



RECIPIENT REPORTING REQUIREMENTS

- 1) Per the terms of your Cooperative Agreement, periodic Financial Reports (Standard Form (SF) 425) and Performance/Progress Reports are required to be submitted either quarterly, semi-annually, or annually. Specific reporting frequencies for your agreement are stated in the REPORTING REQUIREMENTS (or, in older agreements, the DELIVERABLES AND REPORTS) section of the award document.
- 2) Below is a table of Reporting Periods and Report due dates:

<u>Quarterly Period</u>	<u>Dates Covered</u>	<u>Submit Reports By:</u>
1st	October 1 - December 31	January 30th
2nd	January 1 - March 31	April 30th
3rd	April 1 - June 30	July 30th
4th	July 1 - September 30	October 30th
<u>Semi-Annual Period</u>	<u>Dates Covered</u>	<u>Submit Reports By:</u>
1st	October 1 - March 31	April 30th
2nd	April 1 - September 30	October 30th
<u>Annual Period/Dates Covered</u>	<u>Submit Reports By:</u>	
(Refer to Award Documents)	90 Days after the end of the Reporting Period	

Note: If your agreement is authorized by the Public Lands Corps Act of 1993, **Youth Employment Reports** are to be submitted quarterly and must be submitted no more than five (5) calendar days past the end of each quarterly reporting period.

- 3) Final reports must be submitted no more than 90 days past the agreement's expiration date.
- 4) Documentation (spreadsheets, invoices, receipts, etc.) detailing how expended funds were allocated to budget categories must be submitted with SF-425 Financial Reports.
- 5) Submit Reports via email to: **BLM_OR_SO_FA_REPORTS@blm.gov** with courtesy copies (cc) to the BLM Program Officer (PO), Alternate PO, Technical Advisor (TA), and Youth Coordinator, as applicable and as listed on the award document.

NOTE: Regardless of whether or not any work has been performed, failure to submit timely reports may be considered a material non-compliance with the terms and conditions of the award and may result in withholding of future payments, suspension or termination of the agreement, and/or recovery of funds paid under the agreement.

OR-WA BLM Grants & Cooperative Agreements Team:

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BLM's Financial Assistance Public Website Address:

<http://www.blm.gov/or/procurement/agreements.php>