AMIS Training Manual

SF-425 Federal Financial Report
Completion Guidance

September 2023
Table of Contents
1 Introduction .......................................................................................................................... 3
2 Complete the SF-425 Report ............................................................................................... 4

Table of Figures
Figure 1. Awards Home Page.................................................................................................. 4
Figure 2. Award Detail Page- SF425 Related List ................................................................ 5
Figure 3. SF-425 Detail Page ................................................................................................ 5
Figure 4. SF-425 Edit Page ................................................................................................... 6
Figure 5. SF-425 Related Page............................................................................................. 6
Figure 6. Attach File Edit Page.............................................................................................. 7
Figure 7. Submit for Approval Page...................................................................................... 7
1 Introduction

All Recipients that received a disbursement of award funds from the CDFI Fund and/or have an active CDFI Fund award during **October 1, 2022, through September 30, 2023, timeframe** (regardless of program round) are required to submit an SF-425 Federal Financial Report via their Awards Management Information System (AMIS) account by **October 15, 2023**. The SF-425 is a post-award reporting form that collects data on the expenditure of federal grant funds. Organizations will report how much CDFI Fund award dollars were expended during the October 1, 2022, through September 30, 2023, timeframe, as well as the cumulative amount expended as of the award announcement date through 9/30/2023.

This requirement applies to organizations that obtained a disbursement of funds and/or have an active CDFI Fund award during the CDFI Fund’s federal fiscal year 2023 (October 1, 2022-September 30, 2023) in connection with any award provided under the Community Development Financial Institutions Program (CDFI Program), Native American CDFI Assistance Program (NACA Program), Capital Magnet Fund (CMF)\(^1\), Small Dollar Loan Program (SDL Program), as well as the Community Development Financial Institutions Rapid Response Program (CDFI RRP). CDFI Equitable Recovery Program (CDFI ERP) Recipients will be required to submit this report next federal fiscal year. Please note that one (1) SF-425 Federal Financial Report should be submitted per award.

If you are unsure if this requirement applies to your organization, please refer to the Reporting Schedule in your organization’s AMIS account. The AMIS Reporting Schedule will indicate if your organization is required to submit an SF-425 Federal Financial Report by October 15, 2023. Going forward, the SF-425 Report must be submitted every year, by October 15, throughout the award’s Period of Performance.

Please note that the SF-425 requirements DOES NOT apply to organizations receiving assistance under the Bank Enterprise Award Program, CDFI Bond Guarantee Program, or New Markets Tax Credit Program.

Please submit a Service Request via your organization’s AMIS account with any questions regarding this reporting requirement, or if technical assistance is required.

This training manual provides CDFI Program, NACA Program, CMF, SDL Program and RRP Recipients with instructions on how to complete and submit the SF-425 Federal Financial Report in AMIS.

---

\(^1\) For CMF, the SF-425 submission requirement applies to those organization that received a disbursement during federal FY 2023 or have active CMF Awards that are in their Investment Period.
2 Complete the SF-425 Report

The SF-425 report allows the Recipient to report to the CDFI Fund how much of the CDFI Fund award dollars were expended during the October 1, 2022, through September 30, 2023, timeframe, as well as the cumulative amount expended as of the award announcement date through September 30, 2023. One (1) SF-425 Report must be submitted per award.

1. To complete a SF-425 report, click on the Awards tab in the navigation bar to locate the proper report.

![Figure 1. Awards Home Page](image)
2. From the Award Detail page, click the SF-425 related list link and click on the appropriate record. You should select the report that corresponds with the federal fiscal year you are reporting on.

![Figure 2. Award Detail Page- SF425 Related List](image)

3. On the SF-425 Detail page, click the Edit button to complete the report.

![Figure 3. SF-425 Detail Page](image)

4. On the edit screen, you will need to enter amounts in the “Federal Cash – Federal FY Disbursements” and “Federal Cash – Cumulative Disbursement.”
   a. For the “Federal Cash – Federal FY Disbursements” data field, you should enter the amount of Federal fund disbursements by the Recipient between the Reporting Period Start Date and Reporting Period End Date referenced in the SF-425 Detail Page. Disbursements are the sum of actual cash disbursements for direct charges. Please note that funds are considered expended (used) once they have been allocated to an eligible category of use as outlined in the Assistance Agreement.
   b. For the “Federal Cash – Cumulative Disbursement” data field, you should enter the cumulative amount of Federal funds disbursements by the Recipient as of the Award Announcement Date through the Reporting Period End Date referenced in the SF-425 Detail Page. Disbursements are the sum of actual cash disbursements for direct charges. Please note that funds are considered expended (used) once they have been allocated to an eligible category of use as outlined in the Assistance Agreement.
   c. If you are uncertain what information to enter, please refer to the help icon for more information.
5. Once the information has been entered, and the Recipient acknowledges the attestations by selecting the check box, select the **Save** button. You will be sent to the **SF-425 Detail** page.

6. Scroll up to the top of the page and select the **SF-425 Related** page. On the SF-425 Related page, use the **Notes and Attachments** section to attach the Project Cost Ledger that corresponds with the Federal Fiscal Year disbursements reported on this SF-425 report. To attach a document, navigate to the **Notes and Attachments** section on the **SF-425 Related** page.

   **Figure 4. SF-425 Edit Page**

   **Figure 5. SF-425 Related Page**

   a. Click the **Upload File** button.
   b. Browse to select a file.
c. Click the Open file button.
d. Click the Done button.
e. The attached file should be displayed under Notes & Attachments.

7. Once you have completed the SF-425, select the arrow beside Printable View and then select Submit for Approval.

8. Once the SF-425 Report has been reviewed by the CDFI Fund, they will contact you if additional information is needed.