



# AMIS Training Manual

SF-425

## Reporting Guidance

August 2025

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## 1. Introduction

SF-425 is a post-award reporting form that collects data on the expenditure of federal grant funds. It must be submitted 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), Small Dollar Loan Program (SDL Program), Community Development Financial Institutions Rapid Response Program (CDFI RRP), or the Community Development Financial Institutions Equitable Recovery Program (CDFI ERP). Organizations that receive grant disbursements from the CDFI Fund and/or have an active CDFI Fund award during October 1-September 30 Federal Fiscal Year (regardless of program round) will report on:

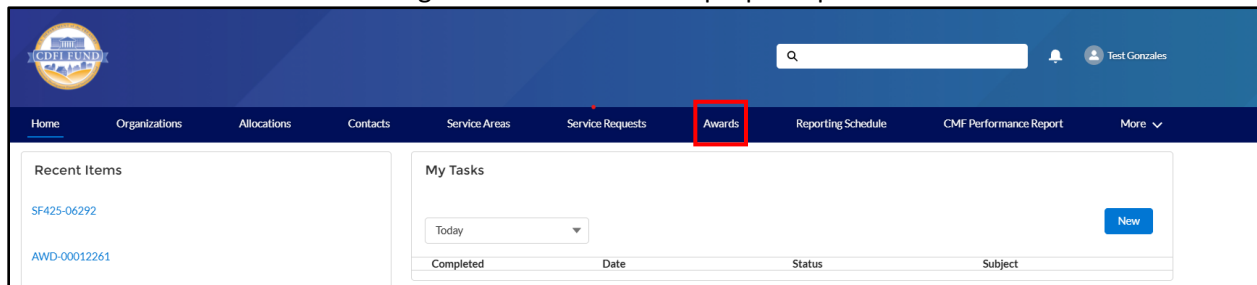
The amount of CDFI Fund grant dollars expended during the Federal Fiscal Year for each award; as well as: The cumulative amount expended as of the award announcement date through September 30th of that year.

Please note that the SF-425 requirements DO NOT apply to organizations receiving loan awards or assistance under the Bank Enterprise Award Program (BEA), CDFI Bond Guarantee Program (BGP), or New Markets Tax Credit Program (NMTC). Please refer to the Reporting Schedule in your organization's AMIS Account, which will indicate if your organization is now required to submit an SF-425 by October 15th of the same calendar year. The SF-425 Report must be submitted every year, by October 15, throughout the award period of performance. If the cumulative amount expended equals the total grant award, the requirement to report SF-425 will reflect N/A for future years on the Reporting Schedule. Please note that all other terms and conditions of the existing Assistance Agreements remain unchanged. Instructions on submitting the SF-425 report can be found on the CDFI Fund's [website](#). If you have questions about this reporting requirement or require technical assistance, please submit a Service Request via your organization's AMIS account.

## 2. Complete the SF-425 Federal Financial Report

### To Complete A SF-425 Report

Click on the Awards tab in the navigation bar to locate the proper report.



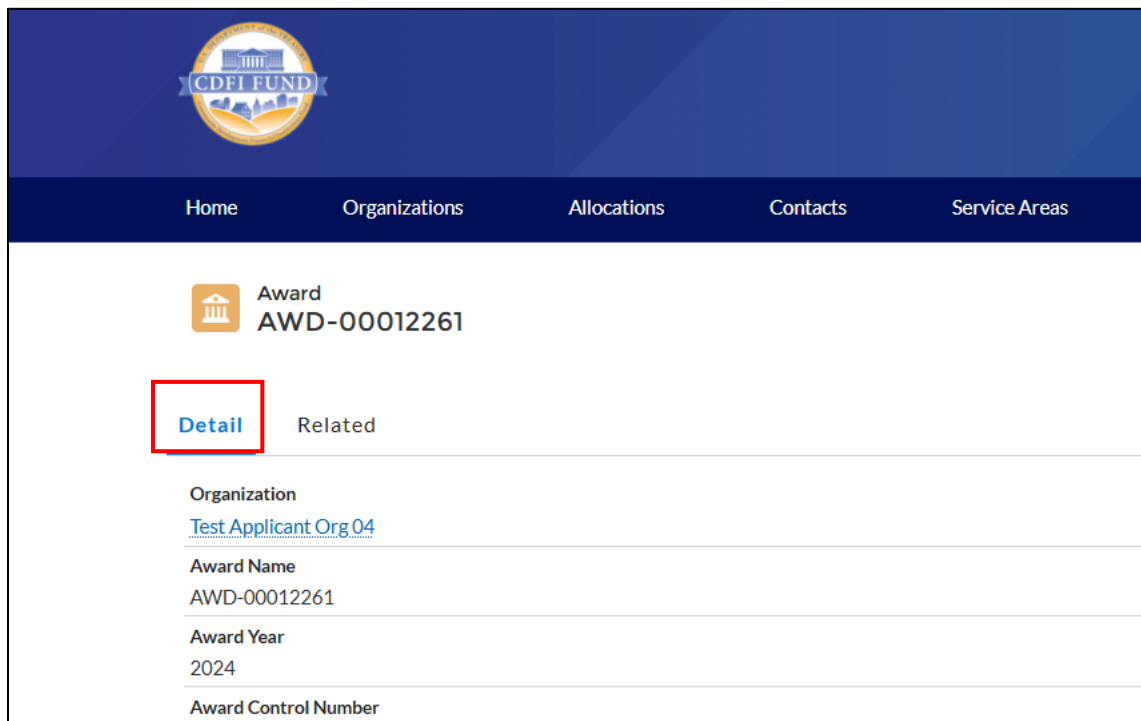
*Awards Home Page*

Select the Award Name. From the **Awards** page, select **All** from the drop-down menu at the top-left corner of the page labeled **List Views** or **Recently Viewed**. **All** will display all the Award record types, and **Recently Viewed** will display the records the user has most recently looked at.

	Award Name	Award Year	Award Program	Award Control Number	Award Amount \$	Organization	Agreement Effective...
1	AWD-00007775	2018	CMF	181CMtest007775	\$1,000,000.00	Test Applicant Org 01	3/27/2019
2	AWD-00008601	2020	NACA-TA	201NA054831	\$150,000.00	Test Applicant Org 01	
3	AWD-00007486	2017	CMF	171CMtest02	\$1,000,000.00	Test Applicant Org 01	5/3/2018

*Awards List*

## The Award Detail Page

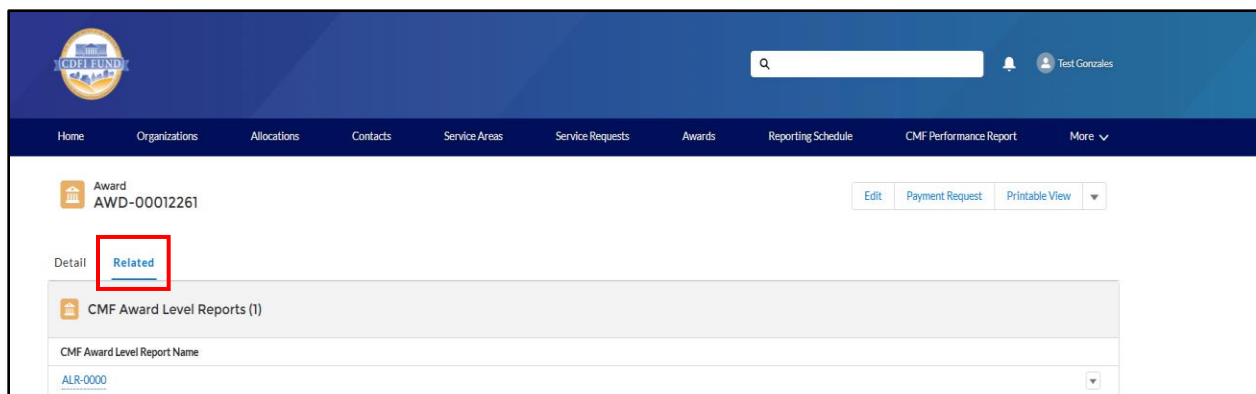


The screenshot shows the 'Award Detail Page' for Award AWD-00012261. The page has a dark blue header with the CDFI Fund logo and navigation links: Home, Organizations, Allocations, Contacts, and Service Areas. Below the header, the award information is displayed: Award AWD-00012261. There are two tabs: 'Detail' (highlighted with a red box) and 'Related'. The 'Detail' tab shows the following information:

Organization	<a href="#">Test Applicant Org 04</a>
Award Name	AWD-00012261
Award Year	2024
Award Control Number	

*Award Detail Page*

From the Award Detail page, click the **Related** tab and navigate down to the SF-425 section to select the appropriate SF-425 Report Record for the current Federal Fiscal Year.



The screenshot shows the 'Award Related Tab' for Award AWD-00012261. The page has a dark blue header with the CDFI Fund logo, a search bar, and a user profile for Test Gonzales. Below the header, the award information is displayed: Award AWD-00012261. There are two tabs: 'Detail' and 'Related' (highlighted with a red box). The 'Related' tab shows a list of CMF Award Level Reports (1) with the following information:


CMF Award Level Report Name	ALR-0000
-----------------------------	----------



*Award Related Tab*

SF-425 (2)			
SF-425 Report ID	Record Type	Report Receipt	Federal Fiscal Year
<a href="#">SF425-06292</a>	FedFY		2025
<a href="#">SF425-06291</a>	FedFY		2024
<a href="#">View All</a>			


#### SF-425 Section

When in the SF-425 Report Record Detail page, the user will click the rows of buttons in the top right-hand corner to complete the report.





Test Gonzales

Home
Organizations
Allocations
Contacts
Service Areas
Service Requests
Awards
Reporting Schedule
CMF Performance Report
More


SF-425  
SF425-06292

[New Project Cost Ledger Activity](#)
[Sign Attestation](#)
[Submit for Approval](#)

Detail
Related

SF-425 Report ID  
SF425-06292

Award Record ID  
[AWD-00012261](#)

#### SF-425 Detail Page

See [Section 3. SF-425 Detail Page Layout](#) for additional information on the SF-425 Detail page.

## New Project Cost Ledger Activity

A New Project Cost Ledger (PCL) Activity must be logged to report each eligible activity expenditure deployed in the current Federal Fiscal Year for that Award.

To log PCL activity, select the **New Project Cost Ledger Activity** button from the row of options in the top right-hand corner.

Please note that funds are considered expended (used/deployed) once they have been allocated to an eligible category of use (Project Cost Ledger Activity) as outlined in the Assistance Agreement. As such, non-cash disbursements, i.e. Loan Loss Reserves, Capital Reserves, etc., would be reported as expended in the Federal Fiscal Year SF-425 of which they were allocated.

