

Public Housing Portal

Public Housing Agency User Guide for SF-425 Federal Financial Report CY 2026



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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Public Housing Portal

The Public Housing Portal (portal) is an online platform for Public Housing Authorities (PHAs) and the Office of Public and Indian Housing (PIH). It allows PHAs to complete and submit Operating Fund (OpFund) required forms. This guide provides PHAs the steps to create, complete, and submit the online version of the form SF-425 Federal Financial Report (FFR). PHAs can review current and historical SF-425 submissions data and print the final forms SF-425. It is important to note the terms Development, Project, and Asset Management Project (AMP) are used interchangeably within the Portal. The Inventory Management System/PIH Information Center (IMS/PIC) continues to consider projects as developments.

Shortfall Grant SF-425 FFR Reporting Requirements

The SF-425 submission applies to all Shortfall Funding grants. See current PIH Shortfall Grant SF-425 Reporting Requirements for specific grant years and submission timetables. The submission must be completed to capture disbursements, expenditures, obligations, and unliquidated obligations.

PHAs that received an award can receive up to three grants, but a minimum of two grants for the Shortfall Funding:

- Tier 1 funding.
- Tier 2 funding is provided in two separate grants, known as Increment 1 and Increment 2.

The PHA must submit a Federal Financial Report (FFR) SF-425 for each grant.

The SF-425 requirements and the reporting process for the Shortfall Funds is detailed in the current PIH Shortfall Grant SF-425 Reporting Requirements. Please refer to the latest policy in regard to Shortfall Grant SF-425 Reporting Requirements or email PHFMDFundingBranch@hud.gov for further information.

CARES Act SF-425 Reporting Requirements

Please refer to the latest policy in regard to the CARES Act reporting and submission. [Email PHFMDFundingBranch@hud.gov](mailto:PHFMDFundingBranch@hud.gov) for further information.

Operating Fund Reporting Requirements

PHAs must submit a separate SF-425 for each calendar year's Operating Subsidy grant, and only one annual submission is required—there are no quarterly reports. The SF-425 must be completed to capture disbursements, expenditures, and unliquidated obligations incurred at the recipient level, for the reporting period, on a cumulative basis for each award. This notice applies to all public housing agencies (PHAs) administering the Public Housing program, including PHAs participating in the Moving to Work (MTW) Demonstration program.

Additionally, PHAs must follow obligation and liquidation deadlines that align with Operating Fund grant timelines—not the typical federal fiscal calendar. This ensures funds are used promptly and tracked accurately. Key Operating Fund–specific elements include:

- Annual, grant-specific SF-425 reporting
- Recipient-level reporting
- Program income limited to public housing operations
- Exclusion of subsidy, Capital Funds, and certain fees from income
- Operating Fund-specific timelines for obligating and liquidating funds

These requirements are designed to improve oversight and ensure consistent, transparent use of Operating Fund grants.

Requesting Access to the Public Housing Portal

PHA staff must request access to the Portal through their local Web Access Security Subsystem (WASS) security coordinator.

User Roles

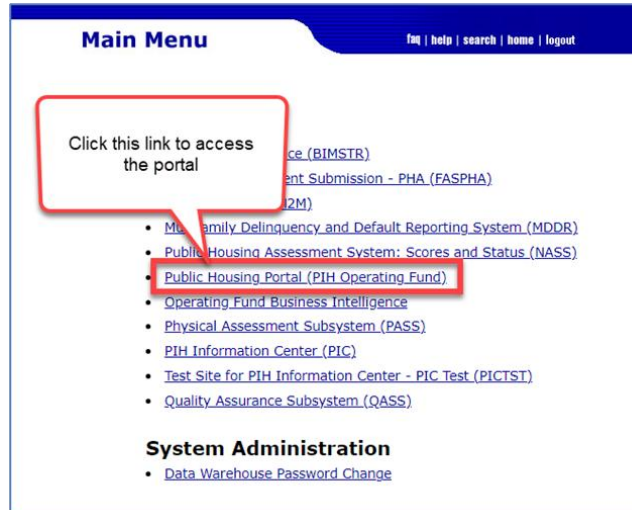
WASS security coordinators must assign the users only one user role. WASS security coordinators must assign users the appropriate user role. The PHA user roles are described below:

User Role	Description
OPD	This user role is for the PHA’s Executive Director only. This user can create, edit, upload supporting documents, and manually or electronically sign or submit reports, certifications, plans, forms, and other types of submissions.
OPE	This user can create, edit, and upload supporting documents for the submission. This user cannot sign or submit reports, certifications, plans, forms, and other types of submissions.
OPI	This user can only read completed submissions. This user cannot create, edit, upload supporting documents, sign or submit certifications, plans, forms, and other types of submissions.
OPL	This user role is for the PHA’s Board Chair only. This user cannot create or edit SF-425 submissions but can upload supporting documents for the submission. This user cannot sign or submit reports, certifications, plans, forms, or other types of submissions.

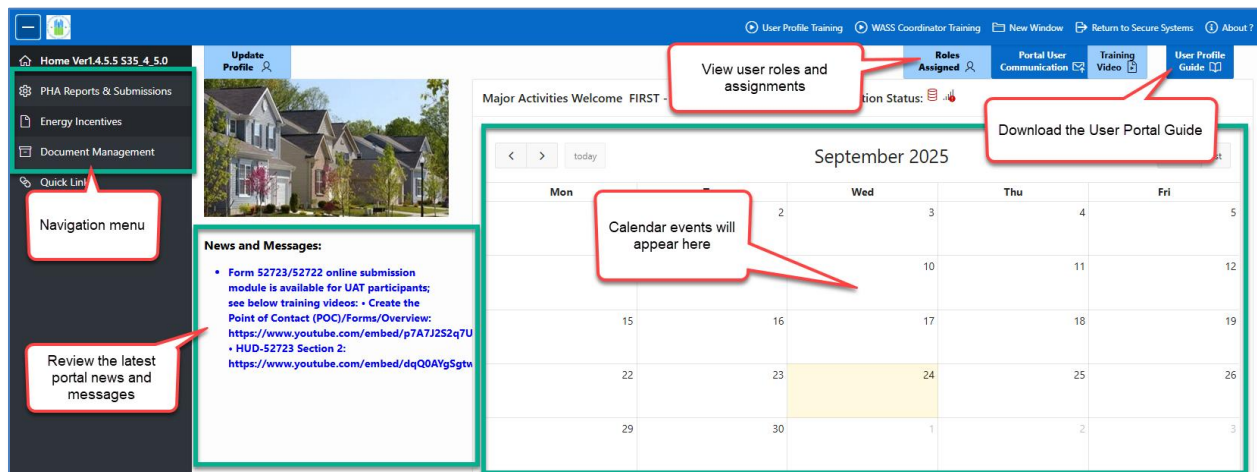
WASS security coordinator can find a user guide to assign user roles from this web page: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal.

Navigating to Portal through Secure Systems

Using the Google Chrome web browser only, go to the portal through the Secure Systems URL: https://hudapps.hud.gov/HUD_Systems/, log in, and click the **Public Housing Portal (PIH Operating Fund)** hyperlink.



The system displays the portal home page as shown below.



From the home page, PHA users can review upcoming portal submission dates, events, read the latest Portal News and Messages, download the User Profile Guide, update their User Profiles, and navigate to many of the portal's modules.

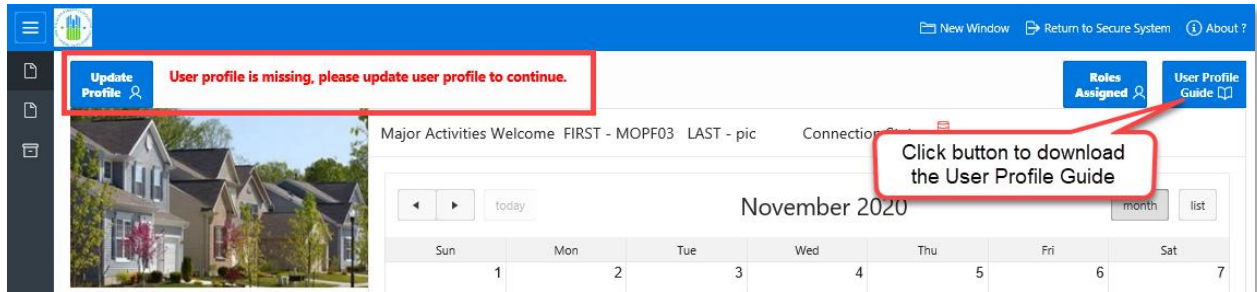


IMPORTANT:

Please use the Google Chrome browser to access the portal.

