COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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AMIS Training Manual

SF-425

Reporting Guidance

August 2025

Table of Contents

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

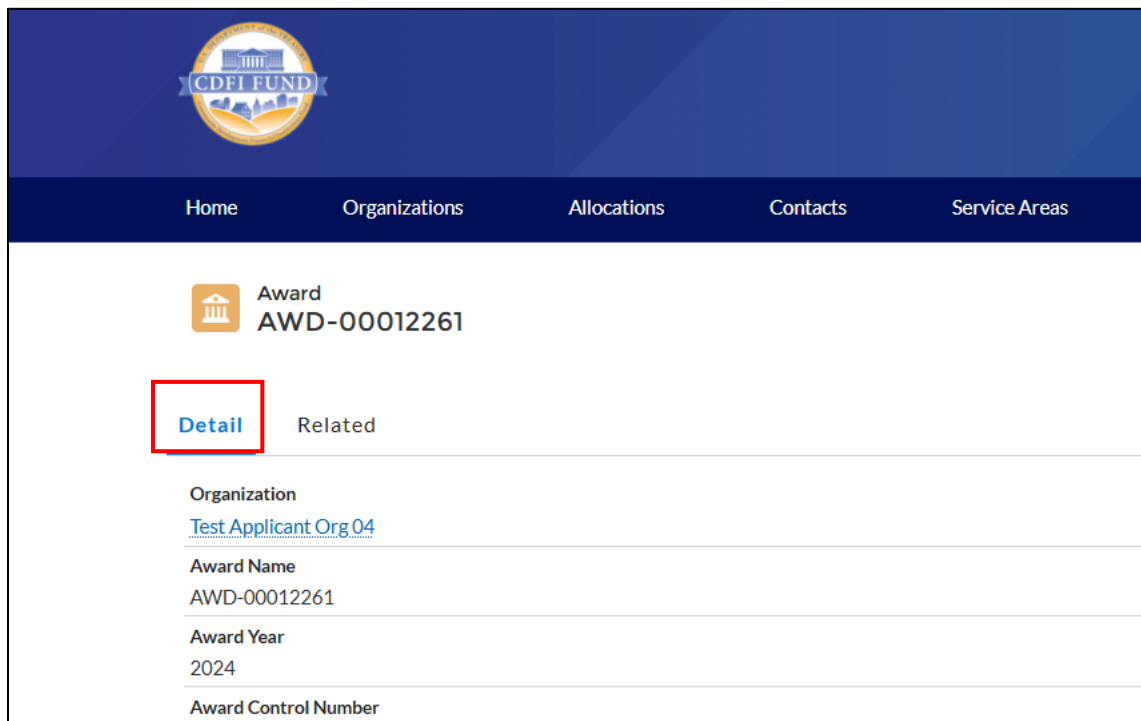Click on the Awards tab in the navigation bar to locate the proper report.
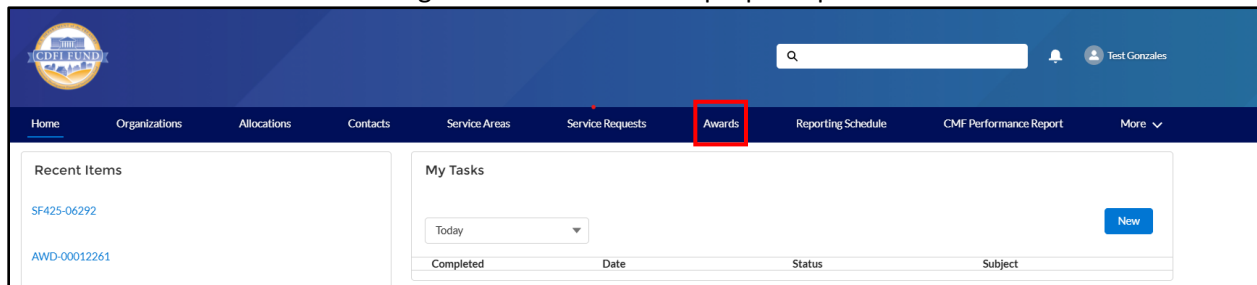
Awards Home Page

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.

Awards List

The Award Detail Page
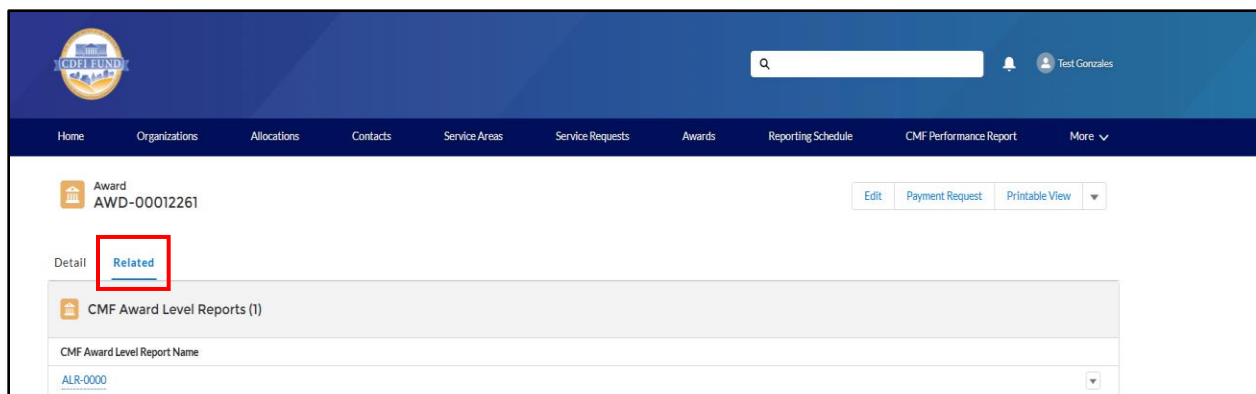
Award Detail Page

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.

