

## **ECONOMIC DEVELOPMENT ADMINISTRATION REPORTING REQUIREMENTS**

- Federal regulations and compliance require that certain reports be submitted quarterly and semi-annually. The documents below need to be completed by the Recipient, or grant administrator, and submitted to the EDA Regional Office Project Engineer.
- **Quarterly Progress Report**
  - The Recipient shall submit a Quarterly Progress Report on a quarterly basis for the periods ending March 31, June 30, September 30, and December 31, or any portion thereof.
  - Each Quarterly Progress Report must be submitted in accordance with the deadlines outlined in the special award conditions, or, where not otherwise specified, Quarterly Progress Reports will be due on a quarterly basis not later than January 31, April 30, July 31, and October 31 for the immediate previous quarter.
  - [Quarterly Progress Report Form](#)
- **SF-425, Federal Financial Report (FFR)**
  - The Recipient shall submit an FFR on a semi-annual basis for the periods ending March 31 and September 30, or any portion thereof, unless otherwise specified in a special award condition.
  - The FFR is due every April 30 and October 31.
  - A final FFR shall be submitted no later than 90 days after the project is closed-out or grant period end date.
  - [Form \(SF-425\)](#)
  - Instructions for the SF-425 are at the end of the Form (pages 3-7).