The screenshot displays the SF-425 Reporting Guidance interface. On the left, a sidebar shows the 'SF-425 Report ID' as SF425-06300, the 'Organization' as AMIS Test Regulated, the 'Report Receipt' as New, the 'Reporting Period Start Date' as 10/1/2024, the 'Federal Fiscal Year' as 2025, and cumulative award funds received: \$40,000.00 for Grant Award Funds and \$20,000.00 for HFFI Award Funds. The main content area is titled 'New Project Cost Ledger Activity' and contains instructions to fill out required fields and submit. It lists included activities (Expenses of Federal authorized funds for direct charges, Activities that correspond with grant award expended for the 2025 Federal Fiscal Year, which is October 1, 2024 through September 30, 2025) and excluded activities (Expenses funded through loan and equity awards, Expenses funded through Program Income (Capital Magnet Fund / CMF awards only)). A 'Next' button is visible at the bottom right of the modal.

*New Project Cost Ledger Activity*

After clicking **Next**, fill out the required fields: “Project Cost Ledger Activity”, “Description of Activity”, and Total Dollar Amount”. The total must be greater than \$0.

**New Project Cost Ledger Activity**

\* SF-425  
SF425-06307

Program  
CDFI-FA

\* Project Cost Ledger Activity  
Direct Administrative Expenses

\* Description of Activity

\* Total Dollar Amount (greater than \$0)

Previous Submit

*New PCL Activity Required Fields*

Once the information is entered, select the **Submit** button, then **Finish**. The user will be sent back to the SF-425 Detail page. The Summary fields are auto-filled with the creation of each record, as applicable.

Summary	
Grant Award Expended: Current Federal FY ⓘ \$681,317.69	Grant Award Expended: Cumulative ⓘ \$681,317.69
HFFI Summary	
HFFI Award Expended: Current Federal FY ⓘ	HFFI Award Expended: Cumulative ⓘ \$0.00

*Summary Field Example*

This process will be repeated until all PCL Activity for the Federal Fiscal Year has been logged. For additional information on creating, editing and deleting PLC activity, see within this guide:

[Section 7. How To Create A PCL Activity](#)

[Section 8. How To Edit A PCL Activity](#)

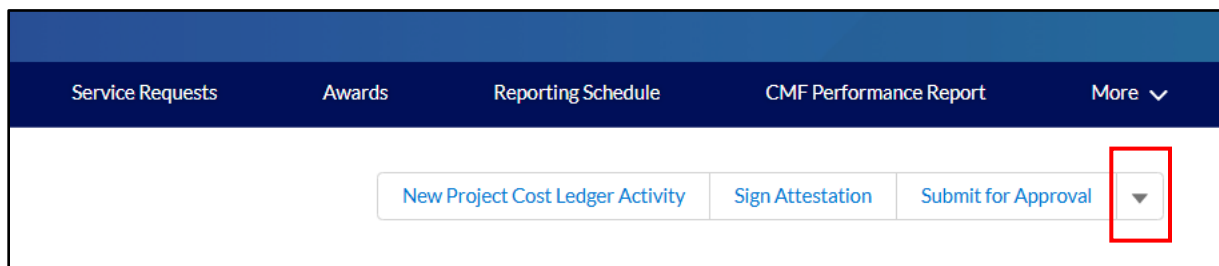
[Section 9. How To Delete A PCL Activity](#)



## No Activity to Report

If the organization did not deploy any Award funds within the Federal Fiscal Year for the Award, a SF-425 Report Record must still be submitted to report no activity.

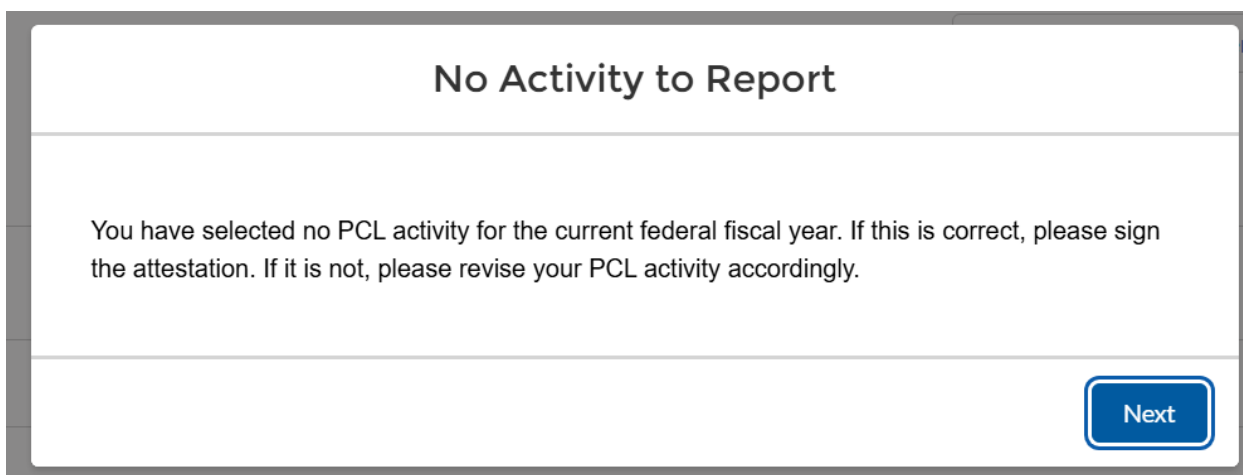
To report no activity, the user can do so by checking the No Activities During Reporting Period box or by selecting the drop-down arrow on the right side of the row of buttons in the top right-hand side of the screen to access the **No Activity to Report** button.



The screenshot shows a dark blue navigation bar with the following items: Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More ▾. Below the navigation bar is a white area containing three buttons: New Project Cost Ledger Activity, Sign Attestation, and Submit for Approval. To the right of these buttons is a small white square with a black downward-pointing triangle, which is highlighted by a red rectangular box.

*Dropdown Arrow*

Clicking the **No Activity to Report** button or check box will take the user to a window where they will confirm that there are no Project Cost Ledger activities to report. If there are PCL Activities stored on the SF-425 record, the following message will display, showing that this box cannot be checked if there are PCL Activities on the record. To close the window, hit the **Finish** button to return to the SF-425 record page.



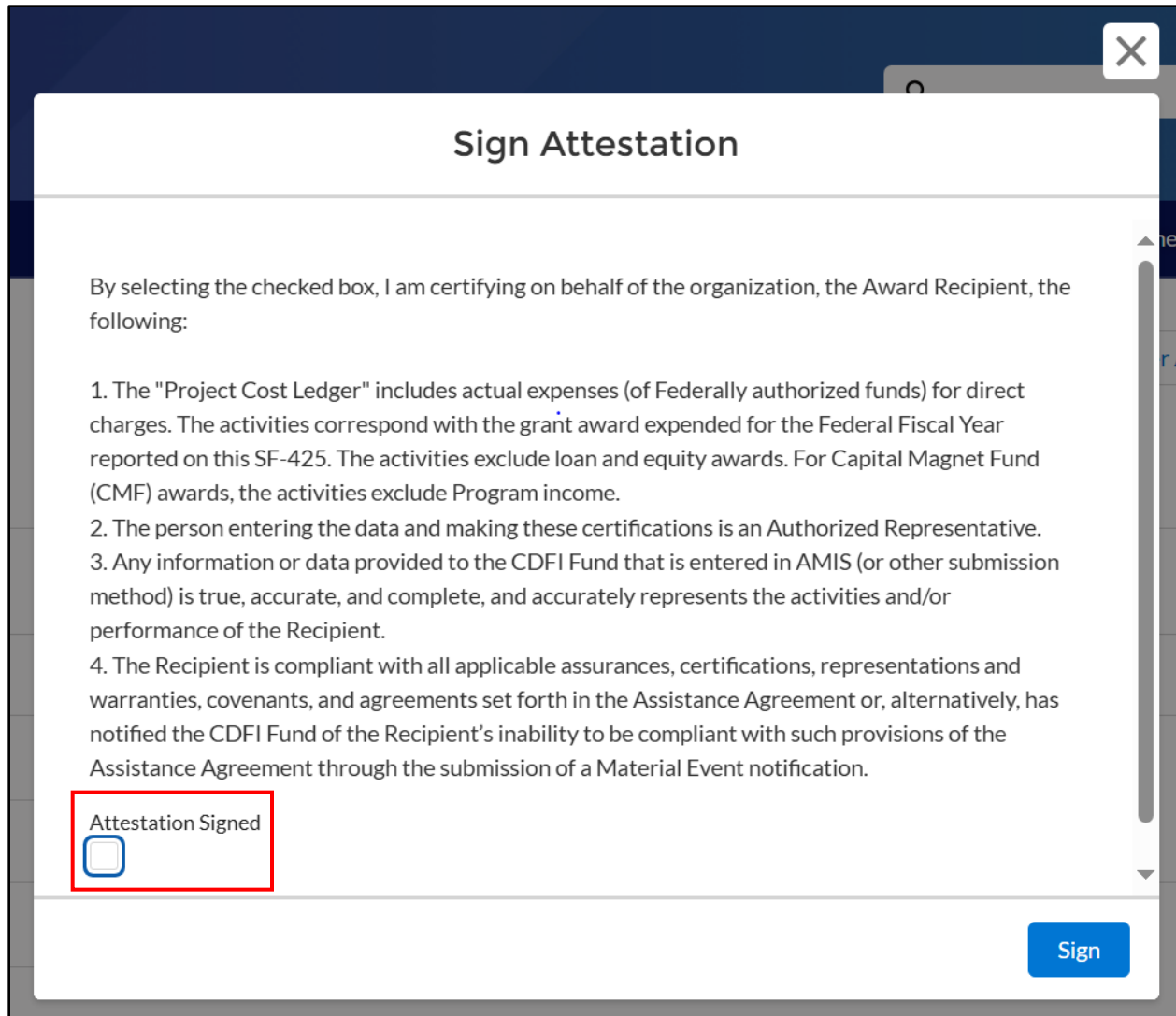
The screenshot shows a window titled "No Activity to Report". The text inside the window reads: "You have selected no PCL activity for the current federal fiscal year. If this is correct, please sign the attestation. If it is not, please revise your PCL activity accordingly." At the bottom right of the window is a blue button labeled "Next".

*No Activity to Report Window*

After all Project Cost Ledger Activity is logged or a No Activity to Report option selected, the SF-425 form is ready for the Attestation to be signed and the Report to be submitted.

