA COLLECTION REPORT (ACR)  
INSTRUCTIONS  
RELEASED DECEMBER 2023



OMB Approval No. 1559-0046

**Paperwork Burden Statement:**

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) Approval Number. This form's Approval Number is 1559-0046. Public reporting burden for this collection of information is estimated to average 10 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Community Development Financial Institutions Fund, 1500 Pennsylvania Ave, NW, Washington, DC 20220.

**Freedom of Information Act (FOIA) Statement:**

The CDFI Fund does not publish proprietary or confidential information submitted by CDFI's as a general practice. However, any information submitted by CDFI's in the Annual Certification and Data Collection Report (ACR) or other reports made in connection with ACR (e.g., ACR Summary Report) is subject to the Freedom of Information Act (FOIA) (5 U.S.C. 552) and other federal laws and regulations. Any information contained in this collection, including any attachments or supplements hereto, is subject to disclosure to law enforcement agencies for law enforcement purposes. In general, FOIA makes federal agency records available to the public, unless the information requested is exempt from disclosure. Trade secrets and commercial or financial information submitted by CDFI's may be exempt from disclosure pursuant to the FOIA. CDFI's should consult their legal counsel for further guidance on this matter.

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.

# CDFI Fund Annual Certification and Data Collection Report Instructions

## Purpose:

The primary intent of the Annual Certification and Data Collection Report (ACR) is to ensure that Community Development Financial Institutions (CDFI) continue to meet the requirements to be certified CDFIs.<sup>1</sup> It is also a method to ensure that organizational information is updated annually. The financial and portfolio data will be used by the CDFI Fund to gain insight on the CDFI industry. Information provided in these sections will not impact a CDFI's certification status or applications for CDFI Fund programs.

## Overview:

Please refer to these instructions for greater clarity and detail regarding what information should be included in order to respond to each question in the ACR. It is highly recommended that you have access to the following documents/information, if applicable to your organization type, in order to accurately and thoroughly complete the ACR:

- Your most recent CDFI Certification Determination letter,
- Analysis of your Target Market related originations
- Your organization's Balance Sheet (Statement of Financial Position),
- Your organization's Income Statement (Statement of Activities or Statement of Operations or Profit and Loss Statement), and
- For Banks and Thrifts, Consolidated Reports of Condition and Income; or
- For Credit Unions, 5300 Call Report; or
- For Cooperativas, AITSA Call Report.

For questions requiring a dollar amount value, it is recommended that you enter any dollar amounts as single dollars (0s), i.e. convert any values written in thousands of dollars (000s), for example, enter 850,000 if your call report form shows a value of 850.

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 should convert these numbers to their

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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).

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. 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.

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 and then select a reason from the list of pull-down options for why the value is zero. If the actual reported value is negative, then the CDFI should select "The actual numeric value is negative."

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 the 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.

All sections of the ACR must be completed including the related list records (Development Services Detail, Financial Data, and Financial Products Portfolio Breakdown) with at least one record.

### **Use of Call Report Data from Regulators (Applicable only to Banks, Thrifts, and Credit Unions)**

For the 2024 ACR reporting cycle, regulator quarterly call report data will be used to pre-populate certain financial data fields on the ACR form.

For banks and thrifts, the affected ACR data fields are as follows:

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

For credit unions, the affected ACR data fields are as follows:

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

Bank or Depository Holding Companies and Cooperativas will not have any pre-populated financial data fields in the ACR.

When you open up the Financial Data section, you will see the financial data fields listed above as grayed out. After you enter your financial data into all of the other data fields and hit “Save,” you will be able to view the pre-populated data fields and verify whether the values pulled from the call report data are accurate.

If there are values in the pre-populated data fields that are incorrect, you will indicate this by answering “No” to the “Regulator Attestation” question on the ACR Certification Detail Section. If you answer “No” to the “Regulator Attestation” question, you must also check the box that you acknowledge the review of your ACR submission may be delayed if you select “No” to the “Regulator Attestation” question and fail to attach supporting documentation. The “Related Attachments” section of the ACR should be used to submit any supporting documentation for your requested value changes. As part of the ACR review process, CDFI Fund staff will review the submitted documentation and decide if it supports the requested changes. Please provide a detailed answer/note explaining which data fields are incorrect and why as well as what the correct values should be. An example of such a complete explanation can be found below:

The prepopulated AMIS ACR Financial Input tables is picking up the wrong net worth account number which causes the balance sheet to be out of balance, and an orange flag to show up in the financial data for total assets.

The 5300 has the net worth that balances the balance sheet and an adjusted net worth that is used to calculate the net worth ratio. Your tables are picking up Acct\_997, which is the net worth account that is used to calculate the net worth ratio.

In order for the balance sheets to balance you must add the following accts to get total net worth: Acct\_940, Acct\_931, Acct\_668, Acct\_658, Acct\_658A, Acct\_996, Acct\_945B, Acct\_945A, Acct\_EQ0009, Acct\_945C, Acct\_ 602.

Please see the below call report for correct numbers to calculate the actual net worth. Please note the differences of the balance sheet net worth and the adjusted net worth for the calculation of the net worth ratio.

Actual Net Worth:	\$ 19,585,662.00
Adjusted Net Worth (populated in the report):	\$21,291,146.00

Your organization may be asked to provide additional documentation. CDFI Fund staff will make the approved data changes directly in AMIS. 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.

**NOTE:** The financial data section will not be pre-populated with the regulator call report data until your regulator releases it to the public. This typically occurs 2 to 2.5 months after the end of the quarter. The CDFI Fund will send an email to your organization's key contacts<sup>2</sup> alerting them to when the call report data has been added to your organization's ACR. Once someone in your organization has received the email, your organization can complete the ACR financial data section and submit its ACR. **PLEASE DO NOT SUBMIT YOUR ACR BEFORE THE FINANCIAL DATA SECTION PRE-POPULATION OCCURS!**

**NOTE:** Be aware that some of the validation rules and indicator flags discussed later in the "Financial Data" section will not be in effect for the pre-populated financial data fields and the other financial data fields with which they may have a validation relationship.

**NOTE:** The regulator call report data is being pre-populated based on the RSSD ID that we have on record for you in your organizational profile in AMIS. If this unique identifier is inaccurate, then our

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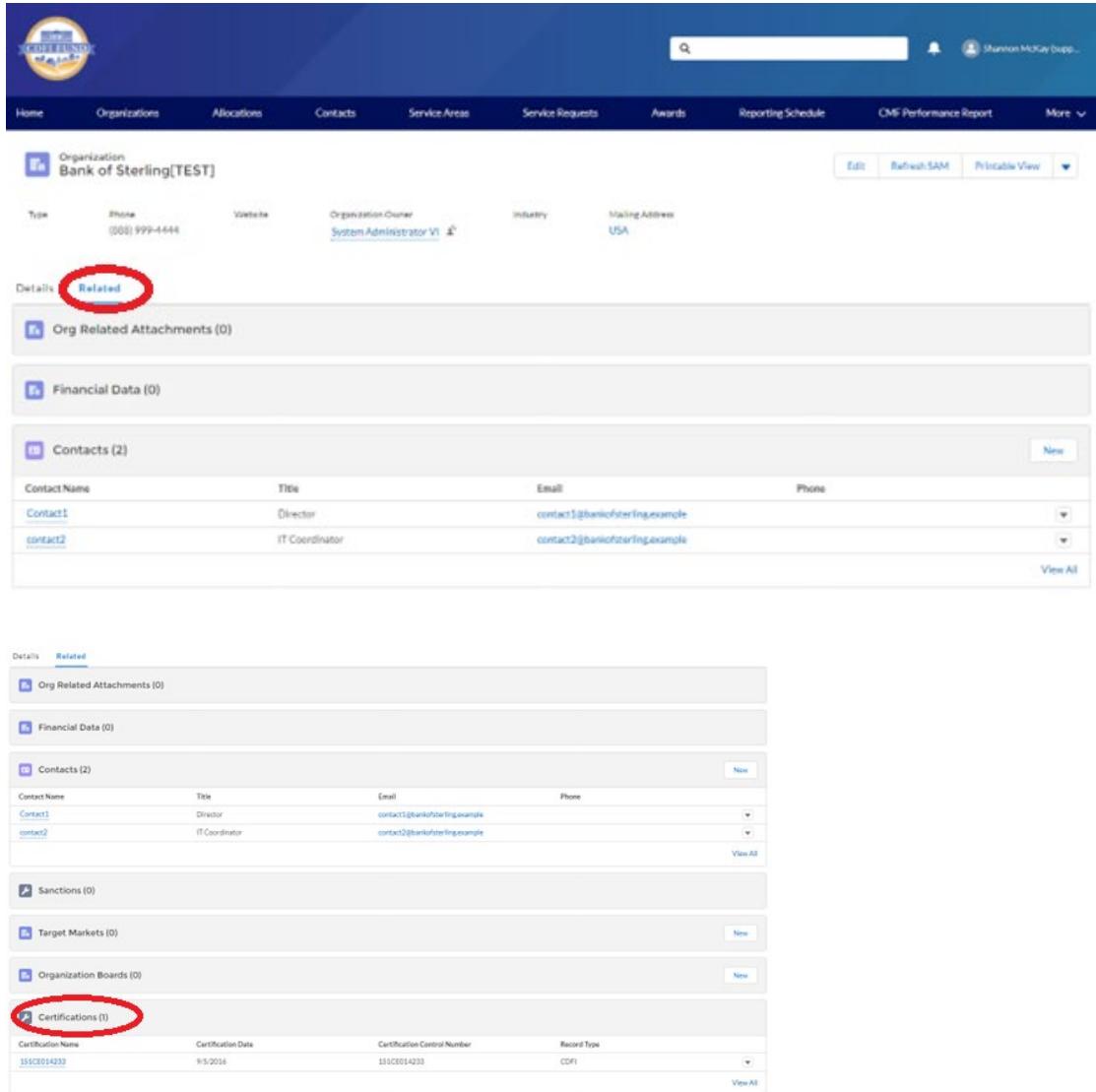
<sup>2</sup> ACR Reporting Schedule notifications and other ACR-related emails are sent to individuals identified as "Active" with a "Type" field value of "Authorized Representative" or "Point of Contact" as listed in a reporting entity's AMIS Organization Detail page's "Contacts" section.

system will load the incorrect data values for your regulated entity. Please be sure to keep this data field as up-to-date as possible.