Award Related Tab

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.

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.

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 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 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
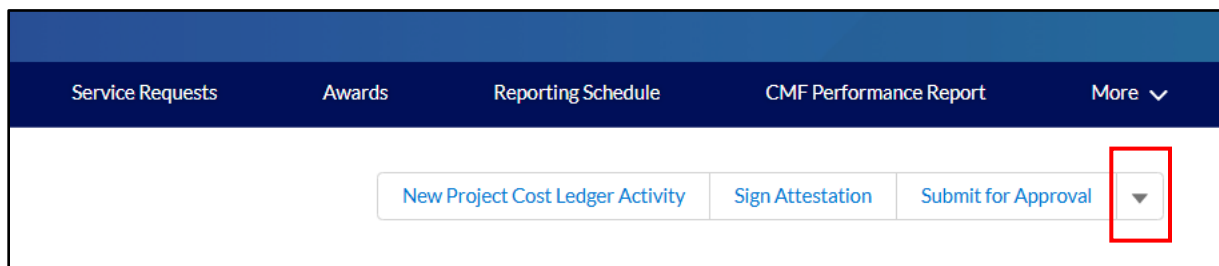**Section 8. How To Edit A PCL Activity**
Section 9. How To Delete A PCL Activity

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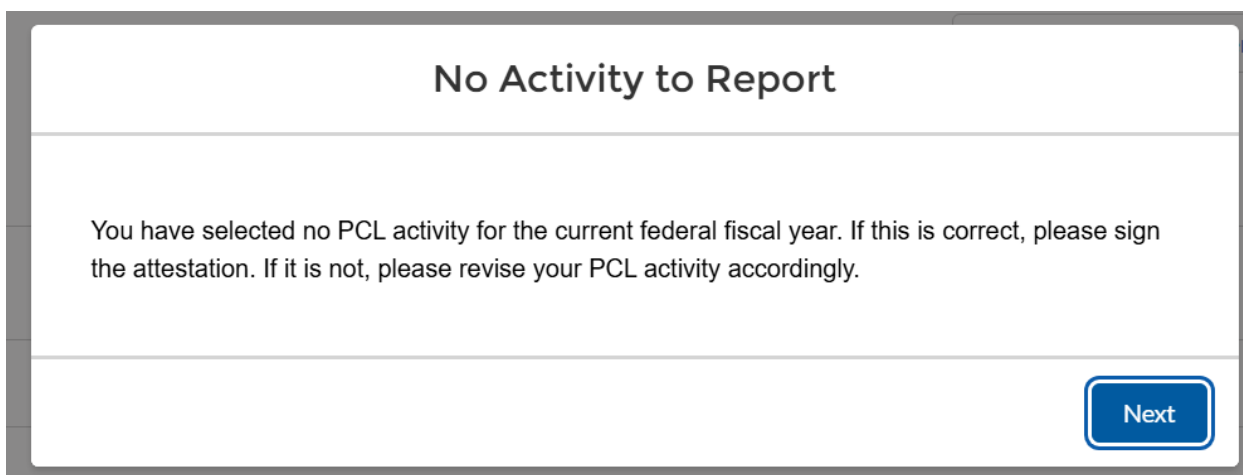
To report no activity, the user can do so by checking the No Activities During Reporting Period box or by selecting the drop-down arrow on the right side of the row of buttons in the top right-hand side of the screen to access the **No Activity to Report** button.

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.
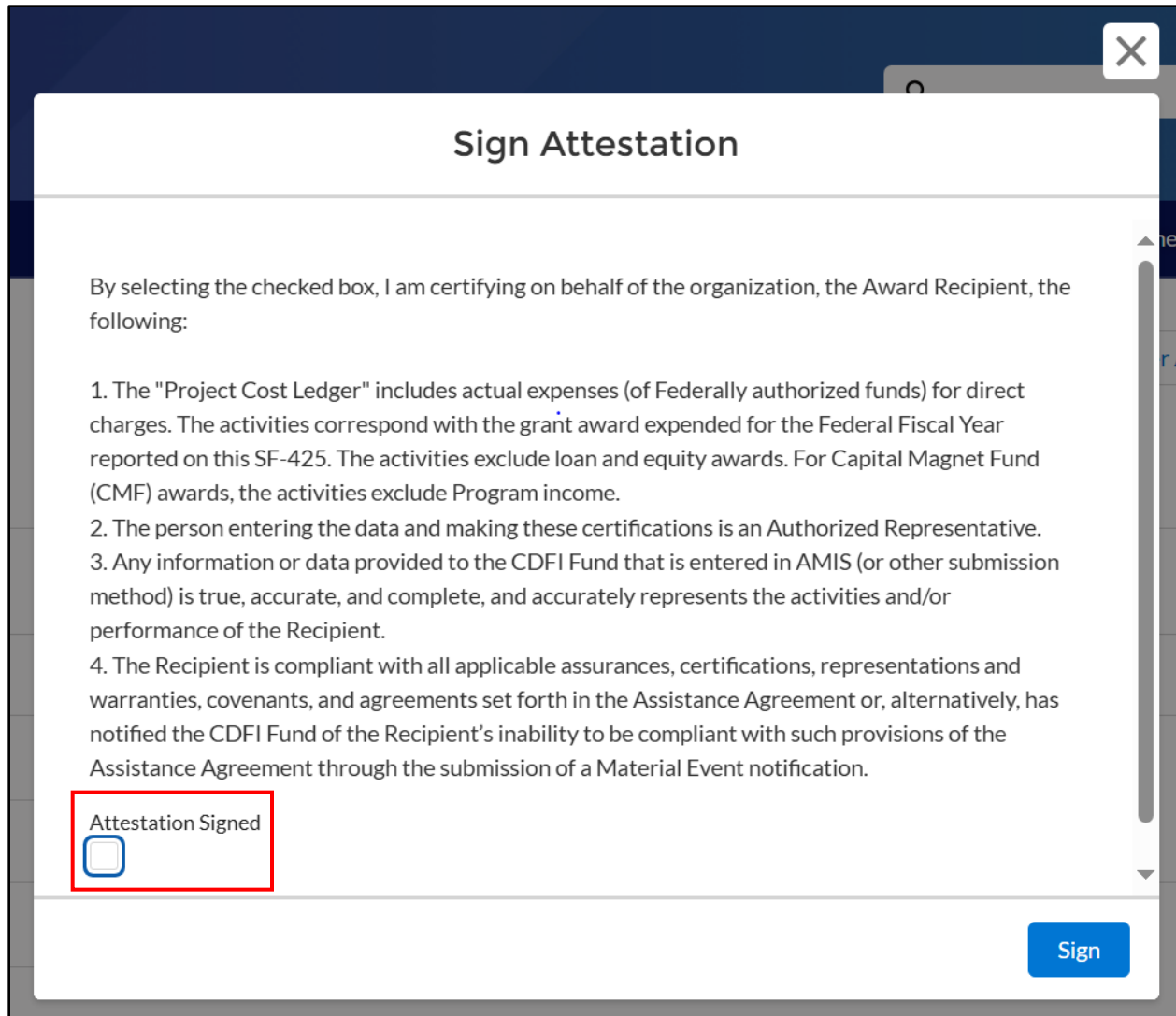