## Sign Attestation

To sign the Attestation, you can do so by checking the Sign Attestation box or by clicking the **Sign Attestation** button from the row of buttons in the top right-hand corner. A window will pop up with the text of an attestation. To confirm this attestation, click the Attestation Signed button below the text, then click **Submit**. This will then return you to the SF-425 Detail page to complete the submission process.

A screenshot of a web application showing a modal window titled "Sign Attestation". The window has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains the following text: "By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:". Below this is a list of four numbered items: 1. The "Project Cost Ledger" includes actual expenses (of Federally authorized funds) for direct charges. The activities correspond with the grant award expended for the Federal Fiscal Year reported on this SF-425. The activities exclude loan and equity awards. For Capital Magnet Fund (CMF) awards, the activities exclude Program income. 2. The person entering the data and making these certifications is an Authorized Representative. 3. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient. 4. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification. At the bottom left of the modal, there is a checkbox labeled "Attestation Signed" which is currently unchecked. A red rectangular box highlights this checkbox. At the bottom right of the modal, there is a blue button labeled "Sign".

**Sign Attestation**

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

1. The "Project Cost Ledger" includes actual expenses (of Federally authorized funds) for direct charges. The activities correspond with the grant award expended for the Federal Fiscal Year reported on this SF-425. The activities exclude loan and equity awards. For Capital Magnet Fund (CMF) awards, the activities exclude Program income.
2. The person entering the data and making these certifications is an Authorized Representative.
3. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.
4. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

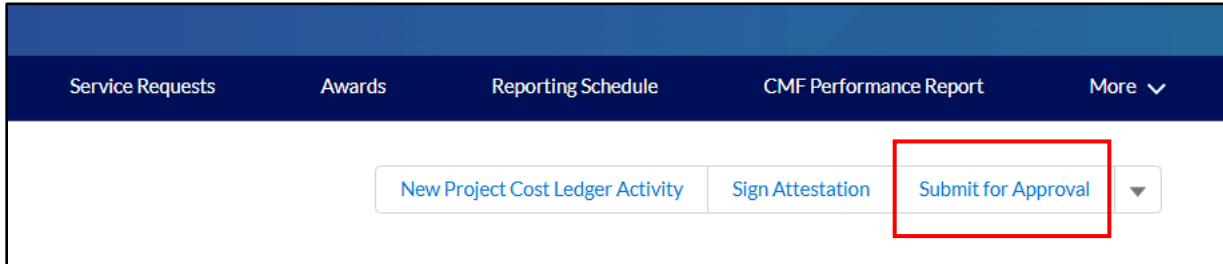
☐ Attestation Signed

**Sign**

*Attestation Signed Checkbox*

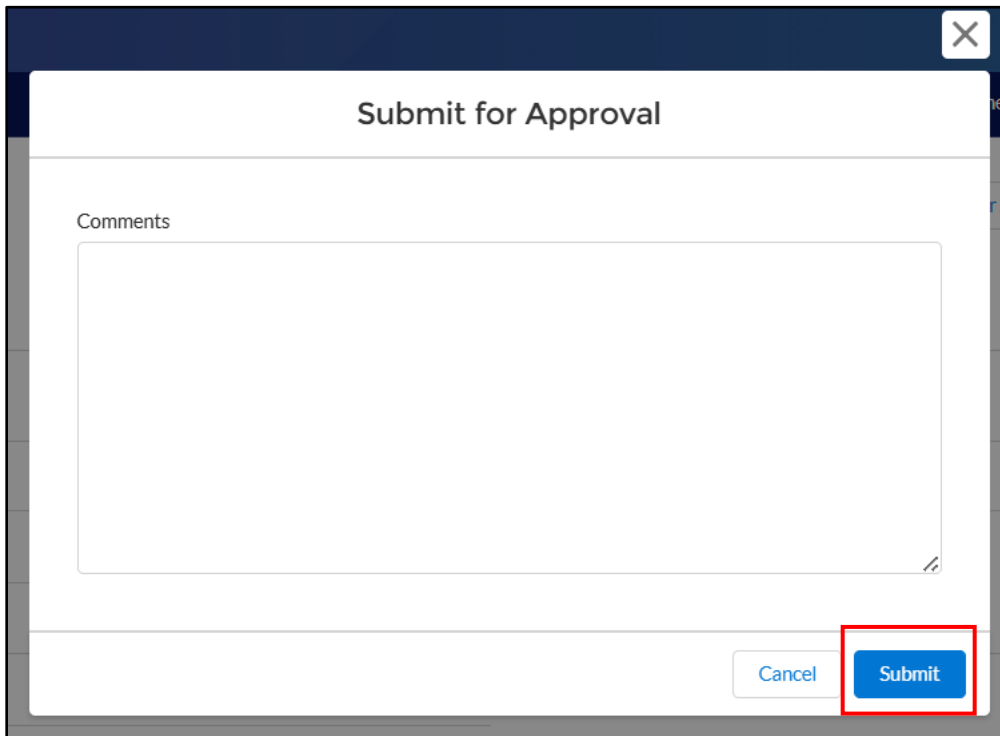
## Submit for Approval

To complete the submission process, select the **Submit for Approval** button from the right side of the row of buttons in the top right-hand corner. When the window pops up, type any comments the user would like to add (not required, and can be left empty) and hit **Submit** to send the completed SF-425 Report Record to the CDFI Fund or **Cancel** to stop the process and return to the SF-425 Detail page.

A screenshot of a software interface's top navigation bar. The bar has a dark blue header with white text for 'Service Requests', 'Awards', 'Reporting Schedule', 'CMF Performance Report', and 'More' with a dropdown arrow. Below the header is a white area containing three buttons: 'New Project Cost Ledger Activity', 'Sign Attestation', and 'Submit for Approval'. The 'Submit for Approval' button is highlighted with a red rectangular box.

*Submit For Approval*

Please note that the SF-425 submission process is not complete until the Attestation is signed, and the Submit for Approval workflow is completed. In addition, once an SF-425 record has been submitted and approved, it can't be re-opened for editing.

A screenshot of a modal window titled 'Submit for Approval'. The window has a dark blue header with a close button (X) in the top right corner. The main content area is white and contains a text input field labeled 'Comments'. At the bottom right of the window, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

*Submit for Approval Window*

## Printable View

A printable view of the SF-425 is accessible by selecting the drop-down arrow on the right side of the row of buttons on the top right-hand corner of the screen and clicking **Printable View**. This will show the user what the SF-425 record will look like printed out or saved for reference. This is an example of what the button produces:

lightningCommunity2

SF425-06292

Close Window

Print This Page

Expand All | Collapse All

SF-425 Report ID	SF425-06292	Award Record ID	AWD-00012261
Organization	Test Applicant Org 04	Award Control Number	241CM065429
Report Receipt			
Reporting Period Start Date		Reporting Period End Date	
Federal Fiscal Year	2025		
Cumul. Grant Funds Rec'd as of 9/30/25	\$0.00		
Cumul. HFFI Funds Rec'd as of 9/30/25	\$0.00		
Prior FY Grant Award Expended Cumulative	\$0.00		
Prior FY HFFI Award Expended Cumulative	\$0.00		
No Activities During Reporting Period	<input type="checkbox"/>		

Printable Screen

To print the page, click the **Print This Page** link below the “Close Window” link.

Close Window

Print This Page

Expand All | Collapse All

Award Record ID	AWD-00012261
Award Control Number	241CM065429
Reporting Period End Date	

Print Screen Links

To expand the sections located below the award information, click the **Expand All** link directly below the “Print This Page” link. This will enable the user to see the information in these sections.

lightningCommunity2

Close Window  
Print This Page  
Expand All Collapse All

SF425-06292

SF-425 Report ID	SF425-06292	Award Record ID	AWD-00012261
Organization	Test Applicant Org 04	Award Control Number	241CM065429
Report Receipt			
Reporting Period Start Date		Reporting Period End Date	
Federal Fiscal Year	2025		
Cumul. Grant Funds Rec'd as of 9/30/25	\$0.00		
Cumul. HFFI Funds Rec'd as of 9/30/25	\$0.00		
Prior FY Grant Award Expended Cumulative	\$0.00		
Prior FY HFFI Award Expended Cumulative	\$0.00		
No Activities During Reporting Period	<input type="checkbox"/>		

Summary

Grant Award Expended: Current Federal FY \$1.00
Grant Award Expended: Cumulative \$1.00

*Expand All Link*

To close the section and hide the information, click the **Collapse All** link located directly to the right of the “Expand All” link.

lightningCommunity2

Close Window  
Print This Page  
Expand All Collapse All

SF425-06292

SF-425 Report ID	SF425-06292	Award Record ID	AWD-00012261
Organization	Test Applicant Org 04	Award Control Number	241CM065429
Report Receipt			
Reporting Period Start Date		Reporting Period End Date	
Federal Fiscal Year	2025		
Cumul. Grant Funds Rec'd as of 9/30/25	\$0.00		
Cumul. HFFI Funds Rec'd as of 9/30/25	\$0.00		
Prior FY Grant Award Expended Cumulative	\$0.00		
Prior FY HFFI Award Expended Cumulative	\$0.00		
No Activities During Reporting Period	<input type="checkbox"/>		

Summary

*Collapse All Link*

To close the window and return to the SF-425 Detail page, click the **Close This Window** link on top of the links at the top right-hand corner of the page.

lightningCommunity2

Close Window  
Print This Page  
Expand All Collapse All

SF425-06292

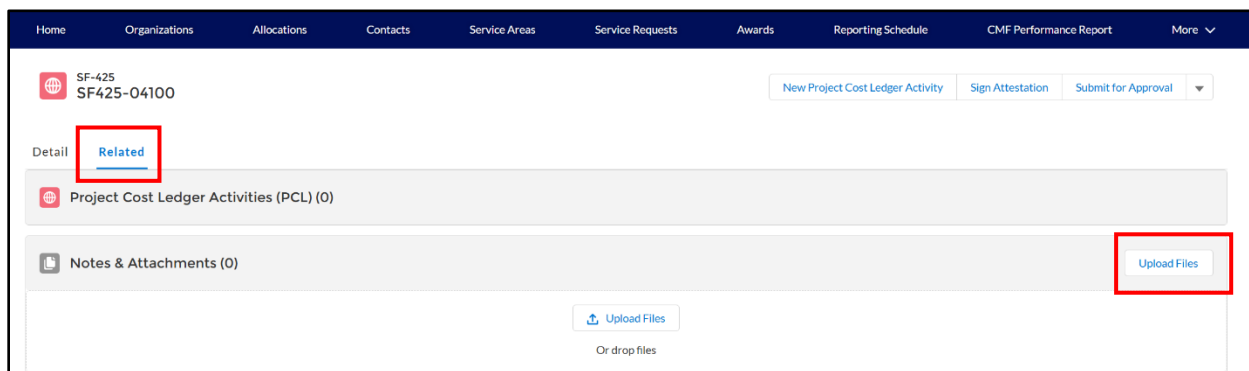
SF-425 Report ID	SF425-06292	Award Record ID	AWD-00012261
Organization	Test Applicant Org 04	Award Control Number	241CM065429
Report Receipt			
Reporting Period Start Date		Reporting Period End Date	
Federal Fiscal Year	2025		
Cumul. Grant Funds Rec'd as of 9/30/25	\$0.00		
Cumul. HFFI Funds Rec'd as of 9/30/25	\$0.00		
Prior FY Grant Award Expended Cumulative	\$0.00		
Prior FY HFFI Award Expended Cumulative	\$0.00		
No Activities During Reporting Period	<input type="checkbox"/>		

