EDA Economic Development Grant Experience (EDGE) Recipient Portal

Project Kickoff Support

May 2026

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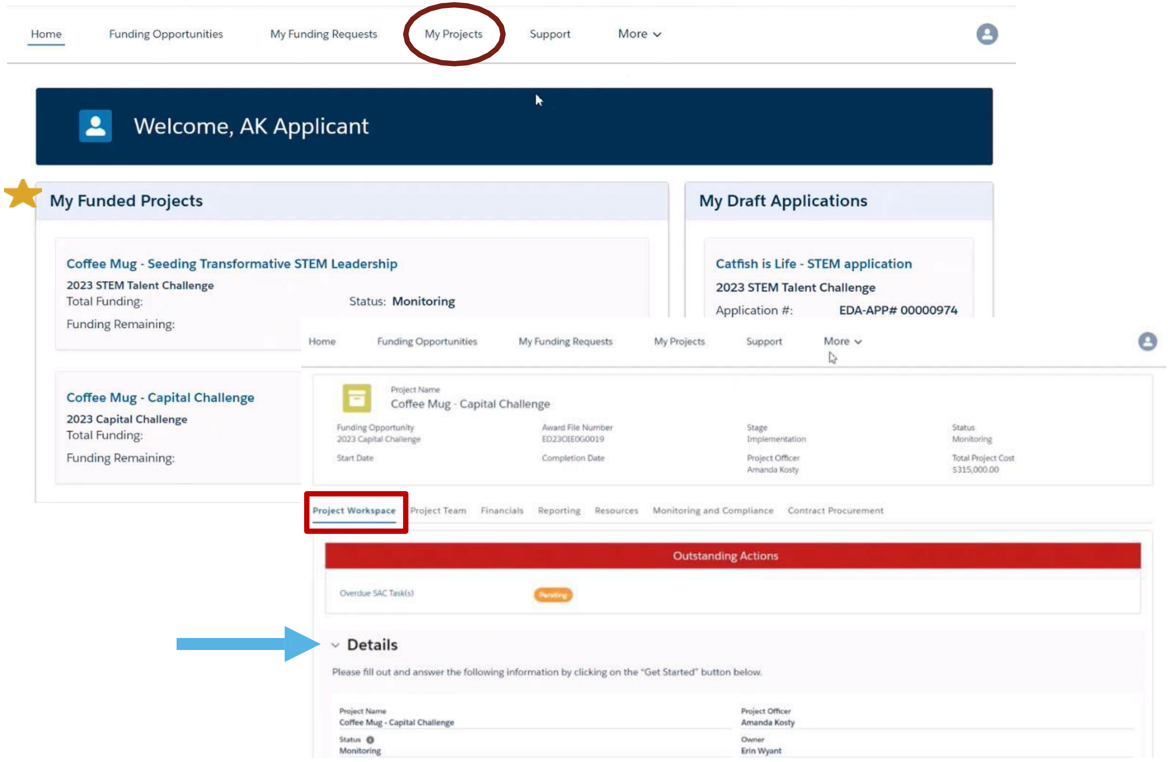
EDGE Project Workspace



- 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

Role	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 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

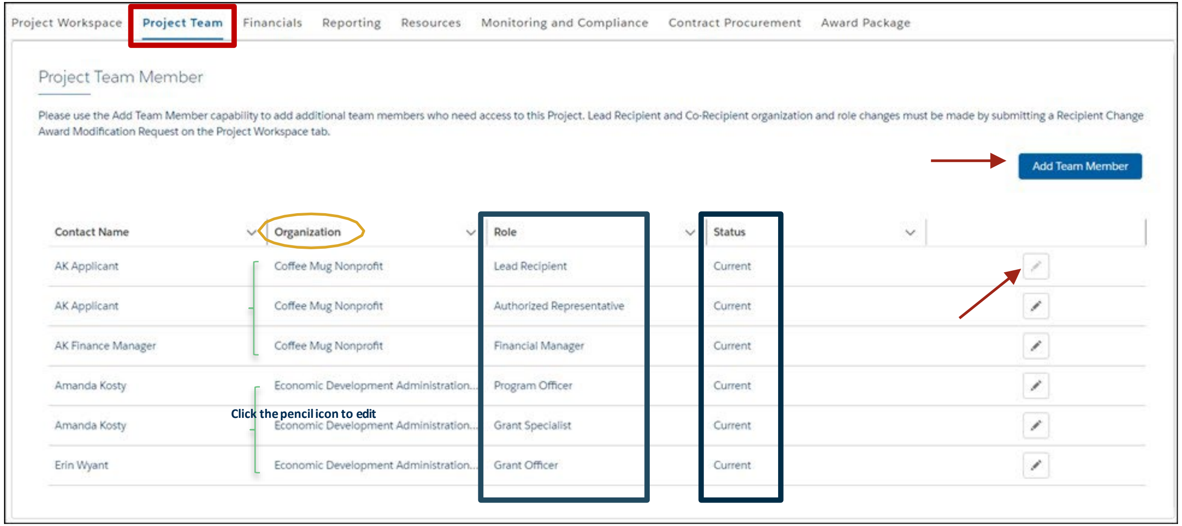
- Any Team Member can work on the task
- Only the Auth Rep and/or Principal Investigator can submit