#### Access:

To create and submit a CDFI Certification Report:

1. After logging into AMIS, you will see the AMIS Organization Detail page. From the Organization Detail page, click the **Related** tab and the scroll down the page until you reach the “Certifications” section.

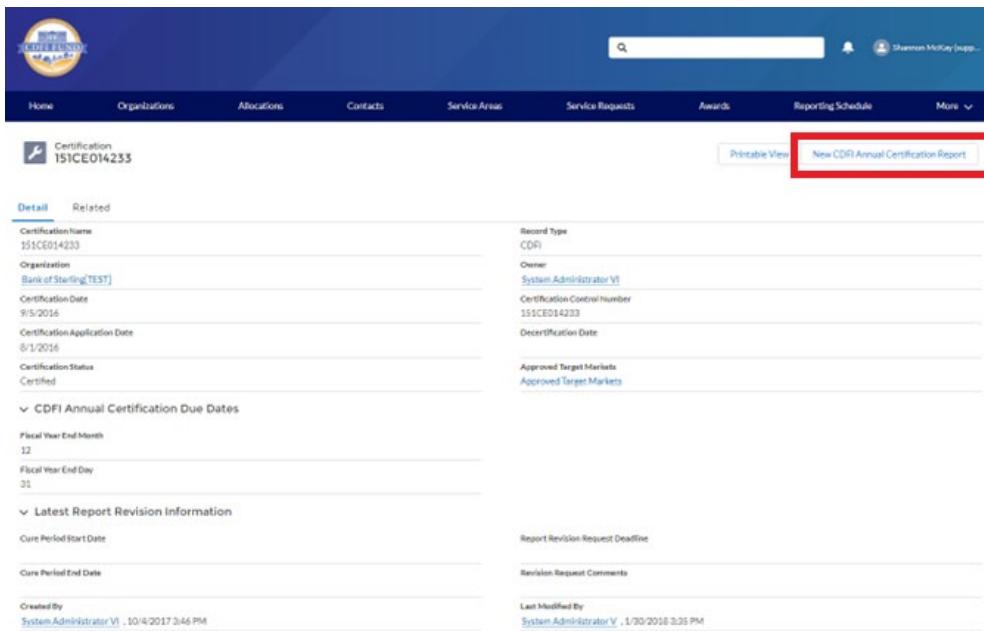


The image contains two screenshots of the AMIS Organization Detail page. Both screenshots show the 'Related' tab selected. The top screenshot shows the 'Certifications' section, which is currently empty. The bottom screenshot shows the 'Certifications' section, which also appears to be empty. Both screenshots show other related sections like 'Org Related Attachments', 'Financial Data', and 'Contacts'.

2. From the Certifications section, click the **Certification Name** link. The organization's certification control number will display (XXXCEXXXXXX) as the Certification Name. If your organization has one or more **Certification Name** entries listed, be sure to select the entry that displays “CDFI” as the **Record Type** and has “Certified” for its **Certification Status**.

Certifications (1)			
Certification Name	Certification Date	Certification Control Number	Record Type
151CE014233	9/5/2016	151CE014233	CDFI
<a href="#">View All</a>			

3. Click the the **New CDFI Annual Certification Report** button to complete the required information.



The screenshot shows the AMIS system interface for a CDFI certification record. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, and More. The main content area displays a certification record for '151CE014233'. The 'Detail' tab is selected, showing fields such as Certification Name (151CE014233), Organization (Bank of Sterling TEST), Certification Date (9/5/2016), Certification Application Date (8/1/2016), Certification Status (Certified), and various due dates. The 'Related' tab is also visible. On the right side, there are sections for Record Type (CDFI), Owner (System Administrator VI), Certification Control Number (151CE014233), Decertification Date, Approved Target Markets, and a history section showing creation and modification details. At the top right of the page, there are 'Printable View' and 'New CDFI Annual Certification Report' buttons, with the latter also highlighted by a red box.

## SECTION I: Organization Information

The ACR requires you to verify, update, and correct organization profile information. In order to update some of the data in this part, an authorized organization account administrator must access the organization's organization profile in AMIS. This is an opportunity to verify, on an annual basis, that the organization contact information is accurate and that there have been no changes to the authorized account administrator(s) who should have access to the organization's account.

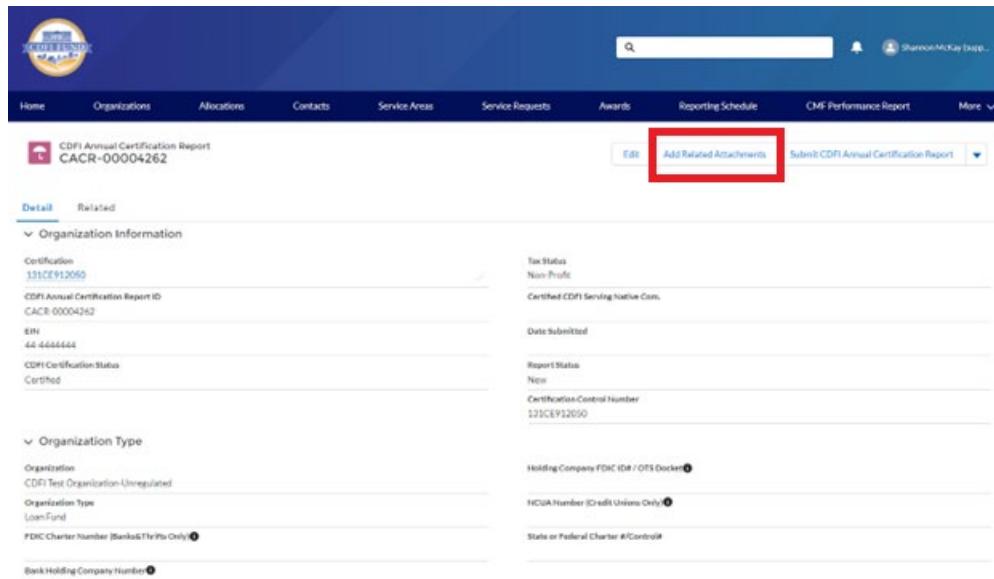
**NOTE:** Emerging CDFIs<sup>3</sup> are not required to complete the ACR Form.

**NOTE:** The dollar amount and count of Financial Product portfolio activity to the Target Market does not affect a reporting entity's ability to maintain its CDFI certification status. The CDFI Certification Criteria attestation section, including the Target Market Criteria attestation, is based on the number and dollar amount of Financial Product originations during a reporting entity's most recently completed fiscal year end.

### Attachment(s):

<sup>3</sup> An emerging CDFI is a non-certified CDFI that has received a TA award and is expected to become certified within 3 years.

1. From the CDFI Annual Certification Report Detail Page, click the **Add Related Attachments** button.



The screenshot shows a web-based application for managing CDFI Annual Certification Reports. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CDFI Performance Report, and More. The main content area displays the details of a specific report, CACR-00004262. The report is identified as a CDFI Annual Certification Report with ID 1310CE912050. The 'Detail' tab is selected, showing sections for Organization Information and Organization Type. The 'Add Related Attachments' button is located in the top right corner of the main content area, and it is highlighted with a red box. Other buttons in the top right include 'Edit', 'Submit CDFI Annual Certification Report', and a dropdown menu.

