

COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

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# AMIS Training Manual

**SF-425 Federal Financial Report  
Completion Guidance**

*August 2024*

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## 1 Introduction



*AE101: Getting Started – Navigating AMIS* is a pre-requisite for this training manual.

All Recipients that received a disbursement of award funds from the CDFI Fund and/or have an active CDFI Fund award during **October 1, 2023, through September 30, 2024, 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, 2024**. The SF-425 is a post-award reporting form that collects data on the expenditure of federal financial assistance. Organizations will report how much CDFI Fund federal financial assistance was expended during the October 1, 2023, through September 30, 2024, timeframe, as well as the cumulative amount expended as of the award announcement date through 9/30/2024.

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 2024 (October 1, 2023-September 30, 2024) 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)<sup>1</sup>, Small Dollar Loan Program (SDL Program), Community Development Financial Institutions Rapid Response Program (CDFI RRP), as well as the Community Development Financial Institutions Equitable Recovery Program (CDFI ERP). Please note that one (1) SF-425 Federal Financial Report must 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, 2024. 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, CDFI RRP, and CDFI ERP Recipients with instructions on how to complete and submit the SF-425 Federal Financial Report in AMIS.

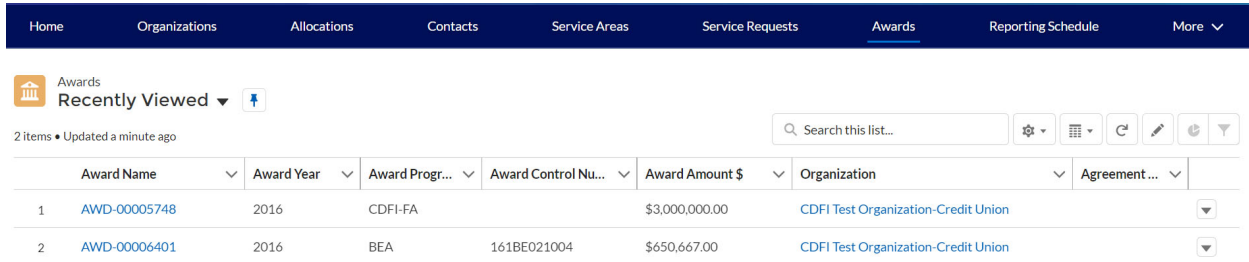
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<sup>1</sup> For CMF, the SF-425 submission requirement applies to those organization that received a disbursement during federal FY 2024 or have active CMF Awards that are in their Investment Period

## 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, 2023, through September 30, 2024, timeframe, as well as the cumulative amount expended as of the award announcement date through September 30, 2024. 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.

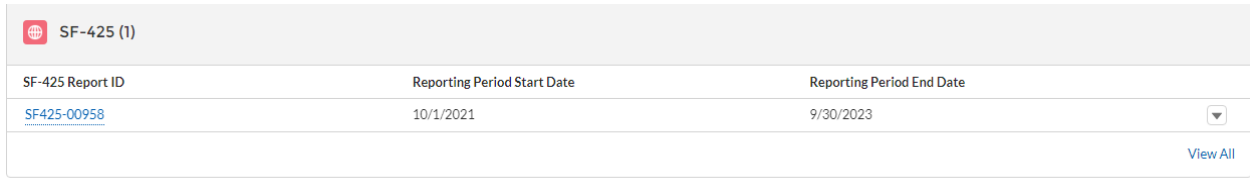


The screenshot shows the 'Awards' section of a web application. At the top is a dark blue navigation bar with tabs for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards (selected), Reporting Schedule, and More. Below the navigation bar, there is a header area with an 'Awards' icon, a 'Recently Viewed' dropdown, and a search bar. A table below displays two award records. The table has columns for Award Name, Award Year, Award Progr..., Award Control Nu..., Award Amount \$, Organization, and Agreement ...

	Award Name	Award Year	Award Progr...	Award Control Nu...	Award Amount \$	Organization	Agreement ...
1	<a href="#">AWD-00005748</a>	2016	CDFI-FA		\$3,000,000.00	<a href="#">CDFI Test Organization-Credit Union</a>	
2	<a href="#">AWD-00006401</a>	2016	BEA	161BE021004	\$650,667.00	<a href="#">CDFI Test Organization-Credit Union</a>	

Figure 1. Awards Home Page

- 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.

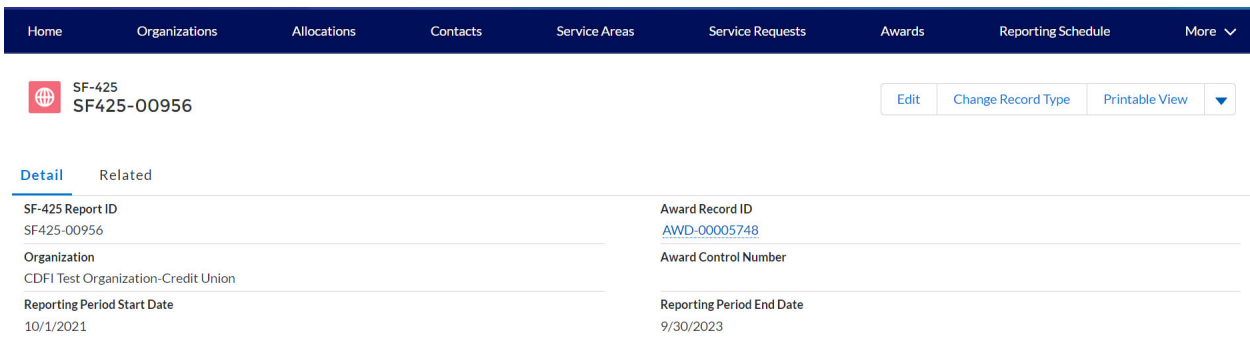


SF-425 Report ID	Reporting Period Start Date	Reporting Period End Date
<a href="#">SF425-00958</a>	10/1/2021	9/30/2023