AMR

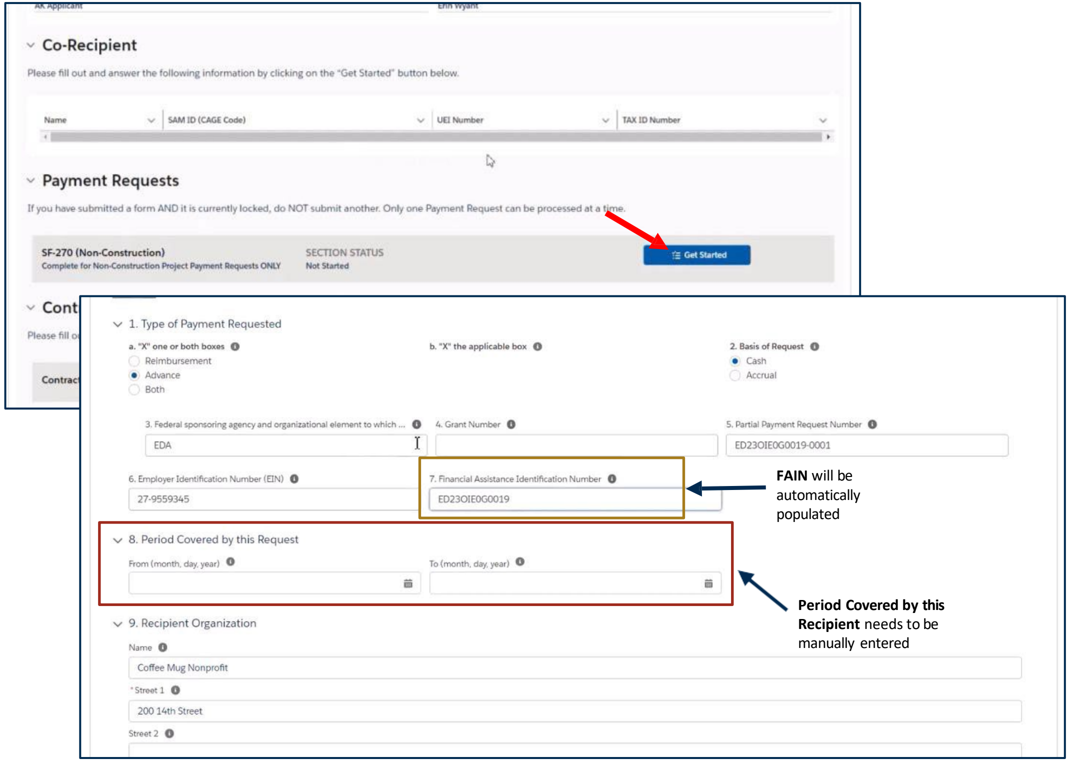
- **Do NOT start before requesting direction from your Project Officer**
- Only Lead Recipient or Auth Rep can work on the request
- Only the Authorized Rep can attest/submit

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 <u>your</u> Organization.
- You can remove team members by updating the **Status** from Current to Former.