Summary

*Close Window Link*

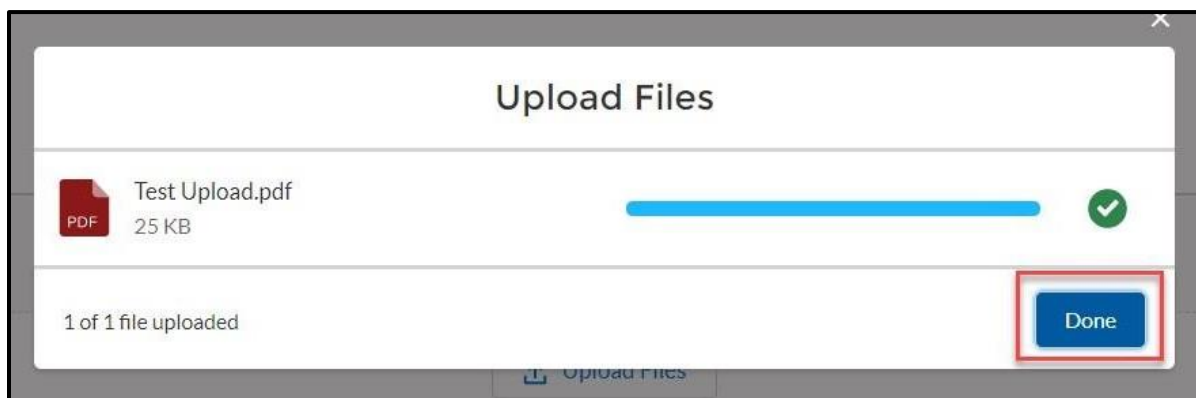
## Upload Files

Use the **Upload Files** button in the **Notes & Attachments** section on the **Related** page to attach any supporting information the user would like to include in the SF-425 report. Do *not* attach a separate copy of the Project Cost Ledger. Please note that attaching a ledger or log of activities does not relieve the user of the requirement to input the Project Cost Ledger Activity via the SF-425 Report Record.

A screenshot of the SF-425 'Related' page. The top navigation bar includes links like Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. Below the navigation bar, the page title is 'SF-425 SF425-04100'. There are three buttons: 'New Project Cost Ledger Activity', 'Sign Attestation', and 'Submit for Approval'. The 'Related' tab is selected and highlighted with a red box. Below the tabs, there are sections for 'Project Cost Ledger Activities (PCL) (0)' and 'Notes & Attachments (0)'. In the 'Notes & Attachments' section, there is an 'Upload Files' button highlighted with a red box. Below this button is a text input area with an 'Upload Files' button and the text 'Or drop files'.

*Notes & Attachments*

Select the desired file from your computer and click **Done**.

A screenshot of the 'Upload Files' dialog box. The title is 'Upload Files'. It shows a file named 'Test Upload.pdf' with a size of '25 KB'. A progress bar is shown next to the file name, and a green checkmark indicates the file is successfully uploaded. Below the file list, it says '1 of 1 file uploaded'. A 'Done' button is highlighted with a red box. At the bottom, there is an 'Upload Files' button.

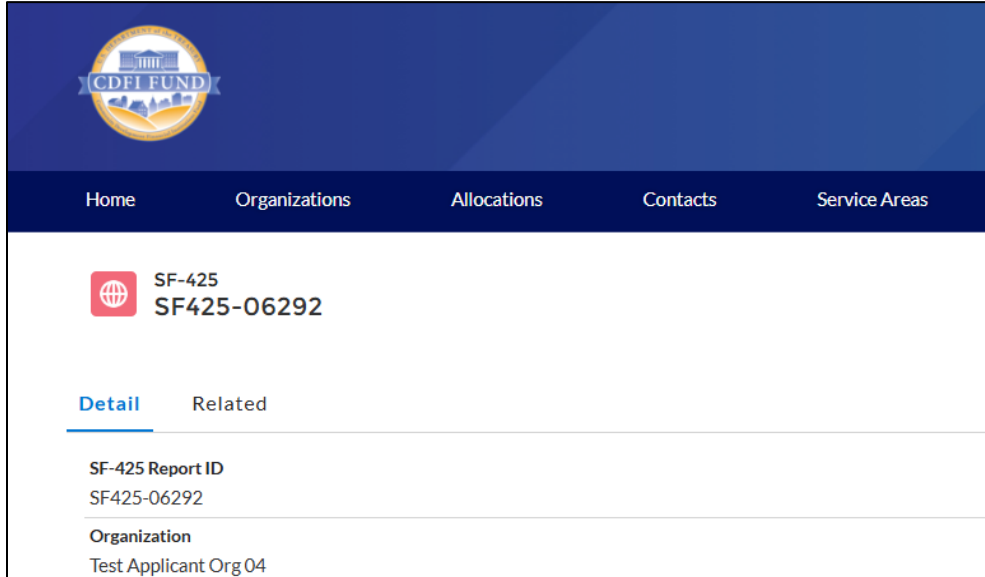
*Upload Files*

The attached file should now be displayed under **Notes & Attachments**. See [Section 4. SF-425 Related Tab Layout](#) for additional information about the SF-425 Related page options.

### 3. SF-425 Detail Page Layout

The SF-425 page has five sections on the **Detail** page, and their titles are: Award Information, Summary, HFFI Summary, Attestation, and the Paperwork Reduction Act Statement.

#### Award Information



The screenshot shows the top navigation bar with the CDFI Fund logo and links for Home, Organizations, Allocations, Contacts, and Service Areas. Below the navigation bar, the main content area displays the SF-425 Report ID (SF425-06292) and the Organization (Test Applicant Org 04). The page is titled "SF-425" and "SF425-06292".

Detail	Related
SF-425 Report ID	
SF425-06292	
Organization	
Test Applicant Org 04	

*SF-425 Detail Tab*

The Award Information Section on the Detail Page contains information about the organization, Report ID, SF-425 Record ID, Award Control Number, Reporting Period Start and End Dates, Federal Fiscal Year (FY), cumulative Grant Award and HFFI Award data, and activities to report during the reporting period.

#### Summary



The screenshot shows the Summary section with two fields: "Grant Award Expended: Current Federal FY" and "Grant Award Expended: Cumulative". Both fields show a value of \$100,050.00.

Summary	
Grant Award Expended: Current Federal FY ⓘ	Grant Award Expended: Cumulative ⓘ
\$100,050.00	\$100,050.00

*Summary Section*

The **Summary** section on the Detail Page shows detailed data about the total amount of grant funds the organization has used. Both fields are read-only, which means they aren't editable. The left-hand field, **Grant Award Expended: Current Federal FY** shows the amount of grant funds expended in the current Federal Fiscal Year ending on September 30th of the Federal Fiscal Year, and the right-hand field, **Grant Award Expended: Cumulative** shows the cumulative amount of grant funds expended from the beginning of the Award until the end of the Federal Fiscal Year.

## HFFI Summary

▼ HFFI Summary

HFFI Award Expended: Current Federal FY ⓘ

HFFI Award Expended: Cumulative ⓘ  
\$0.00

### HFFI Summary Section

The **HFFI Summary** section shows two read-only fields that aren't editable. The left-hand field, **HFFI Award Expended: Current Federal FY** shows the amount of Healthy Food Financing Initiative (HFFI) grant funds expended in the current Federal Fiscal Year ending on September 30th of the current calendar year, and the right-hand field, **HFFI Award Expended: Cumulative** shows the amount of HFFI grant funds expended in total for the Award.

## Attestation

▼ Attestation

SF-425 Attestation

By selecting the checked box, I am certifying on behalf of the organization, the Award Recipient, the following:

1. The "Project Cost Ledger" includes actual expenses (of Federally authorized funds) for direct charges. The activities correspond with the grant award expended for the Federal Fiscal Year reported on this SF-425. The activities exclude loan and equity awards. For Capital Magnet Fund (CMF) awards, the activities exclude Program income.

2. The person entering the data and making these certifications is an Authorized Representative.

3. Any information or data provided to the CDFI Fund that is entered in AMIS (or other submission method) is true, accurate, and complete, and accurately represents the activities and/or performance of the Recipient.

4. The Recipient is compliant with all applicable assurances, certifications, representations and warranties, covenants, and agreements set forth in the Assistance Agreement or, alternatively, has notified the CDFI Fund of the Recipient's inability to be compliant with such provisions of the Assistance Agreement through the submission of a Material Event notification.

Attestation Signed

☐

Date Submitted

Submitted By

### Attestation Section

The **Attestation** section displays the SF-425 attestation that each organization files while filling out the SF-425 form.

This form is the user's testimony that all information is accurate, activities filed correspond with actual expenses and correlate with the grant money awarded, the person signing the form is an Authorized Representative, and the recipient organization is compliant with all applicable terms of their Agreement.

The **Attestation Signed** checkbox is on the third line from the bottom of the section; it can be accessed via clicking on the **Sign Attestation** button at the top of the page, which is the middle button of the row of three buttons in the top right-hand corner of the page. (How to access the **Attestation** button is further detailed in [Section 2.5](#)).

## Paperwork Reduction Act Statement

▼ PRA

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 4040-0014.

### Paperwork Reduction Act Statement

This is the Paperwork Reduction Act statement, which lists the form's Office of Management and Budget Approval Number.



## 4. SF-425 Related Page Layout

The **SF-425 Related Page** has two sections: **Project Cost Ledger Activities** (PCL Activities), and **Notes & Attachments**.

### Project Cost Ledger Activities

The **Project Cost Ledger Activities** section is further detailed in Sections 5-9. The section displays the list of PCL Activities connected to the SF-425 record; the section header shows the section name, and in parentheses displays how many PCL Activity records are connected.