[View All](#)

Figure 2. Award Detail Page- SF425 Related List

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



Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More

SF-425  
SF425-00956

Edit Change Record Type Printable View

Detail Related

SF-425 Report ID SF425-00956	Award Record ID <a href="#">AWD-00005748</a>
Organization CDFI Test Organization-Credit Union	Award Control Number
Reporting Period Start Date 10/1/2021	Reporting Period End Date 9/30/2023

Figure 3. SF-425 Detail Page

- On the edit screen, you will need to enter amounts in the “Federal Cash – Federal FY Disbursements” and “Federal Cash – Cumulative Disbursement.” Please make sure to take into account the amount you reported in last year’s report, if applicable. You can access a copy of last year’s report via your organization’s AMIS account.
  - 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. This is how much of the award that you used between 10/1/2023 through 9/30/2024 (can be \$0).
  - 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. This is how much of the award that you have used in total as of the award announcement date.
  - If you are uncertain what information to enter, please refer to the help icon for more information.

**Edit SF425-00956**

SF-425 Report ID  
SF425-00956

Award Record ID  
AWD-00005748

Organization  
CDFI Test Organization-Credit Union

Award Control Number

Reporting Period Start Date  
10/1/2021

Reporting Period End Date  
9/30/2023

Final Award Reporting Period?

**Transactions**

\* Federal Cash - Federal FY Disbursements ⓘ  
\$123.00

\* Federal Cash - Cumulative Disbursements ⓘ  
\$456.00

Cancel Save & New Save

Figure 4. SF-425 Edit Page

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.
  - a. The Project Cost Ledger should equal the amount you reported in **Federal Cash-Federal FY Disbursements** and show the detail of the funds spent. If you did NOT spend any of the award between 10/1/2023 and 9/30/2024 then you would report \$0 and there would be no project cost ledger to upload.
  - b. There is no template for the project cost ledger. The project cost ledger may vary by accounting systems, but the purpose of it is to account for where the award funds were expended. It should include things like date of transaction, payee, description of transactions, amount, etc. The project cost ledger should include all transactions that took place from 10/1/2023-9/30/2024.

Home Organizations Allocations Contacts Service Areas Service Requests Awards Reporting Schedule More

SF-425  
SF425-00956

Edit Change Record Type Printable View

Detail **Related**

Notes & Attachments (0) Upload Files

Upload Files

Or drop files

Figure 5. SF-425 Related Page

- c. Click the **Upload File** button.
- d. Browse to select a file.

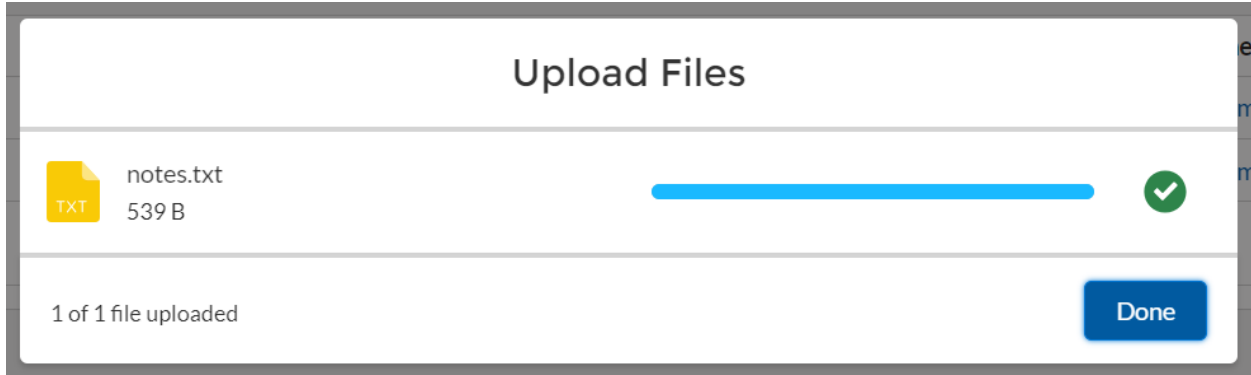


Figure 6. Attach File Edit Page

- e. Click the **Open** file button.
  - f. Click the **Done** button.
  - g. The attached file should be displayed under **Notes & Attachments**.
7. Once you have completed the SF-425, select **Submit for Approval** beside **Printable View**.

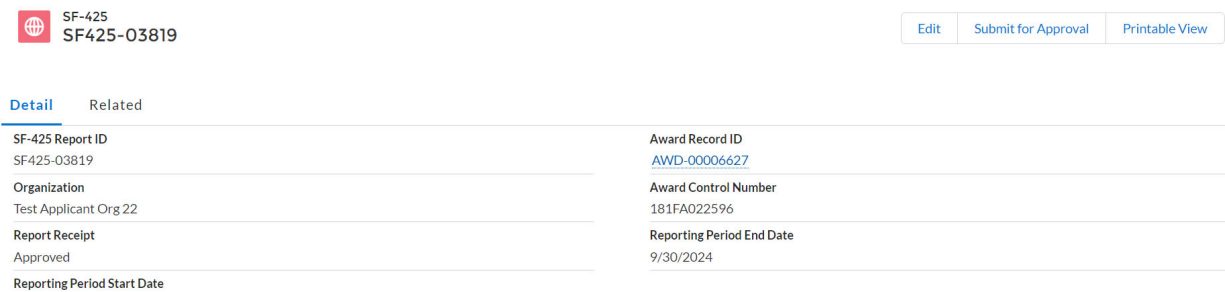


Figure 7. Submit for Approval Page

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