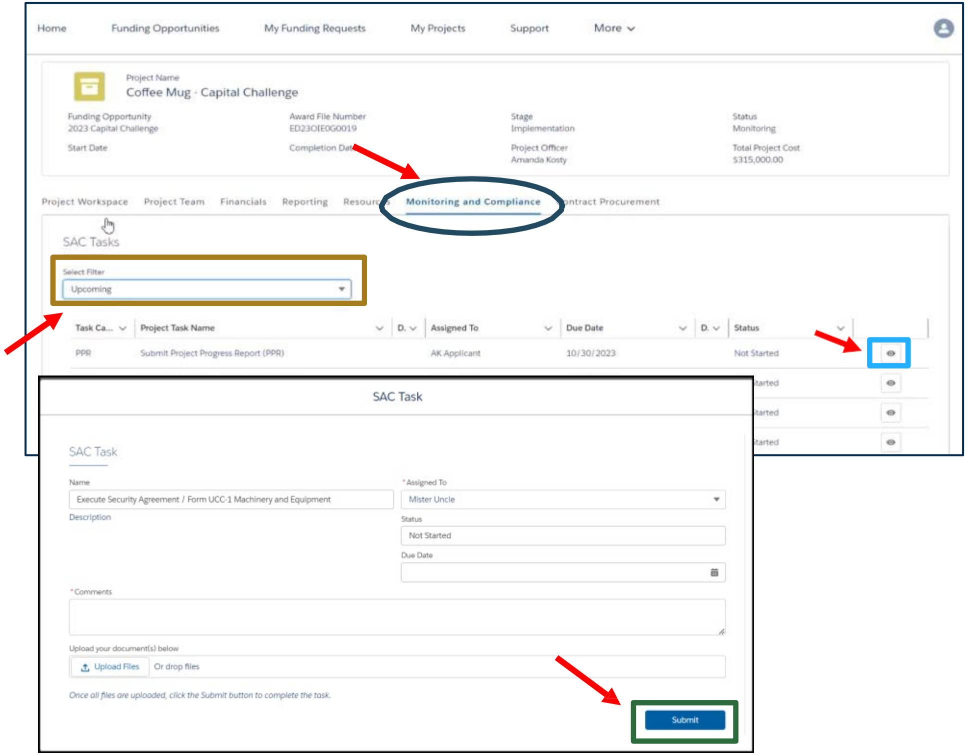


Payment Requests in EDGE



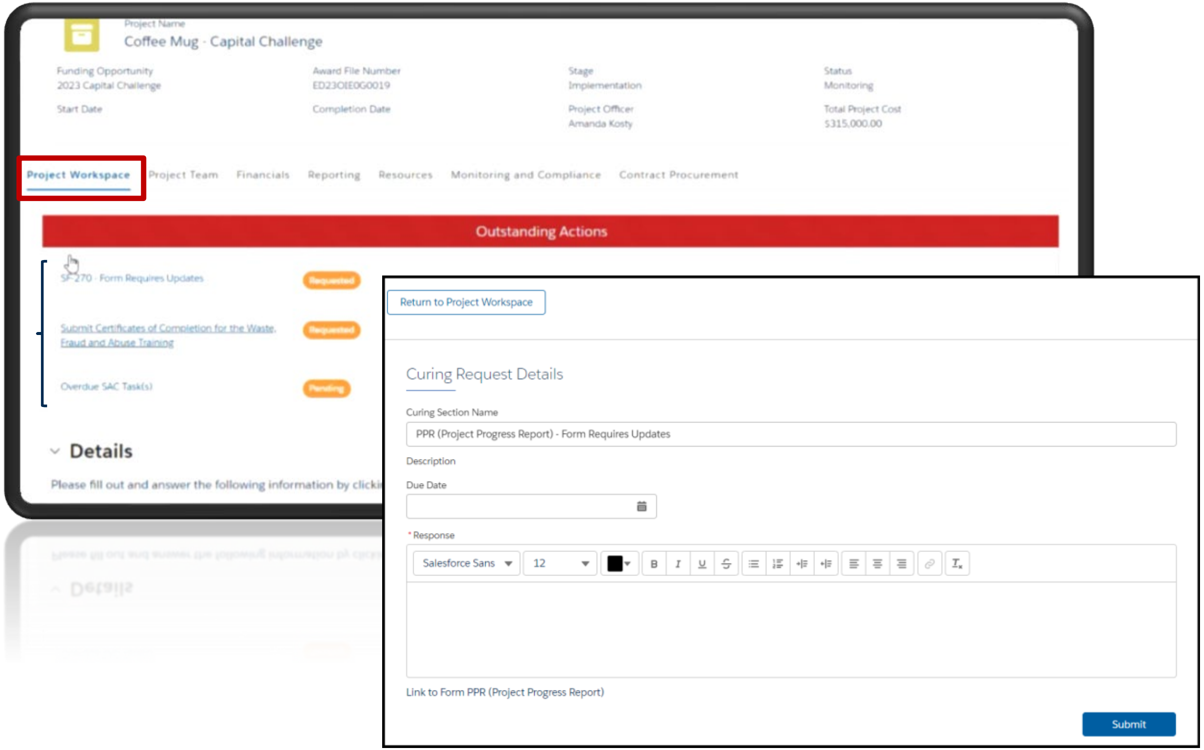
- Payment Requests are created in the Project Workspace. If your SF-270 or SF-271 is **locked**, you have a Payment Request currently In Progress (*Submitted, In Review, or Scheduled*).
- Follow the guidance of your EDA Project Officer on completing the SF-270 or SF-271 correctly.
- Some information 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)*