User Profile

The portal requires all users to have a user profile. Users cannot navigate the portal or access portal resources until they create their user profiles. If the user has not created a User Profile, the home page will display the following message: **User profile is missing, please update user profile to continue.**

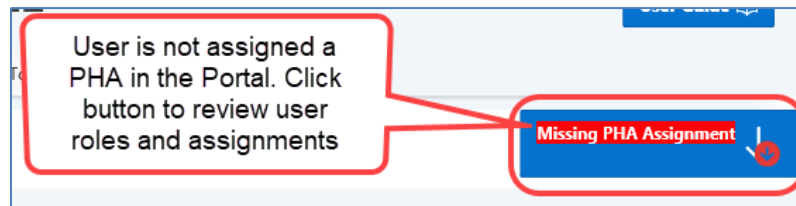


Consult the User Profile user guide to complete your User Profile. [The User Profile Guide is available to download at the portal Home page.](#)

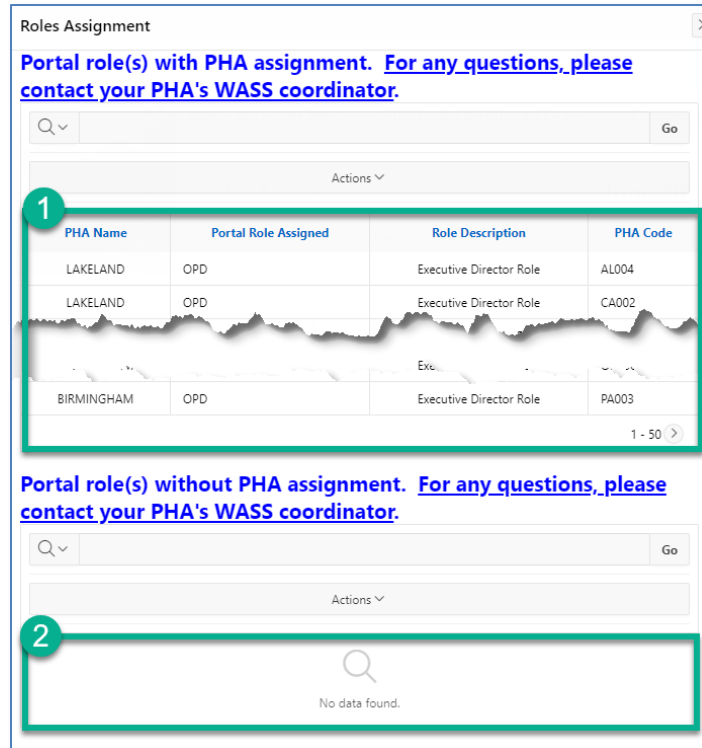
Missing PHA Assignment Warning

1. Click **PHA Reports & Submissions** in the left side navigation menu.

If the system displays the **Missing PHA Assignment** warning in the upper right corner of the PHA Reports & Submissions page, the PHA user must contact their WASS security coordinator to correct their user role for the portal.



2. Click the **Missing PHA Assignment** button to review the assignments of PHAs to user roles. The pop-up window displays the user's Portal roles and associated PHAs.
3. Contact your WASS security coordinator if you need to update your user role and/or PHA assignment(s).



The PHA assignment pop-up window is divided into two (2) areas:

Area 1: Displays Portal role(s) assigned to the user that has associated PHA(s).

Area 2: Displays Portal role(s) assigned to the user that does not have associated PHA(s).

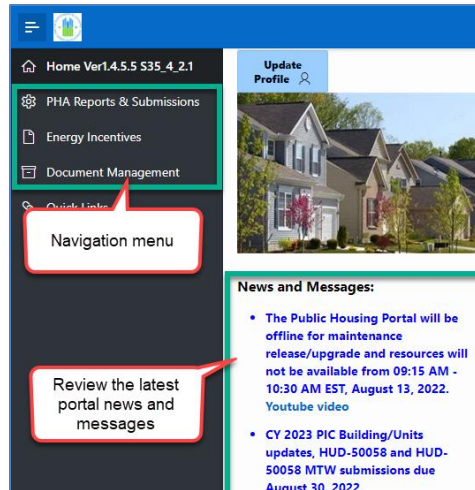
The user should contact the PHA's WASS security coordinator to assign a PHA.



Note: Changes to the user's roles and assignments may take up to two (2) business days. Until then, the user will not be able to access the portal.

News and Messages

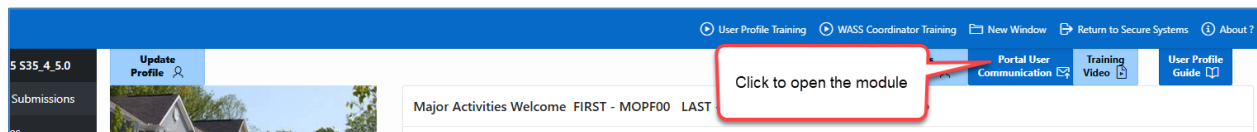
The portal provides users with the current News and Messages related to the Portal and OpFund Grant processing. The News and Messages feed can be found on the home page:



Communication Module

The portal provides a communication module that allows users to view historical listserv and email communications containing PIH guidance and instructions. This includes viewing the type of correspondence, date of correspondence, as well as the subject, and the content. The user can sort through different reports ranging from previous years' reports to sub-reports within the current calendar year.

To open this module, select the **Portal User Communication** button in the upper right corner of the portal home page.



The **View/Download Portal User Communications** page displays the following:

View Details	CY	Communication Date	Type	Scope	Communication Subject	Communication
	2021	08/27/21 07:18AM	Email	PHA	2nd Reminder for timely HUD-50058 and HUD-50058 MTW submissions	** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Executive Directors: PIH requests Public Housing Authorities (PHAs) submit actions r...
	2021	08/20/21 09:58AM	Email	PHA	Reminder for timely HUD-50058 and HUD-50058 MTW submissions	** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Executive Directors: In preparation for the CY 2022 Operating Fund (OpFund) Grant pr...
	2021	08/11/21 11:27AM	Email	PHA	SR-FRB Applicable AMPs requiring New PHA form 52723 & 52722 Tools/Next steps	Note: Multiple PHA Executive Directors as recipients with BCC Dear Executive Director, You are receiving this email because your Public Housing Authority (PHA) has one or more Asset Management ...

There are actions the user can make within this module to suit their needs.

PHA Reports & Submissions \ View/Download Portal User Communications

1. Primary Report

View Details	CY	Communication Date	Type	Scope	Communication Subject	Communication
	2021	08/27/21 07:18AM	Email	PHA	2nd Reminder for timely HUD-50058 MTW submissions	monitored mailbox. Please do not reply. Contact your local Field Office with any questions regarding HUD-50058 MTW submissions. Executive Directors: PIH requests Public Housing Authorities (PHAs) submit actions r...
	2021	08/20/21 09:58AM	Email	PHA	Reminder for timely HUD-50058 MTW submissions	monitored mailbox. Please do not reply. Contact your local Field Office with any questions regarding HUD-50058 MTW submissions. Executive Directors: In preparation for the CY 2022 Operating Fund (OpFund) Grant
	2021	08/11/21 11:27AM	Email	PHA	SR-FRB Applicable AMPs require PHA form 52723 & 52722 Tools	PHA Executive Directors as recipients with BCC Dear Executive Director, You are receiving this email because your Public Housing Authority (PHA) has one or more Asset
	2021	08/02/21 06:49PM	Email	PHA	Request for Revisions to CY 2022 Fund Eligibility due 8/16/2021	monitored mailbox. Please do not reply. Contact your local Field Office with any questions regarding HUD-50058 MTW submissions. August 16, 2021
	2021	08/02/21 07:21AM	Email	PHA	Rate Reduction Incentive (RRI) Reminder	monitored mailbox. Please do not reply. Contact your local Field Office with any questions regarding HUD-50058 MTW submissions. PHAs) Two key deadlines are

Actions

- Select Columns
- Filter
- Rows Per Page
- Format
- Flashback
- Save Report
- Reset
- Help
- Download

Click to download all communications

Click the **Actions** drop-down menu to perform the following:

- Filter the full list of portal user communications by Column and Expression.
- Download the full list of portal user communications.
- Aggregate, group, and display the data in the chart format.

This module may help users to search, filter, sort and quickly locate correspondences from a PHA with a specific piece of information (e.g., correspondence regarding SR-FRB for a specific PHA). Users can view details from each correspondence and content from the email or download the email and file attachments, as necessary.

Note: See below details of the communication sent and you may download communication document and any associated file attachments.

Communication

** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions **

Executive Directors:

PIH requests Public Housing Authorities (PHAs) submit actions recorded on lines 2a and 2b in the forms HUD-50058 or HUD-50058 MTW no later than 60 calendar days from the effective date. This requirement is consistent with Notice PIH 2011-65. PIH waived the 60-day deadline for PHAs that implemented waivers and alternative requirements which is explained in Notice PIH 2021-14. PHAs that implemented waivers may submit forms HUD-50058 or HUD-50058 MTW no later than 90 calendar days from the effective date.