2. A pop-up window will appear asking for information about the attachment.

## New Annual Related Attachment

**Upload Files** Or drop files

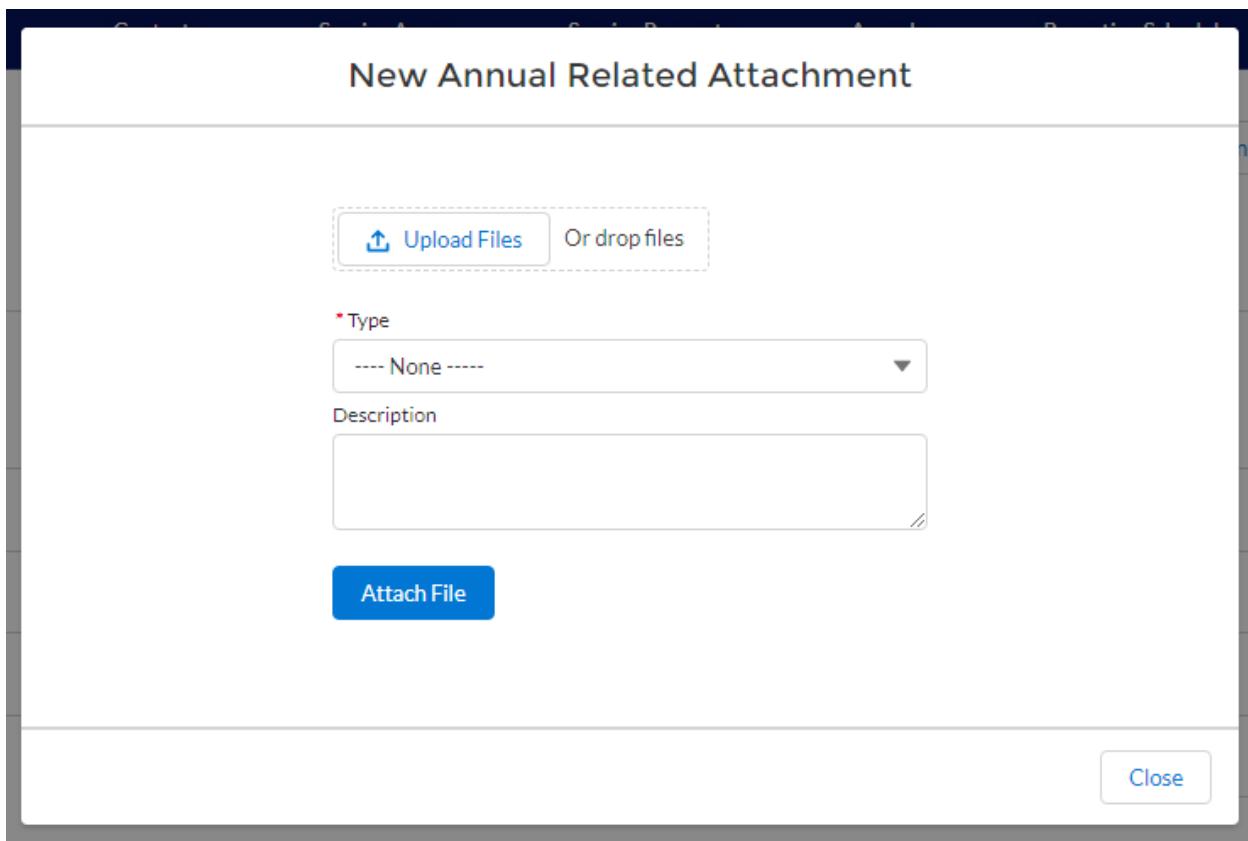
\* Type

---- None ----

Description

Attach File

Close



3. Select the **Upload Files** button to upload an attachment.
4. Select the **Type** of attachment from the drop down menu.
  - a. The types of attachment include **Legal Entity Documentation changes**, **Regulator Attestation Documentation**, and **Other**.

\* Type

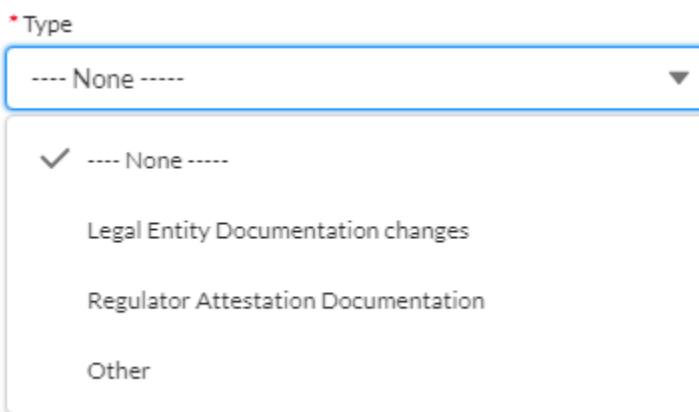
---- None ----

✓ ---- None ----

Legal Entity Documentation changes

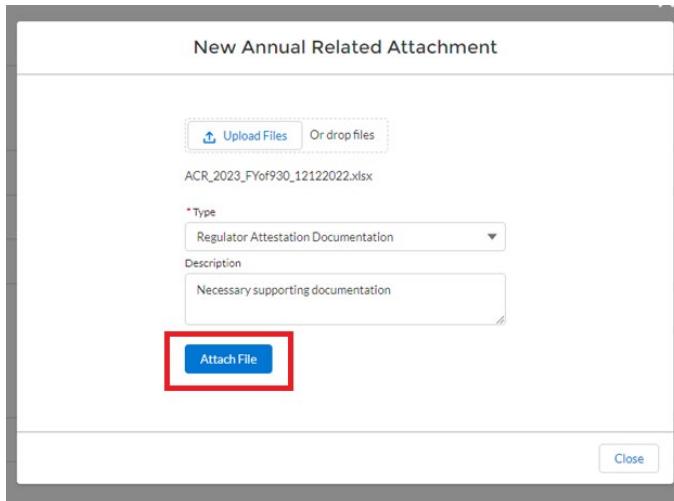
Regulator Attestation Documentation

Other



5. Enter a brief description of the attachment in the **Description** field.

6. Select the **Attach File** button to attach the document.



a. The pop-up window will close automatically and return you to the CDFI Annual Certification Report page. If the upload was successful, you will see a green “Upload Attachment” message appear at the top of the page indicating that the upload was a success.



You can see your attachment by clicking on the “Related” tab and scrolling down to the “Related Attachments” section of the “Related” page.

a. Multiple attachments can be added, if needed, by repeating the steps in this section.

Detail [Related](#)

<a href="#">Development Services (1)</a>			
Development Services ID	Development Services	Financial Product	Total Clients Served
DS-00050670	Homeownership Counseling and Technical Assistance	Charter School Financing	200
<a href="#">View All</a>			
<a href="#">Financial Data (0)</a>			
<a href="#">Financial Products Portfolio Breakdown (2)</a>			
Financial Product Portfolio Breakdown ID	Financial Product	Type	Subtype
FP-00012719	Loans	Commercial Real Estate Financing	Charter School
FP-00016081	Loans	Paycheck Protection Program (PPP)	
<a href="#">View All</a>			
<a href="#">Related Attachments (1)</a>			
Attachment Name	<a href="#">View/Download</a>	Type of Document	Description
ACR_2023_FY0930_12122022.xlsx	<a href="#">View</a>	Regulator Attestation Documentation	Necessary supporting documentation
<a href="#">View All</a>			

**NOTE: Do not attach documents that are not required or requested to support the CDFI Certification Criteria or Regulator attestations.**

REPORT ITEM	INSTRUCTIONS
<b>SECTION 1. CDFI Annual Certification Report Detail</b>	
<b>Organization Information</b>	
Certification	Auto-generated
CDFI Annual Certification Report ID	Auto-generated upon submission of Section
Employer Identification Number (EIN)	This information is Auto-generated from the organization profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the organization profile page.
CDFI Certification Status	Auto-generated upon submission of Section
Tax Status	Auto-generated upon submission of Section based on information in AMIS Organizational Profile page.
Certified CDFI Serving Native Com.	Auto-generated upon submission of Section.  A value of “yes” means your CDFI meets the definition of a Native CDFI, which is a CDFI that has certified to the CDFI Fund that at least 50 percent of its activities are directed to benefit one or more Native Communities.  To make changes to this information, an authorized account administrator must update the AMIS Organization Profile page.
Date Submitted	Auto-generated upon submission of Section
Report Status	Auto-generated upon submission of Section
Certification Control Number	Auto-generated upon submission of Section
<b>Organization Type</b>	
Organization	This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.

REPORT ITEM	INSTRUCTIONS
Organization Type	<p>This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.</p> <p>The Organization Types include:</p> <ul style="list-style-type: none"> <li>• Bank or Thrift</li> <li>• Credit Union</li> <li>• Depository Institution Holding Company</li> <li>• Loan Fund</li> <li>• Venture Capital Fund</li> </ul> <p>Definitions for each organization type may be found in the ACR Glossary.</p>
FDIC Charter Number ( <i>Banks and Thrifts Only</i> )	<p>This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.</p>
Bank Holding Company Number ( <i>Banks and Thrifts Only</i> )	<p>This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.</p>
Holding Company FDIC ID#/ OTS Docket ( <i>Thrifts Only</i> )	<p>This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.</p>
NCUA Number ( <i>Credit Unions Only</i> )	<p>This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.</p>
State or Federal Charter #/Control#	<p>This information is auto-generated from the AMIS Organization Profile page upon submission of Section. To make changes to this information, an authorized account administrator must update the Organization Profile page.</p>

REPORT ITEM	INSTRUCTIONS
<b>Line of Business</b> Primary Line of Business	<p>Identify the CDFI's Primary Line of Business using the dropdown menu. You are limited to only one primary Financing Activity for this question.</p> <p><b>NOTE:</b> The Primary Line of Business selected should correspond to the organization's predominant Financing Activity based on the dollar amount of dedicated to support the provision of Financial Products.</p> <p>The Lines of Business include:</p> <ul style="list-style-type: none"> <li>• Business Finance</li> <li>• Climate-Centered Finance           <ul style="list-style-type: none"> <li>○ Climate Resilience</li> <li>○ Extreme Weather Preparation or Response</li> <li>○ Emissions Reduction</li> <li>○ Energy/ Water/ Location Efficiency</li> <li>○ Sustainability</li> <li>○ Clean Energy</li> </ul> </li> <li>• Commercial Real Estate Finance           <ul style="list-style-type: none"> <li>○ Real Estate Loans</li> <li>○ Community Facilities Finance (e.g., Charter Schools, Health Centers)</li> </ul> </li> <li>• Consumer Finance           <ul style="list-style-type: none"> <li>○ Student Loans</li> <li>○ Unsecured Credit Card Loans</li> <li>○ Vehicle Loans</li> <li>○ Other Unsecured Loans</li> </ul> </li> <li>• Intermediary Finance</li> <li>• Microfinance</li> <li>• Residential Real Estate Finance           <ul style="list-style-type: none"> <li>○ 1 – 4 Family Residential Loans</li> <li>○ Multifamily Housing Loans</li> </ul> </li> <li>• Other</li> </ul> <p><b>NOTE:</b> Loans to Business reported by banks may include those for Agricultural Production, Commercial and Industrial, Construction and Land Development, and Farmland. Credit Unions typically classify business loans (including lines or letters of credit) to include commercial, corporate, business investment or agricultural purposes. Loan Funds typically provide</p>

