



EDA Economic Development Grant Experience (EDGE) Recipient Portal

Project Kickoff Support

May 2026

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EDGE Project Workspace

The screenshot displays the EDGE Project Workspace interface. At the top, a navigation bar includes links for Home, Funding Opportunities, My Funding Requests, My Projects (highlighted with a red circle), Support, and More. Below this, a dark blue banner reads "Welcome, AK Applicant". The main content area is divided into two columns: "My Funded Projects" and "My Draft Applications". Under "My Funded Projects", two project cards are visible: "Coffee Mug - Seeding Transformative STEM Leadership" (2023 STEM Talent Challenge, Status: Monitoring) and "Coffee Mug - Capital Challenge" (2023 Capital Challenge, Status: Monitoring). A blue star icon is next to the "My Funded Projects" header. Below the project cards, a table lists project details for "Coffee Mug - Capital Challenge", including Funding Opportunity, Award File Number, Stage Implementation, Status, Start Date, Completion Date, Project Officer, and Total Project Cost. A red box highlights the "Project Workspace" tab in the sub-navigation bar. A blue arrow points to the "Details" section, which contains a form for project information and a "Get Started" button.

Home Funding Opportunities My Funding Requests **My Projects** Support More

Welcome, AK Applicant

★ My Funded Projects

Coffee Mug - Seeding Transformative STEM Leadership
2023 STEM Talent Challenge
Total Funding:
Funding Remaining: Status: Monitoring

My Draft Applications

Catfish is Life - STEM application
2023 STEM Talent Challenge
Application #: EDA-APP# 00000974

Home Funding Opportunities My Funding Requests My Projects Support More

Coffee Mug - Capital Challenge
2023 Capital Challenge
Total Funding:
Funding Remaining:

Project Name: Coffee Mug - Capital Challenge
Funding Opportunity: 2023 Capital Challenge
Award File Number: ED23CCE060019
Stage Implementation: Implementation
Status: Monitoring
Start Date: Completion Date: Project Officer: Amanda Kosty
Total Project Cost: \$115,000.00

Project Workspace Project Team Financials Reporting Resources Monitoring and Compliance Contract Procurement

Outstanding Actions

Overdue SAC Task(s) Pending

Details

Please fill out and answer the following information by clicking on the "Get Started" button below.

Project Name: Coffee Mug - Capital Challenge
Status: Monitoring
Project Officer: Amanda Kosty
Owner: Erin Wyant

- Grantees can access their Project Workspace on the [EDGE Portal](#) under My Funded Projects or from the My Projects tab on the task bar along the main toolbar.
- Under the “Details” section in the Project Workspace tab, Grantees can start **Payment Requests, FFRs, SF425, PPRs, AMRs, and Change Orders**.

Project Team Roles & Functions

Authorized Representative

- **Note:** This role must be designated so that the recipient can manage their own Project Team.
- Can perform and submit (attest to) all grantee post award functions in EDGE

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.

Project Tasks & Associated Roles

Payment Requests & FFR

- Any Team Member can work on the task
- Only Authorized Rep and/or Financial Manager can Submit/Attest

PPR

- Any Team Member can work on the task
- Only Authorized Rep and/or Principal Investigator can Submit/Attest

SAC Tasks (non-reporting)

- Any Team Member assigned to the task can submit

Contract Procurement & Change Orders

- Any Team Member can work on the task
- Only the Auth Rep and/or Principal Investigator can submit

AMR

- **Do NOT start before requesting direction from your Project Officer**
- Only Lead Recipient or Auth Rep can work on the request
- Only the Authorized Rep can attest/submit

Managing Project Team Members

- All team members included on your application will automatically populate in the **Project Team Member** section.
- To add project team members, click on “Add New Member” and select the desired role for this new member. Please note, you can only add team members from your Organization.
- You can remove team members by updating the **Status** from Current to Former.