Adding to the PCL Activity list is accomplished through clicking the **New Project Cost Ledger Activity** button; using this is further detailed in [Section 7. How To Create A PCL Activity](#).

The screenshot shows the 'SF-425 SF425-06300' record page. At the top, there is a navigation bar with links like Home, Organizations, Allocations, etc. Below the navigation bar, the 'Project Cost Ledger Activities (PCL) (3)' section is visible. It contains a table with the following data:

Project Cost Ledger Activity Number	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount (greater than \$0)
PCL 00000032	Capital Reserve	Test	\$5.00
PCL 00000033	Development Services	Test	\$6.00
PCL 00000034	Direct Administrative Expenses	Test	\$7.00

Buttons for 'New Project Cost Ledger Activity', 'Sign Attestation', and 'Submit for Approval' are located at the top right of the section. A 'View All' link is at the bottom right.

*PCL Activity Section*

### Notes & Attachments

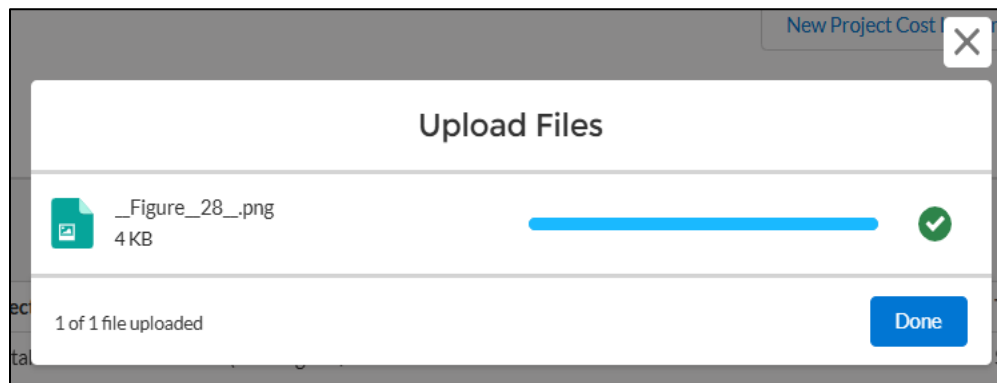
This section is to store documents that need to be added to the SF-425 record. To upload documents, the user can either click the **Upload Files** button in the top right-hand corner of the section, drag and drop files from the user's computer, or click the **Upload Files** button in the middle of the section.

The screenshot shows the 'Notes & Attachments (0)' section. It features a large dashed box for dropping files. There are two 'Upload Files' buttons: one in the top right corner and one in the center of the dashed box. Below the center button, it says 'Or drop files'.

*Notes & Attachments*

Clicking either button will produce a pop-up window that displays the files available for upload from the user's computer system or cloud-based system.

To select a file, click on the image needed from the uploader window, then click on the **Open** button. The next window that will open is the confirmation window to show that the file has successfully uploaded. If the user is satisfied with their file upload, click the **Done** button to close the window and return to the **SF-425 Related** page.



*Upload Files Window*

The uploaded file will be displayed in the **Notes & Attachments** section on the **SF-425 Related** page. For additional information about uploading Notes & Attachments see [Upload Files](#) in Section 2.

**Note:** Attaching a ledger or log of activities does not relieve the user of the requirement to input the Project Cost Ledger Activity via the SF-425 Report Record.



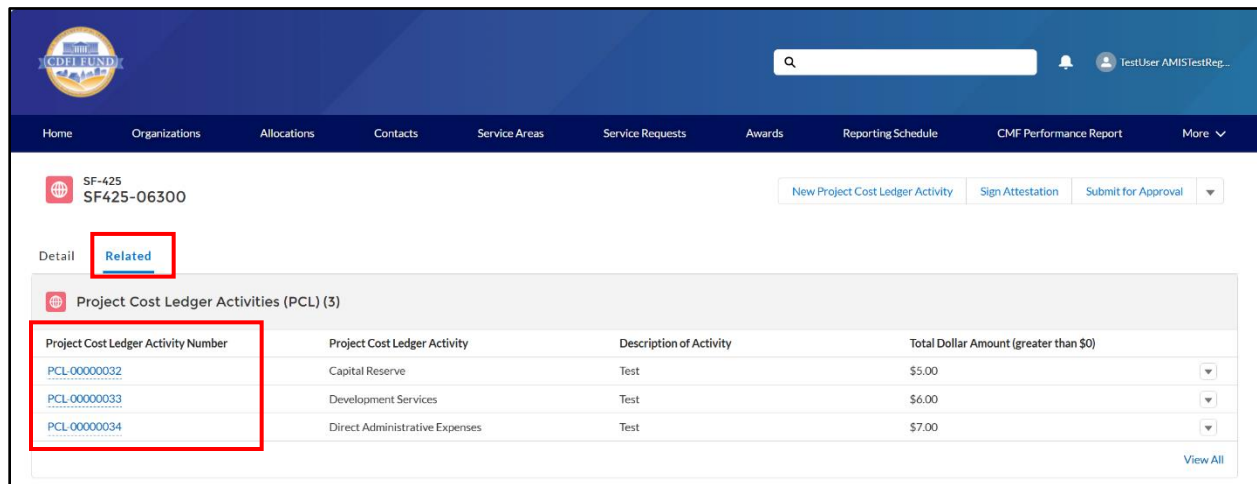
*Notes & Attachments Section*

## 5. Accessing the Project Cost Ledger Activity

### Accessing the Page

Please see [Section 2](#) for detailed instructions about navigating to the SF-425 record.

From the **SF-425** page, click the **Related** tab to display it, then scroll down to the **Project Cost Ledger Activities** section.



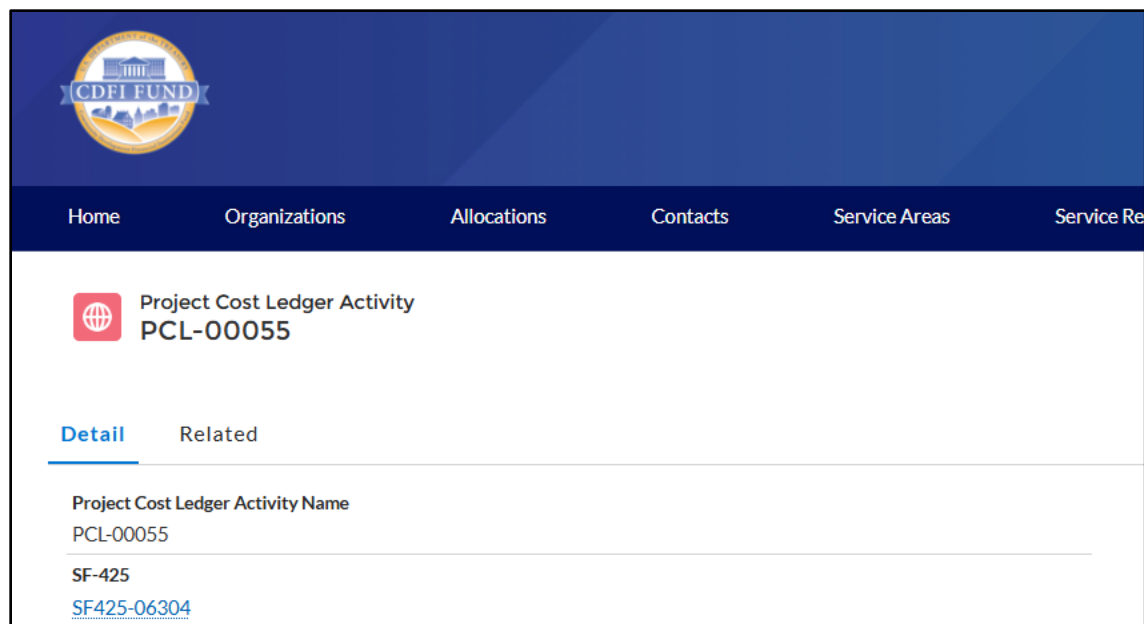
The screenshot shows the SF-425 page for record SF425-06300. The 'Related' tab is selected and highlighted with a red box. Below it, the 'Project Cost Ledger Activities (PCL) (3)' section is displayed. A table lists three activities, with the first two highlighted by a red box:

Project Cost Ledger Activity Number	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount (greater than \$0)
<a href="#">PCL-00000032</a>	Capital Reserve	Test	\$5.00
<a href="#">PCL-00000033</a>	Development Services	Test	\$6.00
<a href="#">PCL-00000034</a>	Direct Administrative Expenses	Test	\$7.00

A 'View All' link is located at the bottom right of the table.

*SF-425 Page*

In the section, click on one of the listed records to access the PCL record. This link will take the user to the page for the PCL record.



The screenshot shows the 'Project Cost Ledger Activity' detail page for PCL-00055. The 'Detail' tab is selected. The page displays the following information:

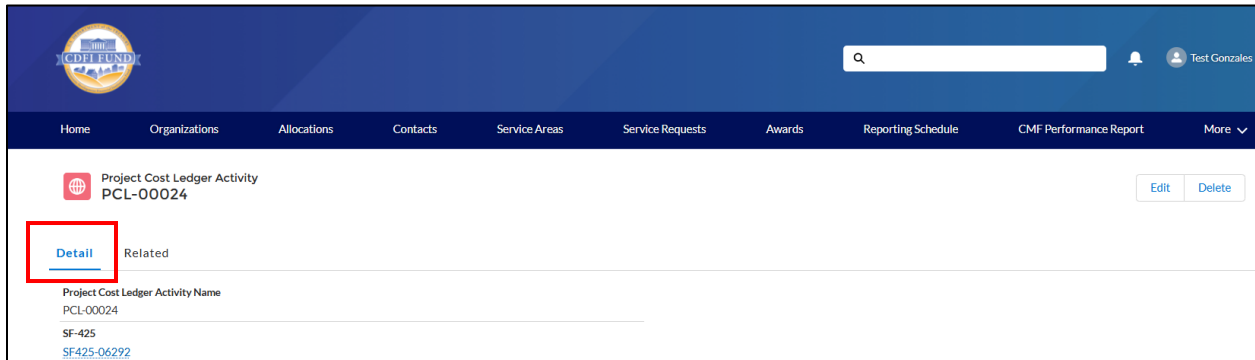
- Project Cost Ledger Activity Name:** PCL-00055
- SF-425:** [SF425-06304](#)

*PCL Detail Tab*

## 6. PCL Activity Layout

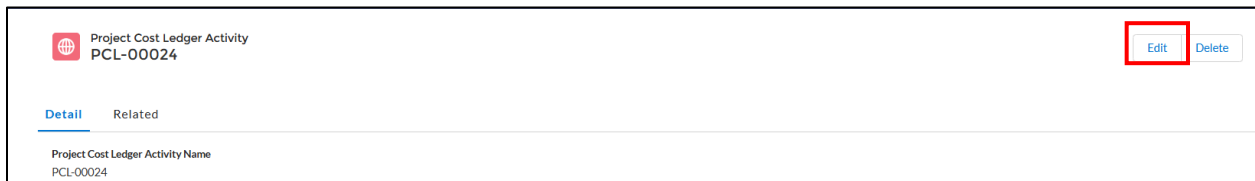
### PCL Activity Detail Page

The PCL Activity record **Detail** page lists data connected to each PCL activity created by the user ([Section 7](#) describes how to create a PCL Activity). This data includes PCL Activity record ID number, which SF-425 record it's connected to, the type of PCL Activity, Description of the Activity, and its total dollar amount.