REPORT ITEM	INSTRUCTIONS
	<p>small business loans including lines of credit and working capital loans. Please note however that all certified CDFIs should report separately any business loan less than \$50,000 under the category "microfinance."</p> <p><b>NOTE:</b> When Real Estate Finance is used for mixed use properties the amounts should be associated with the predominant use of the property. For example, if 80 percent of a property is used towards Housing Finance and 20 percent is used towards Commercial Real Estate Finance the amount should be attributed to Housing Finance.</p> <p><b>NOTE:</b> Examples of Climate-Centered financing could include projects related to climate resilience; response to or preparation for extreme weather; reduction of emissions; sustainability; energy, water, or location efficiency; or clean energy projects, including Solar (NAICS 221114), Wind power (NAICS 221115), Geothermal power (NAICS 221116), Biomass (NAICS 221117), as well as other terms such as "LEED", "recycling", "waste processing", "Biofuel", "brownfield", "renewable energy" or "green lending."</p>
Secondary Line of Business	<p>Identify the CDFI's Secondary Line of Business using the dropdown menu. You are limited to one secondary Financing Activity for this question. If the CDFI only has one line of business, select "None" for this question.</p> <p><b>NOTE:</b> The Secondary Line of Business selected should correspond to the organization's second most predominant Financing Activity based on dollar amount dedicated to support the provision of Financial Products.</p>
<b>Credit Union Membership (<i>Credit Unions Only</i>)</b>	
Total CU Members	Report the total number of Credit Union Members as of the last day of the Credit Union's fiscal year.

REPORT ITEM	INSTRUCTIONS
Total TM CU Members	Report the total number of Credit Union Members in the CDFI's currently Approved Target Market(s) as of the last day of the Credit Union's fiscal year. If the CU is approved for more than one TM, do not double count.
<b>Human Resources and Staffing</b>	
% Financial Staff Time-Unregulated Only	Estimate the percentage of FTE time dedicated to providing Financial Products and/or Services. This may include products such as: Loans, Equity Investments, Loan purchases, Loan Guarantees, and similar financing activities. If applicable, include FTE information for staff that manage activities.
% DS Staff Time-Unregulated Only	Estimate the percentage of FTE time dedicated to providing Development Services. May include: Business Technical Assistance, Credit Counseling, Financial Education, Homeownership Counseling, Housing Technical Assistance, Real Estate Technical Assistance. If applicable, include FTE information for staff that manage services.
Leadership turnover past Fiscal Year?	Has the organization seen the departure, replacement or change within its senior leadership team during the last fiscal year?

REPORT ITEM	INSTRUCTIONS
Total FTE Staff	<p>Report the total number of Full-Time Equivalent (FTE) Staff. This number should include contractor hours. The purpose of this section is to determine if an organization is a Financing Entity based on a predominant amount of staff time dedicated to the provision of financial products or services. In addition, FTE data will be used to report on FTEs within the certified CDFI industry. The total should represent 100% of FTE time dedicated to support of Financial Products and/or Services and Development Services. An FTE is defined as an employee, or sum of employees, that work at least 35 hours per week. If two part-time employees work 20 hours per week, they would represent one FTE. FTEs may also include staff that manage administrative activities.</p> <p><b>NOTE:</b> This should:</p> <p><i>Include</i> all full-time and part-time employees.</p> <p><i>Include</i> contractors, consultants and volunteers that perform ongoing operations.</p> <p><i>Exclude</i> temporary employees.</p> <p><i>Exclude</i> professional services conducted outside of the office by third parties such as accounting, bookkeeping, and legal counsel.</p>
Total Full Time Staff Turnover?	<p>Total FTE Staff Turnover</p> <p><b>NOTE:</b> “FTE turnover” is defined as the number of FTE staff that resigned, were replaced, or were terminated in the last fiscal year. FTE turnover information is needed to calculate the Employee Turnover Ratio, which is a key component of evaluating potential management risk for a CDFI.</p>
<b>Strategic Plan</b>	
New Business/Strategic Plan last FY?	Did the organization adopt a new business/strategic plan during the last fiscal year?
<b>Governance</b>	
Governance Structure changed last FY?	Has the organization’s governance structure been changed during the last fiscal year?
<b>Management Information Systems</b>	
MIS System implemented in the last FY?	Has the organization implemented a new management information system over the last fiscal year?

REPORT ITEM	INSTRUCTIONS
IT infrastructure support Acct sys?	Does the CDFI's information technology infrastructure support an accounting system?
<b>Legal</b>	
Party to adverse legal action last FY?	Has the organization been party to any adverse legal actions during the last fiscal year?  <b>NOTE:</b> A proceeding, including any enforcement action, instituted against the organization or CDFI, by or before any court, governmental or administrative body or agency, which proceeding or its outcome could have a material adverse effect upon the financial condition or business operations of the Organization or CDFI.
<b>Organizational Structure</b>	
Audit findings in the last FY?	Did the organization have any audit findings for its last complete fiscal year?
<b>Credit and Portfolio Management</b>	
Delinquent loan management policy?	Does the organization have a delinquent loan management policy?
Missed or overdue payment to creditors?	In the last year, has the organization had one or more missed or overdue payments to its creditors?
<b>Legal Entity</b>	
Legal Entity attestation	Indicate whether the reporting entity is a Legal Entity, duly formed and in good standing under the laws of its state of incorporation.  A "yes" response means the legal entity status is the same as when the reporting entity's CDFI certification was last affirmed by the CDFI Fund. A "no" response means the legal entity status has changed. A "no" response requires the reporting entity to describe the legal entity status change(s) and provide information to demonstrate that it can be accepted as meeting the CDFI certification Legal Entity requirements.  <b>NOTE:</b> If any aspect of the reporting entity's legal status, such as name or incorporation information, have changed since its CDFI certification was last affirmed by the CDFI Fund, you must select "no."
If No, explain Legal Entity attestation	If the Legal Entity status has changed since the reporting entity's CDFI certification was last affirmed by the CDFI Fund, please describe the change and attach any related, modified Legal Entity documents to the ACR.

REPORT ITEM	INSTRUCTIONS
Legal documentation changes	<p>Indicate whether the reporting entity amended any of its organizing and/or governance documentation since its CDFI certification was last affirmed by the CDFI Fund. A “yes” response means the legal entity documentation is the same (e.g., articles of incorporation, bylaws, charter). A “no” response means a legal entity documentation has changed. A “no” response requires the reporting entity to describe the legal entity document change(s) and provide information to demonstrate that it can be accepted as meeting the CDFI certification Legal Entity requirements.</p> <p><b>NOTE:</b> If reporting entity modified its organizational documentation in any way in the last fiscal year, you must select “no.”</p>
If No, explain documentation changes	<p>If any of the reporting entity’s legal entity documents have changed since its CDFI certification was last affirmed by the CDFI Fund, describe the change(s) and attach the related document(s) to the ACR.</p>
<b>Primary Mission</b>	
Primary Mission attestation	<p>Indicate whether the reporting entity’s Primary Mission, as evidenced in a governing leadership-approved organizational document, has changed since its CDFI certification was last affirmed by the CDFI Fund. A “yes” response means the Primary Mission remains the same. A “no” response means the Primary Mission has changed. A “no” response requires the respondent to describe the change and provide information to demonstrate that the reporting entity can be accepted as meeting the CDFI certification Primary Mission requirements.</p> <p><b>NOTE:</b> If the language in a governing leadership-approved organizational document that describes the reporting entity’s Primary Mission has changed in any way since its CDFI certification was last affirmed by the CDFI Fund, you must select “no.”</p>

REPORT ITEM	INSTRUCTIONS
If No, Provide Updated Primary Mission	If the reporting entity's Primary Mission, as evidenced in a governing leadership-approved organizational document, has changed since its CDFI certification was last affirmed by the CDFI Fund, provide an explanation of the change(s) and attach the related governing leadership-approved organizational document to the ACR.
<b>Financing Entity (For loan funds and venture funds only). Credit Unions and Banks are presumed to be financing entities and do not need to complete this section.</b>	
Financing Entity attestation	<p>Indicate whether the predominant business activity for the reporting entity continues to be the provision, in Arms-Length Transactions, of Financial Products, as reflected on its financial statements and executed notes.</p> <p>A “yes” response means the predominant activity is financing.</p> <p>A “no” response means the predominant activity is not financing. A “no” response requires the respondent to describe how the reporting entity’s status as an entity for which the predominant business activity is the provision, in Arms-Length Transactions, of Financial Products has changed and provide information to demonstrate that it can be accepted as meeting the CDFI certification Financing Entity predominance requirements.</p>
If No, explain Fin. Entity attestation	<p>If response to Financing Entity attestation is “No”, please explain. If the change is related to the level of assets dedicated to the provision, Arms-Length Transactions, of Financial Products, please attach current financial statements (including a current balance sheet; audited statements are not required) to the ACR.</p>

REPORT ITEM	INSTRUCTIONS
Maintains sufficient capital	<p>Indicate whether the reporting entity continues to maintain sufficient capital to continue its provision, in Arms-Length Transactions, of Financial Products for at least three months after the submission date of the ACR.</p> <p>A “yes” response means there is sufficient capital to continue Financial Product activity for at least 3 months after the submission date of the ACR.</p> <p>A “no” response means there is insufficient capital to continue Financial Product activity for at least 3 months after the submission date of the ACR. A “no” response requires the respondent to describe the reporting entity’s normal level of Financial Product activity and the sources and amount of capital it has available to maintain that level of activity and to provide information to demonstrate that it can be accepted as meeting the CDFI certification Financing Entity requirement that it maintain sufficient capital to continue its Financial Product activity for at least three months.</p>
If No, explain insufficient capital	<p>If response to “sufficient capital” is “No”, please provide an explanation that includes a descriptive of the reporting entity’s normal level of Financial Product activity and the sources and amount of capital it has available to maintain that level of activity. Attach current financial statements (including a current balance sheet; audited statements are not required) to the ACR.</p>

