



Guidance on EDA Grant Payments and Budget Monitoring

Date Cleared –
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Preparing for Project Launch

Before incurring expenses under the award, please consider the following obligations for EDA award Recipients and Subrecipients:

- ✓ Is organizational staffing sufficient to monitor and enforce internal controls on award spending?
- ✓ Are existing organizational policies strong enough to mitigate noncompliance, (e.g. safeguards against bad decisions, potential failure to follow established policies and procedures, management override)?
- ✓ Are you documenting decisions and maintaining the documentation for audit purposes?
- ✓ Are personnel staffing the project trained on the Recipient's policies and procedures?
- ✓ How are you adequately segregating duties?
- ✓ Have you undertaken a risk assessment of your operations?
- ✓ How are authorizations on behalf of your organization tracked?
- ✓ How are you safeguarding award-funded assets?
- ✓ Do you need technical assistance from EDA or professional services (allowable cost)?



Budget Monitoring



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

Recipient and Subrecipient Responsibilities

Recipients and subrecipients bear significant financial responsibilities under 2 CFR 200 Subpart E, which outlines the [Cost Principles](#) for federal awards.

Efficient and Effective Administration

- Applying sound management practices
- Adhering to award terms
- Implementing a framework to minimize the risk of waste, fraud, and abuse

Proper Accounting Practices and Documentation

- Maintaining accounting practices consistent with the Cost Principles
- Keeping comprehensive records that effectively support all costs charged to the federal award, especially salaries and wages

Management of Direct and Indirect Costs

- Properly classifying costs to avoid double-charging
- Consistently applying indirect cost rates across all federal awards, and updating EDA when new rates are finalized

Cost Allowability

- Costs must be **allowable, reasonable, and allocable** to be chargeable to an award
- Purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges **must be credited to the Federal award**, as appropriate.
- Earning profit resulting from Federal financial assistance is generally prohibited unless explicitly authorized (see Program Income SAC).

EDA can challenge the inclusion (or amount) of costs included in a budget and request more information from the applicant, or request that the costs be removed if they do not align with the applicable Cost Principles.

References to Specific Costs

Not sure whether an expense is in compliance with laws, regulations, statutory authorization of the program, and terms of the award?

Section	Description
200.430	Compensation – Personal Services
200.431	Compensation – Fringe Benefits
200.440	Exchange Rates
200.444	General Costs of Government
200.461	Publication and Printing Costs
200.463	Recruiting Costs
200.474	Transportation Costs

Section	Description
200.475	Travel Costs
200.447	Insurance & Indemnification
200.448	Intellectual Property
200.453	Materials and Supplies
200.459	Professional Service Costs
200.460	Proposal Costs

Check out [General Provisions for Selected Items of Cost](#) (2 CFR 200.420-200.476)

Generally Unallowable Costs

Expenditures that cannot be charged to federal awards, regardless of whether they might otherwise meet the general cost principles of being reasonable, allowable, and allocable.

Per Federal Regulations

Section	Description
200.421	Advertising and Public Relations
200.423	Alcoholic Beverages
200.426	Bad Debts
200.441	Fines, Penalties, Damages, and Other Settlement
200.467	Selling and Marketing
200.450	Lobbying

Per EDA/DOC Award Terms & Conditions

Description	Terms
Food and Beverage Costs	Except or expenses under 2 CFR § 200.432 (Conferences) that are authorized in the scope of work.
Payments to Private Beneficiaries	Payments to employers, private entities, and/or participants are generally prohibited although some programs have exceptions.
Pre-Award	EDA may extend approval for pre-award costs including pre-award procurements, but costs are undertaken at the applicant's own risk.
Relocation	Prohibition against using funds to move existing jobs within the U.S. from one region to another.
Travel Costs	International travel is prohibited without prior approval. Authorized travel expenses are limited to employees.

Costs that May Require Further EDA Review

Please consult with EDA before incurring costs or taking specific actions described below to ensure compliance with federal award requirements and help prevent cost disallowances and disputes during audits.

Section	Description	Details
200.439	Equipment and Other Capital Expenditures	Applies to tangible personal property worth at least \$10,000 with a useful life of 1+ years. Review the EDA Specific Award Terms for documentation and legal filing requirements.
200.442	Fundraising and Investment Management	Fundraising costs incurred for the specific purpose of meeting Federal program objectives may be allowed with prior approval.
200.464	Relocation Costs of Employees	Cost must be reasonable and comply with Recipient's organizational policies but may be subject to refund requirements
200.465	Rental Costs of Real Property and Equipment	Due to the complexity of these arrangements, and valuation considerations, Recipient are encouraged to consult with EDA to affirm terms needed for compliance.
200.455	Organizational Costs	While certain costs related to data, evaluation, and other related organization costs are allowable, other potential expenses are not.