Project Workspace **Project Team** Financials Reporting Resources Monitoring and Compliance Contract Procurement Award Package

Project Team Member

Please use the Add Team Member capability to add additional team members who need access to this Project. Lead Recipient and Co-Recipient organization and role changes must be made by submitting a Recipient Change Award Modification Request on the Project Workspace tab.

[Add Team Member](#)

Contact Name	Organization	Role	Status	
AK Applicant	Coffee Mug Nonprofit	Lead Recipient	Current	
AK Applicant	Coffee Mug Nonprofit	Authorized Representative	Current	
AK Finance Manager	Coffee Mug Nonprofit	Financial Manager	Current	
Amanda Kosty	Economic Development Administration...	Program Officer	Current	
Amanda Kosty	Economic Development Administration...	Grant Specialist	Current	
Erin Wyant	Economic Development Administration...	Grant Officer	Current	

Click the pencil icon to edit

Payment Requests in EDGE

The screenshot shows the 'Co-Recipient' and 'Payment Requests' sections of the EDGE form. A red arrow points to the 'Get Started' button in the 'SF-270 (Non-Construction)' section. Below this, a larger inset shows the 'Contract' section with several fields highlighted and annotated:

- 1. Type of Payment Requested:** 'Contract' is selected.
- 2. Basis of Request:** 'Cash' is selected.
- 3. Federal sponsoring agency and organizational element to which ...:** 'EDA' is entered.
- 4. Grant Number:** Empty field.
- 5. Partial Payment Request Number:** 'ED23OIEG0019-0001' is entered.
- 6. Employer Identification Number (EIN):** '27-9559345' is entered.
- 7. Financial Assistance Identification Number:** 'ED23OIEG0019' is entered. An annotation states: 'FAIN will be automatically populated'.
- 8. Period Covered by this Request:** A red box highlights the 'From' and 'To' date fields. An annotation states: 'Period Covered by this Recipient needs to be manually entered'.
- 9. Recipient Organization:** 'Coffee Mug Nonprofit' is entered in the 'Name' field.

- Payment Requests are created in the Project Workspace. If your SF-270 or SF-271 is **locked**, you have a Payment Request currently In Progress (*Submitted, In Review, or Scheduled*).
- Follow the guidance of your EDA Project Officer on completing the SF-270 or SF-271 correctly.
- Some information will auto-populate, including the unique identifier for your grant/award - **Financial Assistance Identification Number (FAIN)**. Please note, the Period Covered by the Request dates will need to be manually entered.
- Work with your EDA Project Officer to update your organization information if the address that auto-populates isn't where the check is meant to be sent.
- If you are submitting an SF-271, be sure to use the **construction checklist** to fill out your SF-271 and attach it to the Payment Request.
- For **Non-Construction**, you will attest after you submit. For **Construction**, your Financial Manager will need to certify work completion % before you can attest.
- Any Team Member can Get Started and work on payment requests, only Authorized Rep & Financial Manager can attest & submit
- **Note:** Your work will be auto **saved**, so you can stop and come back to this form as needed.

SAC Tasks in EDGE

(non reporting)

The screenshot displays the EDGE system interface for managing SAC Tasks. The top navigation bar includes links for Home, Funding Opportunities, My Funding Requests, My Projects, Support, and More. The main content area shows the 'Monitoring and Compliance' tab selected. A dropdown menu for 'Select Filter' is set to 'Upcoming'. Below this, a table lists tasks with columns for Task Category, Project Task Name, Assigned To, Due Date, and Status. One task, 'Submit Project Progress Report (PPR)', is highlighted. A modal form for editing the task is open, showing fields for Name, Assigned To, Status, Due Date, and Comments. A 'Submit' button is located at the bottom right of the modal.

- SAC Tasks are managed in the Monitoring and Compliance tab.
- Here, you can filter by **Overdue**, **Upcoming**, **Completed**, or **All** SAC Tasks. Note, you should NOT have overdue SAC tasks in EDGE at Project Kick-off. Completing tasks on time will ensure you maintain compliance with your grant award conditions. If you see overdue tasks and you believe this is in error, please reach out to your EDA Project Officer.
- Any Team Member can be **assigned** a task by someone in your project team. Do this by clicking the eye on the task that hasn't been submitted and selecting a team member from the **Assigned To** dropdown. The assigned team member will receive an email notification.
- If **Curing** (more information required) is needed, an email notification will be sent to the **Assigned To** team member and the curing request will be visible to all team members on the Project Workspace Details tab
- Any project team member can start and work on SAC Tasks, only the Assigned Team Members can submit SAC Tasks in EDGE.