REPORT ITEM	INSTRUCTIONS
Assets to Financial Products Predominant	<p>Indicate if the reporting entity continues to dedicate the predominance of its assets to the provision, in Arms-Length Transactions, of Financial Products.</p> <p>A “yes” response means the predominance of assets are dedicated to the provision of Financial Products.</p> <p>A “no” response means the predominance of assets are not dedicated to the provision of Financial Products.</p> <p>A “no” response requires the respondent to describe the change in the level of the reporting entity’s assets that are dedicated to the provision of Financial Products and provide information to demonstrate that it can be accepted as meeting the CDFI certification Financing Entity requirement that the predominance of its assets are dedicated to eligible financing activity.</p>
If No, explain Fin. assets predominance	<p>If response is “No” to Assets to Financial Products Predominant, please explain. Attach updated documentation (e.g. a current balance sheet (final audited statements are not required)) to the ACR.</p>
Staff to Financial Products predominant	<p>The reporting entity continues to dedicate a predominance of its staff time to the provision, in Arms-Length Transactions, of Financial Products.</p> <p>A “yes” response means the predominance of staff time is dedicated to the provision of Financial Products.</p> <p>A “no” response means the predominance of staff time is not dedicated to the provision of Financial Products. A “no” response requires the respondent to describe the change in the level of the reporting entity’s staff time that is dedicated to the provision of Financial Products and provide information to demonstrate that it can be accepted as meeting the CDFI certification Financing Entity requirement that the predominance of its staff time is dedicated to eligible financing activity.</p>
If No, explain fin. staff predominance	<p>If response to staff predominance in financial products is “No”, please explain. Attach any related supporting documentation to the ACR.</p>

REPORT ITEM	INSTRUCTIONS
Closed new Fin. Product Transactions	<p>Indicate whether the reporting entity has continued to close new Financial Products at a level consistent with its business strategy.</p> <ul style="list-style-type: none"> <li>• Yes, new transactions were closed during the reporting fiscal year</li> <li>• No, new transactions were not closed during the reporting fiscal year</li> </ul>
Explain No closed new Fin. Prod Trans	<p>If response to Closed new Financial Product transaction is “No”, please explain. Attach any related documentation to the ACR.</p>
<b>Development Services</b>	
Development Services attestation	<p>Indicate whether the reporting entity made changes to its Development Services since its CDFI certification was last affirmed by the CDFI Fund.</p> <p>Examples of Development Services include:</p> <ul style="list-style-type: none"> <li>• Business Technical Assistance</li> <li>• Credit Counseling</li> <li>• Financial Education</li> <li>• Homeownership Counseling</li> <li>• Housing Technical Assistance</li> <li>• Real Estate Technical Assistance</li> </ul> <p>A “yes” response means the Development Services remain the same.</p> <p>A “no” response means that there have been changes to Development Services. A “no” response requires the respondent to describe the change(s) and to provide information demonstrating that the reporting entity can be accepted as meeting the CDFI certification Development Services requirements.</p>
If No, explain Development Services	<p>If response is “No” to Development Services attestation, please explain. Attach any related documentation to the ACR.</p>

REPORT ITEM	INSTRUCTIONS
Target Market	
TM Fiscal Year Begin Date	<p>What fiscal year are the following values being taken from? Enter the month, day, and year for the beginning of the time period.</p> <p><b>NOTE:</b> There are validations in place to ensure the beginning and end dates add up to a 12 month time period. Any date combination resulting in a shorter or longer time period will result in an error message.</p>
TM Fiscal Year End Date	<p>What fiscal year are the following values being taken from? Enter the month, day, and year for the end of the time period.</p> <p><b>NOTE:</b> There are validations in place to ensure the beginning and end dates add up to a 12 month time period. Any date combination resulting in a shorter or longer time period will result in an error message.</p>

REPORT ITEM	INSTRUCTIONS
Target Market attestation	<p>Indicate whether at least 60% of the Arms-Length, on-balance sheet Financial Product transactions originated by the reporting entity during the most recently ended fiscal year were directed to its current approved Target Market.</p> <ul style="list-style-type: none"> <li>• Yes, at least 60% of transactions (# &amp; \$) in the last FY were to clients in the approved TMs</li> <li>• No, less than 60% of transactions (# or \$) in the last FY were to clients in the approved TMs</li> </ul> <p>Either “no” response requires the respondent to explain the missed CDFI certification 60% Target Market benchmark test and to provide information to demonstrate that it can be accepted as meeting the Target Market requirements.</p> <p><b>NOTE:</b> Only those Financial Product transactions originated, during the reporting fiscal year that would show up, at least at the time of closing, on the reporting entity’s non-consolidated balance sheet should be included in the Financial Product data used to assess compliance with the CDFI certification 60% Target Market benchmark requirements. Financial Product transactions originated during the reporting fiscal year that may have been sold or paid off by the last day of the reporting fiscal year should be included in the Financial Product activity data even though they no longer appear on the balance sheet.</p> <p><b>NOTE:</b> The reporting entity should refer to the map(s) that represent its approved CDFI certification Target Market components in the CDFI Fund’s CDFI Information Mapping System (CIMS) to confirm that Financial Product transactions being counted as Target Market-directed were directed to the approved Target Market geography(ies).</p> <p><b>NOTE:</b> Credit Unions certified using the Streamlined Application process must state their current Target Market verification process(es) if NCUA did not provide the Target Market analysis used to respond to the Target Market Attestation question.</p>

REPORT ITEM	INSTRUCTIONS
If No, explain Target Market	<p>If the response to Target Market attestation is “No”, please explain why the reporting entity’s Target Market activity level has fallen below the required 60 percent threshold and discuss its ability to continue to meet the Target Market requirements. The explanation is required to include the following elements:</p> <ul style="list-style-type: none"> <li>• The total number (#) of Financial Product originations in the reporting fiscal year;</li> <li>• The total dollar amount (\$) of Financial Product originations in the reporting fiscal year;</li> <li>• The total number (#) of Financial Product originations in the reporting fiscal year that were directed to the approved Target Market;</li> <li>• The total dollar amount (\$) of Financial Product originations in the reporting fiscal year that were directed to the approved Target Market;</li> <li>• Percentage (%) of the number and dollar volume of Financial Product originations in the reporting fiscal year that were directed to the approved Target Market.</li> </ul> <p><b>NOTE:</b> By providing the CDFI Fund with this level of data, we will be able to more quickly assess whether the reporting entity’s failure to meet the CDFI certification 60 percent Target Market threshold can be disregarded.</p> <p><b>NOTE:</b> Forgivable loans can be included in the Target Market assessment ONLY if they were pre-approved as a Financial Product by the CDFI Fund.</p> <p><b>NOTE:</b> A Target Market Modification may be necessary to maintain adherence to the Target Market criterion.</p>

REPORT ITEM	INSTRUCTIONS
Approved Target Markets	<p>Click on the link to view the CDFI's specific list of Approved Target Markets in AMIS.</p> <p>If the approved CDFI certification Target Market component(s) identified does not match the current approved Target Market per the reporting entity's most recent CDFI Certification determination letter, submit a Service Request in AMIS to notify the CDFI Fund about the discrepancy and provide a copy of the most recent CDFI Certification determination letter. CDFI Fund staff will confirm the approved Target Market and make any necessary corrections.</p> <p>DO NOT edit the Target Market information yourself.</p>
Target Market changes	<p>Indicate whether the market(s) served by the reporting entity have changed in any way that might necessitate a modification to its approved CDFI certification Target Market. Access the reporting entity's most recent CDFI certification determination letter to review the approved CDFI certification Target Market and CIMS to review the related Target Market map(s).</p> <p>A “yes” response means the approved CDFI certification Target Market described in the most recent CDFI certification determination letter and represented by the Target Market map(s) in CIMS do not need to be modified.</p> <p>A “no” response means the approved CDFI certification Target Market described in the most recent CDFI determination letter and represented by the related.</p> <p>Target Market map(s) in CIMS needs to be modified. A “no” response requires the respondent to describe the reason the modification is needed and the reporting entity's ability to continue to meet the Target Market requirements.</p>

REPORT ITEM	INSTRUCTIONS
	<p><b>NOTE:</b> If there has been a change to the market(s) served by the reporting entity that necessitates a modification to its approved CDFI certification Target Market, answer “no” to this question. Approval for a change to the approved CDFI certification Target Market requires a Target Market modification. The reporting entity must complete a Target Market Modification Application in AMIS and submit it simultaneously with the ACR. No changes to the CDFI certification Target Market are effective until approved by the CDFI Fund.</p>
If No, describe Target Market changes	<p>If the response to the Target Market changes attestation is “No”, please explain the reason a Target Market modification is needed and the reporting entity’s ability to continue to meet the Target Market requirements. Attach any related documentation to the ACR.</p>
Dataset Used	<p>Select the CIMS dataset used to verify Target Market activity.</p> <ul style="list-style-type: none"> <li>• 2011 – 2015 Investment Area eligible tracts</li> <li>• 2016 – 2020 Investment Area eligible tracts</li> </ul> <p><b>NOTE:</b> Beginning on January 5, 2024, the 2016-2020 dataset will be required for organizations to use to validate activity to Target Markets.</p> <p>A transition from the 2011-2015 to the 2016-2020 dataset may require a Target Market Modification for CDFIs with approved Investment Area Target Markets using the 2011-2015 dataset to maintain compliance to the Target Market criterion.</p> <p>Currently Certified CDFIs, who are reaffirming their Target Markets for the ACR, may use either the 2011-2015 ACS data or the 2016-2020 ACS data to identify their Investment Areas and Target Markets. A one-year transition period will be allowed. Once a currently Certified CDFI submits their new CDFI Certification Application, they will be required to use the 2016-2020 ACS data to identify their Investment Areas and Target Markets.</p>