2947 of 4000

Click here to view & download the message

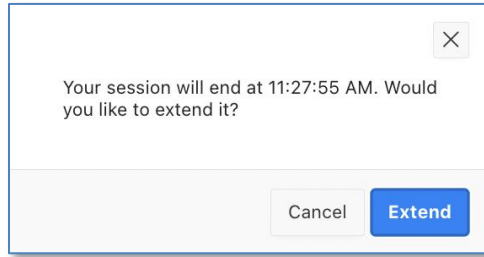
File Name	File Description	Last Update	Attach Id	File Id
2nd Reminder for timely HUD-50058 and HUD-50058 MTW submissions_20210827_PHA.pdf	Email PDF File format	08/31/21 11:07AM	3516	6735

1 - 1

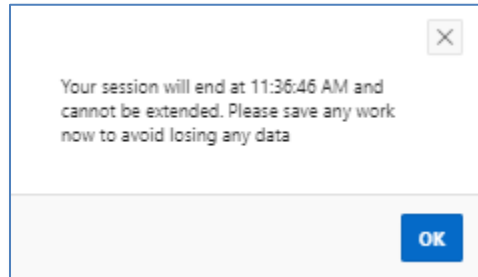
Session Time-Out

Due to HUD-issued security requirements, if a user is inactive for ten (10) continuous minutes, the portal displays a pop-up message asking the user if the session needs to be extended or

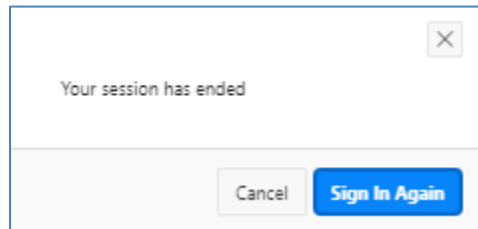
not. If the user doesn't extend the session the system will end the session in five (5) minutes after the pop-up message is displayed.



The user can continue extending the inactive session up to five (5) times (sixty (60) minutes). The portal terminates the user's session after sixty (60) minutes. The system starts persistently displaying the following warning message five (5) minutes before the end of the session:



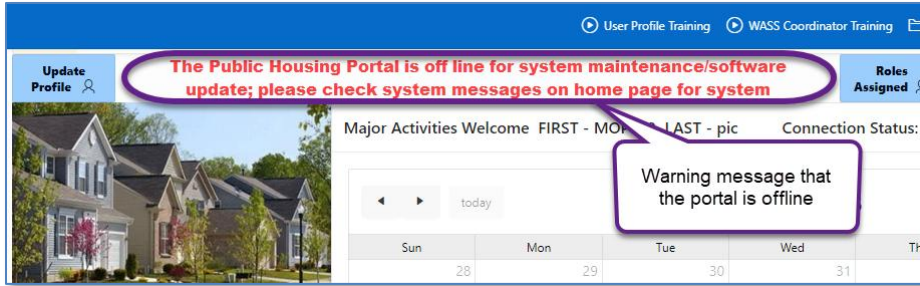
Click the **OK** button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated, the portal displays the following warning message:



Click the **Sign In Again** button to return to the Secure Systems log-in page or click the **Cancel** button to close the pop-up window.

System Maintenance and Software Updates

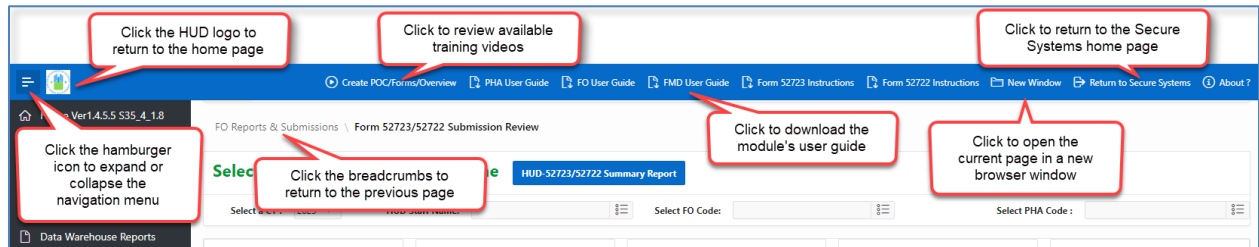
Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.



The portal will be available once the system maintenance or software updates are completed.

Navigation Shortcuts and Tips

The image below provides basic top navigation shortcuts located near the top of the portal.



Users can click on the HUD logo to return to the portal’s home page or click the **Return to Secure Systems** shortcut to return to Secure Systems. The portal provides breadcrumbs which are hyperlinks, indicating user’s location on the website and helping to navigate the user to the previous web page. The shortcut **New Window** opens the current page in a new web browser window. Clicking the **PHA User Guide** button downloads this “**PHA User Guide for SF-425 Submission**”.

Below is the list of icons the user may encounter while using the portal. These icons provide users with additional functions that include downloading, filtering the reports and tables, and reviewing the definitions of data elements.



Click this icon to expand the navigation menu



Click this icon to minimize the navigation menu



Click this icon to download the displayed data in CSV/Excel format



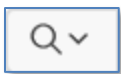
Click this icon to expand or maximize the tables



Click this icon to minimize the tables



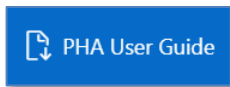
Click this icon to read the definition of the data element



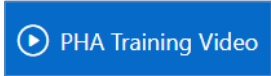
Click this icon before the search bar to select a column heading to filter tables



Click this button to reveal additional features to manipulate reports and tables, such as download the report or filter the data



Click this button to view and download the PHA user guide



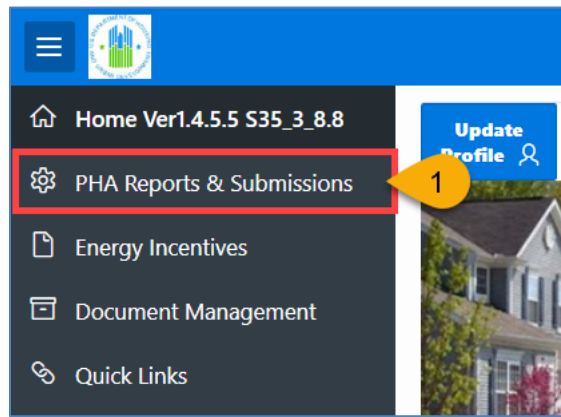
Click this button to open the module's training video (videos include options to select subtitles/closed captions and auto-translate to over fifty languages including Spanish)



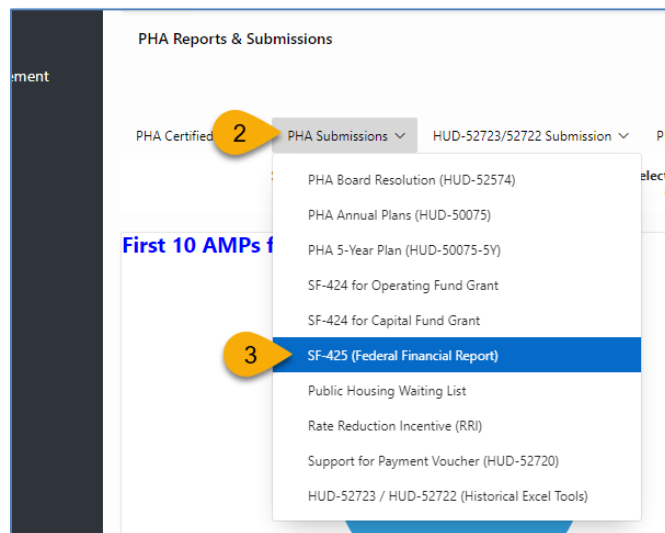
Click this button to download the SF-425 instructions. These instructions provide details on how the submission needs to be completed

Navigate to SF-425 Federal Financial Report

Follow these steps from any page in the Public Housing Portal to find the form SF-425 module.



1. Click **“PHA Reports and Submissions”** in the left side navigation menu.



2. Click the **“PHA Submissions”** drop-down menu.
3. Select **“SF-425 (Federal Financial Report)”** from the drop-down menu.

Create SF-425 Federal Financial Report for Grant

PHAs create an SF-425 for each grant number. HUD requires PHAs to submit a single SF-425 for each grant. Follow these steps to create the form.

PHA Reports & Submissions \ Federal Financial Report (SF-425)

Select Calendar Year and PHA Code/Name

CY Funds Appropriated: 2024 1 Submission Year: 2025 2 Select Grant Name: 3

Select PHA Code: 4 Select Grant Number: 3 Submission History

1. **CY Funds Appropriated:** Select the calendar year HUD appropriated the grant funds to the PHA.
2. **Submission Year:** Select the year you are submitting the form
3. **Select Grant Name:** Select the grant name.
4. **Select PHA Code:** Select the PHA code.