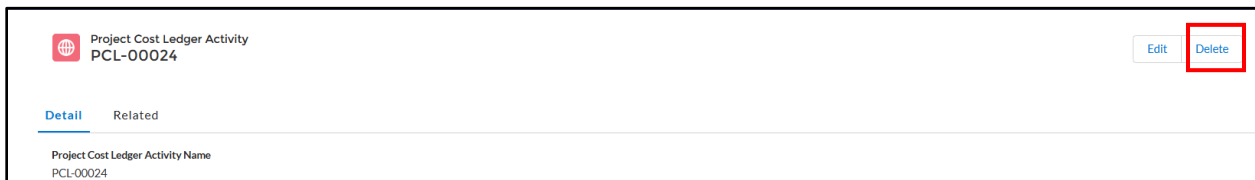
*PCL Activity Detail Tab*

To edit the PCL Activity, the user can click the **Edit** button in the top right-hand corner of the page ([Section 8](#) details how to edit a PCL Activity).



*PCL Activity Page*

To delete the PCL Activity, the user can click the **Delete** button to the right of the **Edit** button in the top right-hand corner of the page ([Section 9](#) details how to delete a PCL Activity).



*PCL Activity Delete Button*

## 7. How To Create A PCL Activity

Please see [Section 2](#) for detailed instructions about navigating to the SF-425 record.

Select the **SF-425 Report Record** for which you are wanting to create a PCL Activity record. Please note that you cannot create PCL Activity in a SF-425 Report Record that has been previously submitted to the CDFI Fund.

SF-425 (3)		
SF-425 Report ID	Record Type	Report Receipt
<a href="#">SF425-06330</a>	FedFY	New
<a href="#">SF425-04311</a>	FedFY	Approved
<a href="#">SF425-02289</a>	FedFY	Approved

*SF-425 Section*

Click on the SF-425 record to open the SF-425 Detail page, and then click the **New Project Cost Ledger Activity** button in the top right-hand corner to create a new PCL Activity.

HomeOrganizationsAllocationsContactsService AreasService RequestsAwardsReporting ScheduleCMF Performance ReportMore

SF-425  
SF425-06307

New Project Cost Ledger ActivitySign AttestationSubmit for Approval

DetailRelated

SF-425 Report ID  
SF425-06307

Organization  
AMIS Test Regulated

Report Receipt

Reporting Period Start Date  
10/1/2023

Federal Fiscal Year  
2024

Grant Award Funds Received: Cumulative ⓘ  
\$40,000.00

HFFI Award Funds Received: Cumulative ⓘ  
\$20,000.00

Prior FY Grant Award Expended Cumulative ⓘ  
\$0.00

Prior FY HFFI Award Expended Cumulative ⓘ

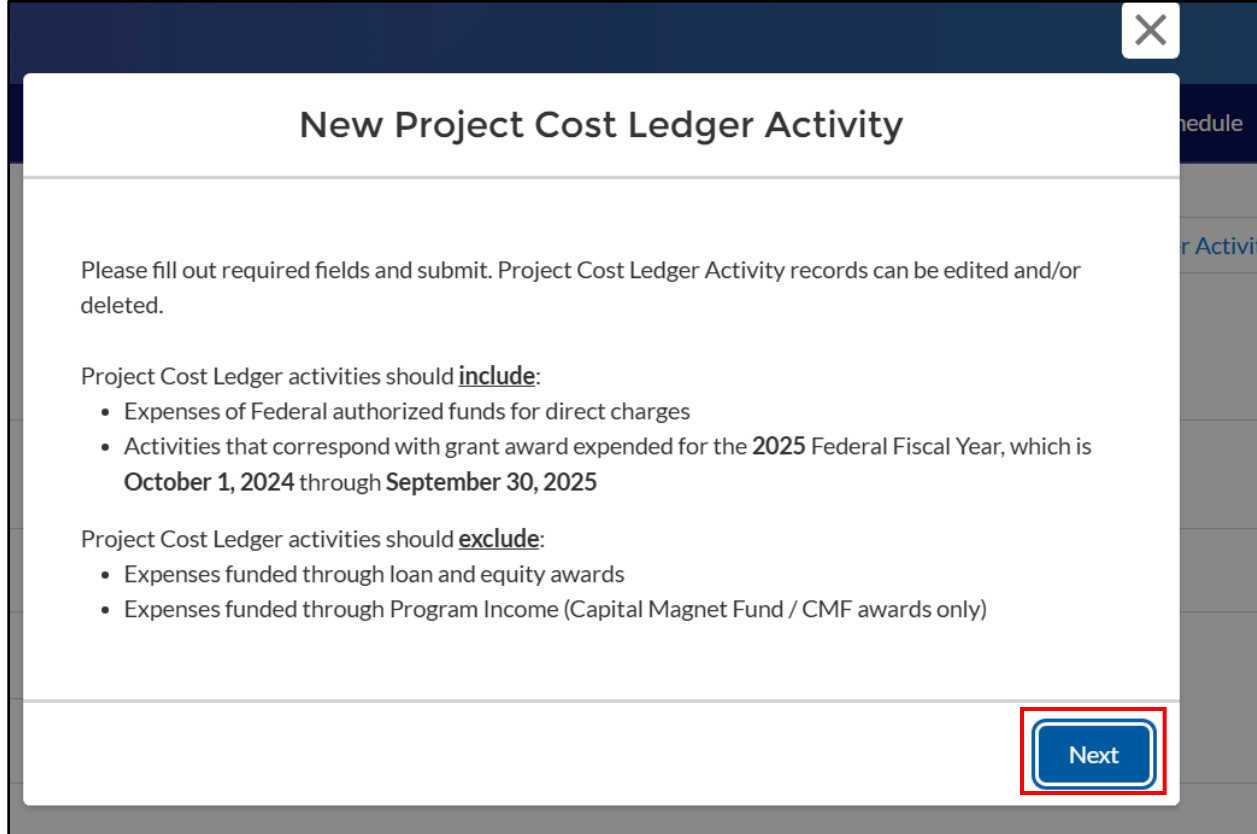
Award Record ID  
[AWD\\_00005622](#)

Award Control Number  
171FA920129

Reporting Period End Date  
9/30/2024

*New Project Cost Ledger Activity*

Click **Next** when the window opens.



**New Project Cost Ledger Activity**

Please fill out required fields and submit. Project Cost Ledger Activity records can be edited and/or deleted.

Project Cost Ledger activities should **include**:

- Expenses of Federal authorized funds for direct charges
- Activities that correspond with grant award expended for the **2025** Federal Fiscal Year, which is **October 1, 2024** through **September 30, 2025**

Project Cost Ledger activities should **exclude**:

- Expenses funded through loan and equity awards
- Expenses funded through Program Income (Capital Magnet Fund / CMF awards only)

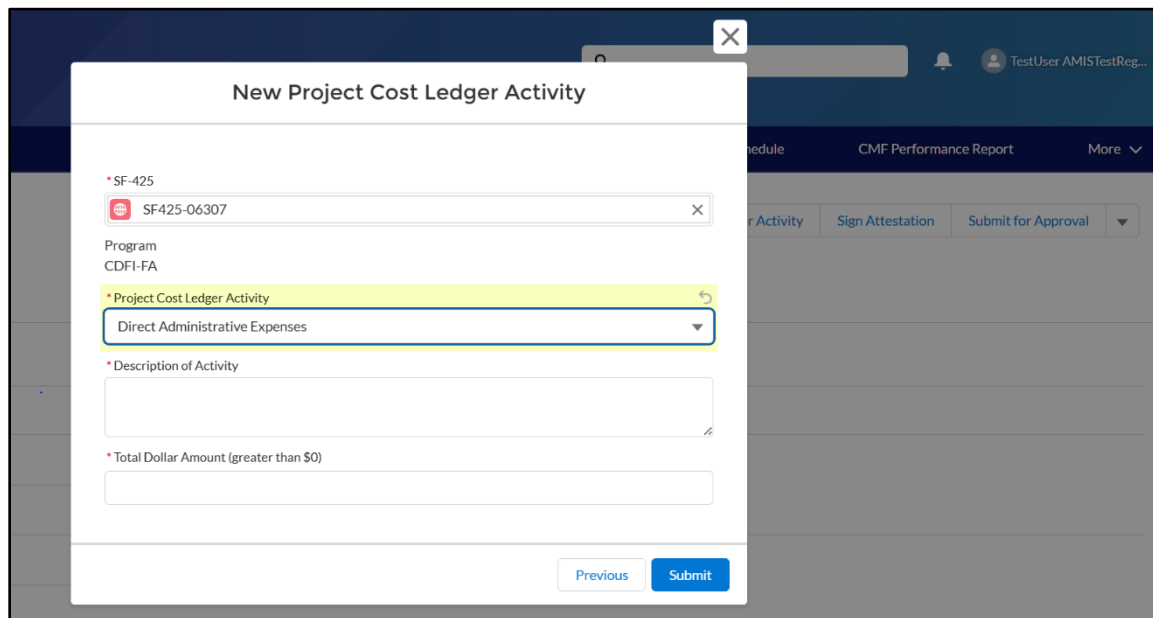
**Next**

*New Project Cost Ledger Activity Window*

Select the appropriate **Project Cost Ledger Activity** from the drop-down menu, fill in the **Description of Activity** field, and enter the total Dollar Amount of the activity in the **Total Dollar Amount** field.

Note that multiple PCL activity records can be created, but the sum cannot exceed the **Cumulative Grant Funds Received: Cumulative**. Additionally, if the CDFI-FA Award includes an HFFI Award, then report those PCL Activities within this SF-425. The HFFI PCL Activities cannot exceed the **Cumulative HFFI Funds Received: Cumulative**.

Any misreported activity from prior fiscal year(s) can be reported by selecting the **Project Cost Ledger Activity** from the drop-down menu and selecting **Misreported activity from prior fiscal year(s)**.