No Activity to Report Window

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.

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.
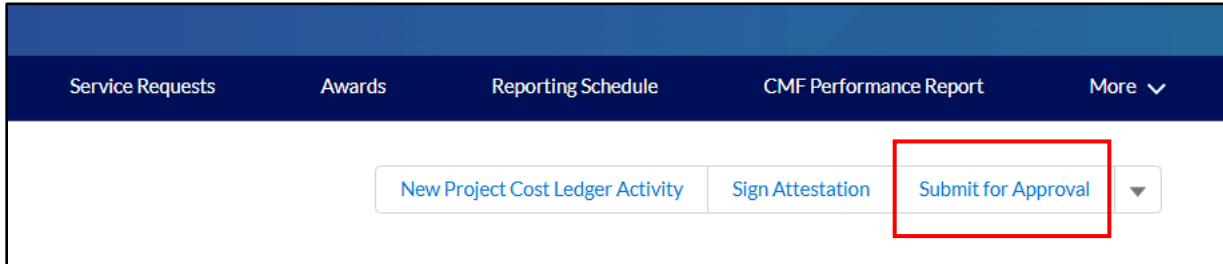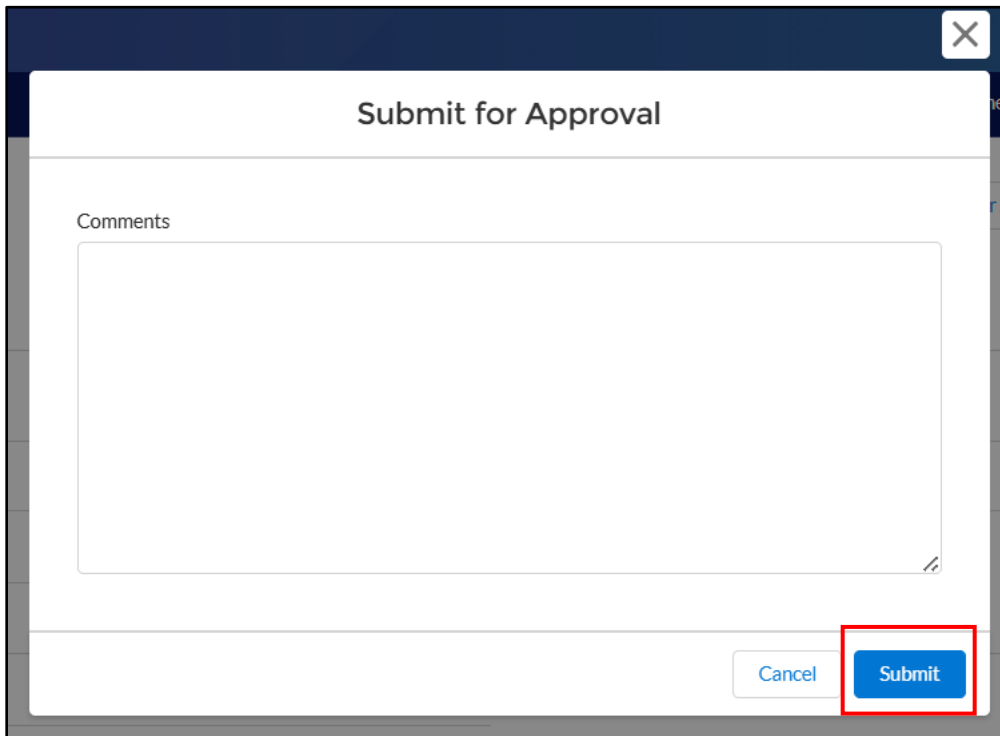
Attestation Signed

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.

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.

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:

Printable Screen

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

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.

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.