Cost Detail Expectations

Cost Category	Definition	Documentation Requirements
Personnel	Employee annual salaries for non-contractual personnel working directly on project	Position/role, total salary, and time dedicated to the project
Fringe Benefits	Amounts paid by applicant for the benefit of its employees	Position/role, fringe rate, justification, total fringe charged to project
Travel	Funds for travel to professional meetings, site visits, field work, seminars, or training	Employee position/role, trip name, itemized breakdown of travel costs charged to project
Equipment	Tangible personal property with a useful life of more than one year and a per-unit acquisition cost of \$10,000 or more	Equipment name, purpose, number of units at individual costs, useful life, total equipment charged
Supplies	All tangible personal property other than equipment	Item, quantity, cost
Contractual	Services provided by third parties through contracts	Subaward/contractor role, activity (contract purpose), cost for service
Other	Direct costs not fitting other categories (utilities, custodial services, employee training tuition)	Category item, description, item cost
Indirect	Costs incurred for common objectives that benefit more than one project	Rate type/rate amount, expiration date, indirect costs charged to project

Expense Tracking



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Retention of Records

- As described in [2 CFR § 200.334](#), Recipients and Subrecipients must retain Federal award records for **three years** from the date of submission of their final financial report or until specified.
 - Requirement **does not apply** to records transferred to or maintained by EDA, which are subject to the Freedom of Information Act ([5 U.S.C. 552](#)).
 - EDA (and any authorized representatives) have the right of access to any records of the recipient or subrecipient pertinent to the Federal award to perform audits, execute site visits, or for any other official use.

- The **types of award records** that are subject to retention requirements include but are not limited to:
 - Financial records
 - Programmatic records
 - Statistical records
 - Supporting documentation for payment and award modification requests
 - Program income earnings
 - Records for indirect cost rate computations or proposals, cost allocation plans, and similar accounting computations
 - Records for property and equipment acquired under the project

As of October 1, 2024, Recipients and subrecipients that expend at least \$1M in Federal awards must have a single or program-specific audit conducted for that fiscal year.

Budget Monitoring Tools

SF-424A

Budget
Narrative

Staffing Plan

- The SF-424A, Budget Narrative, and Staffing Plan in the Award Package serve as the basis for post-award budget management.
- If these documents are not finalized at the time of award, initial disbursements may be suspended until approval.
- If EDA finds discrepancies between expenditures and these documents, payment may be paused until the discrepancies are resolved.

Budget Monitoring Tools

SF-424A

Budget
Narrative

Staffing Plan

- The SF-424A features the cost categories **authorized in the Notice of Award (NoA)**, in addition to identifying the maximum federal award amount and minimum match required (if applicable).
- Although the SF-424A is a standalone form, EDA requires **updates to be submitted through EDGE** for payment other similar administrative purposes.

Budget Monitoring Tools

SF-424A

Budget
Narrative

Staffing Plan

- The **purpose of a budget narrative** is elaborate on proposed award costs summarized in the SF-424A.
- This level of detail is necessary for EDA to evaluate administrative requests and verify compliance with applicable match requirements.
- Grantees must ensure their **payment requests align with their most recent approved budget** and build off past requests.
- Changes to the authorized Budget Narrative are memorialized via **Award Modification Requests (AMR)**.
 - Consult with EDA prior to submitting an AMR for guidance on process steps and documentation requirements

Budget Monitoring Tools

SF-424A

Budget
Narrative

Staffing Plan

- The purpose of a **Staffing Plan** is to provide **detailed and specific information regarding the personnel costs** associated with the project.
- Breaks down **the Recipient's personnel costs** by listing each participant's role on the project, salary, and percentage of time dedicated to the project.
 - Also includes project staff employed by the co-Recipient and the justification for the fringe benefit calculation
 - Staff assigned to the project that are not employees of the Recipient(s) but also contribute to project implementation may be listed in other sections of the Budget Narrative (e.g. contractual, subawards)
- Changes to the authorized Staffing Plan are memorialized via **Award Modification Requests (AMR)**.
 - Consult with EDA prior to submitting an AMR for guidance on process steps and documentation requirements

Changes that May Require Prior Approval

Which types of post-award actions require prior EDA written approval, in accordance with [2 CFR § 200.308](#) and [2 CFR § 200.407](#)?

Budget / Financial Changes

- Revisions to approved cost categories
- Addition or deletion of budget categories
- Transfers between indirect and direct costs
- Changes to cost-sharing commitments
- Changes to approved indirect cost rates

Project Changes

- Significant scope or objective changes to the approved project
- Staffing Plan changes
- Changes to the period of performance

Requirements may vary by program and individual award terms. Contact EDA for confirmation of specific prior approval requirements **before initiating the change.**

Remedies for Noncompliance

In the event of poor performance, noncompliance with the terms and conditions of the award, or the inability to execute the project activities in a timely and efficient manner, EDA may exercise any of the following:

