



COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND

Reminder: Annual Compliance, Certification and Reporting Obligations

Are you the Authorized Representative of an organization that has received a CDFI Fund Award and/or Allocation? If so, don't forget that in order to maintain compliance with your Assistance and/or Allocation Agreement(s) you must complete and submit the annual compliance report(s) as specified in your agreement(s).

Failure to file annual compliance and certification reports or advise the CDFI Fund of certain Material Events may result in noncompliance with your organization's Assistance and/or Allocation Agreement(s).

The due dates to submit annual compliance report(s) vary by fiscal year end date and type of award, as well as by the specific terms within each organization's individual Assistance and/or Allocation Agreement. This reminder is specifically for organizations with Assistance and/or Allocation Agreements, as well as Annual Certification and Data Collection Reports (ACRs), that have an upcoming report(s) due by **March 31, 2022**.

How to Check Your Report Date

The due date(s) for your organization's required report(s) can be found in the Assistance and/or Allocation Agreement(s) for your award(s) and on the Report Schedule in the Awards Management Information System (AMIS). Please review your Assistance and/or Allocation Agreement(s) to check if you are required to report at this time and for additional information about the annual compliance report requirements.

Advise the CDFI Fund of Material Events

As specified in the terms of your organization's Assistance and/or Allocation Agreement(s), please remember that your organization is required to advise the CDFI Fund of an occurrence of a Material Event, which should be submitted via a Service Request initiated in your organization's AMIS account. CDFI Fund Recipients with active awards are required to submit a Material Events form within 30 days of the occurrence of a material event. New Market Tax Credit Program (NMTC Program) Allocatees are required to submit a Material Events form within 20 days of the occurrence of material event, including all necessary supporting documentation with the Material Events form submission. Please refer to your Assistance and/or Allocation Agreements(s) for guidance regarding submission of a Material Events form.

The CDFI Fund is reminding all Certified CDFIs, Certified CDEs, as well as program Recipients to review their recent organizational history to determine if a Material Events form should be submitted. Certified CDFIs that do not have an Assistance and/or Allocation Agreement should report changes in their organization's fiscal year end through the AMIS Service Request portal.

Annual Certification Report Deadline Reminder

All Certified CDFIs are required to submit ACRs on an annual basis. CDFIs must submit their ACRs, in the Awards Management Information System (AMIS), within 90 days of the end of their organization's fiscal year. Those organizations newly certified during fiscal year 2021 are not required to submit the ACR until the 2022 reporting cycle. CDFIs certified in 2020 and 2021 who received RRP awards are exempt from this policy as indicated in their RRP Award Assistance Agreements and at the discretion of the CDFI Fund.

As a reminder, the CDFI Fund conducts monthly CDFI Certification Conference Calls, which are intended to serve as a forum for Certified CDFIs to ask questions and discuss the submission process. The next conference call is scheduled for March 17th at 3:00 pm ET. More information can be accessed on the CDFI Fund's website, [here](#).

In addition the CDFI Fund conducts quarterly ACR Conference Calls which are intended to serve as a forum for Certified CDFIs and other ACR stakeholders to ask questions and discuss the ACR and its submission process. Information is available on the CDFI Fund's website, [here](#).

For More Information

Information and instructions on submitting annual compliance and certification reports, as well as Material Events forms can be found on the [CDFI Fund's website](#) at the following links:

- [BEA Program Reporting](#)
- [CDFI Program](#) and [NACA Program](#) Reporting
(Updated - February 24, 2022)
- [Rapid Response Program Reporting](#)
(Updated - January 28, 2022)
- [Capital Magnet Fund \(CMF\) Reporting and Compliance Resources](#)
(Updated - September 17, 2021)
- [NMTTC Program Reporting](#)
(Updated - November 4, 2021)
- [Certification of Material Events Form](#)
- [ACR Information](#)
(Updated - March 11, 2022)
- [AMIS Compliance and Performance Reporting \(ACPR\)](#)

If you have questions about the annual compliance and certification reports, or Material Events please submit a Service Request via your organization's AMIS account. For more information about the CDFI Fund and its programs, please visit www.cdfifund.gov.

Reasonable Accommodations: Requests for reasonable accommodations under section 504 of the Rehabilitation Act should be directed to Jay Santiago at the CDFI Fund at 202-653-0300.