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.
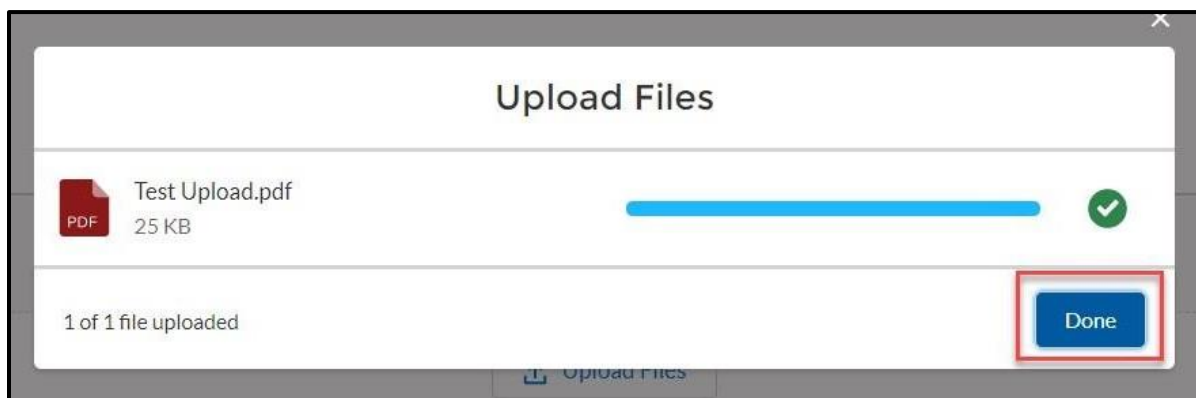

Close Window Link

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.

Notes & Attachments

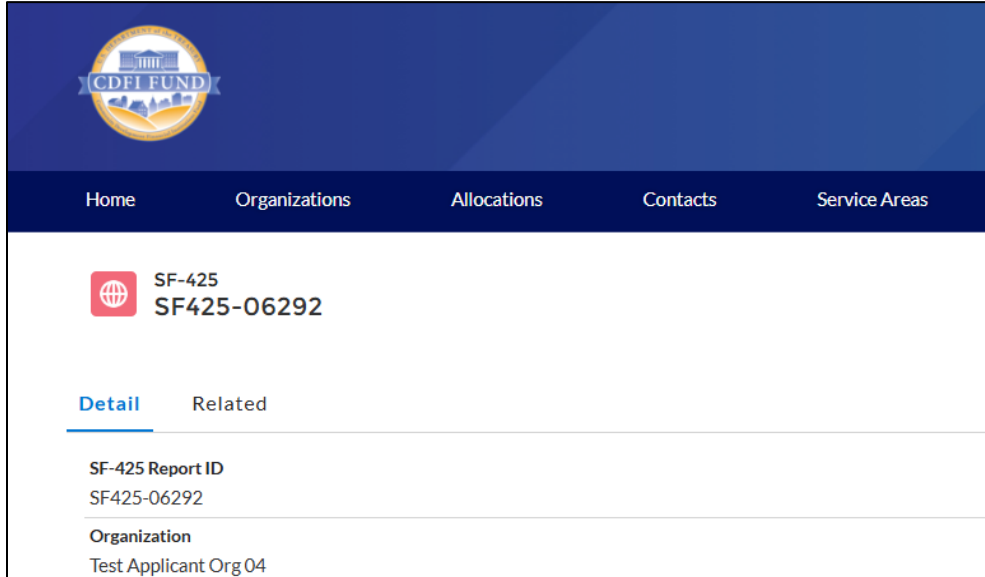Select the desired file from your computer and click **Done**.

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

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

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 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 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

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**.

*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.

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.
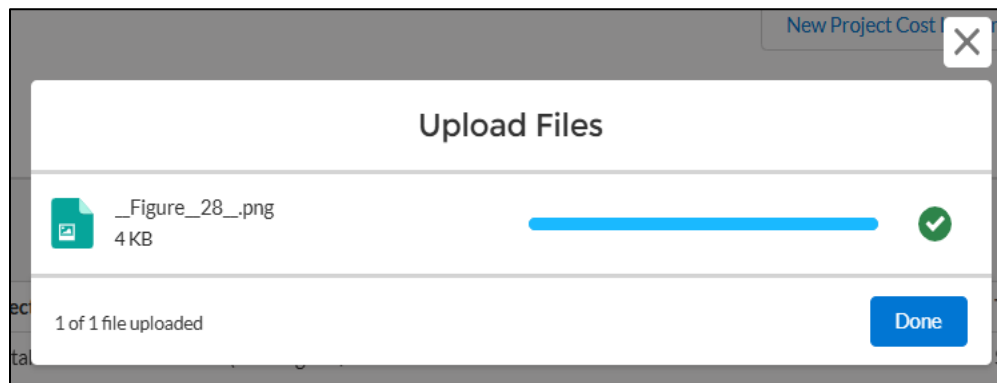
Upload Files Window