You can select the desired grant number by choosing from the list of grants below:

SF-425 ID	CY Funds Appropriated	Submission Year	Reporting Period End Date	PHA Code	Development Number	Federal Grant Number	Version	Active Indicator	SF-425 Status	Grant Status	10c. Cash on Hand	Amount to be Returned	10h. Unobligated balance of Federal Funds
 5	-	-	-	CA028	CA028000001	CA02800000125D	-	-	Missing	Missing			
	-	-	-	CA028	CA028000002	CA02800000225D	-	-	Missing	Missing			
	-	-	-	CA028	CA028000003	CA02800000325D	-	-	Missing	Missing			
	-	-	-	CA028	CA028000004	CA02800000425D	-	-	Missing	Missing			

5. Click the **pencil icon** () to create the SF-425.

You can also select the desired grant number by choosing from the **Select Grant Number** pop-up window of choices:

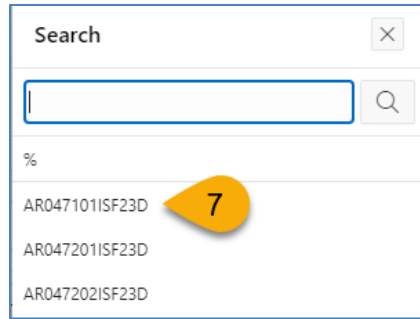
PHA Reports & Submissions \ Federal Financial Report (SF-425)

Select Calendar Year and PHA Code/Name

CY Funds Appropriated: 2024 3 Submission Year: 2025 3 Select Grant Name: 3

Select PHA Code: 3 Select Grant Number: 6 Submission History

6. **Select Grant Number:** Click the menu button to select the grant number.



7. Select the desired grant number in the pop-up window.

SF-425 ID	CY Funds Appropriated	Submission Year	Reporting Period End Date	PHA Code	Development Number	Federal Grant Number	Version	Active Indicator	SF-425 Status	Grant Status	10c. Cash on Hand	Amount to be Returned	10h. Unobligated balance of Federal Funds	Federal Agency	R Org
	-	-	-	CA028	CA028000001	CA02800000125D	-	-	Missing	Missing				-	-

8. Click the “**Create**” button or the pencil icon (✎) to create the SF-425. Please note that if the Grant Number is not selected, the “**Create**” button will not be displayed on the “Select Calendar Year and PHA Code/Name” screen. The user can create the SF-425 form by clicking the pencil icon.

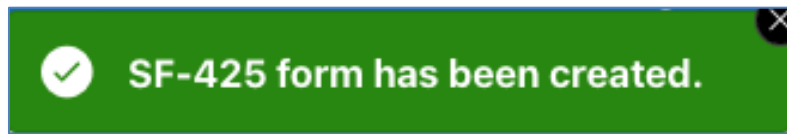
The Public Housing Portal displays the form with certain fields prepopulated.

4a. UEI **WJBSRDKGHW8** 4b. EIN **636000468** 5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)

6. Report Type 7. Basis of Accounting 8. Project/Grant Period From: Project/Grant Period To:

9. Reporting Period End Date Return Date Return Comments

9. **Report Type:** This field is greyed out, as there is no quarterly, semi-annual, annual, or final reporting. Please note that this field will be auto checked once the form is submitted.
10. **Basis of Accounting:** Select the PHA’s accounting method. Specify whether a cash or accrual basis was used for recording transactions related to the award(s) and for preparing this SF-425:
 - **Accrual basis** of accounting refers to the accounting method in which expenses are recorded when incurred.
 - For **Cash basis** accounting, expenses are recorded when they are paid.
11. Click the “**Create**” button.



The SF-425 for the grant number is created. The PHA may complete the Transactions section of the form.

Complete Transactions Section

The form requires PHAs to enter a value, even if zero (0), for each of the fields described below as of the reporting period end date.

Federal Cash (To report multiple grants, also use FFR attachment):	Cumulative
a. Cash Receipts	489,629.00 ?
b. Cash Disbursements	<input type="text" value="0.00"/> ? b
c. Cash on Hand (line a minus b)	489,629.00 ?

(Use lines d-o for single grant reporting)

- a. **Cash Receipts:** This is a prepopulated field with the cumulative amount of actual cash drawn down through the Line of Credit Controls System (LOCCS) as of the reporting period end date in line 9. If the prepopulated data from LOCCS is not accurate, **please reach out to your local HUD Field Office staff** to update this field with the correct amount of the total grant funds the PHA drew down as of the end of the reporting period.

- b. **Cash Disbursements:** Enter the amount of the PHA’s eligible cumulative Federal fund disbursements (such as cash or checks) as of the reporting period end date. If the value is zero, enter ‘0’.
- c. **Cash on Hand (line a minus b):** Calculated field (Line 10.a minus Line 10.b). This amount represents immediate cash needs. If the PHA has cash on hand (10.c), the PHA might have to complete Section "12. Remarks" as applicable and might need to upload supporting documentation explaining this amount.

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	672,823.00	
e. Federal share of expenditures	0.00	
f. Federal share of unliquidated obligations	0.00	PHA Comments
g. Total Federal share (sum of lines e and f)	0.00	
h. Unobligated balance of Federal Funds (line d minus g)	672,823.00	

Enter comments here if needed.

If f. Federal share of unliquidated obligations > 0, provide comments.

- d. **Total Federal funds authorized:** This field is prepopulated with the total Federal funds authorized as of the reporting period end date.
- e. **Federal share of expenditures:** Enter the amount of the PHA’s eligible cumulative Federal fund expenditures as of the reporting period end date. If the value is zero, enter '0'.
- f. **Federal share of unliquidated obligations:** Enter the total amount of federal unliquidated obligations for the grant number. If the amount is zero, enter ‘0’. Please note that comments will be required in the **PHA Comments** box if the amount entered is greater than “0.”
- g. **Total Federal share (sum of lines e and f):** Calculated field (sum of Lines 10.e and 10.f).
- h. **Unobligated balance of Federal Funds (line d minus g):** Calculated field (Line 10.d minus Line 10.g). The Unobligated Balance of Federal Funds reported on this line item will be recaptured by HUD.

Recipient Share:

i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00

- i. **Total recipient share required:** This field is prepopulated with zero and is non-editable.

- j. **Recipient share of expenditures:** This field is prepopulated with zero and is non-editable.
- k. **Remaining recipient share to be provided (line i minus j):** Calculated field (Line 10.i minus Line 10.j). This field is prepopulated with zero and is non-editable.

Program Income:	
I. Total Federal program income earned	0.00 I
m. Program Income expended in accordance with the deduction alternative	0.00 m
n. Program Income expended in accordance with the addition alternative	0.00 n
o. Unexpended program income (line I minus line m and line n)	0.00 ?

- l. **Total Federal program income earned:**
Operating Fund Grant: Enter the amount of Federal program income PHA earned from the grant number. If the amount is zero, enter '0'.
PH Shortfall Funding/CARES Act Sup Op Sub: This field is prepopulated with zero and is non-editable.
- m. **Program Income expended in accordance with the deduction alternative (10.m)**
Operating Fund Grant: Enter the Program Income expended in accordance with the deduction alternative (10.m). If the amount is zero, enter '0'.
PH Shortfall Funding/CARES Act Sup Op Sub: This field is prepopulated with zero and is non-editable.
- n. **Program Income expended in accordance with the addition alternative:**
Operating Fund Grant: Enter the amount of program income that was added to funds committed to the total project costs and expended to further eligible project or program activities. If the amount is zero, enter '0'.
PH Shortfall Funding/CARES Act Sup Op Sub: This field is prepopulated with zero and is non-editable.
- o. **Unexpended program income (line I minus line m and line n):** Calculated field (Line 10.I minus Line 10.m and Line 10.n). This amount equals the program income that has been earned but not expended as of the reporting period end date.



Click **“Apply Changes”** to save your updates to the form.



The changes have been saved. The user can proceed with the submission.

Section 12 Remarks (Operating Fund Grant Only)

For **Operating Fund grant** recipients only, complete the below section, if **10.c Cash on Hand** has a value greater than 0.

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

a. Cash Scheduled to be disbursed-Immediate Need a

b. Remaining Cash - Federal Advance b

c. Total Cash on Hand (should be equal to Line 10.c) **0.00**

d. Explanation of line 12.b. d

If "12.b. Remaining Cash - Federal Advance" > 0, provide comments.

Add attachments as needed.

Add/Delete/View Attachment 0

- a. **Cash Scheduled to be disbursed-Immediate Need:** Enter Cash on Hand that will be disbursed within 3 business days.
- b. **Remaining Cash – Federal Advance:** Enter Cash on Hand that will not be disbursed within 3 business days.
- c. **Total Cash on Hand (should be equal to Line 10.c):** Calculated field (line 12.a plus line 12.b). The value in line 12.c should be equal to the value in line 10.c.
- d. **Explanation of line 12.b:** Explain the existence of the amount in line 12.b. Was a drawdown made prematurely? List any other reasons for holding this excess cash, if applicable.