REPORT ITEM	INSTRUCTIONS
<b>Accountability</b>	
Accountability attestation	<p>Indicate whether the reporting entity continues to maintain Accountability to its approved CDFI certification Target Market.</p> <p>A “yes” response means Accountability to the approved Target Market continues to be met.</p> <p>A “no” response means Accountability to the approved Target Market is not being met. A “no” response requires the respondent to explain why the reporting entity is not meeting the Accountability requirements and to provide information to demonstrate that it can be accepted as meeting these requirements.</p>
If No, explain Accountability	<p>If the response to Accountability attestation is “No”, please explain. Attach any related documentation to the ACR.</p>
Accountability method changes	<p>Indicate whether there have been any changes to the methods by which the CDFI maintains Accountability to its approved Target Market.</p> <p>Accountability changes include but are not limited to new board members being added to or existing members departing from a board used for Accountability purposes; changes to the role or functioning for an advisory board used for Accountability; changes in source of Accountability for one or more board members; a different board(s) will be used to maintain Accountability to the Target Market, etc.</p> <p>A “yes” response means the Accountability methodology for the approved Target Market remains the same.</p> <p>A “no” response means the Accountability methodology for the approved Target Market has changed. A “no” response requires the respondent to describe the change and provide information to demonstrate that the reporting entity can be accepted as meeting the Accountability requirements.</p> <p><b>NOTE:</b> If the reporting entity has experienced any changes to the way it maintains Accountability to its approved Target Market since the CDFI Fund last approved the CDFI certification, then it must select “no”.</p>

REPORT ITEM	INSTRUCTIONS
If No, explain Account. method changes	<p><b>NOTE:</b> If there have been changes in the way the reporting entity maintains Accountability to its approved CDFI certification Target Market, the Board section of its AMIS Organization Detail Page must be updated with the new information for all board members and connected to the approved Target Market.</p> <p>If the response to Accountability method changes attestation is “No” please explain and provide updated Accountability information via the Organization Boards section of the reporting entity’s AMIS account. Attach any related documentation to the ACR.</p> <p>To provide updated Accountability information, create a new CDFI certification board record(s) in the Organization Boards section of the reporting entity’s AMIS account.</p> <p>For information on how to present Accountability information in AMIS, please see the “Create a new Target Market record” section of the AMIS – Submission Guidance for CDFI Certification Application and the “AC – Boards Subsection” of the CDFI Certification Application Supplemental Guidance and Tips handbooks available at: <a href="https://www.cdfifund.gov/programs-training/certification/cdfi/Pages/apply-step.aspx#step1">https://www.cdfifund.gov/programs-training/certification/cdfi/Pages/apply-step.aspx#step1</a>. [If there is an existing Target Market record in AMIS for a current approved Target Market component, try to link board members from the new board record that are being presented as accountable to that particular Target Market component to the existing AMIS Target Market record. If that cannot be done, create a new Target Market record in AMIS for that Target Market component using the exact same Target Market component name from the existing record and link accountable board members to the new Target Market record.]</p>

REPORT ITEM	INSTRUCTIONS
<b>Non-Government Entity</b>	
Non-Government Entity attestation	<p>Indicate whether the CDFI continues to meet the Non-Government Entity (NGE) requirements. A “yes” response means the NGE criterion continue to be met.</p> <p>A “no” response means that there has been a change that affects compliance with the NGE criterion. A “no” response requires the respondent to describe the change and the reporting entity’s ability to meet the NGE criterion.</p>
If No, explain Non-Gov Entity change	If “No”, please explain and attach any relevant documentation to the ACR.
<b>Other Eligibility Information Changes</b>	
Other eligibility information changes?	<p>Indicate whether the CDFI has had changes to other eligibility information since its most recent certification by the CDFI Fund.</p> <p>A “no” response means that there has not be any other eligibility information changes.</p> <p>A “yes” response means there has been other eligibility information changes.</p> <p><b>NOTE:</b> Other eligibility information changes typically pertain to material event items that could affect certification.</p>
If Yes, explain changes in eligibility	If “Yes”, please explain and attach any relevant documentation to the ACR.
<b>Review Summary</b>	
Report Revision Request Deadline	Completed by CDFI Fund staff if necessary after reviewing submitted ACR
Revision Request Comments	Completed by CDFI Fund staff if necessary after reviewing submitted ACR
Created By	Auto-generated by AMIS upon saving the record for the first time
Last Modified By	Auto-generated by AMIS upon saving the record for the most recent time

REPORT ITEM	INSTRUCTIONS
<b>Regulator Attestation (Certain Regulated Institutions Only)</b>	
Regulator Attestation	<p>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 or NCUA).</p> <p>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.</p> <p>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 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.</p> <p>Pre-populated fields vary by the institution type.</p> <p>For banks/thrifts, the fields are:</p> <ul style="list-style-type: none"> <li>• Unrestricted Cash and Cash Equivalents</li> <li>• Average Assets</li> <li>• Allowance Loan and Lease Losses Reserve</li> <li>• Total Assets</li> <li>• Total Liabilities</li> <li>• Tier 1 Capital</li> <li>• Interest Income</li> <li>• Interest Expense</li> <li>• Total Charge-Offs</li> <li>• Total Recoveries</li> <li>• Loans 90-Days or More Past Due</li> <li>• Other Real Estate Owned</li> </ul>

REPORT ITEM	INSTRUCTIONS
	<p>For credit unions, the fields are:</p> <ul style="list-style-type: none"> <li>• Allowance Loan and Lease Losses Reserve</li> <li>• Total Assets</li> <li>• Total Net Worth</li> <li>• Interest Income</li> <li>• Total Liabilities</li> <li>• Interest Expense</li> <li>• Total Charge-Offs</li> <li>• Total Recoveries</li> <li>• Loans 60 Days or More Past Due</li> </ul>
Regulator Attestation Selection	<p>Do you agree that all of the pre-populated numeric values from your regulator's publicly available quarterly call report data are accurate?</p> <p>Yes</p> <p>No</p>
I acknowledge the note below	<p>Click to acknowledge that review of your ACR submission will be delayed if you have selected "No" to the attestation above and DO NOT attach supporting documentation.</p> <p>[Check the box displayed]</p>
Note	<p>Review of your ACR submission will be delayed if you have selected "No" to the attestation above and <b>DO NOT</b> attach supporting documentation via the "Related Attachments" section below.</p>

## SECTION 2: Development Services Detail

The Development Services Related List must have at least one development service entry.

REPORT ITEM	INSTRUCTIONS
<b>SECTION 2. Development Services Detail</b>	
CDFI Annual Certification Report	Auto-generated
Development Services ID	Auto-generated upon submission of Section
Development Services	Select Development Services for the following categories: <ul style="list-style-type: none"><li>• Business Technical Assistance</li><li>• Credit Counseling</li><li>• Financial Education<ul style="list-style-type: none"><li>○ Auto Purchasing Education</li><li>○ Tax Preparation and VITA Sites</li><li>○ Payday Alternative Lending Education</li></ul></li><li>• Homeownership Counseling and Technical Assistance</li><li>• Real Estate Technical Assistance</li><li>• Other</li></ul>
Financial Product	Select Development Services for the following financial products: <ul style="list-style-type: none"><li>• Business Financing</li><li>• Charter School Financing</li><li>• Climate-Centered Financing</li><li>• Commercial Real Estate Financing</li><li>• Consumer Financing</li><li>• Facility Financing</li><li>• Health Care Facility Financing</li><li>• Microfinancing</li><li>• Multifamily Housing Financing</li><li>• Single Family Housing Financing</li><li>• Small Business Financing</li></ul>

REPORT ITEM	INSTRUCTIONS
Total Clients Served	<p>Enter the total number of clients served for the Development Service. Be sure that the total clients served for each Development Service includes clients in the Target Market(s).</p> <p><b>NOTE:</b> The total number of clients served should include both one-on-one counseling and classroom counseling. The Fund recognizes that some clients may receive both individual and classroom services, however, double counting clients is not a concern in how this question is answered.</p>
Target Market Clients Served	<p>Enter the total number of Target Market clients served which may be a subset of the total number of clients served.</p>
Other Development Services	<p>If Development Service is “Other,” then describe the other Development Services not included in the categories above.</p>

### **SECTION 3: Financial Data Information**

The financial data gathered in this section of the ACR will be used by the CDFI Fund to gain insight on the CDFI Industry. The Financial Data Related List must have ONLY one financial data record for each reporting year.

After selecting the “New Financial Data” button, a new screen will appear asking the user to select the appropriate financial data record type. The default “Record Type of New Record” shown is based on the “Financial Institution Type” and “Tax Status” or “Organization Structure” of your organization as recorded in your organization’s AMIS organizational profile. If the default record type shown is correct, click the “Continue” button and proceed with answering the financial data questions.

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. Once the requested changes have been made, you may then go back into the ACR and click on “New Financial Data” button to start the Financial Data section of the ACR.

For reference, there are five record types available:

- Bank or Thrift
- Depository Institution Holding Company
- Credit Unions
- Loan Fund and Venture Capital – For-Profit
- Loan Fund and Venture Capital – Non-Profit

**Having the correct institution type shown on the screen ensures that you will receive the financial data questions appropriate for your institution type.**

You will also see reminder language about how to deal with negative and zero values for the financial data fields at the bottom of the “Select Financial Data Record Type”.