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.
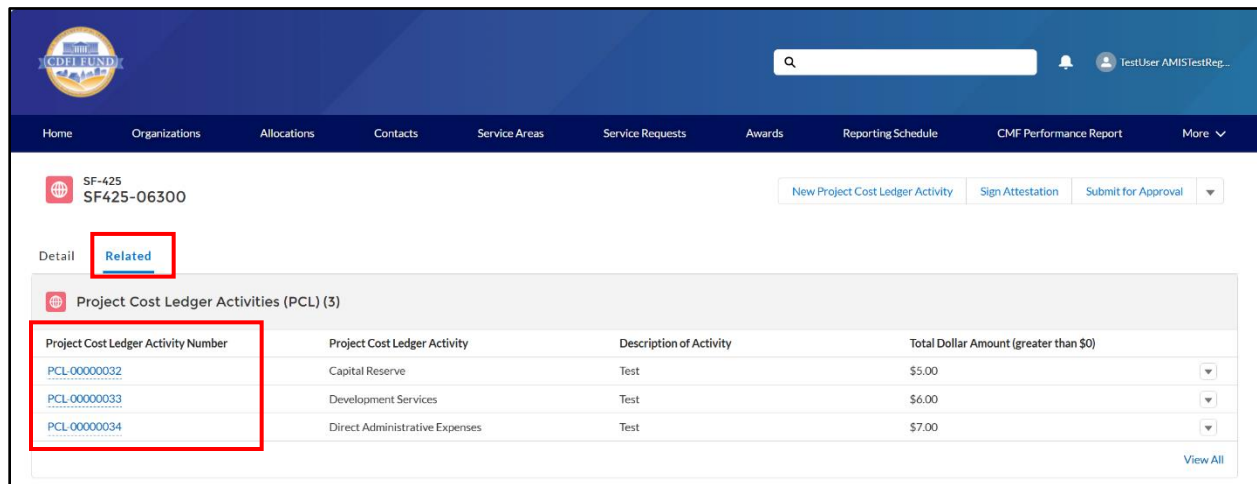

Notes & Attachments Section

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.
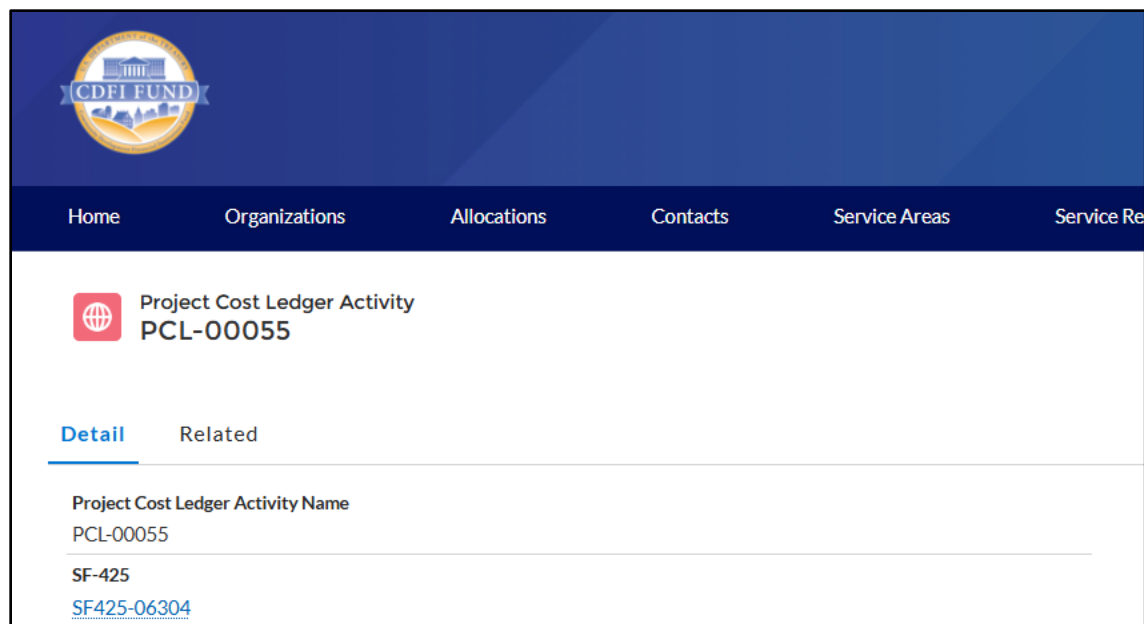

SF-425 Page

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.
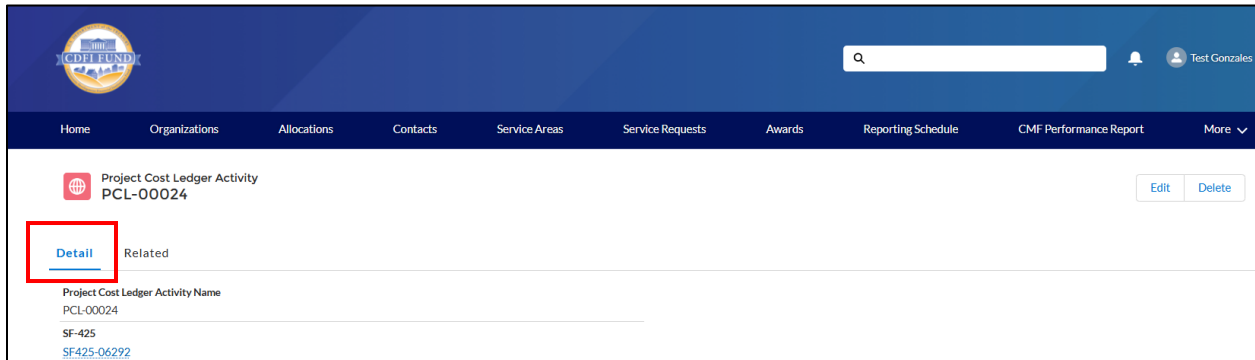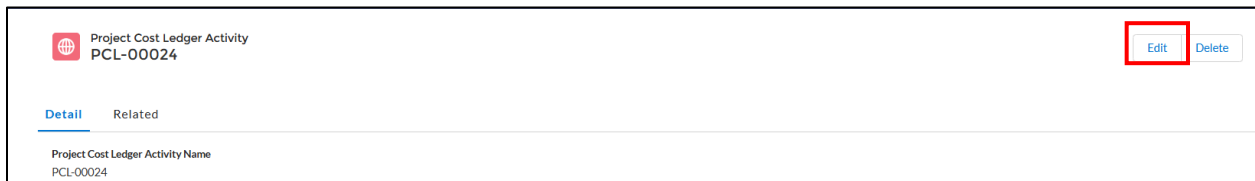