Amending the
EDA Specific
Award Terms

Withholding
disbursements

Repayment +
Interest & Fees

Award
Suspension or
Termination

Disallow Costs

FAPIIS
Reporting

*These options are
also available to
Recipients monitoring
Subrecipients*

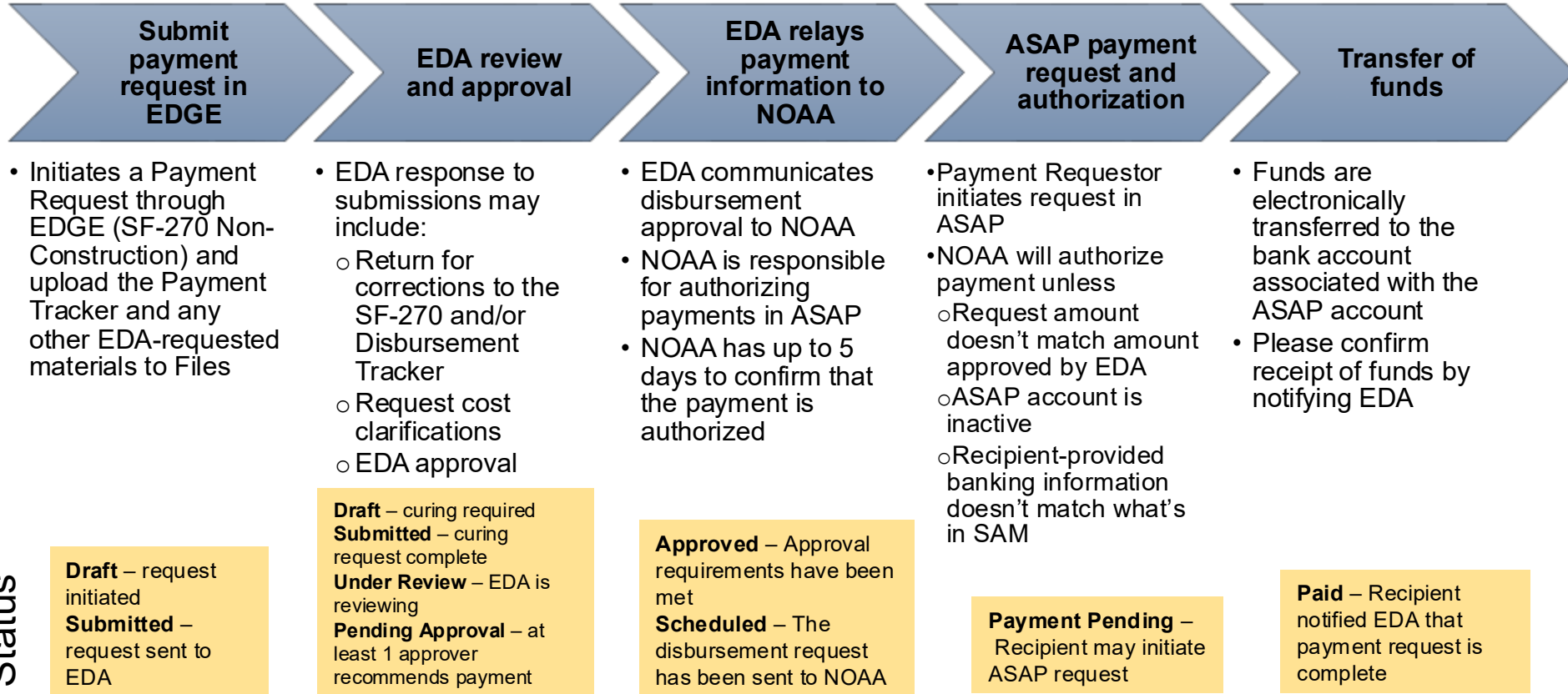
Preparing to Request Payment



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Payment Request Journey

EDA will update the status of the payment as the request moves through the approval process



Reimbursements

Filling out the SF-270 and Payment Tracker



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SF-270 Guidance for Reimbursements

- ❖ 11a. How much of the total (federal and non-federal) project cost has been spent as of the date entered. This number should be actuals, not projections.
- ❖ 11b. Most projects don't have program income. If they do, it can be reported here.
- ❖ 11d. This is the amount the grantee estimates they will need to cover the period of their advance request. More guidance on Advance payments later.
- ❖ 11f. & 11g. This is normally calculated by using the grant rate. If the grant is 80% EDA and 20% match, then non-federal share should be 20% of total outlays on line e. For matching share not paid at the same general rate as the grant rate, see the Procedure Manual for more guidance.

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ACTIVITIES	(a) summary of grant related expenses	(b)	(c)	TOTAL
a. Total program outlays to date (As of date) 05/31/2025	\$ 58448.89	\$ 	\$ 	\$ 58448.89
b. Less: Cumulative program income	0			0
c. Net program outlays (Line a minus line b)	58448.89	0	0	58448.89
d. Estimated net cash outlays for advance period	0			0
e. Total: (Sum of lines c & d)	58448.89	0	0	58448.89
f. Non-Federal share of amount on line e	0			0
g. Federal share of amount on line e	58448.89			58448.89
h. Federal payments previously requested	9963.28			9963.28
i. Federal share now requested (Line g minus line h)	48485.61	0	0	48485.61
j. Advances requested				0
				0
				0

- ❖ 11h. Always check that this number matches the sum of all requested payments on this award to date.