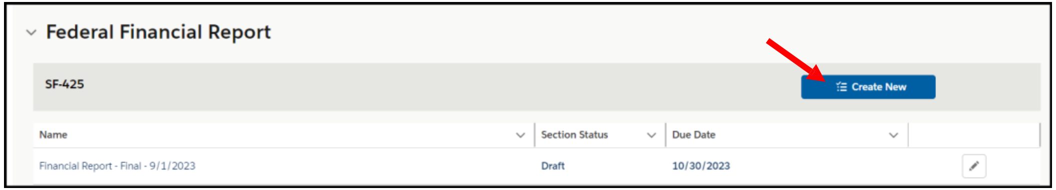
- SAC Tasks are managed in the Monitoring and Compliance tab.
- Here, you can filter by **Overdue**, **Upcoming**, **Completed**, or **All** SAC Tasks. Note, you should NOT have overdue SAC tasks in EDGE at Project Kick-off. Completing tasks on time will ensure you maintain compliance with your grant 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.

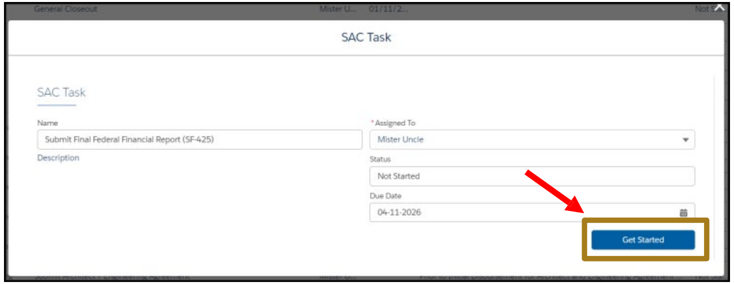
Project Curing Requests

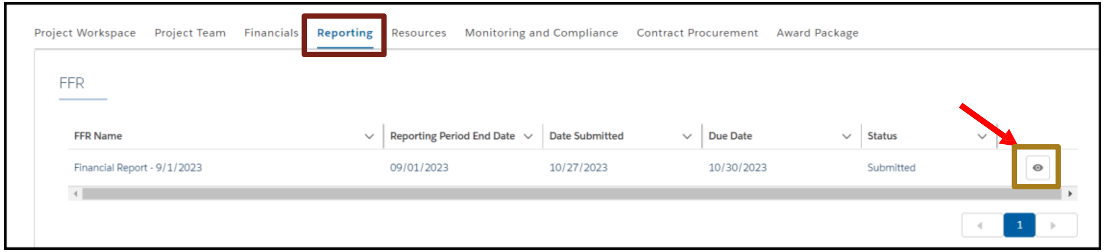


- **Authorized Representatives** and **Lead Applicants** will receive an email notification when a Cure Request is sent by your EDA Project Officer.
- All project team members can view and work on Curing Requests in the Project Workspace.
- If you have multiple curing requests, you can submit them separately (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)