PCL Detail Tab

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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.
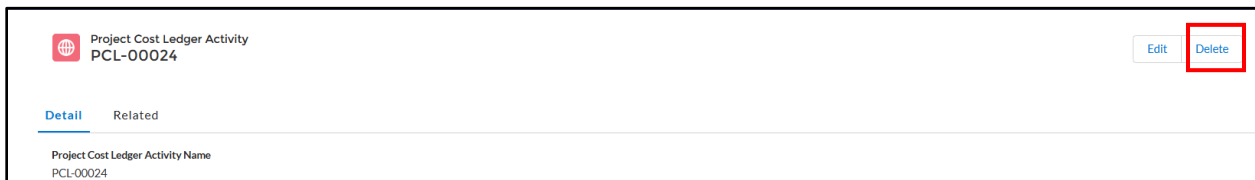

PCL Activity Detail Tab

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 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.

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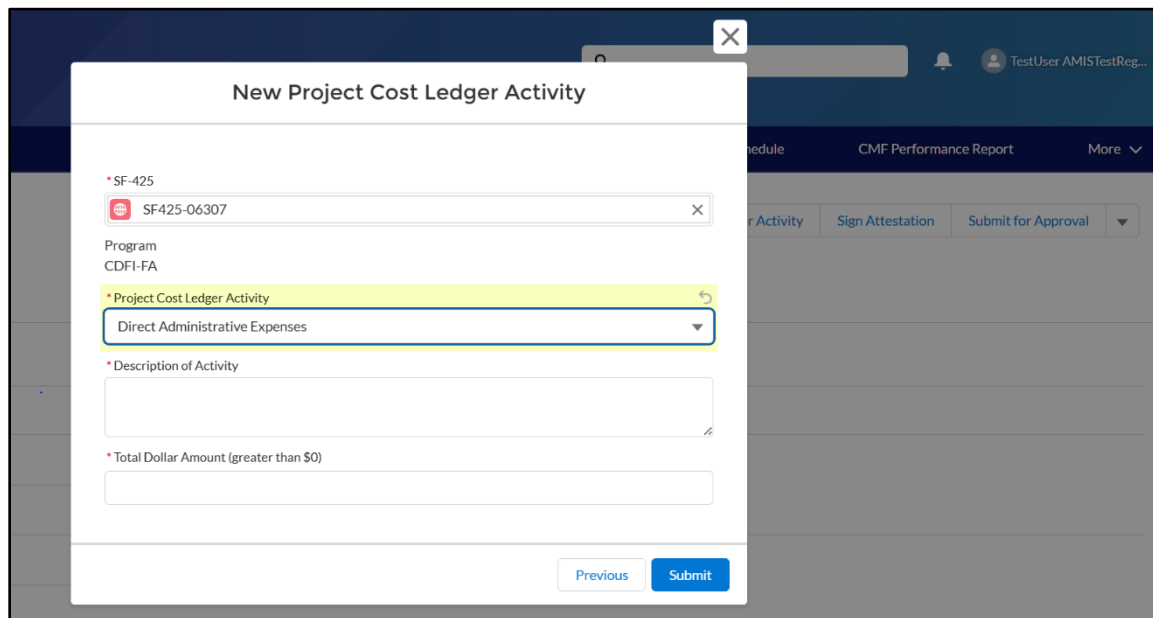- Expenses funded through Program Income (Capital Magnet Fund / CMF awards only)

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)**.

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.

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.

Previous   Finish
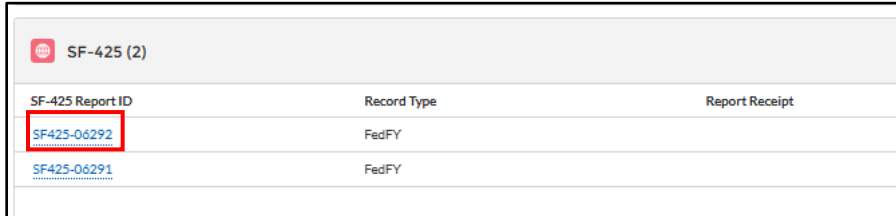
Reporting Period End Date
9/30/2024

PCL Activity Window

8. How To Edit A PCL Activity

Please see Section 2 for detailed instructions about navigating to the SF-425 record.
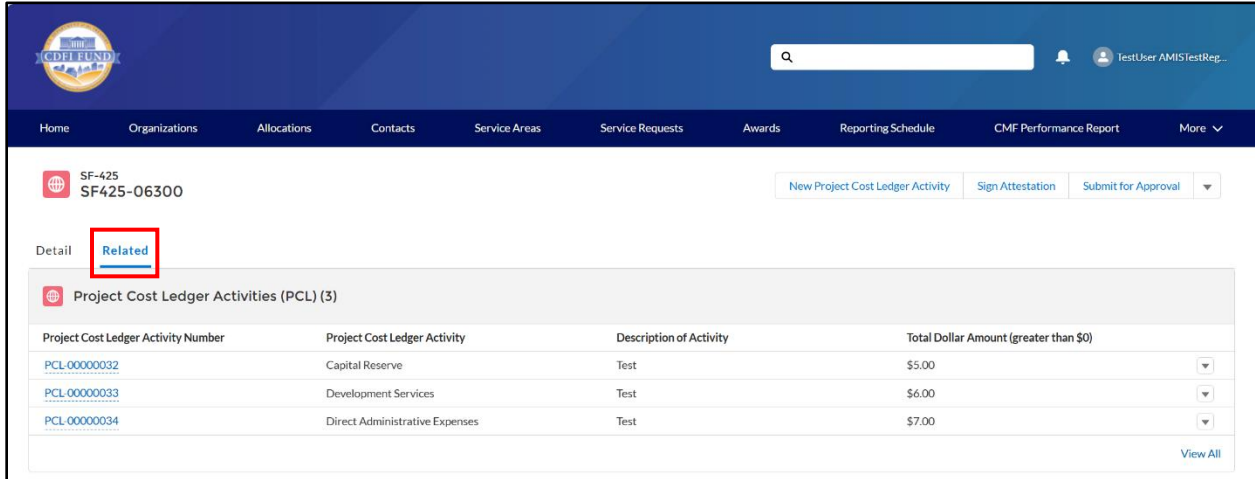
Select the SF-425 Report Record for which you are wanting to edit the PCL Activity. Please note that you cannot edit PCL Activity in a SF-425 Report Record that has been previously submitted to the CDFI Fund.