In an effort to improve data quality, as well as gain a greater understanding of a CDFI’s financial position, you will now see additional data validation rules, as well as opportunities to explain particular data values. These validation rules will be analyzing your answers as you enter each required financial data field, so you may see a warning message appear after you answer one question, which may then disappear or remain depending on how you answer a later question. Once the user finishes entering in its data and hits save, an error message may appear at the top of the screen indicating all of the financial data fields where entered values should be changed in order to finish the “Financial Data” section of the ACR. However, if a user does not want to change the entered value, then the user, depending on the data field in question, will need to provide an explanation of at least 20 characters for why the entered value is correct or select an answer from a dropdown menu selection.

#### **ACR Financial Data Validation Rules in Effect:**

<b>Data Field</b>	<b>Validation Rule</b>
Restricted Cash and Cash Equivalents	Restricted Cash and Cash Equivalents < = Cash and Cash Equivalents

<b>Data Field</b>	<b>Validation Rule</b>
Unrestricted Cash and Cash Equivalents	Unrestricted Cash and Cash Equivalents < = Cash and Cash Equivalents
Current Assets	Current Assets < Total Assets Current Assets > Cash and Cash Equivalents
Allowance Loan and Lease Losses Reserve	Allowance Loan and Lease Losses Reserve < Total Outstanding Loan Portfolio
Total Assets	Total Assets = Total Liabilities + (Total Net Assets OR Total Net Worth OR Total Equity)
Current Liabilities	Current Liabilities < = Total Liabilities
Total Liabilities	Total Liabilities < Total Assets
Total Equity	Total Equity = Total Assets - Total Liabilities
Total Net Worth	Total Net Worth = Total Assets - Total Liabilities
Government Grants	Government Grants < = Total Revenue
Interest Income	Interest Income < = Earned Revenue
Earned Revenue	Earned Revenue < = Total Revenue Earned Revenue < = Operating Revenue
Operating Revenue	Operating Revenue < = Total Revenue Operating Revenue > = Earned Revenue + Government Grants Operating Revenue > = Interest Income
Total Revenue	Total Revenue > = Interest Income
Provision for Loan Losses	Provision for Loan Losses < = Total Expenses

<b>Data Field</b>	<b>Validation Rule</b>
Operating Expenses	Operating Expenses < = Total Expenses Operating Expenses > = Interest Expense + Provision for Loan Losses
Total Financing Capital	Total Financing Capital < = Total Assets
Total Outstanding Investment Portfolio	Total Outstanding Investment Portfolio < = Total Assets
Total Outstanding Loan Portfolio	Total Outstanding Loan Portfolio <= Total Assets
Total Outstanding Loan Guarantee Portfolio	Total Outstanding Loan Guarantee Portfolio <= Total Assets
Total Charge Offs	Total Charge Offs < Total Outstanding Loan Portfolio
Total Recoveries	Total Recoveries < = Total Value of Non-Performing Assets
Total Value of Non-Performing Assets	Total Value of Non-Performing Assets < = Total Outstanding Loan Portfolio Total Value of Non-Performing Assets > = Loans 90 Days or More Past Due + Other Real Estate Owned
Loans 90 Days or More Past Due	Loans 90 Days or More Past Due < = Total Value of Non-Performing Assets

Data Field	Validation Rule
Other Real Estate Owned	Other Real Estate Owned < = Total Assets

Once the user has addressed any error messages that appeared upon clicking the “Save” button for the first time and hits the “Save” button again, a window will appear showing the user-entered data along with a series of indicator flags for certain data fields. A flag’s color will appear as either green or orange depending on whether the user’s entered data meets the data field’s validation. Green flags indicate the validation has been met while orange flags offer a warning that the validation has not been met. It is at the user’s discretion to change the relevant data field values in order for the orange warning flag to change to a green flag. The indicator flags are:

- Current Assets Indicator –
  - Current Assets is over the max threshold which is 50\*Total Liabilities
- Allowance Loan and Lease Losses Reserve Indicator (Allow. Ln and Lease Losses Res) –
  - Allowance Loan and Lease Losses Reserve is over the max threshold which is 0.4\*Total Outstanding Loan Portfolio
- Total Assets Indicator –
  - Total Assets is over the max threshold which is 50\*Total Liabilities
- Total Asset Indicator –
  - Total Assets should be equal to Total Liabilities plus Net Worth (Assets Section) [Credit Union only]
  - Total Assets should be equal to Total Liabilities plus Total Equity (Assets Section) [Bank or Thrift and Depository Institution Holding Company only]
  - Total Assets should be equal to Total Liabilities plus Total Net Assets (Assets Section) [Loan Funds only]
- Current Liabilities Indicator –
  - Current Liabilities is over the max threshold which is 50\*Current Assets
- Total Liabilities Indicator –
  - Total Liabilities should be less than or equal to Total Assets (Liabilities Section)
- Interest Income Indicator –
  - Interest Income is over the max threshold which is 50\*Interest Expense
- Total Revenue Indicator –
  - Total Revenue is over the max threshold which is 50\*Total Expenses
- Income Indicator –
  - Operating Revenue cannot be less than Interest Income (Income Section)
  - Total Revenue cannot be less than Interest Income (Income Section)
- Interest Expense Indicator –
  - Interest Expense is over the max threshold which is 50\*Interest Income
- Provision for Loan Losses Indicator –
  - Provision for Loan Losses is over the max threshold which is 0.4\*Total Outstanding Loan Portfolio
- Total Expenses Indicator –
  - Total Expenses is over the max threshold which is 10\*Total Revenue
- Expense Indicator –
  - Interest Expense cannot be more than Total Expense (Expenses Section)
  - Operating Expenses cannot be more than Total Expense (Expenses Section)
  - Interest Expense cannot be more than Operating Expense (Expenses Section)

- Total Charge-Offs Indicator –
  - Total Charge-Offs is over the max threshold which 0.4\*Total Outstanding Loan Porfolio.
- Total Value of Non-performing Assets (Total Val of Non-perform Asst) Indicator –
  - Total Value of Non-performing Assets is over the max threshold which is 0.4\*Total Outstanding Loan Portfolio.
- Loan Indicator –
  - The sum of Loans 90-Days or More Past Due and Other Real Estate Owned should be equal to the value entered into Total Value of Non-performing Assets (Loan and Investment Portfolio Values)

REPORT ITEM	INSTRUCTIONS
<b>SECTION 3. Financial Data Detail</b>	<b>For additional guidance on financial data, see the Appendix in the CDFI Financial Assistance Application Guidance for Loan Funds, Venture Capital Funds, Credit Unions, Cooperativas and Banks or Thrifts.</b>
<b>Information</b>	
CDFI Annual Certification Report	Auto-generated
Organization Type	Auto-generated upon submission of Section
Values from audited financial statement	Are the following financial values being taken from audited financial statements?  Yes No
Fiscal Year Begin Date	What fiscal year are the following values being taken from? Enter the month, day, and year for the beginning of the time period.  <b>NOTE:</b> There are validations in place to ensure the beginning and end dates add up to a 12 month time period. Any date combination resulting in a shorter or longer time period will result in an error message.
Fiscal Year End Date	What fiscal year are the following values being taken from? Enter the month, day, and year for the end of the time period.  <b>NOTE:</b> There are validations in place to ensure the beginning and end dates add up to a 12 month time period. Any date combination resulting in a shorter or longer time period will result in an error message.
Record Type	Auto-generated upon submission of Section
Financials ID	Auto-generated upon submission of Section
RSSD ID	Auto-generated upon submission of Section
<b>Assets</b>	
Restricted Cash and Cash Equivalents	Enter the amount of the organization's Cash and Cash Equivalents that are NOT available to cover the organization's Operating Expenses.
Unrestricted Cash and Cash Equivalents	Enter the amount of the organization's Unrestricted Cash and Cash Equivalents that are available to cover the organization's Operating Expenses.  <b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks and thrifts only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.

REPORT ITEM	INSTRUCTIONS
Cash and Cash Equivalents	<p>Auto-calculated upon submission of Section</p> <p><b>NOTE:</b> The sum of Restricted and Unrestricted Cash and Cash Equivalents</p>
Average Assets	<p>Enter the amount of the organization's Average Assets. This is calculated by taking the sum of Assets at the beginning and end of a period and dividing by 2.</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks and thrifts only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.</p>
Current Assets	<p>Enter the amount of the organization's Assets that are reasonably expected to be converted to cash within the next 12 months.</p>
Allowance Loan and Lease Losses Reserve	<p>Enter the amount of the organization's ALLL (i.e., Loan Loss Reserves).</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.</p>
Total Assets	<p>Enter the organization's Total Assets. Total Assets are the value of the sum of all Assets. This amount may include Assets not reflected above.</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.</p>