Payment Tracker – Payment Summary Tab

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OVERALL BUDGET TRACKER

CURRENT EDA APPROVED BUDGET

	EDA \$	MATCH \$	TOTAL
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE		0.00%	\$ -
INDIRECT	\$ -	\$ -	\$ -
RATE TYPE		EXPIRATION	
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

CUMULATIVE PAYMENTS

	EDA \$	MATCH \$	TOTAL
PERSONNEL	\$ -	\$ -	\$ -
FRINGE	\$ -	\$ -	\$ -
TRAVEL	\$ -	\$ -	\$ -
EQUIPMENT	\$ -	\$ -	\$ -
SUPPLIES	\$ -	\$ -	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE	\$ -	\$ -	\$ -
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

BUDGET REMAINING

	EDA \$	MATCH \$	TOTAL
PERSONNEL	\$ -	\$ -	\$ -
FRINGE	\$ -	\$ -	\$ -
TRAVEL	\$ -	\$ -	\$ -
EQUIPMENT	\$ -	\$ -	\$ -
SUPPLIES	\$ -	\$ -	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE	\$ -	\$ -	\$ -
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

Auto populates

Notes

1. Enter your current EDA approved budget in the box on the far left. Old budgets can be entered in the "Archived Budgets" tab.

2. Gray and yellow boxes will auto-populate, but you can still edit them.

3. Your indirect base should either be MTDC or the base described in your NICRA.

5. If you vary from your indirect rate in a single pay request, make sure to note the reason for the deviation in your SF-270.

6. If you vary from your current approved grant rate, make sure to note the reason for the deviation in your SF-270.

7. Estimated totals should match the federal share now requested in your SF-270 line 11.1

8. Further breakdown of these budget categories (personnel, fringe, travel, etc.) can be entered in the "PAYMENT Details" tab if requested by your Grant Specialist.

Pay Request 1

PAYMENT REQUEST 1 (MM/DD/YY - MM/DD/YY)

	EDA \$	MATCH \$	TOTAL
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE		0.00%	\$ -
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

Pay Request 2

PAYMENT REQUEST 2 (MM/DD/YY - MM/DD/YY)

	EDA \$	MATCH \$	TOTAL
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE		0.00%	\$ -
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

Pay Request 3

PAYMENT REQUEST 3 (MM/DD/YY - MM/DD/YY)

	EDA \$	MATCH \$	TOTAL
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE		0.00%	\$ -
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

Pay Request 4

PAYMENT REQUEST 4 (MM/DD/YY - MM/DD/YY)

	EDA \$	MATCH \$	TOTAL
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE		0.00%	\$ -
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

Grant Rate: #DIV/0!

PAYMENT SUMMARY

PAYMENT DETAILS (1)

PAYMENT DETAILS (2)

ARCHIVED BUDGETS

Payment Tracker – Current EDA Approved Budget

- ❖ Current approved EDA Budget (aligns with SF-424A) should be listed here.
- ❖ “Indirect Base” is the calculation in which you base your Indirect Cost Rate against.
 - ❖ *Ex: De Minimis Rate requires use of Modified Total Direct Cost (MTDC) calculation so the MTDC would go in this column*
- ❖ Indirect Rate would be the de minimis or the NICRA rate
- ❖ List the expiration of your NICRA in that respective column

CURRENT EDA APPROVED BUDGET			
	EDA \$	MATCH \$	TOTAL
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE		0.00%	
INDIRECT		\$ -	\$ -
RATE TYPE		EXPIRATION	mm/dd/yyyy
GRAND TOTAL	\$ -	\$ -	\$ -

Payment Tracker – Payment Request

Pay Request 1

PAYMENT REQUEST 1 (MM/DD/YY - MM/DD/YY)				PAYMENT REQUEST 2 (MM/DD/YY - MM/DD/YY)	
	EDA \$	MATCH \$	TOTAL		
PERSONNEL			\$ -	PERSONNEL	
FRINGE			\$ -	FRINGE	
TRAVEL					
EQUIPMENT					
SUPPLIES					
CONTRACTUAL					
OTHER					
TOTAL DIRECT	\$ -	\$ -	\$ -	TOTAL DIRECT	\$ -
INDIRECT BASE			\$ -	INDIRECT BASE	
INDIRECT RATE	0.00%	0.00%		INDIRECT RATE	
INDIRECT		\$ -	\$ -	INDIRECT	
GRAND TOTAL	\$ -	\$ -	\$ -	GRAND TOTAL	\$ -

Grant Rate: #DIV/0!

PAYMENT SUMMARY PAYMENT DETAILS (1) PAYMENT REQUEST 2

Does not auto-populate

- ❖ Include Period covered by that payment (should match SF-270)
- ❖ Should align with sums in the Payment Details tab
- ❖ Match should be documented as utilized

PLEASE ENTER EACH LINE ITEM NAME FOLLOWED BY A BRIEF DESCRIPTION OF THE ITEM/COST. TO THE EXTENT POSSIBLE, PLEASE MATCH THIS WITH YOUR BUDGET NARRATIVE SO EDA CAN VERIFY THAT THESE COSTS WERE APPROVED

Does not auto-populate the Payment Request on the Payment Summary tab

- 

Payment Tracker – Archived Budgets

CURRENT EDA APPROVED BUDGET			
	EDA	MATCHING SHARE	TOTAL BUDGET
PERSONNEL	\$ -	\$ -	\$ -
FRINGE	\$ -	\$ -	\$ -
TRAVEL	\$ -	\$ -	\$ -
EQUIPMENT	\$ -	\$ -	\$ -
SUPPLIES	\$ -	\$ -	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE	\$ -	\$ -	\$ -
INDIRECT RATE	0.00%	0.00%	
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -
Grant Rate:		#DIV/0!	