SF-425 Section

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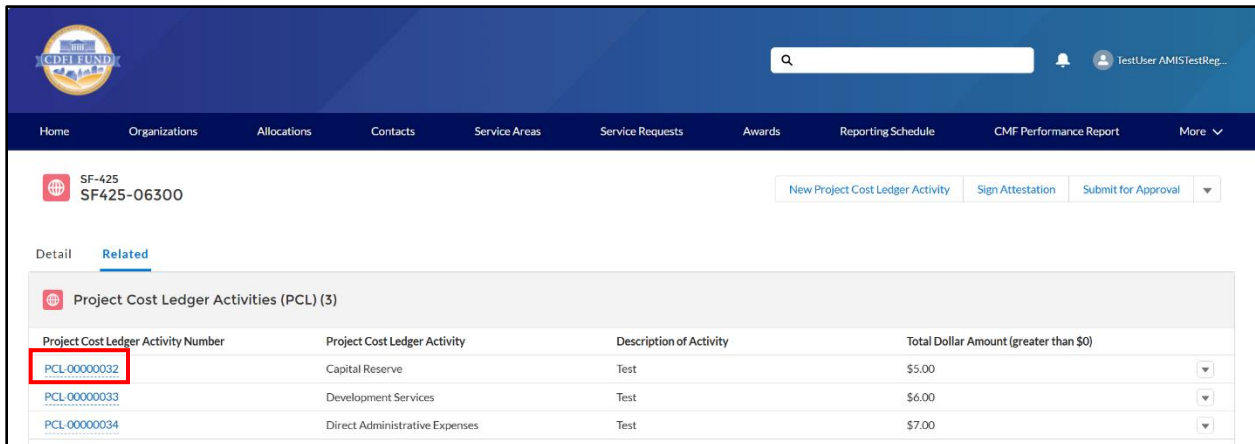
SF-425 Related Section

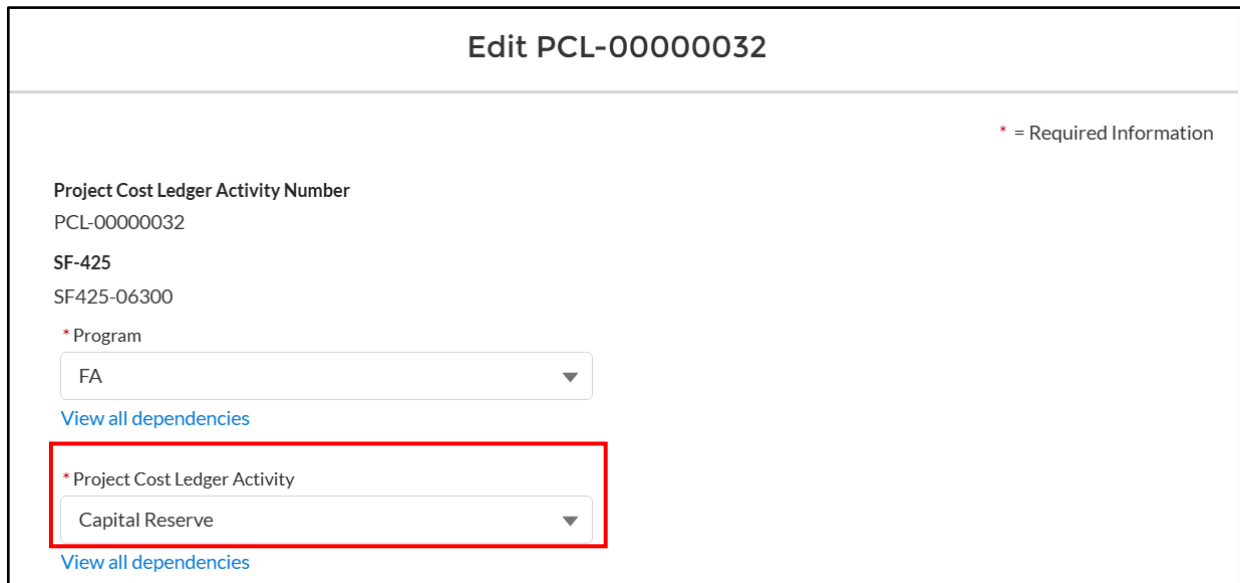Click on the link to the PCL activity of which you wish to edit.
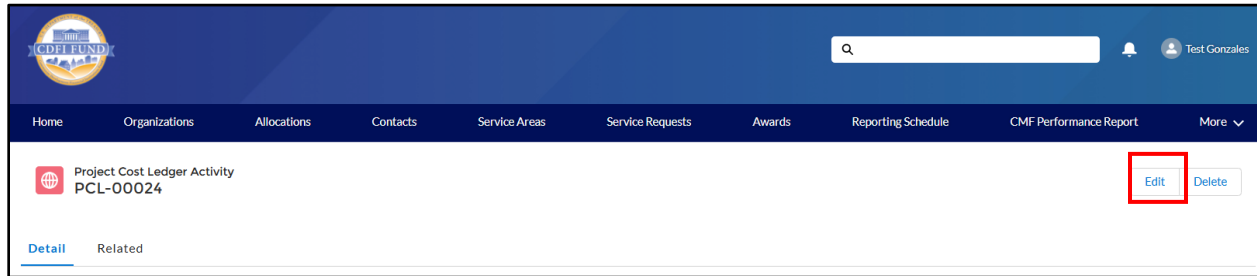
PCL Activity Link Example