The image shows a screenshot of a web application interface. A modal window titled "New Project Cost Ledger Activity" is open in the center. The modal has a white background and a dark blue header bar. Inside the modal, there are several input fields and a dropdown menu. The first field is labeled "\* SF-425" and contains the text "SF425-06307". Below this is a field labeled "Program" with the text "CDFI-FA". The next field is labeled "\* Project Cost Ledger Activity" and is a dropdown menu with "Direct Administrative Expenses" selected. Below this is a field labeled "\* Description of Activity" which is empty. The final field is labeled "\* Total Dollar Amount (greater than \$0)" and is also empty. At the bottom of the modal are two buttons: "Previous" and "Submit". The background of the application shows a dark blue header with a user profile icon and the text "TestUser AMISTestReg...". There are also some navigation links like "Schedule", "CMF Performance Report", and "More" visible in the background.

*Project Cost Ledger Activity Fields*

*Project Cost Ledger Activity Dropdown*

After creating the PCL Activity record, a window will open to confirm that the PCL Activity has been created. Click **Finish** to return to the SF-425 Detail page.

*PCL Activity Creation Confirmation*

Note: No new PCL Activities can be added after the SF-425 form is submitted. If the user is attempting to submit PCL Activity after the SF-425 has been submitted the following message will appear.



ContactsService AreasService RequestsAwardsReportiXchedule

New Project Cost Ledger Activity

SF425-06307 had an error. Please fix and try again. If help is needed, please submit a Service Request and include the record number and this full error message.

Error information:

SF-425 is already submitted. New Project Cost Ledger Activities cannot be added at this time.

PreviousFinish

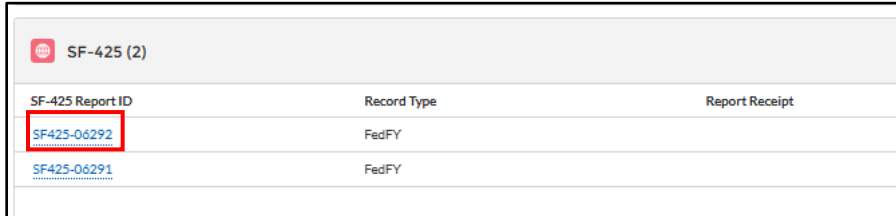
Reporting Period End Date  
9/30/2024

PCL Activity Window

## 8. How To Edit A PCL Activity

Please see [Section 2](#) for detailed instructions about navigating to the SF-425 record.

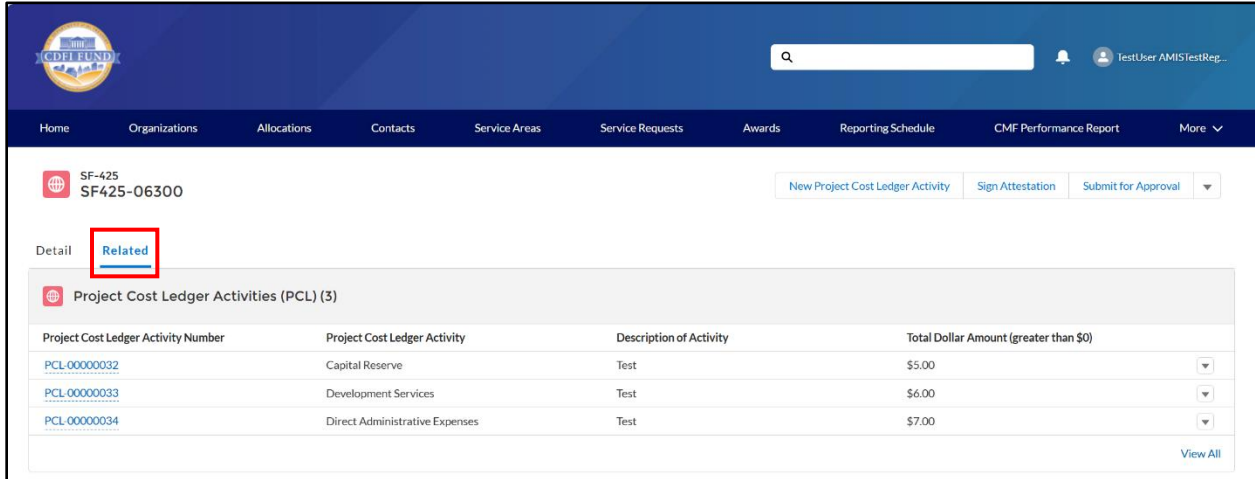
Select the SF-425 Report Record for which you are wanting to edit the PCL Activity. Please note that you cannot edit PCL Activity in a SF-425 Report Record that has been previously submitted to the CDFI Fund.



SF-425 (2)		
SF-425 Report ID	Record Type	Report Receipt
<a href="#">SF425-06292</a>	FedFY	
<a href="#">SF425-06291</a>	FedFY	

*SF-425 Section*

From the SF-425 **Detail** page, click on the **Related** tab.

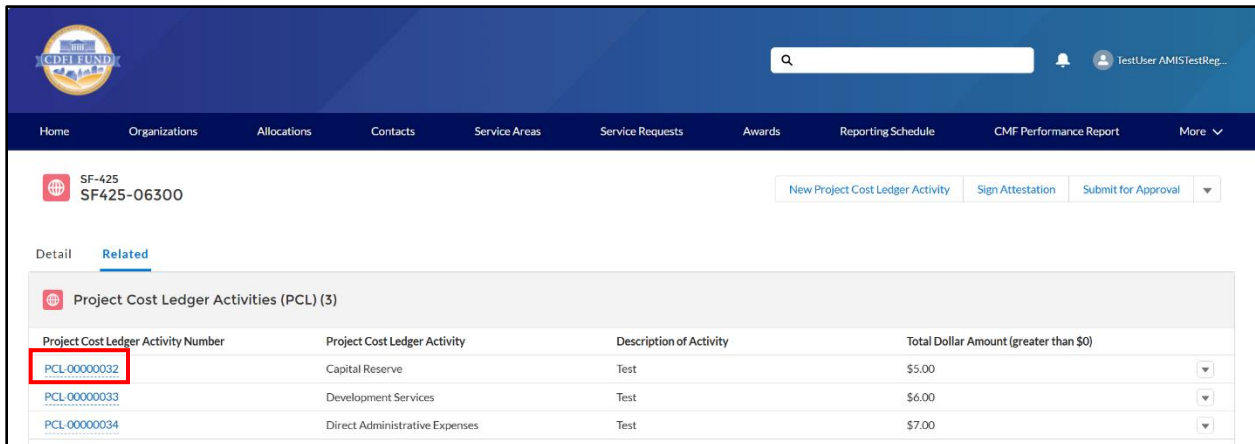


The screenshot shows the SF-425 Detail page for SF425-06300. The 'Related' tab is highlighted. Below the tabs, there is a section for 'Project Cost Ledger Activities (PCL) (3)' with a table of activities.

Project Cost Ledger Activity Number	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount (greater than \$0)
<a href="#">PCL 00000032</a>	Capital Reserve	Test	\$5.00
<a href="#">PCL 00000033</a>	Development Services	Test	\$6.00
<a href="#">PCL 00000034</a>	Direct Administrative Expenses	Test	\$7.00

*SF-425 Related Section*

Click on the link to the PCL activity of which you wish to edit.

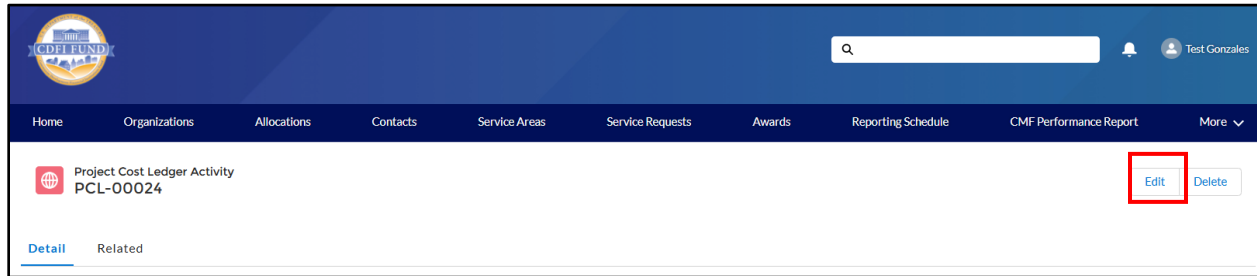


The screenshot shows the SF-425 Related section for SF425-06300. The 'Related' tab is selected. The 'Project Cost Ledger Activities (PCL) (3)' table is displayed, with the link for 'PCL 00000032' highlighted.

Project Cost Ledger Activity Number	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount (greater than \$0)
<a href="#">PCL 00000032</a>	Capital Reserve	Test	\$5.00
<a href="#">PCL 00000033</a>	Development Services	Test	\$6.00
<a href="#">PCL 00000034</a>	Direct Administrative Expenses	Test	\$7.00

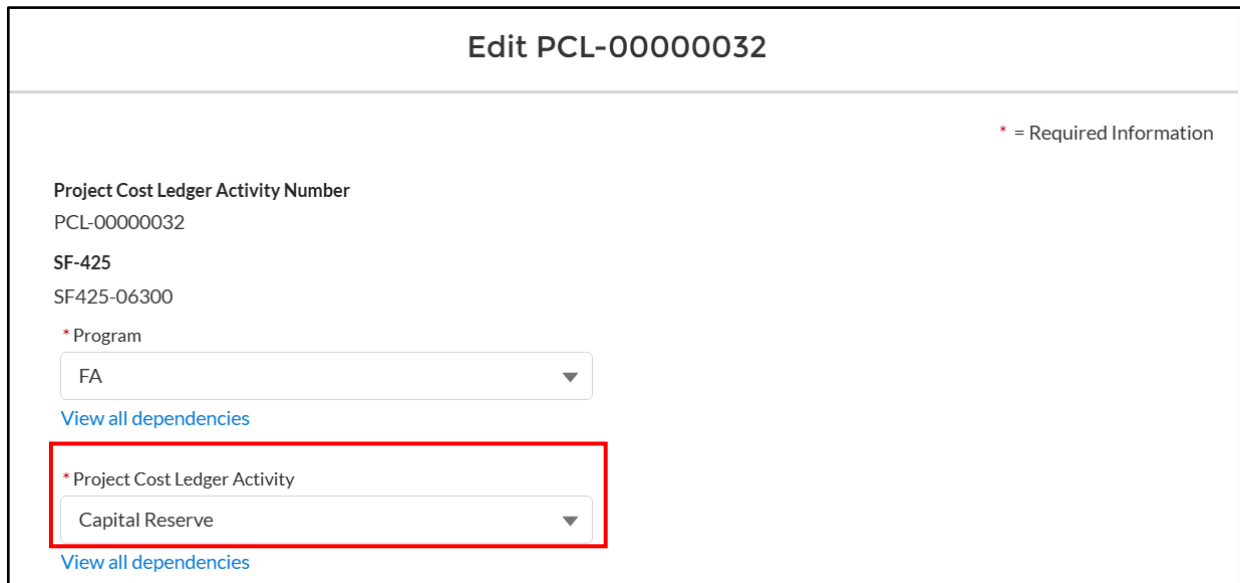
*PCL Activity Link Example*

On the **PCL Activity Detail** page, click the **Edit** button in the top right corner.