ORIGINAL EDA APPROVED BUDGET			
	EDA	MATCHING SHARE	TOTAL BUDGET
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT			\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -
OTHER			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -
INDIRECT RATE			
INDIRECT	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -
Grant Rate:		#DIV/0!	

Notes			
1. This tab can be used to track budget modifications over the course of your award.			
2. If you need to make adjustments to your budget categories, contact your Grant Specialist to inform them of the changes.			
3. On your first pay request, enter the budget approved on Day 1 of the award in the "Original EDA Approved Budget" box to the left.			
4. If you make any changes throughout the award, you can document the revisions below.			
5. The "Current EDA Approved Budget" pulls from the "Reimbursement Summary" tab, so you don't need to enter anything in that box on this "Archived Budgets" tab.			

REVISION 1 - Approved (mm/dd/yy)			
	EDA	MATCHING SHARE	TOTAL BUDGET
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT		\$ -	\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -

REVISION 2 - Approved (mm/dd/yy)			
	EDA	MATCHING SHARE	TOTAL BUDGET
PERSONNEL			\$ -
FRINGE			\$ -
TRAVEL			\$ -
EQUIPMENT		\$ -	\$ -
SUPPLIES			\$ -
CONTRACTUAL			\$ -

REVISION 3 - Approved (mm/dd/yy)		
	EDA	MATCHING SHARE
PERSONNEL		
FRINGE		
TRAVEL		
EQUIPMENT	\$ -	
SUPPLIES		
CONTRACTUAL		

Update this tab after AMR is approved and prior to next payment request

Advances

Filling out the SF-270 and Payment Tracker



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

SF-270 Guidance for Advance Payments

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ ACTIVITIES	(a) Actuals as of 12/31/2023	(b) January Advance (not yet actualized)	(c) February Advance	TOTAL
a. Total program outlays to date <i>(As of date)</i> 12/31/2023	\$ 750,000.00	\$	\$	\$ 750,000.00
b. Less: Cumulative program income				
c. Net program outlays <i>(Line a minus line b)</i>	750,000.00			750,000.00
d. Estimated net cash outlays for advance period		250,000.00	185,000.00	435,000.00
e. Total <i>(Sum of lines c & d)</i>	750,000.00	250,000.00	185,000.00	1,185,000.00
f. Non-Federal share of amount on line e	0.00	0.00	0.00	0.00
g. Federal share of amount on line e	750,000.00	250,000.00	185,000.00	1,185,000.00
h. Federal payments previously requested	750,000.00	250,000.00	0.00	1,000,000.00
i. Federal share now requested <i>(Line g minus line h)</i>	0.00	0.00	185,000.00	185,000.00

- ❖ Column (a) shows any previous reimbursements.
- ❖ Column (b) shows the previous advance which has not been actualized yet. It should always have "\$0" in Federal share now requested, since it has already been disbursed from EDA to the recipient.
- ❖ Column (c) should show the advance request for this next period. You should always have "\$0" in Federal payments previously requested.

SF-270 Guidance for Advance Payments

j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month	
	2nd month	
	3rd month	

❖ In box 11 j, you can request that the recipient estimate their cash needs for the next three months so that you can better prepare for future advances. EDA doesn't require this.

12. **ALTERNATE COMPUTATION FOR ADVANCES ONLY**

- | |
|--|
| a. Estimated Federal cash outlays that will be made during period covered by the advance |
| b. Less: Estimated balance of Federal cash on hand as of beginning of advance period |
| c. Amount requested (Line a minus line b) |

❖ In box 12, the recipient can request an advance based on an estimate (a) and subtract any cash on hand (b) they have from the previous advance. This can only be used when the recipient has checked "Advance" and not both "Advance" and "Reimbursement". EDA doesn't require this.

Payment Tracker – Payment Summary

CURRENT EDA APPROVED BUDGET				CUMULATIVE ADVANCES - CUMULATIVE ACTUALS							BUDGET REMAINING			
	EDA	MATCHING SHARE	TOTAL BUDGET		PROJECTED EDA	PROJECTED MATCH	PROJECTED TOTAL	ACTUAL EDA	ACTUAL MATCH	TOTAL ACTUAL		EDA	MATCH	TOTAL
PERSONNEL				PERSONNEL	\$ -	\$ -	\$ -				PERSONNEL	\$ -	\$ -	\$ -
FRINGE				FRINGE	\$ -	\$ -	\$ -				FRINGE	\$ -	\$ -	\$ -
TRAVEL				TRAVEL	\$ -	\$ -	\$ -				TRAVEL	\$ -	\$ -	\$ -
EQUIPMENT				EQUIPMENT	\$ -	\$ -					EQUIPMENT	\$ -	\$ -	\$ -
SUPPLIES				SUPPLIES	\$ -	\$ -					SUPPLIES	\$ -	\$ -	\$ -
CONTRACTUAL				CONTRACTUAL	\$ -	\$ -					CONTRACTUAL	\$ -	\$ -	\$ -
OTHER			\$ -	OTHER	\$ -	\$ -					OTHER	\$ -	\$ -	\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -	TOTAL DIRECT	\$ -	\$ -	\$ -				TOTAL DIRECT	\$ -	\$ -	\$ -
INDIRECT BASE			\$ -	INDIRECT	\$ -	\$ -	\$ -				INDIRECT	\$ -	\$ -	\$ -
INDIRECT RATE														
INDIRECT	\$ -	\$ -	\$ -	GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	GRAND TOTAL	\$ -	\$ -	\$ -
RATE TYPE		EXPIRATION	mm/dd/yyyy											
GRAND TOTAL	\$ -	\$ -	\$ -											
Grant Rate: #DIV/0!				Grant Rate: #DIV/0!							Grant Rate: #DIV/0!			