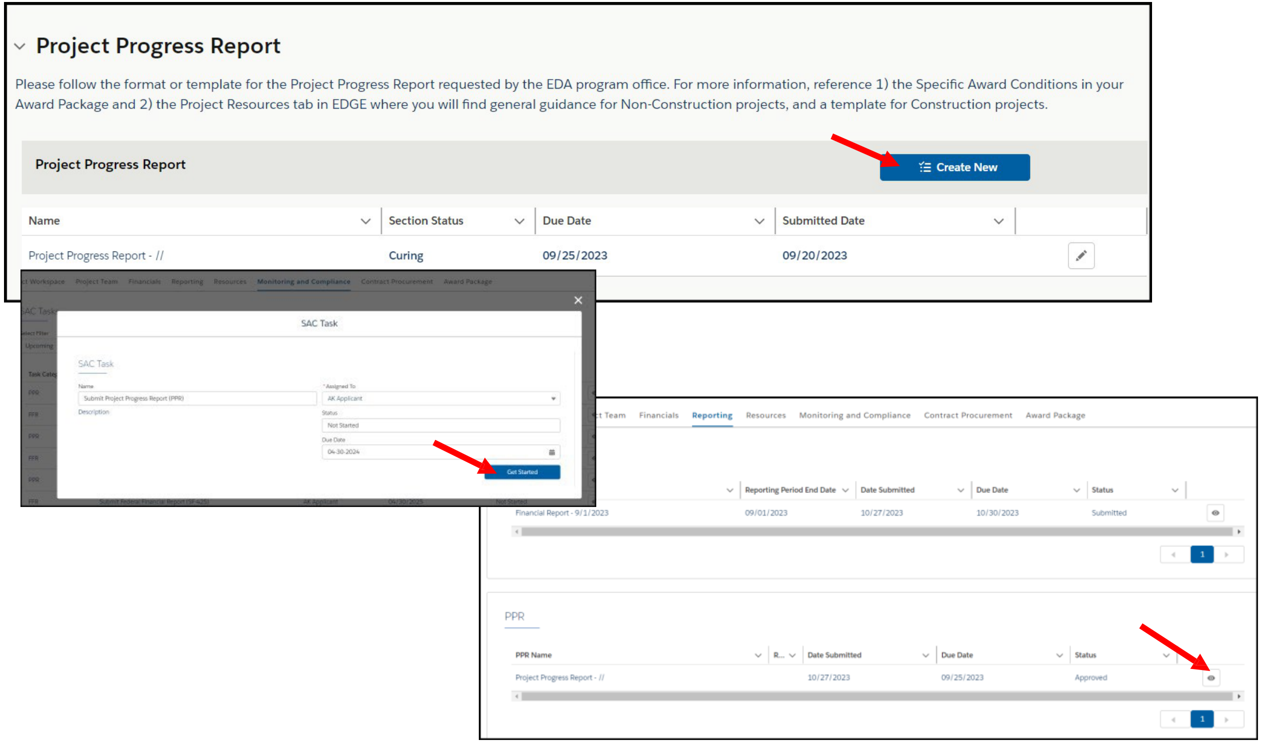






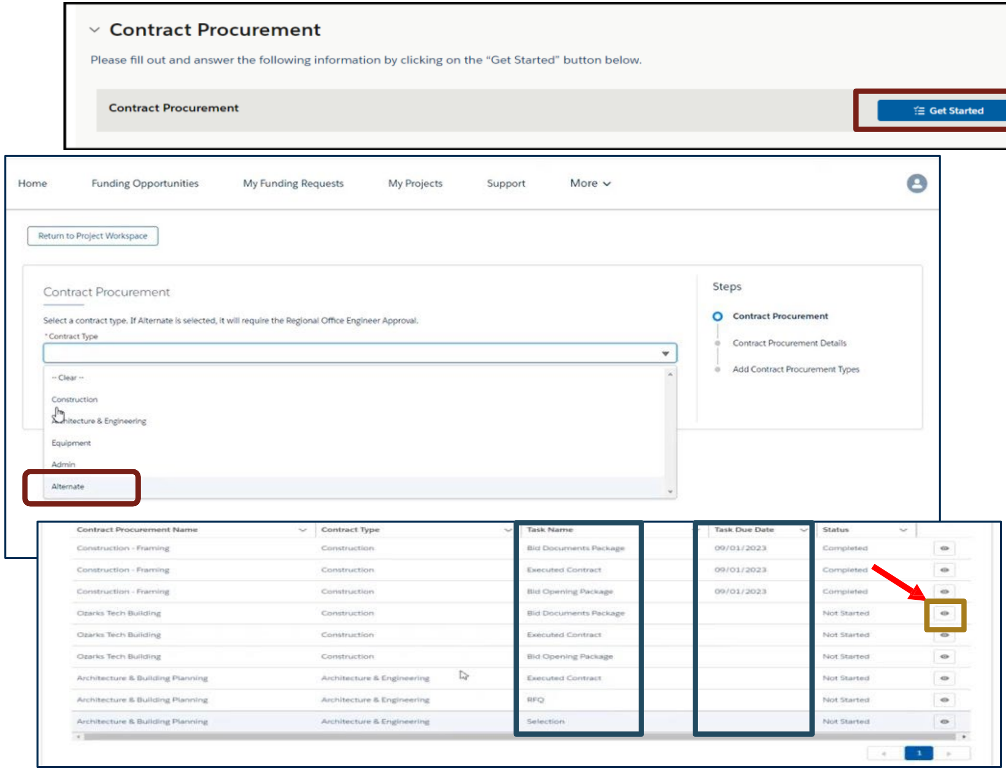
- FFRs can be started from the Project Workspace **Details** tab. FFRs can also be started from the Monitoring & Compliance tab by viewing All and clicking on the eye icon next to the FFR task and clicking **Get Started**. You can also assign the FFR task in this screen. (**Note**: FFRs can be assigned 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)