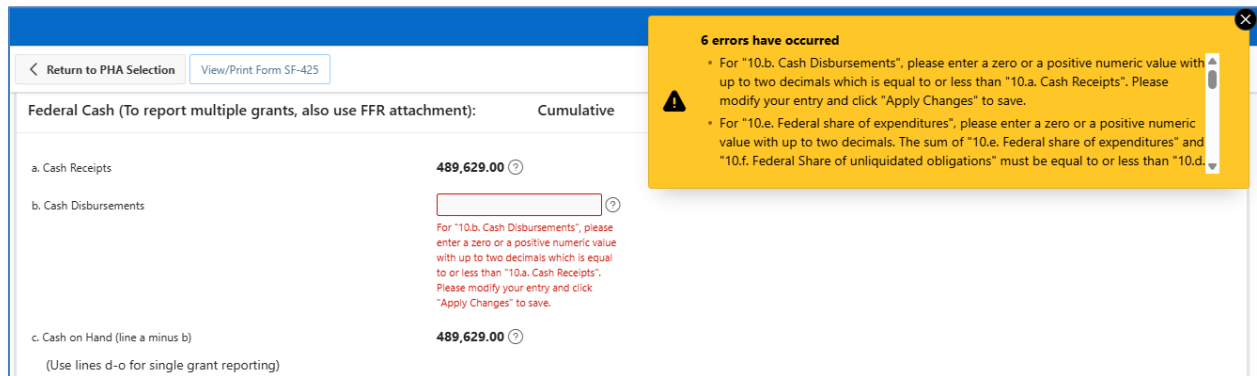
Review SF-425 Data Entry Errors

The form requires the PHAs to review for any errors.



The screenshot shows the top section of the SF-425 form. It includes navigation links for "Return to PHA Selection" and "View/Print Form SF-425". Below these are fields for "CY Funds Appropriated: 2025", "Submission Year: 2026", "SF-425 ID: 622", and "Version: 1". A yellow error notification box is overlaid on the right side, titled "6 errors have occurred". The notification contains two bullet points: "For '10.b. Cash Disbursements', please enter a zero or a positive numeric value with up to two decimals which is equal to or less than '10.a. Cash Receipts'. Please modify your entry and click 'Apply Changes' to save." and "For '10.e. Federal share of expenditures', please enter a zero or a positive numeric value with up to two decimals. The sum of '10.e. Federal share of expenditures' and '10.f. Federal Share of unliquidated obligations' must be equal to or less than '10.d...'".

If any of the data fields are blank or the entered number exceeds the allowable value, the Public Housing Portal displays an error message. Complete/update these fields by providing the correct number or entering a zero (0) for null values.



The screenshot shows the "Federal Cash" section of the SF-425 form. It is titled "Federal Cash (To report multiple grants, also use FFR attachment):" and "Cumulative". The table below shows the following data:

	Cumulative
a. Cash Receipts	489,629.00
b. Cash Disbursements	<input type="text"/>
c. Cash on Hand (line a minus b) (Use lines d-o for single grant reporting)	489,629.00

A yellow error notification box is overlaid on the right side, titled "6 errors have occurred". It contains two bullet points: "For '10.b. Cash Disbursements', please enter a zero or a positive numeric value with up to two decimals which is equal to or less than '10.a. Cash Receipts'. Please modify your entry and click 'Apply Changes' to save." and "For '10.e. Federal share of expenditures', please enter a zero or a positive numeric value with up to two decimals. The sum of '10.e. Federal share of expenditures' and '10.f. Federal Share of unliquidated obligations' must be equal to or less than '10.d...'".

If **Cash Disbursements (10.b)** greater than **Cash Receipts (10.a)**, the Public Housing Portal displays an error message. Correct the values in the **Cash Disbursements (10.b)** field.



Note: that Cash Receipts (10.a) should not be greater than the Total Federal funds authorized (10.d).

6 errors have occurred

- For "10.b. Cash Disbursements", please enter a zero or a positive numeric value with up to two decimals which is equal to or less than "10.a. Cash Receipts". Please modify your entry and click "Apply Changes" to save.
- For "10.e. Federal share of expenditures", please enter a zero or a positive numeric value with up to two decimals. The sum of "10.e. Federal share of expenditures" and "10.f. Federal Share of unliquidated obligations" must be equal to or less than "10.d. Total Federal funds authorized". Please modify your entry and click "Apply Changes" to save.

If f. Federal share of unliquidated obligations > 0, provide comments.

d. Total Federal funds authorized: 672,823.00

e. Federal share of expenditures: [empty]

f. Federal share of unliquidated obligations: [empty]

g. Total Federal share (sum of lines e and f): 0.00

If **Total Federal funds authorized (10.d)** is less than **Federal share of expenditures (10.e)**, **Federal share of unliquidated obligations (10.f)**, or the sum of **Federal share of expenditures (10.e)** and **Federal share of unliquidated obligations (10.f)**, the Public Housing Portal delivers an error message.

2 errors have occurred

- For "10.b. Cash Disbursements", please enter a zero or a positive numeric value with up to two decimals which is equal to or more than "10.a. Federal share of expenditures". Please modify your entry and click "Apply Changes" to save.
- For "10.e. Federal share of expenditures", please enter a zero or a positive numeric value with up to two decimals which is equal to or less than "10.b. Cash Disbursements". Please modify your entry and click "Apply Changes" to save.

9. Reporting Period End Date: 12/31/2025

10. Transactions
(Use lines a-c for single or multiple grant reporting)

Federal Cash (To report multiple grants, also use FFR attachment): Cumulative

a. Cash Receipts: 25,094.00

b. Cash Disbursements: 7.00

c. Cash on Hand (line a minus b): 25,087.00
(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized: 34,483.00

e. Federal share of expenditures: 45

f. Federal share of unliquidated obligations: 0.00

If **Cash Disbursements (10.b)** is less than **Federal share of expenditures (10.e)**, the Public

Housing Portal delivers an error message.

The screenshot shows the 'Federal Expenditures and Unobligated Balance' section of the SF-425 form. The values are: d. Total Federal funds authorized: 34,483.00; e. Federal share of expenditures: 0; f. Federal share of unliquidated obligations: 1. An error message box in the top right corner states: '1 error has occurred. If there is a positive value in "10.f. Federal share of unliquidated obligations", please provide details in the "PHA Comments" box with a minimum of 15 characters and not exceeding 400 characters. If 10.f. = 0, please leave the "PHA Comments" box blank.' Below the error message, a red box highlights the empty 'PHA Comments' field. The total Federal share (g) is 0.00, and the unobligated balance (h) is 34,483.00.

If **Federal share of unliquidated obligations (10.f)** is greater than '0', the Public Housing Portal delivers an error message asking the user to fill in the **PHA Comments**.

The screenshot shows the 'Program Income' section of the SF-425 form. The values are: l. Total Federal program income earned: (empty); m. Program Income expended in accordance with the deduction alternative: (empty); n. Program Income expended in accordance with the addition alternative: (empty). An error message box in the top right corner states: '6 errors have occurred. For "10.b. Cash Disbursements", please enter a zero or a positive numeric value with up to two decimals which is equal to or less than "10.a. Cash Receipts". Please modify your entry and click "Apply Changes" to save. For "10.e. Federal share of expenditures", please enter a zero or a positive numeric value with up to two decimals. The sum of "10.e. Federal share of expenditures" and "10.f. Federal Share of unliquidated obligations" must be equal to or less than "10.d."'. Below the error message, red boxes highlight the empty input fields for l, m, and n, each with a corresponding error message explaining the validation rules.

For **Operating Fund grant** only: If the **Program Income expended in accordance with the deduction alternative (10.m)**, or **Program Income expended in accordance with the addition alternative (10.n)**, or the sum of **Program Income expended in accordance with the deduction alternative (10.m)** and **Program Income expended in accordance with the addition alternative (10.n)** is greater than **Total Federal program income earned (10.l)**, the Public Housing Portal delivers an error message.

3 errors have occurred

- Since there is a positive value in "10.c. Cash On Hand", please enter a zero or a positive numeric value with up to two decimals in line "12.a. Cash Scheduled to be disbursed - Immediate Need".
- Since there is a positive value in "10.c. Cash On Hand", please enter a zero or a positive numeric value with up to two decimals in line "12.b. Remaining Cash - Federal Advance".

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

a. Cash Scheduled to be disbursed-Immediate Need

b. Remaining Cash - Federal Advance

c. Total Cash on Hand (should be equal to Line 10.c.)

d. Explanation of line 12.b.

If "12.b. Remaining Cash - Federal Advance" = 0, provide comments.

For **Operating Fund grant** only: If **Cash on Hand (line a minus b) (10.c)** is greater than '0,' the Public Housing Portal delivers an error message asking the user to complete Section 12 fields.