Auto populates

Pay Request 1

ADVANCE PERIOD (MM/DD/YY - MM/DD/YY)						
	PROJECTED EDA	PROJECTED MATCH	PROJECTED TOTAL	ACTUAL EDA	ACTUAL MATCH	ACTUAL TOTAL
PERSONNEL			\$ -			\$ -
FRINGE			\$ -			\$ -
TRAVEL			\$ -			\$ -
EQUIPMENT			\$ -			\$ -
SUPPLIES			\$ -			\$ -
CONTRACTUAL			\$ -			\$ -
OTHER			\$ -			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -			\$ -
INDIRECT						\$ -
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Pay Request 2

ADVANCE PERIOD (MM/DD/YY - MM/DD/YY)						
	PROJECTED EDA	PROJECTED MATCH	PROJECTED TOTAL	ACTUAL EDA	ACTUAL MATCH	ACTUAL TOTAL
PERSONNEL			\$ -			\$ -
FRINGE			\$ -			\$ -
TRAVEL			\$ -			\$ -
EQUIPMENT			\$ -			\$ -
SUPPLIES			\$ -			\$ -
CONTRACTUAL			\$ -			\$ -
OTHER			\$ -			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INDIRECT						\$ -
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Payment Tracker – Payment Request

Pay Request 1

ADVANCE PERIOD (MM/DD/YY - MM/DD/YY)						
	PROJECTED EDA	PROJECTED MATCH	PROJECTED TOTAL	ACTUAL EDA	ACTUAL MATCH	ACTUAL TOTAL
PERSONNEL			\$ -			\$ -
FRINGE			\$ -			\$ -
TRAVEL			\$ -			\$ -
EQUIPMENT			\$ -			\$ -
SUPPLIES			\$ -			\$ -
CONTRACTUAL			\$ -			\$ -
OTHER			\$ -			\$ -
TOTAL DIRECT	\$ -	\$ -	\$ -			\$ -
INDIRECT						\$ -
GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Does not auto-populate

Grant Rate:

#DIV/0!

Cash on Hand:

\$ -

- ❖ Include Period covered by that advance payment (should follow the dates from the SF-270)
- ❖ Should align with sums in the Payment Details tab

PLEASE ENTER EACH LINE ITEM NAME FOLLOWED BY A BRIEF DESCRIPTION OF THE ITEM/COST. TO THE EXTENT POSSIBLE, PLEASE MATCH THIS WITH YOUR BUDGET NARRATIVE SO EDA CAN VERIFY THAT THESE COSTS WERE APPROVED

Does not auto-populate the Payment Request on the Payment Summary tab

- ❖ List out both Reimbursement and Advance expense, but delineate one from the other, such as a blank line in-between or brackets, e.g (Reimbursement) or (Advance).

Monitor This Section To See If A Budget Revision Is Needed

CATEGORY	CUMULATIVE ADVANCES - CUMULATIVE REIMBURSEMENTS						BUDGET REMAINING		
	REIMBURSEMENT			ADVANCE					
	EDA	MATCH	TOTAL	EDA	MATCH	TOTAL	EDA	MATCH	TOTAL
PERSONNEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	PERSONNEL	\$0.00	\$0.00
FRINGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	FRINGE	\$0.00	\$0.00
TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TRAVEL	\$0.00	\$0.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	EQUIPMENT	\$0.00	\$0.00
SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	SUPPLIES	\$0.00	\$0.00
CONTRACTUAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	CONTRACTUAL	\$0.00	\$0.00
OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OTHER	\$0.00	\$0.00
TOTAL DIRECT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL DIRECT	\$0.00	\$0.00
INDIRECT COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	INDIRECT COSTS	\$0.00	\$0.00
GRAND TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	GRAND TOTAL	\$0.00	\$0.00
Grant Rate:			#DIV/0!	Grant Rate:			Grant Rate:		

- Adding or deleting line items from the current approved budget
 - Transfer of funds between direct and indirect costs
- Expenditures for a single, direct-cost budget category increase or decrease from the approved budget amount by 10% or more of the **total** project cost (federal & match share)

EDGE Payment Pre-Submission Checklist

- ✓ Confirm period for payment request
- ✓ Verify use of most recent approved budget
- ✓ Align expenses with approved budget categories
- ✓ Review and build off past payment requests
- ✓ Ensure alignment with semi-annual reporting periods
- ✓ Cross-reference all document amounts for consistency
- ✓ Gather all supporting documentation
- ✓ Verify user permissions in EDGE system



Submitting Payment Requests in EDGE



U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

EDA Award Payment Process Overview

- Payment requests are initiated in EDGE for EDA review and approval and authorized by NOAA for disbursement through ASAP, a payment platform administered by another federal agency.
- Recipients must be enrolled and have an active ASAP account associated with the award to request payment.
- Regardless of the payment method, Recipients will utilize the Payment Tracker and EDGE-based SF-270 as supporting documents for the request.