Project Curing Requests

The screenshot displays the 'Project Workspace' for 'Coffee Mug - Capital Challenge'. The top navigation bar includes links for Project Team, Financials, Reporting, Resources, Monitoring and Compliance, and Contract Procurement. The 'Project Workspace' link is highlighted with a red box. Below the navigation bar, a red banner indicates 'Outstanding Actions'. A list of tasks is shown, including 'SF-270 - Form Requires Updates' (labeled 'Required'), 'Submit Certificates of Completion for the Waste Fraud and Abuse Training' (labeled 'Required'), and 'Overdue SAC Task(s)' (labeled 'Pending'). A 'Details' section is expanded, showing a list of tasks. A modal window titled 'Curing Request Details' is open, showing the 'Curing Section Name' as 'PPR (Project Progress Report) - Form Requires Updates'. The 'Description' field is empty. The 'Due Date' field is empty. The 'Response' field is a rich text editor with a toolbar and a text area. A 'Submit' button is at the bottom right of the modal.

Project Name: Coffee Mug - Capital Challenge

Funding Opportunity: 2023 Capital Challenge

Award File Number: ED23OE0G0019

Stage: Implementation

Status: Monitoring

Start Date:

Completion Date:

Project Officer: Amanda Kosty

Total Project Cost: \$315,000.00

Project Workspace | Project Team | Financials | Reporting | Resources | Monitoring and Compliance | Contract Procurement

Outstanding Actions

SF-270 - Form Requires Updates (Required)

Submit Certificates of Completion for the Waste Fraud and Abuse Training (Required)

Overdue SAC Task(s) (Pending)

Details

Please fill out and answer the following information by clicking on the link.

Return to Project Workspace

Curing Request Details

Curing Section Name: PPR (Project Progress Report) - Form Requires Updates

Description:

Due Date:

* Response:

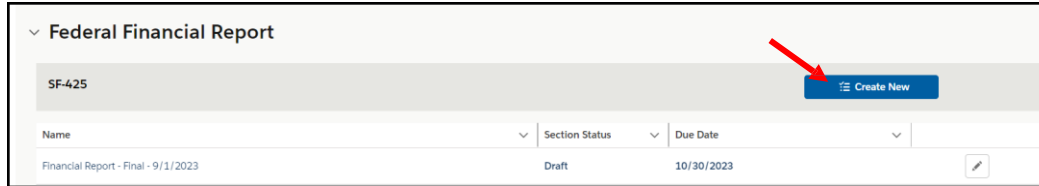
Salesforce Sans 12 B I U S L R P A T

Link to Form PPR (Project Progress Report)

Submit

- **Authorized Representatives and Lead Applicants** will receive an email notification when a Cure Request is sent by your EDA Project Officer.
- All project team members can view and work on Curing Requests in the Project Workspace.
- If you have multiple curing requests, you can submit them separately (unlike application curing requests).
- Responding to Curing Requests for SAC Tasks and Procurement Tasks follow the same process.
- Responding to Curing Requests for SF-270, PPR, and FFR follow the same process.
- Don't forget to use the link in the curing request to access the SF-270, SF-271, FFR or PPR that needs to be cured (see image) before submitting the cure request.