1 error has occurred

- If there is a positive value in "12.b. Remaining Cash - Federal Advance", please provide details in the "12.d. Explanation of line 12.b." box with a minimum of 15 characters and not exceeding 400 characters. If 12.b. = 0, please leave the 12.d. comment box blank.

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

a. Cash Scheduled to be disbursed-Immediate Need

b. Remaining Cash - Federal Advance

c. Total Cash on Hand (should be equal to Line 10.c.)

d. Explanation of line 12.b.

If "12.b. Remaining Cash - Federal Advance" = 0, provide comments.
If there is a positive value in "12.b. Remaining Cash - Federal Advance", please provide details in the "12.d. Explanation of line 12.b." box with a minimum of 15 characters and not exceeding 400 characters. If 12.b. = 0, please leave the 12.d. comment box blank.

For **Operating Fund grant** only: If **Remaining Cash - Federal Advance (12.b)** is greater than '0', the Public Housing Portal delivers an error message asking the user to fill in the **Explanation of line 12.b. (12.d)**.

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

a. Cash Scheduled to be disbursed-Immediate Need	0.00
b. Remaining Cash - Federal Advance	1,000,000.00
c. Total Cash on Hand (should be equal to Line 10.c.)	1,000,000.00

Line "12.c. Total Cash on Hand" must be equal to line "10.c. Cash on Hand" which is 2,000,000.00. Please modify your entry and click "Apply Changes" to save.

For **Operating Fund grant** only: : If **Total Cash on Hand (should be equal to Line 10.c) (12.c)** is not equal to **Cash on Hand (line a minus b) (10.c)**, the Public Housing Portal delivers an error message.

g. Total Federal share (sum of lines e and f) 0.00

h. Unobligated balance of Federal Funds (line d minus g) 672,823.00

Click this button to save changes

Correct all errors and click the **"Apply Changes"** button.

Add Supporting Documentation

After creating the SF-425, the PHAs may add supporting documents.

1 Add/Delete/View Attachment 0

1. Click the **"Add/Delete/View Attachment"** button.

2. **Document Type:** Select the “**SF-425 Supporting Document**”.
3. **Comment:** Enter comments related to the document.
4. **File browse:** Click the “**Choose File**” button to browse and select the file.
5. Click the “**Upload File**” button.

The file appears in a list at the bottom of the browser.

Document ID	Download	Attach ID	File ID	File Name	File Description	Comment	Upload Date	Upload User	Delete File	Document Scope	Document Status (PHA)
14169	Download	17066	20440	Test File.docx	SF-425 Supporting Documents	-	09/24/24 05:33PM	ED User		PHA	Uploaded

1 - 1

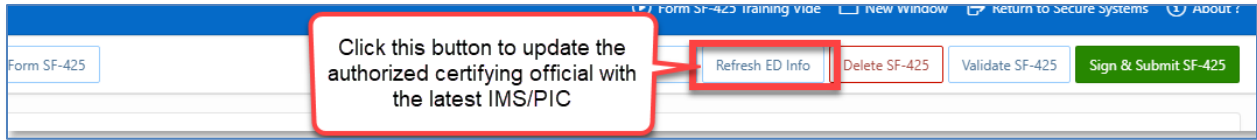
Click the “**Download**” hyperlink to open and download the file. Click the **trash bin icon** () to delete the file. Follow steps 2 – 5 above to add additional documents.



6. Click the “**Close & Return**” button when finished to return to the form.

Update Authorized Certifying Official

The authorized certifying official is prepopulated with the Executive Director (ED)’s contact information contained in IMS/PIC. Update IMS/PIC to correct the ED’s contact information. It takes the Public Housing Portal one business day to update with the changes in IMS/PIC.



Click the “**Refresh ED Info**” button to update the form with the latest ED’s contact information contained in IMS/PIC.

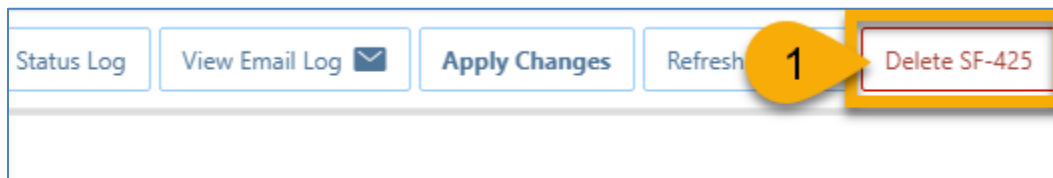


The ED info has been refreshed. The user can proceed with the submission.

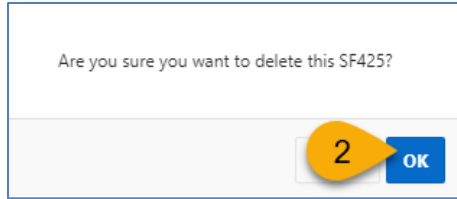
a. Name and Title of Authorized Certifying Official					
Prefix:	MRS ?	First Name:	Courtney ?	Middle Name:	?
Last Name:	Dalton ?				
Title:	Executive Director ?	c. Telephone (Area code, number and extension):	(256) 495-2553 ?	d. Email Address:	bportalhousing@gmail.com ?
Signature Text:	?				
b. Signature of Authorized Certifying Official:	?				
e. Date Report Submitted:	?	f. Signature Date:	?	14. Agency use only: Standard:	?

Delete SF-425

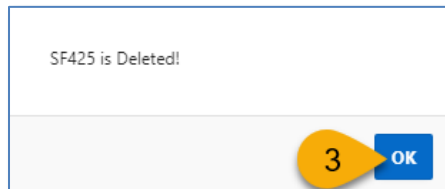
PHAs may delete the SF-425. The PHA must delete the form to change the **Basis of Accounting**. PHAs cannot delete a form that is already submitted to HUD.



1. Click the “**Delete SF-425**” button.



2. Click the “OK” button in the pop-up window.

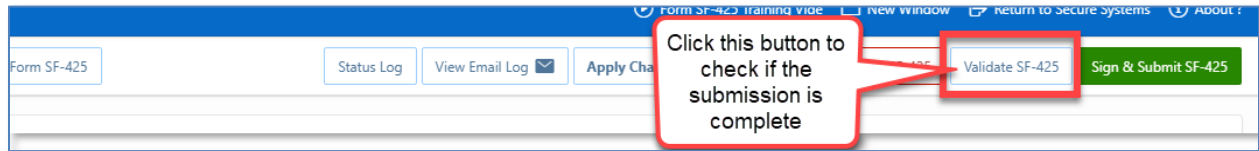


3. Click the “OK” button again.

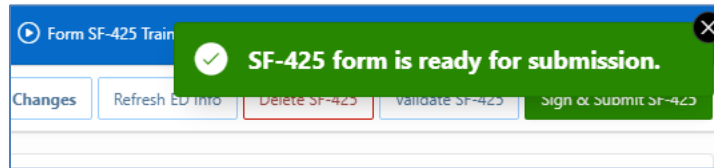
The SF-425 is deleted. The PHA may create the SF-425 form for the same grant number again.

Validate SF-425

The PHAs may validate that they completed the required fields, and the form does not contain any data entry errors.



Click the “**Validate SF-425**” button.

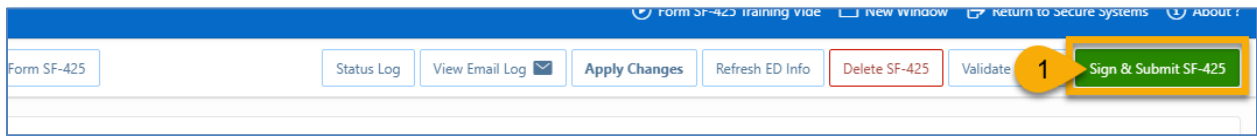


The Public Housing Portal displays the message “**The form is ready for submission.**” if the form does not contain any errors.