REPORT ITEM	INSTRUCTIONS
<b>Liabilities</b>	
Current Liabilities	Enter the amount of Debts, obligations, or Payables due within the next 12 months.
Total Liabilities	<p>Enter the amount for the total value of the organization's short-term and long-term outstanding Debts, Obligations, and Payables.</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.</p>
<b>Net Assets, Net Worth, or Equity Information</b>	
<p>Total Net Worth for Credit Unions</p> <p>Tier 1 Capital and Total Equity for Banks</p> <p>Temporarily Restricted Net Assets, Permanently Restricted Net Assets, and Unrestricted Net Assets for Non-Profit Loan Funds</p> <p>Total Equity for For-Profit Loan Funds</p>	<ul style="list-style-type: none"> <li>• For Credit Unions, enter "Total Net Worth" from 5300 NCUA form, Acct 997 unless the reporting entity has equity adjustments in Accts 668, 658, 658A, 996, 945B, 945A, EQ0009, 945C and 602 which need to be taken into account.</li> <li>• For Cooperativas, enter the numerical value from field 30001 on the AITSA form.</li> <li>• For Banks, enter Tier 1 capital data from Call Report UBPR8274, Schedule RC-R Item 26. Tier 1 capital (sum of items 19 and 25), RCOA8274 and total equity.</li> <li>• Non-profit Loan Funds, enter IRS 990 Form Net Asset data</li> <li>• For-profit Loan Funds, enter the residual interest in the Assets of an entity that remains after deducting its Liabilities. This includes all unrestricted, temporarily restricted and permanently restricted net assets.</li> </ul> <p><b>NOTE:</b> Data fields of "Total Net Worth" will be pre-populated with regulator call report data for credit unions only and "Tier 1 Capital" will be pre-populated with regulator call report data for banks and thrifts only, so they will appear grayed-out and then appear with their pre-populated value once user clicks the "Save" button.</p> <p><b>NOTE:</b> For credit unions and cooperativas, calculate "Total Net Worth" using the value of net worth that</p>

REPORT ITEM	INSTRUCTIONS
	balances out the balance sheet. To pre-populate this value for credit unions, the CDFI Fund will use the answer from Total Liabilities, Shares and Equity (Acct 014) minus Total Liabilities (Acct LI0069).
<b>Income</b>	
Government Grants	Funds given to the CDFI without expectation of repayment from all federal, state, and local governments.
Interest Income	Enter the Gross Revenue generated by interest-earning Assets.  <b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.
Earned Revenue	Enter the Income generated by the organization's Assets and Activities, excluding Grants and Contributions. This includes fees.
Operating Revenue	Enter the Income generated by the organization's Assets and Activities, including Grants and Contributions that have been released from restrictions.
Total Revenue	Enter the Total Revenue, including both Operating and Non-operating Revenues.
<b>Expenses</b>	
Interest Expense	Enter the Expenses generated by interest-bearing Liabilities.  <b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.
Provision for Loan Losses	Enter the Expenses recorded in order to maintain the Allowance for Loan and Lease Losses account in the organization's reporting period.
Operating Expenses	Enter the Expenses related to the organization's everyday business operations, such as Interest Expense, Staff Salaries, Professional Fees, Depreciation, and Provision for Loan Losses.

REPORT ITEM	INSTRUCTIONS
Total Expenses	Enter the total value of Expenses incurred by the organization during the reporting period.
<b>Capital Category</b>	
Total Financing Capital	<p>Capital available for lending or equity investments that has not been restricted for other purposes.</p> <p>Capital can include debt, grants, net assets, retained earnings, deposits, and secondary capital.</p>
<b>Loan and Investment Portfolio Values</b>	
Total Outstanding Investment Portfolio	<p>Enter the aggregate amount of Equity Investments outstanding as of the last day of the organization's fiscal year.</p> <p><b>NOTE:</b> This dollar amount represents the total outstanding equity investment amount shown in the reporting entity's portfolio on the last day of the FYE where equity investments are the Financial Products that the reporting entity originated to individuals or businesses to support the reporting entity's mission of serving low-income and underserved communities.</p> <p><b>NOTE:</b> If the reporting entity does not report any equity investments in the ACR's Financial Products Portfolio Breakdown Detail section, then this data field should have a value of \$0.00.</p>
Total Outstanding Loan Portfolio	<p>Enter the aggregate amount of Loans outstanding as of the last day of the organization's fiscal year.</p> <p><b>NOTE:</b> This dollar amount represents the total outstanding loan amount shown in the reporting entity's portfolio on the last day of the FYE where loans are the Financial Products that the reporting entity originated to individuals or businesses to support the reporting entity's mission of serving low-income and underserved communities.</p> <p><b>NOTE:</b> If the reporting entity does not report any loans in the ACR's Financial Products Portfolio Breakdown Detail section, then this data field should have a value of \$0.00.</p>

REPORT ITEM	INSTRUCTIONS
Total Outstanding Loan Guarantee Portfolio	<p>Enter the aggregate amount of Loan Guarantees outstanding as of the last day of the organizations' fiscal year.</p> <p><b>NOTE:</b> This dollar amount represents the total outstanding loan guarantee amount shown in the reporting entity's portfolio on the last day of the FYE where loan guarantees are the Financial Products that the reporting entity originated to individuals or businesses to support the reporting entity's mission of serving low-income and underserved communities.</p> <p><b>NOTE:</b> If the reporting entity does not report any loan guarantees in the ACR's Financial Products Portfolio Breakdown Detail section, then this data field should have a value of \$0.00.</p>
Total Charge-Offs	<p>Enter the amount of Charge-Offs that have been written off the balance sheet as of the last day of the fiscal year.</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.</p>
Total Recoveries	<p>Enter the amount of Total Recoveries as of last day of the fiscal year.</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the "Save" button.</p>
Total Value of Non-performing Assets	<p>Enter the amount of Non-performing Assets as of last day of fiscal year.</p>
Loans 90-Days or More Past Due	<p>The total dollar amount (\$) of all loans 90 or more days past due. Loans should be considered past due if any part of the payment is past due.</p> <p><b>NOTE:</b> Loans in non-accrual status should also be</p>

REPORT ITEM	INSTRUCTIONS
	<p>included in the data value entered for this data field.</p> <p><b>NOTE:</b> Credit Unions and cooperativas should enter the total dollar amount (\$) of all loans 60 or more days past due.</p> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks, thrifts, and credit unions only, so it will appear grayed-out and then appear with its pre-populated value once user clicks the “Save” button.</p>
Other Real Estate Owned	<p>Other Real Estate Owned (OREO). In general, real estate, including capitalized and operating leases, that is acquired through any means, in full or partial satisfaction of a Debt previously contracted. It consists of real property held for reasons other than to conduct a financial institution’s regular business.</p> <p><b>NOTE:</b> For regulatory purposes, OREO includes:</p> <ul style="list-style-type: none"> <li>• All real estate, other than financial institution premises, actually owned or controlled by the financial institution and its consolidated subsidiaries, including real estate acquired through foreclosure or deed in lieu of foreclosure, even if the financial institution has not yet received title to the property;</li> <li>• Real estate collateral in a financial institution’s possession, regardless of whether formal foreclosure proceedings have been initiated;</li> <li>• Property originally acquired for future expansion but no longer intended for that purpose; and</li> <li>• Foreclosed real estate sold under contract and accounted for under the deposit method of accounting.</li> </ul> <p><b>NOTE:</b> Data field will be pre-populated with regulator call report data for banks and thrifts, so it will appear grayed-out and then appear with its pre-populated value once user clicks the “Save” button.</p>

#### SECTION 4: Financial Products Portfolio Information

The Financial Product Portfolio Breakdown Related List must have at least one financial data portfolio entry.

REPORT ITEM	INSTRUCTIONS
<b>SECTION 4. Financial Products Portfolio Breakdown Detail</b>	
CDFI Annual Certification Report	Auto-generated
Financial Product Portfolio Breakdown ID	Auto-generated upon submission of Section
Financial Product	Select 1) Loans, or 2) Equity Investments or 3) Loan Guarantees. These three types are reported separately below.
Type	<p>Select and enter the requested data for all Loans, Loan Guarantees or Equity Investments in the following categories:</p> <ul style="list-style-type: none"> <li>• Business Financing</li> <li>• Commercial Real Estate Financing</li> <li>• Charter School</li> <li>• Climate-Centered Financing</li> <li>• Commercial</li> <li>• Community Facility</li> <li>• Health Care Facility</li> <li>• Consumer Financing</li> <li>• Intermediary Financing</li> <li>• Microfinance Financing</li> <li>• Residential Real Estate Financing</li> <li>• Other Financing</li> </ul> <p><b>NOTE:</b> Examples of Climate-Centered financing could include projects related to climate resilience; response to or preparation for extreme weather; reduction of emissions; sustainability; energy, water, or location efficiency; or clean energy projects, including Solar (NAICS 221114), Wind power (NAICS 221115), Geothermal power (NAICS 221116), Biomass (NAICS 221117), as well as other terms such as "LEED", "recycling", "waste processing", "Biofuel", "brownfield", "renewable energy" or "green lending".</p>

REPORT ITEM	INSTRUCTIONS
Subtype	<p>Subtype only applies to Commercial Real Estate Financing</p> <ul style="list-style-type: none"> <li>• Charter School Loans</li> <li>• Commercial</li> <li>• Community Facility</li> <li>• Health Care</li> </ul>
If Type is Other Financing, Describe	Describe "Other Financing Type" if it is not included in the list above.
Total Portfolio #	Enter the total number of all types of outstanding Loans, Loan Guarantees or Equity Investments as Financial Products in a reporting entity's portfolio as of the last day of the fiscal year.
Total Portfolio \$	Enter the dollar amount of all types of outstanding Loans, Loan Guarantees or Equity Investments as Financial Products in a reporting entity's portfolio as of the last day of the fiscal year.
Target Market #	<p>Enter the total number of all types of outstanding Loans, Loan Guarantees or Equity Investments as Financial Products in the reporting entity's approved Target Market as of the last day of the fiscal year.</p> <p><b>NOTE:</b> Only Financial Product transactions included on a reporting entity's Balance Sheet may be counted towards the 60% of Financial Product transactions in their approved Target Market.</p>
Target Market \$	<p>Enter the dollar amount of all types of outstanding Loans, Loan Guarantees or Equity Investments in the reporting entity's approved Target Market as of the last day of the fiscal year.</p> <p><b>NOTE:</b> Only Financial Product transactions included on a reporting entity's Balance Sheet may be counted towards the 60% of Financial Product transactions in their approved Target Market.</p>