*PCL Activity Detail Page*

To change **Project Cost Ledger Activity**, select a new **PCL Activity** from the **Project Cost Ledger Activity** drop-down on the **PCL edit** page.



*Project Cost Ledger Activity Dropdown*

To change description of activity, edit text in the **Description of Activity** text box.

Edit PCL-00000032

\* = Required Information

Project Cost Ledger Activity Number

PCL-00000032

SF-425

SF425-06300

\* Program

FA

[View all dependencies](#)

\* Project Cost Ledger Activity

Capital Reserve

[View all dependencies](#)

\* Description of Activity

Test

\* Total Dollar Amount (greater than \$0)

\$5.00

Cancel

Save & New

Save

Activity Description Example

To change the **Total Dollar Amount**, enter a new dollar amount in the **Total Dollar Amount** field.

\* Description of Activity

Test

\* Total Dollar Amount (greater than \$0)

\$5.00

Created By

TestUser AMISTestRegulated, 8/25/2025 2:53 PM

Last Modified By

TestUser AMISTestRegulated, 8/25/2025 2:53 PM

Cancel

Save & New

Save

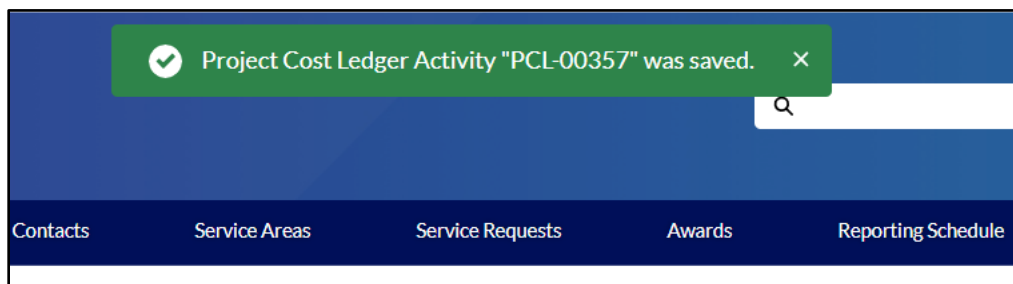
Total Dollar Amount Example

After editing the fields as needed, select **Save** to save the data entered, or click **Cancel** to close the window and return to the PCL Activity Detail Page.

The screenshot shows a form for editing a PCL Activity. It has two main input fields: "Description of Activity" with the value "Test" and "Total Dollar Amount (greater than \$0)" with the value "\$5.00". Below these fields, it shows "Created By" and "Last Modified By" as "TestUser AMISTestRegulated, 8/25/2025 2:53 PM". At the bottom, there are three buttons: "Cancel", "Save & New", and "Save". A red rectangular box highlights these three buttons.

*Submit Button Example*

If the user clicks the **Save** button, a green confirmation window will appear at the top of the page. To create a new PCL Activity, please refer to [Section 7](#) for more information. Using the **Save & New** button to create a new PCL Activity will result in an error, as the workflow is disabled.



*Confirmation Example*

## 9. How To Delete A PCL Activity

Please see [Section 2](#) for detailed instructions about navigating to the SF-425 record.

From the SF-425 **Detail** page, click on the **Related** tab.

The screenshot shows the SF-425 Detail page for record SF425-06292. The 'Related' tab is selected and highlighted with a red box. Below the tab, there is a section titled 'Project Cost Ledger (PCL) Activities (1)'. A table lists the activities:

Project Cost Ledger Activity Name	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount (greater than \$0.01)
PCL-00024	Capitalize Loan Loss Reserves (Housing and/or Econom...	test	\$1.00

*SF-425 Related Tab*

Click on the link to the **PCL Activity** that you wish to delete.

The screenshot shows the SF-425 Related tab for record SF425-06292. It displays 'Project Cost Ledger (PCL) Activities (2)'. A table lists the activities:

Project Cost Ledger Activity Name	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount
PCL-00024	Capitalize Loan Loss Reserves (Housing and/or Econom...	test	\$1.00
PCL-00025	Capital Reserve	sdfaf	\$5,000.00

A red box highlights the link 'PCL-00024' in the first row. A 'View All' link is visible at the bottom right.

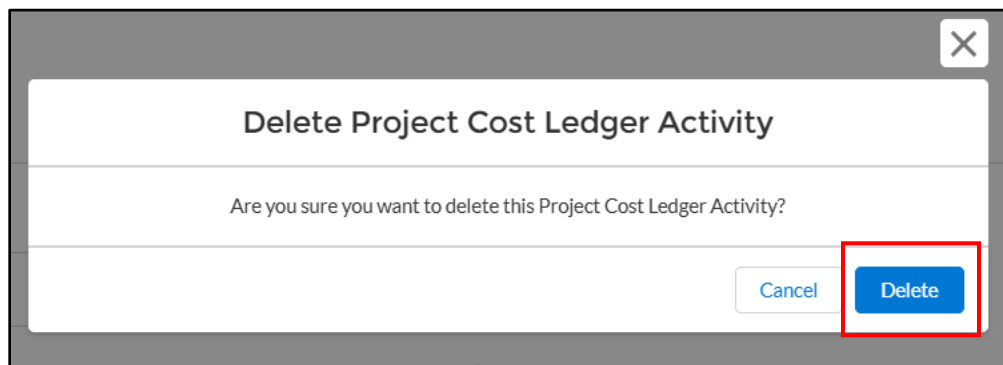
*PCL Activity Record*

From the PCL Detail page, select the **Delete** button to make the **Delete** confirmation window appear. This will enable the user to delete the record.

The screenshot shows the PCL Detail page for activity PCL-00024. At the top right, there are 'Edit' and 'Delete' buttons. The 'Delete' button is highlighted with a red box. Below the buttons, the 'Detail' tab is selected, showing the activity name 'PCL-00024'.

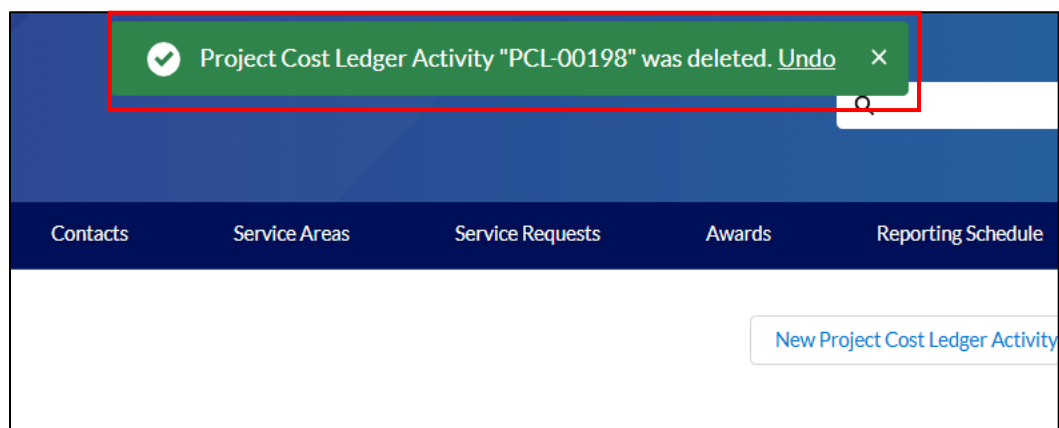
*Delete Button on SF-425 Record*

When the **Delete** confirmation window appears, select the **Delete** button to proceed with deleting the record. Click the **Cancel** button to stop the deletion process and return to the **PCL Activity** record.



*Delete Confirmation Window*

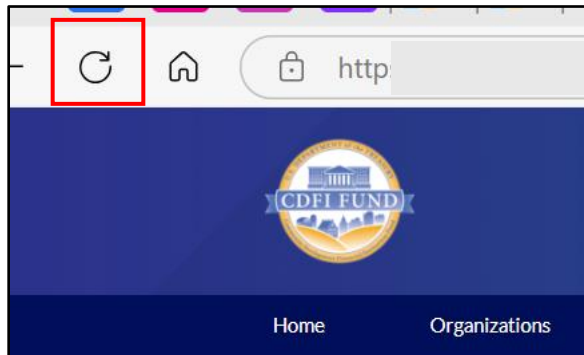
After deleting the record, a green window will appear at the top of the page to confirm that the record has been deleted. Next to the text is an **Undo** link if the user wants to restore the record. Clicking this will bring the record back, and all the data stored in it will be saved again in the PCL Activity section.



*Deletion Notification Window Example*

After deleting a **PCL Activity** record, please refresh the screen from the SF-425 **Detail** page to allow AMIS to display the **Summary** fields correctly to account for the deleted **PCL Activity** Record.

To refresh the page, click on the browser **Refresh** button, typically found in the top left corner of the user's respective browser.



*Refresh Button Example*

The user will now see the previous SF-425 Related tab, now without the deleted PCL Activity record.

A screenshot of the SF-425 Related tab in the AMIS system. The page has a blue header with the CDFI FUND logo and a search bar. Below the header, there is a navigation bar with links: Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows the SF-425 SF425-06300 record. Below this, there are buttons for 'New Project Cost Ledger Activity', 'Sign Attestation', and 'Submit for Approval'. The 'Related' tab is selected, showing a table of Project Cost Ledger Activities (PCL) (3). The table has four columns: Project Cost Ledger Activity Number, Project Cost Ledger Activity, Description of Activity, and Total Dollar Amount (greater than \$0). The table contains three rows of data, each with a dropdown arrow in the last column. A red rectangular box highlights the entire table area.

Project Cost Ledger Activity Number	Project Cost Ledger Activity	Description of Activity	Total Dollar Amount (greater than \$0)
PCL 00000032	Capital Reserve	Test	\$5.00
PCL 00000033	Development Services	Test	\$6.00
PCL 00000034	Direct Administrative Expenses	Test	\$7.00

*SF-425 Related Tab*