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.

Activity Description Example

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


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.

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.
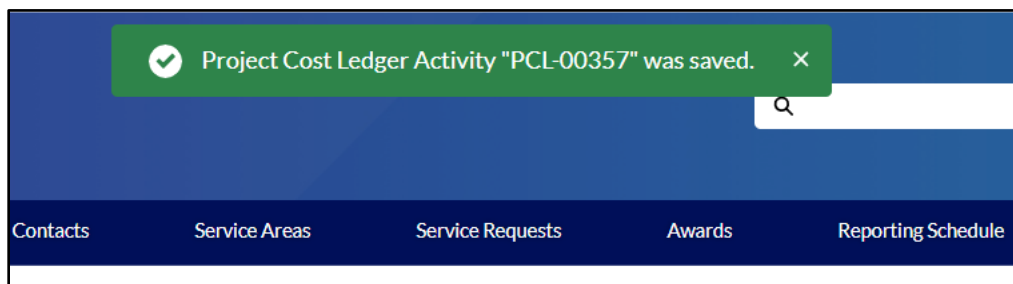
Confirmation Example

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.

SF-425 Related Tab

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

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.


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.
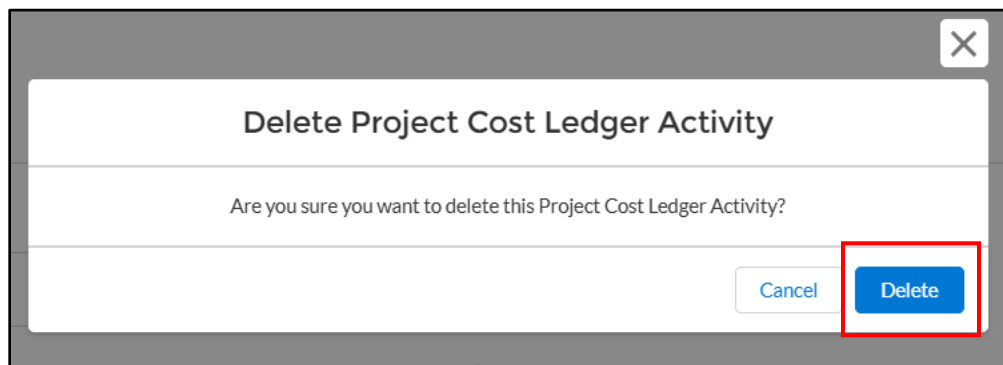

Delete Confirmation Window

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.
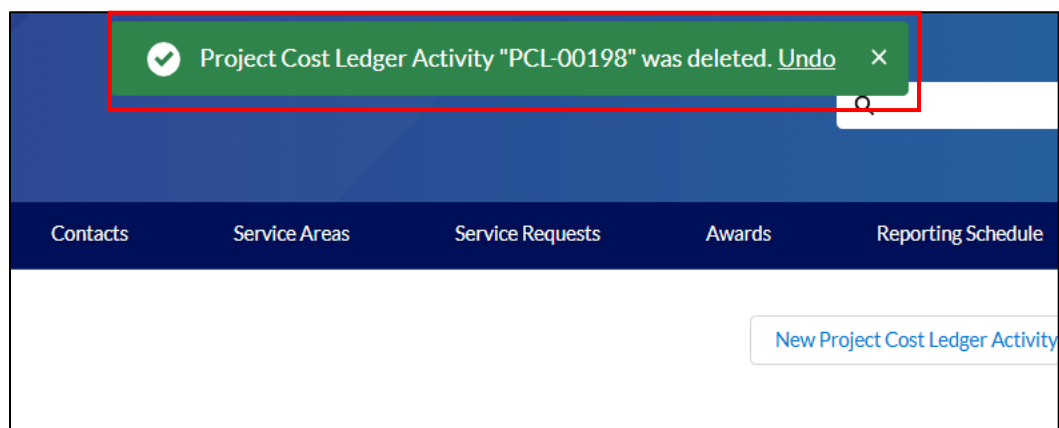
Deletion Notification Window Example

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.
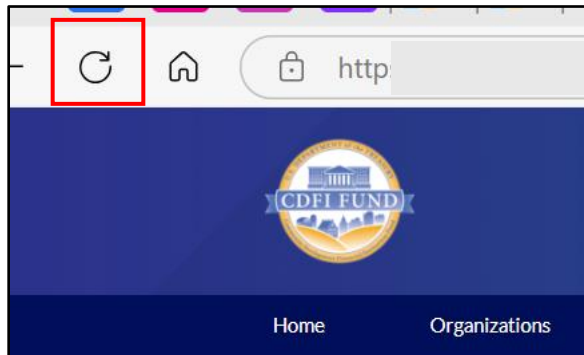
Refresh Button Example

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

SF-425 Related Tab