Reports – Federal Financial Reports (FFRs)



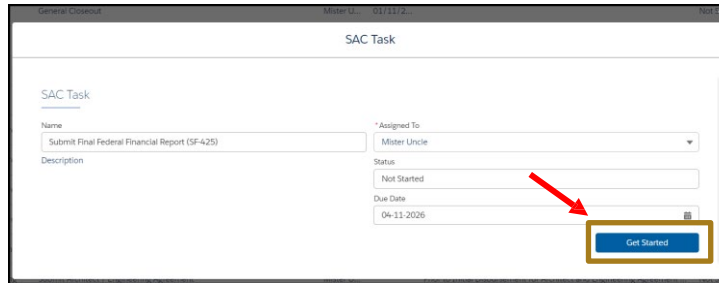
Federal Financial Report

SF-425

Create New

Name Section Status Due Date

Financial Report - Final - 9/1/2023 Draft 10/30/2023



SAC Task

SAC Task

Name Submit Final Federal Financial Report (SF-425)

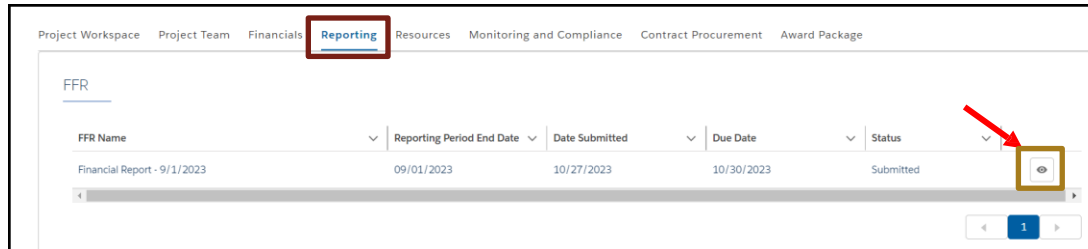
Description

*Assigned To Mister Uncle

Status Not Started

Due Date 04-11-2026

Get Started



Project Workspace Project Team Financials **Reporting** Resources Monitoring and Compliance Contract Procurement Award Package

FFR

FFR Name	Reporting Period End Date	Date Submitted	Due Date	Status
Financial Report - 9/1/2023	09/01/2023	10/27/2023	10/30/2023	Submitted

1

FFRs can be started from the Project Workspace **Details** tab. FFRs can also be started from the **Monitoring & Compliance** tab by viewing All and clicking on the eye icon next to the FFR task and clicking **Get Started**. You can also assign the FFR task in this screen. (**Note:** FFRs can be assigned to any team member, but only the Authorized Rep or Financial Manager can attest and submit.)

You can save an FFR you have started, the draft can be found in the Project Workspace home page under the Federal Financial Report section when you are ready to work on it again.

Be sure you are selecting the most recently due FFR from the listed tasks to complete.

SF-425 can be found in the **Reporting** tab once it has been submitted. This is where you will track the status (submitted, in review, approved). Click on the eye icon to download the PDF SF-425 and any other files you included.

Any team member can begin and work on FFRs in EDGE, only Authorized Rep & Financial Manager can attest & submit.

Reports – Project Performance Reports (PPRs)

▼ Project Progress Report

Please follow the format or template for the Project Progress Report requested by the EDA program office. For more information, reference 1) the Specific Award Conditions in your Award Package and 2) the Project Resources tab in EDGE where you will find general guidance for Non-Construction projects, and a template for Construction projects.

Project Progress Report 

Name	Section	Status	Due Date	Submitted Date
Project Progress Report - //	Curing		09/25/2023	09/20/2023

SAC Task

Name: Submit Project Progress Report (PPR)
Assigned To: AK Applicant
Status: Not Started
Due Date: 09/30/2023 

Reporting

Reporting Period End Date	Date Submitted	Due Date	Status
Financial Report - 9/1/2023	09/01/2023	10/27/2023	10/30/2023

PPR

PPR Name	R..	Date Submitted	Due Date	Status
Project Progress Report - //		10/27/2023	09/25/2023	Approved

- PPRs can be started from the Project Workspace Details tab or from the Monitoring & Compliance tab.
- You are required to upload your Project Progress Report. You can also attach any supporting documents
- PPR can be found in the “Reporting” tab once it has been submitted. Use the “Reporting” tab once the PPR has been submitted to track the status (**Submitted, In Review, Approved**). Click on the eye icon to download the PPR and any other files you included.
- Any Team Member can begin and work on PPRs, only Authorized Rep & Principal Investigator can attest & submit