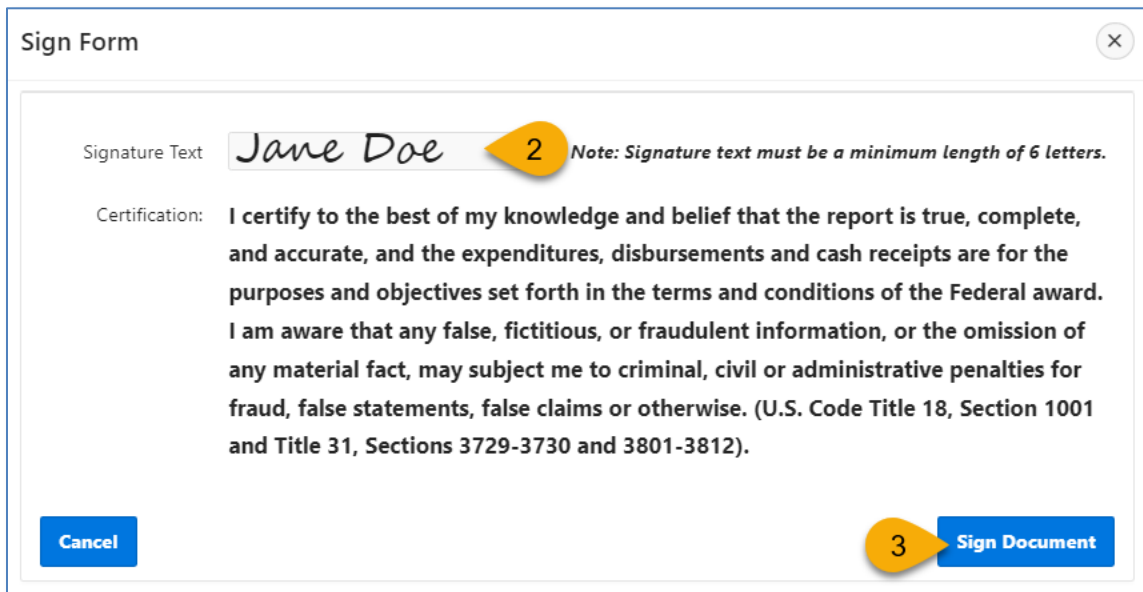
PHAs may continue to make updates and upload any necessary supporting documents, or PHA’s authorized certifying official may sign and submit the SF-425 form.

Sign and Submit SF-425

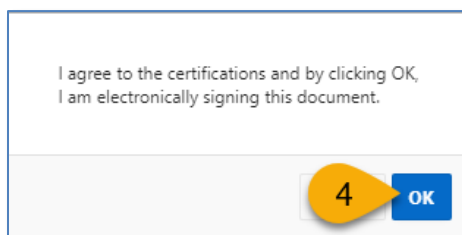
After creating the form, making necessary updates, and uploading any necessary supporting documents, the PHA's authorized certifying official may electronically sign and submit the SF-425. The PHA's authorized certifying official is typically the ED. The ED should have the OPD user role for the Public Housing Portal. The PHA's WASS security coordinator can assign user roles.



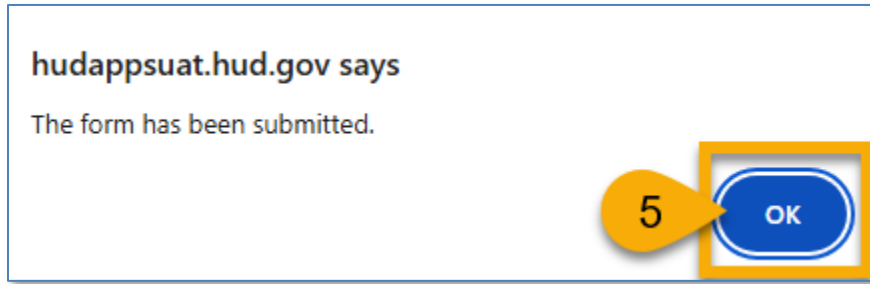
1. Click the “Sign & Submit SF-425” button.

A screenshot of a 'Sign Form' dialog box. The dialog box has a title bar with 'Sign Form' and a close button (X). Inside the dialog, there is a 'Signature Text' field with the text 'Jane Doe' and a yellow callout bubble with the number 2 pointing to it. To the right of the field is a note: 'Note: Signature text must be a minimum length of 6 letters.' Below the signature field is a 'Certification' section with the following text: 'I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).' At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Sign Document' on the right. The 'Sign Document' button is highlighted with a yellow callout bubble containing the number 3.

2. **Signature Text:** The PHA's authorized certifying official types in their name. Please read the certifications for the SF-425. By electronically signing the SF-425, the PHA's authorized certifying official agrees to the certifications.
3. Click the “Sign Document” button.

A screenshot of a confirmation dialog box. The dialog box has a white background and a blue border. Inside, there is a text area with the following text: 'I agree to the certifications and by clicking OK, I am electronically signing this document.' Below the text area is a button labeled 'OK'. The 'OK' button is highlighted with a yellow callout bubble containing the number 4.

- Click the “OK” button on the pop-up window.

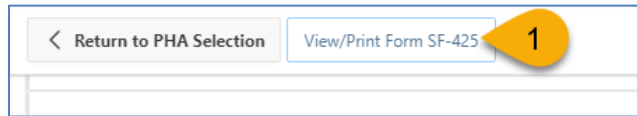


- Click the “OK” button.

The SF-425 is submitted. The PHA cannot update or delete the form now. The PHA cannot resubmit the form until the Field Office (FO) user either processes/accepts or returns the form. The PHA may continue to submit additional forms for other grant numbers.

View and Print the SF-425

The PHAs may print the SF-425 form from the portal at any time or after submitting the form.

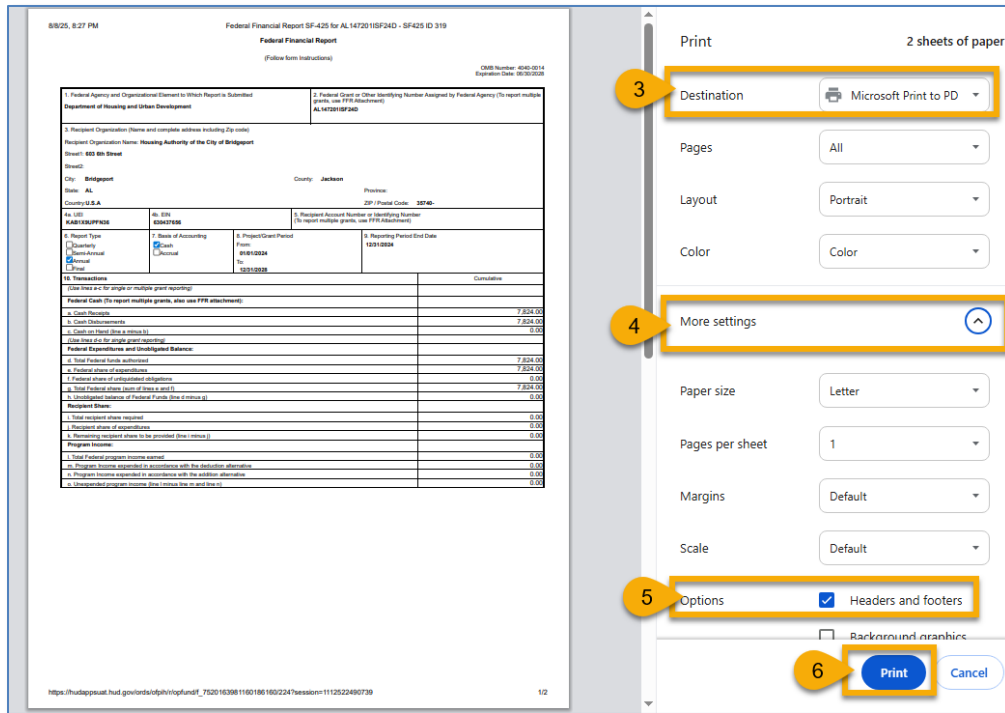


- Click the “View/Print Form SF-425” button.

A screenshot of the "Print SF425 PDF" page. At the top left, there is a "Print Current View" button highlighted by a yellow callout bubble with the number "2". The main content is a "Federal Financial Report" form. The form includes the following fields:

1. Federal Agency and Organizational Element to Which Report is Submitted Department of Housing and Urban Development		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To grants, use FFR Attachment) AL147201SF24D	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: Housing Authority of the City of Bridgeport Street1: 603 6th Street Street2: City: Bridgeport State: AL			
		County: Jackson	Province:

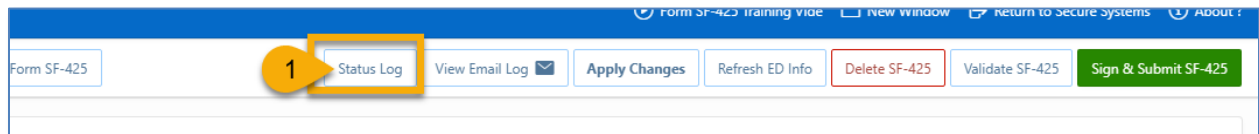
2. Click the “Print Current View” button.



3. Select the **Destination** you want to print to.
4. Click the “**More settings**” option.
5. Select “**Headers and Footers**” checkbox.
6. Click the “**Print**” button to print the form.

View Status Log

PHAs can view the **Status Log**, following the directions below.