EDA disburses award payments using 2 methods – advances and reimbursements

a) Advances:

- Pro: beneficial for Recipients who lack immediate cash flow to cover expenses and/or have a 100% EDA grant rate
- Con: regulations require timing and amount payments to be as close as is administratively feasible to the actual disbursements by the non-Federal entity for direct program or project costs and the proportionate share of any allowable indirect costs

b) Reimbursements:

- Pro: fewer documentation requirements to process the request
- Con: costs that deviate from the approved budget documents and have not obtained prior approval may not be eligible for reimbursement

Roles in EDGE

- **Authorized Representative:** Can perform and submit (attest to) all grantee post award functions in EDGE. **Note:** The Authorized Representative must be designated so that the recipient can manage their own Project Team
- **Lead Recipient:** Can perform all grantee post award functions in EDGE, but can only submit non-reporting tasks
- **Financial Manager:** Can perform all grantee post award functions in EDGE, can submit FFRs (SF-425) and Payment Requests
- **Principal Investigator/Project Director:** Can perform all grantee post award functions in EDGE, and can submit all items except FFR (SF-425) and Award Modifications
- **Key Personnel:** Can perform all grantee post award functions in EDGE except Award Modifications, this role does not have access to submit or attest
- **Team Member:** Can perform all grantee post award functions in EDGE except Award Modifications, this role does not have access to submit or attest

Who can submit a payment request in EDGE?

- Authorized Representative
- Lead Recipient
- Financial Manager
- Principal Investigator/Project Director

[Learn how to add/edit team member roles here](#)

Initiate Payment Request

- ❖ In the EDGE Portal, navigate to the Project Workspace.
- ❖ Scroll to the Payment Requests Section and click “Get Started” on the SF-270 (Non-Construction Only)

▼ **Payment Requests**

Please complete the **SF-270 for Non-Construction Projects ONLY** by clicking on the appropriate "Get Started" button below.
Please complete the **SF-271 for Construction Projects ONLY** by clicking on the appropriate "Get Started" button below.
If you have submitted either form AND it is currently locked, do NOT submit another. Only one Payment Request can be processed at a time.

SF-270 (Non-Construction) Complete for Non-Construction Project Payment Requests ONLY	SECTION STATUS Not Started	
--	--------------------------------------	---

If this button is greyed out, you most likely have an open payment request – reach out to your Project Officer!

Completing SF-270 in EDGE

- ❖ Select the Type of Payment being requested: Reimbursement, Advance, or Both.
- ❖ Select Final or Partial (if applicable) and then select Cash or Accrual.
- ❖ Complete the Period Covered by this Request section.

The screenshot shows the 'Request for Advance or Reimbursement' form in the EDGE system. The form is titled 'Request for Advance or Reimbursement' and has a progress bar at the top. The form is divided into several sections, with two sections highlighted by orange boxes and numbered with blue circles:

- Section 1: Type of Payment Requested** (Annotated with a blue circle containing the number 2). This section contains two sub-sections:
 - a. "X" one or both boxes**: Three radio buttons are present: 'Reimbursement' (unchecked), 'Advance' (unchecked), and 'Both' (checked).
 - b. "X" the applicable box**: Two radio buttons are present: 'Final' (checked) and 'Partial' (unchecked).
- Section 2: Basis of Request**: Two radio buttons are present: 'Cash' (checked) and 'Accrual' (unchecked).

Below these sections, there are five input fields:

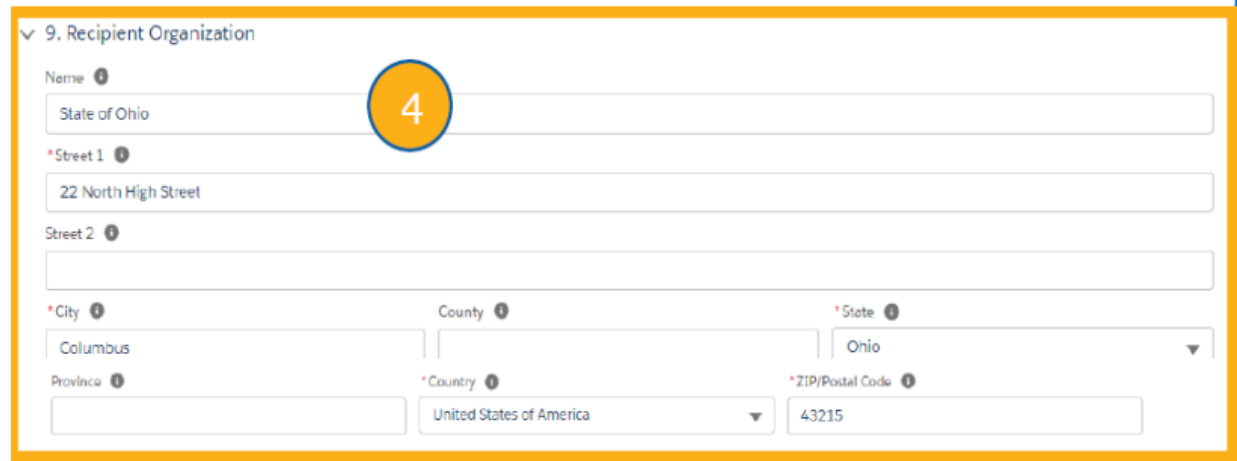
- 3. Federal sponsoring agency and organizational element to which this report is submitted**: Input field containing 'ED4'.
- 4. Grant Number**: Input field containing 'ED2301E0G0021'.
- 5. Partial Payment Request Number**: Input field containing 'ED2301E0G0021-0001'.
- 6. Employer Identification Number (EIN)**: Input field containing '44-4444444'.
- 7. Financial Assistance Identification Number**: Input field containing 'ED2301E0G0021'.

