

Management Minute: Three Federal Reports Every Grant Recipient Must File

Shandra Davis: Filing on-time federal reports is a requirement of your Head Start award. The three required reports are the SF-425, your federal financial report, your SF-428, the tangible property report, and the SF-429, the real property report. The SF-425 reports on obligations and disbursements in a period under each grant number, and the SF-428 reports on a recipient's federally owned property at the close of the project period.

Keep in mind that filing late reports or missing a filing date may impact your ability to access funds in the payment management system. The SF-429 is important because it highlights the status of real property purchased, constructed, or subject to major renovations paid with federal Head Start funds. It is a good idea for recipients to update any notices of federal interest based on your SF-429.

Strong internal controls will support timely and accurate federal reports and keep you in compliance with the terms and conditions of your federal award.