1. Click the “**Status Log**” button.

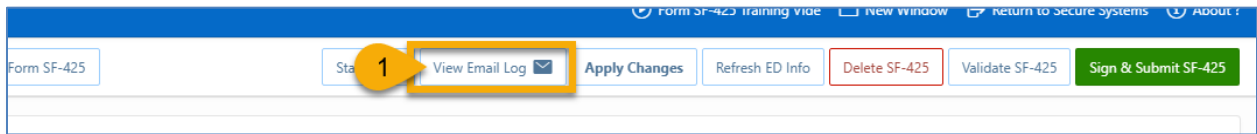
Current Submission Status											
Module ID	Calendar Year	Module Ref. No.	Development No.	User Name	Update Date /Time	Old Status	New Status	Return /Withdrawn /Denied Comments	PHA Comments	Last Update User	Last Update Date
197	2022		AL001000006	User, ED	09/09/24 11:16AM		Created			User, ED	09/09/24 11:16AM

1 - 1

The status log displays the changes in status throughout the lifecycle of the current SF-425 form, from Created to Accepted status.

View Email Log

Follow the steps below to view the email log.



1. Click the “**View Email Log**” button.

Current Submission Emails															
ID	Source ID	Module Name	PHA CD	Development No.	Email Scope	Level	Mail Message	Mail To	Mail From	Mail Subject	Mail CC	Mail BCC	Mail Attachment Count	Last Update User	Last Update Date
1193	260	SF-425 Module	-	AL001000010	PHA	AMP	Please review Cash On Hand.	dfoster@habd.netDEV, dfoster@habd.netAL001DEV	emmie.t.villa@hud.gov	Follow-up on SF-425 Sub. ID 260 for AL00100001020DC-AL001 - Housing Authority Of The Birmingham District	emmie.t.villa@hud.gov	publichousingportal@hud.gov	0	FO User - HOPF07 IV&V	09/19/24 10:49AM

1 - 1 of 1

The current and previous emails display summary of the email. Click the ID hyperlink to view more details about the content of those emails.

Accepted SF-425 Submissions

The Public Housing Portal notifies the PHA’s ED when the HUD FO processes and accepts their form SF-425 by email.

HUD reviewed and accepted your form SF-425 submission. You may review further and resubmit a new form SF-425 with any additional updates as required. Your current submission can be viewed by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [SF-425 \(Federal Financial Report\)](#)

If you have any questions, please contact your local Field Office staff.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Returned SF-425 Submissions

The FOs may return the PHA's form SF-425 if the form contains errors, omissions, missing or incorrect documentation, or any other reason. The Public Housing Portal notifies the PHA's ED when the FO returns their form by email.

HUD reviewed and returned your form SF-425 submission. You may review further and resubmit your form SF-425 with appropriate corrections as requested. It is important that you submit your form SF-425. Your current submission can be viewed by selecting the following from the main navigation:

[PHA Reports & Submissions](#) → [PHA Submissions](#) → [SF-425 \(Federal Financial Report\)](#)

Return comment: *Return comments*

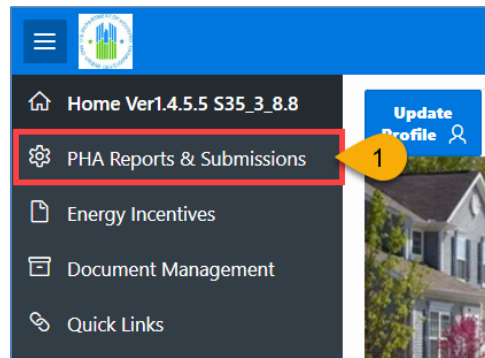
If you have any questions, please contact your local Field Office staff.

Sincerely,

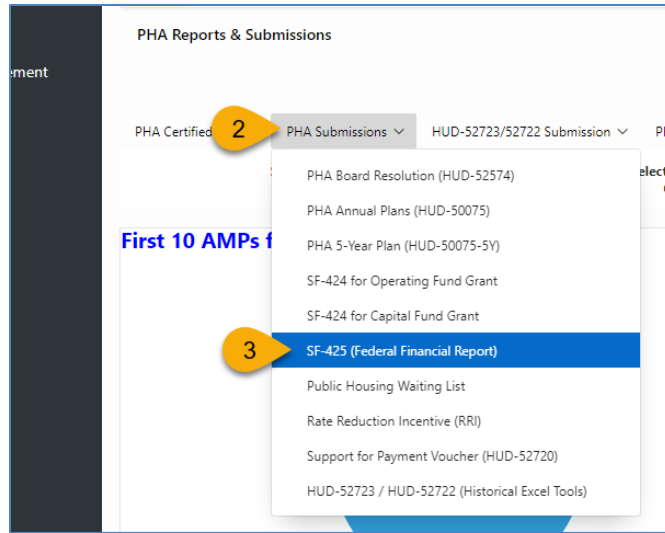
Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

The “Return Comment” provides the reason the FO returned the submissions. PHAs must navigate to the SF-425 module and correct the issues and resubmit the SF-425.



1. Click “PHA Reports & Submissions” in the left side navigation menu.



2. Click the “**PHA Submissions**” drop-down menu.
3. Select “**SF-425 (Federal Financial Report)**” from the drop-down menu.

4. **CY Funds Appropriate:** Select the calendar year HUD appropriated the grant funds to the PHA.
5. **Submission Year:** Select the year you submitted the form
6. **Select Grant Name:** Select the grant name.
7. **Select PHA Code:** Select the PHA code.
8. **Select Grant Number:** Select the grant number that you wish to correct and resubmit the form.

SF-425 ID	CY Funds Appropriated	Submission Year	Reporting Period End Date	PHA Code	Development Number	Federal Grant Number	Version	Active Indicator	SF-425 Status	Grant Status	10c. Cash on Hand	Amount to be Returned	10h. Unobligated balance of Federal Funds
9	2025	2026	12/31/2025	CA028	CA028000001	CA02800000125D	1	False	Created	Pending Grant Closeout	361,628.00		496,931.00

9. Click the pencil icon (✎) to review and update the returned SF-425.

Grant Statuses

The Public Housing Portal tracks two Grant Statuses for all grant submissions.

PHA Reports & Submissions \ Federal Financial Report (SF-425)

CY Funds Appropriated: 2020 Submission Year: 2022 Development Number: AL001000006 Grant Name: CARES Act Sup Op Sub

SF-425 ID: 297 Version: 1 SF-425 Status: Accepted Grant Status: Pending Grant Closeout

PHA Code/Name: AL001 - Housing Authority Of The Birmingham District Active Indicator: True

1. Federal Agency and Organizational Element to Which Report is Submitted: Department of Housing and Urban Development 2. Federal Grant or Other Identifying Number Assigned by Federal Agency: AL00100000620DC

- **Grant Closeout Completed:** The PHA is not required to complete future SF-425 for the same grant number.
- **Pending Grant Closeout:** The PHA may be required to file future annual or final SF-425s for the same grant number.



Note:

- 1) When a PHA reports **zero (0)** for "**10.c. Cash on Hand**", the moment ED user clicks "**Sign & Submit SF-425**" button, the status of the form becomes **Accepted** (not Submitted)
- 2) In addition to item 1, when a PHA reports **zero (0)** for "**10.f. Federal share of unliquidated obligations**", and **zero (0)** for "**10.h. Unobligated balance of Federal Funds**" the moment ED user clicks "**Sign & Submit SF-425**" button, the "**Grant Status**" also changes from "**Pending Grant Closeout**" to "**Grant Closeout Completed**".
- 3) When the "**Grant Status**" changes from "**Pending Grant Closeout**" to "**Grant Closeout Completed**" upon submission of the form, the system automatically checks the "**Final**"

option in the **“6. Report Type”** field. When the **“Grant Status”** is set to **“Pending Grant Closeout”**, the **“6. Report Type”** will be auto checked as **“Annual”**.

Public Housing Portal – SF-425 Federal Financial Report Statuses

The Portal tracks four (4) different Shortfall Budget submission statuses.

Created: PHA created the SF-425 submission and may have started reviewing and updating the form. The PHA must review, update, and submit the form. PHA can edit the form in **Created** status and can add file attachments.



Note: When HUD returns the form to PHA due to incompleteness, inconsistency, or noncompliance, the status of SF-425 goes back to Created.

Submitted: PHA submitted the SF-425 to HUD. PHA cannot edit the form in **Submitted** status, cannot delete existing file attachments, but can upload new documentation.

In Review: HUD has started to review the SF-425 submission. PHA cannot edit the form in **In Review** status, cannot delete existing file attachments, but can upload new file attachments.

Accepted: HUD has accepted the SF-425. PHA cannot edit the form in **Accepted** status. PHA cannot add/delete file attachments.

Questions

Do you have comments, questions, or need help finding information in the Public Housing Portal? We are here to help!

- Do you have questions about Operating Fund Grants, calculating or understanding Operating Fund eligibility, PIH regulations or notices? Contact your local FO.
- Do you have questions or technical issues regarding your access to the Public Housing Portal? Contact the Real Estate Assessment Center – Technical Assistance Center (REAC-TAC) by calling 1-888-245-4860 Option #4 or send an email REAC_TAC@hud.gov.