Section 8: Period Covered by this Request (Annotated with a blue circle containing the number 3). This section contains two date pickers:

- From (month, day, year)**: Input field containing '01/01/2023'.
- To (month, day, year)**: Input field containing '06/30/2023'.

Completing SF-270 in EDGE

- ❖ Verify the Recipient Organization section is accurate (which is auto completed) with the Lead Recipient information.
- ❖ Click Save and Next



✓ 9. Recipient Organization

Name ⓘ

State of Ohio

*Street 1 ⓘ

22 North High Street

Street 2 ⓘ

City ⓘ County ⓘ State ⓘ

Columbus Ohio

Province ⓘ *Country ⓘ *ZIP/Postal Code ⓘ

United States of America 43215

Completing SF-270 in EDGE

- ❖ Enter the appropriate Amounts for the Reimbursement/ Advance Requested.
- ❖ Include Phase title in the Program/ Function/ Activity box of column A, B and/or C
- ❖ Click Save and Next.

Reimbursement/Advances Requested

11. Computation of Amount of Reimbursement/Advances Requested

Programs/Functions/Activities	(a)	(b)	(c)	TOTAL
Staffing	\$10,000.00			\$10,000.00
a. Total program outlays to date (As of Date) 03/31/2023	\$10,000.00			\$10,000.00
b. Less: Cumulative program income	\$800.00			\$800.00
c. Net program outlays (Line a minus line b)	\$9,200.00	\$0.00	\$0.00	\$9,200.00
d. Estimated net cash outlays for advance period	\$1,000.00			\$1,000.00
e. Total (Sum of lines c & d)	\$10,200.00	\$0.00	\$0.00	\$10,200.00
f. Non-Federal share of amount on line e	\$1,000.00			\$1,000.00
g. Federal share of amount on line e	\$500.00			\$500.00
h. Federal payments previously requested	\$500.00			\$500.00
i. Federal share now requested (Line g minus line h)	\$0.00	\$0.00	\$0.00	\$0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances				
1st month	\$2,000.00			\$2,000.00
2nd month	\$1,000.00			\$1,000.00

Completing SF-270 in EDGE

- ❖ Upload supporting documents (Payment Tracker) by clicking the Upload Files button (or drop files from your computer).
- ❖ Click Save and Next.

The screenshot displays the 'Supporting Documents' step in the SF-270 completion process. At the top, a progress bar shows five steps, with the third step (Supporting Documents) highlighted by a blue circle. Below the progress bar, the title 'Supporting Documents' is underlined. The instruction 'Upload supporting document(s) to include with the request' is followed by a large text input area. Inside this area, the 'Upload Files' button (with a cloud icon) and the text 'Or drop files' are highlighted with an orange rectangle. A blue circle with the number '7' is positioned to the right of this area. Below the input area is a 'Name' field with a dropdown arrow. At the bottom right, the 'Previous' button is visible, and the 'Save and Next' button is highlighted with an orange rectangle.

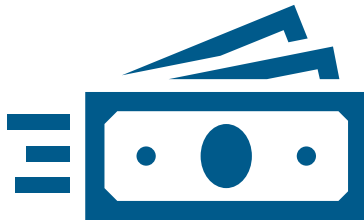
Drawdown in ASAP



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Initiating Payment in ASAP

- The payment request must have an "Approved" status EDGE *prior to* initiating the request in [ASAP](#)
- Bank transfers are initiated via The amount requested must match the federal request amount on SF-270 to the penny!



Need additional assistance navigating ASAP?

- Review [this presentation](#) for step-by-step guidance on how to administer common ASAP functions like payment requests.
- Contact the ASAP Help Desk:
 - (855)868-0151
 - select option 2, then option number 3

Additional Payment Resources

EDGE Salesforce Resources For EDA Grantees:
<https://sfgrants.eda.gov/s/resources/documents>

ASAP Helpdesk E-Mail:
ASAPHELPDESK@fiscal.treasury.gov

EDGE Helpdesk: GrantsHDSupport@eda.gov

**Please include your EDA contact on emails
to EDGE & ASAP Helpdesks**



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