Contract Procurement Tasks (Create)

The screenshot shows the 'Contract Procurement' section of the ED*U system. At the top, there's a 'Get Started' button highlighted with a red box. Below it, a 'Contract Procurement' tab is selected. The main area contains a 'Contract Type' dropdown menu with options: Construction, Architecture & Engineering, Equipment, Admin, and Alternate. The 'Alternate' option is highlighted with a red box. To the right, a 'Steps' section shows a progress bar with 'Contract Procurement' as the first step. Below this, a table lists various contract procurement tasks. The table has columns for 'Contract Procurement Name', 'Contract Type', 'Task Name', 'Task Due Date', and 'Status'. The 'Alternate' task is highlighted with a red box. A red arrow points to the 'Not Started' status of the 'Alternate' task.

Contract Procurement Name	Contract Type	Task Name	Task Due Date	Status
Construction - Framing	Construction	Bid Documents Package	09/01/2023	Completed
Construction - Framing	Construction	Executed Contract	09/01/2023	Completed
Construction - Framing	Construction	Bid Opening Package	09/01/2023	Completed
Ozarks Tech Building	Construction	Bid Documents Package		Not Started
Ozarks Tech Building	Construction	Executed Contract		Not Started
Ozarks Tech Building	Construction	Bid Opening Package		Not Started
Architecture & Building Planning	Architecture & Engineering	Executed Contract		Not Started
Architecture & Building Planning	Architecture & Engineering	RFQ		Not Started
Architecture & Building Planning	Architecture & Engineering	Selection		Not Started

- Contract Procurement Tasks can be found on the Homepage in the Details section labeled **Contract Procurement**. Click **Get Started** to create your tasks.
- “Alternate”** is for **non-construction** projects.
- Name your **Contract Tasks** something that will be easy for you to understand.
- The created **tasks** will populate into **Contract Procurement** tab
- If you add Task **Due Dates** when tasks are created, they will **sort logically based on the dates assigned** (the tasks don't automatically sort in the order they should be submitted).
- Any team member can create Contract Procurement Tasks in EDGE.

Contract Procurement Task (Submit)

Project Workspace Project Team Financials Reporting Resources Monitoring and Compliance **Contract Procurement** Award Package

Contract Procurement

Contract Procurement Name	Contract Type	Task Name	Task Due Date	Status
Test Construction	Construction	Bid Opening Package	11/01/2023	Not Started
Test Construction	Construction	Bid Documents Package	11/15/2023	Not Started
Test Construction	Construction	Executed Contract	12/15/2023	Not Started

Contract Procurement Task

Edit Task

Task Name: Bid Documents Package Due Date: 11/15/2023

Comments

Upload your documents below.

Upload Files or drop files

Search Document

Title	Created Date	Download
Test Doc	11/10/18/2023	Download

Previous Next

- Contract Procurement tasks can be located and managed in the tab labeled Contract Procurement.
- Always verify you are working on the correct task (if you didn't order them by due date).
- Upload** any supporting documents with your submission
- This is where you will track the Status of contract procurement tasks (**Submitted, In Review, Approved**) and where you'll be able to **download** your documents once it's been submitted.
- Any Team Member can create and work on Contract Procurement Tasks in EDGE, only Authorized Representative & Principal Investigator can submit

EDGE Resources for Grant Recipients

- Reach out to your Project Officer for support!
- For EDA Applicants and Grantees, email GrantHDSupport@eda.gov
- From the EDGE Portal, upon login, click “Support” and fill out the inquiry form.
 - To speed up the response time, include the following details in your inquiry:
 - Copy & Paste the URL to the EDGE Record
 - Screen Name, if applicable
 - Field Name, if applicable
 - Description
 - Timeline, if applicable
- External resources for recipients can be found on the EDGE Portal at this link:
 - <https://sfgrants.eda.gov/s/resources/training-materials>