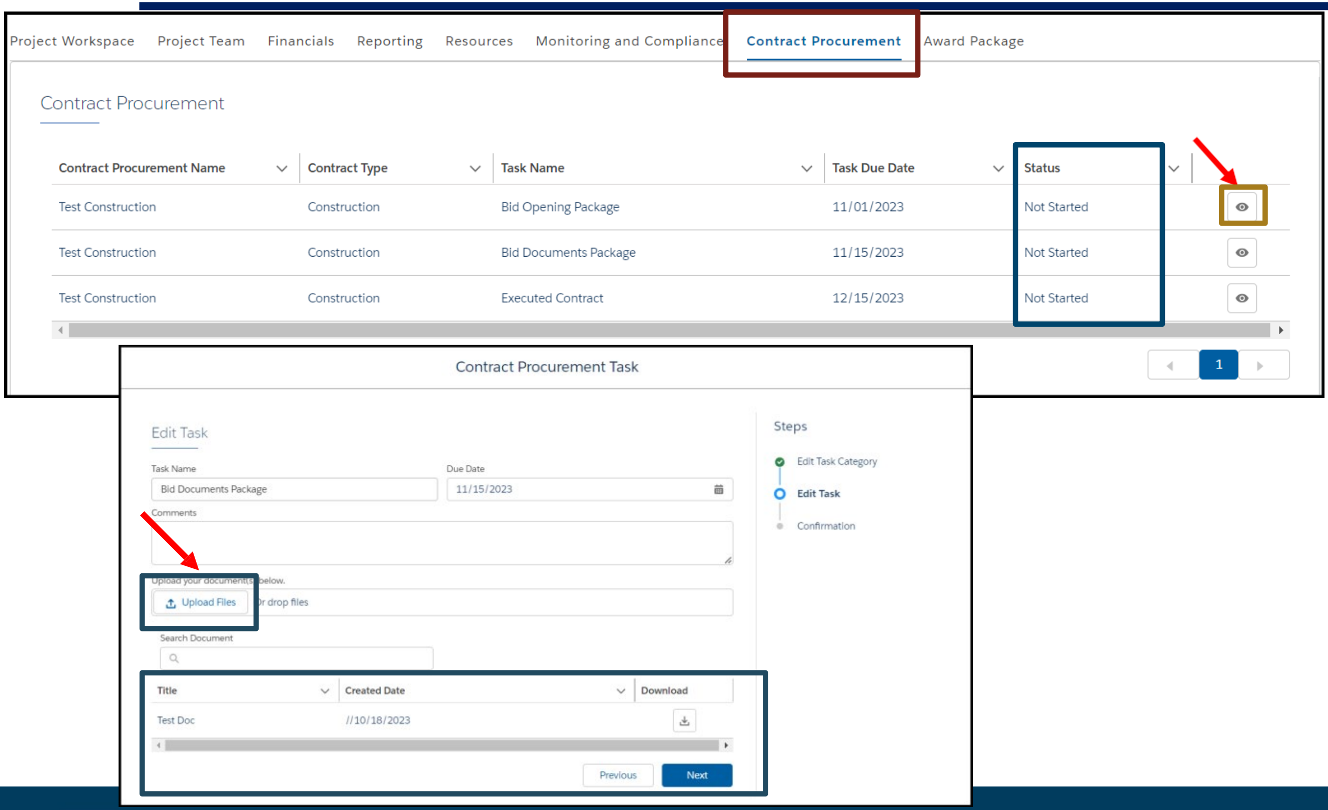
- PPRs can be started from the Project Workspace <u>Details</u> tab or from the Monitoring & Compliance tab.
- You are required to upload your Project Progress Report. You can also attach any supporting documents
- PPR can be found in the "Reporting" tab once it has been submitted. Use the "Reporting" 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)



- 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)



- 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