

Bureau of Land Management
FINANCIAL ASSISTANCE



Recipient Reporting Requirements

- 1) Per the terms and conditions of your financial assistance agreement, periodic Financial Reports (Standard Form (SF) 425) and Performance Reports are required to be submitted either quarterly, semi-annually, or annually. Specific reporting frequency and due dates for your agreement are stated in the REPORTING REQUIREMENTS section (or, in older agreements, the DELIVERABLES AND REPORTS section).
- 2) Reporting period end dates and submission due dates are as follows:

<u>Quarterly Period</u>	<u>Dates Covered</u>	<u>Submit Reports By:</u>
1st	January 1 - March 31	April 30th
2nd	April 1 - June 30	July 30th
3rd	July 1 - September 30	October 30th
4th	October 1 - December 31	January 30th
<u>Semi-Annual Period</u>	<u>Dates Covered</u>	<u>Submit Reports By:</u>
1st	January 1 - June 30	July 30th
2nd	July 1 - December 31	January 30th
<u>Annual Period/Dates Covered</u>	<u>Submit Reports By:</u>	
January 1 - December 31	March 31st	

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 may be required to be submitted with SF-425 Financial Reports.
- 5) Reports should be submitted via email to: **BLM_OR_SO_FA_REPORTS@blm.gov**
Cc: the BLM Program Officer (PO), Alternate PO, and Technical Advisor (TA), if applicable, as listed in the award document.

Reporting is not optional. 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.

Oregon/Washington BLM Financial Assistance Staff:

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BLM's Financial Assistance Public Website Address:

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