American Rescue Plan Grants to Organizations
FREQUENTLY ASKED QUESTIONS

Updated 11.13.24

If you have not yet done so, we recommend that you take the time right now to read the [How to Manage Your NEA Award Handbook](#) from cover to cover. Most grantee questions are answered in this document. **All resources are available in the [Manage Your Award](#) section of the NEA website.**

Where to find answers to questions about...?

Using REACH to manage the award:
- How to Manage Your NEA Award Handbook
- Access REACH here: https://grants.arts.gov/eGMS-Reach/Login.aspx

Requesting payment:
- How to Manage Your NEA Award Handbook
- Payment Request Instructions, How-To Video, and Payment Request Frequent Errors

Requesting changes to the award:
- How to Manage Your NEA Award Handbook
  (The NEA will consider Change Requests to adjust the scope, supported costs, period of performance, or final report due date. Changing the personnel who manage the award in REACH can also be accomplished with a Change Request.)

Final reporting:
- How to Prepare Your FY19-23 Final Reports
- Final Report Tips for ARP Grants to Organizations

FAQs

BUDGET

What costs are allowable for ARP funds?
ARP awards are for general operating support and are intended to fund day-to-day business expenses, and not specific programmatic activities. Allowable costs are limited to the following:
- **Salary support**, full or partial, for one or more staff positions.
- **Fees/stipends for artists** and/or contractual personnel to support the services they provide for specific activities as part of organizational operations.
- **Facilities** costs such as mortgage principal, rent, and utilities.
- Costs associated with **health and safety supplies** for staff and/or visitors/audiences (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- **Marketing and promotion** costs.

For additional questions, please don't hesitate to contact the NEA's Office of Grants Management at grants@arts.gov.

You may also find it helpful to reference the ARP guidelines under which you applied. You can access the guidelines when you log into your award in REACH:

My Award:

Institution(s)	(Applicant/Recipient)
Title	Purpose: To support personnel and marketing expenses in response to and recovery from the COVID-19 pandemic.
Participant(s)	
Division	American Rescue Plan
Grants.gov Competition	NEA American Rescue Plan Grants to Organizations #2, FY2021 📄 Notice of Funding Opportunity ("Guidelines")
CFDA Number	45.024

Do I have to stick to the costs in my approved award budget? Can I include other allowable ARP costs in my payment requests?

Your payment request must reflect only the line items in your approved award budget. If you need to make changes to your approved award budget, submit a Change Request through REACH. Instructions for submitting a Change Request are in the Handbook.

Where can I find a copy of my approved award budget?

You can find a copy of the approved award budget under the Documents tab. If you were not required to submit a revised budget during the offer stage, you can view your application budget by selecting All Files and then selecting the Master application file.

Funding	Instructions	**Documents**	Forms & Reports	Venues	Change Requests	Payments	Messages	Write Ups

Award Documents

The following files are on record for your award.

Display

⦿ All Files ○ Application Files ○ Award Files

Actions	File Name	File Type
📄	NoticeOfAction-Award-Grantee-2.pdf	Notice of Action
📄	TermsAndConditions-1.pdf	Terms and Conditions
📄	UPDATEDProject-Budget-Form3-29-22.pdf	Offer Other
📄	AwardLetter.pdf	Chair's Letter
📄	ReportSchedule-1.pdf	Report Schedule
📄	COMPLETEDAccessibility-Questions-Form-PRA-11.1.19.pdf	Offer Other
📄	OfferLetter.pdf	Offer Letter
📄	.._Master.pdf	Printer-Friendly Application File

Can ARP-supported salaries or artist stipends cover time spent on commercial activities?

No. ARP funds cannot support costs related to the sale of artwork or merchandise.

Can ARP-supported salaries cover development/fundraising activities?

ARP funds can only support development personnel for the time they spend managing the ARP award. This grant cannot support costs related to other development or fundraising activities for your organization.

For additional questions, please don't hesitate to contact the NEA's Office of Grants Management at grants@arts.gov.

PAYMENT

How do I request payment?
Payments are not automatically disbursed. Funds must be requested.

After receiving the official Notice of Action, you may submit a payment request. Payments may be requested as an <u>advance</u> for costs to be incurred in the 30 days following the request or as a <u>reimbursement</u> for costs already incurred since the beginning of the period of performance. You can make multiple payment requests during your period of performance.

(Note: The period of performance is also known as the award period in REACH.)

How long does it take to receive my payment?
After your payment request is submitted, you can follow its progress under the Payments tab in REACH. If the status says Approved (with date), funds will generally be in your account within two weeks after that date.

Actions	Request Number	Amount Requested	Date Submitted	Progress Report Approved?	Status/Date	Decision Comment
📄	1	$34,610.00	4/13/2022	☐	Approved 4/14/2022	
📄	2	$3,175.00	5/5/2022	☐	Approved 5/6/2022	

Add Payment Request

How will the grant funds be sent?
Grant funds are sent via ACH Transfer to the bank account that is in your organization's SAM.gov registration information. If your bank account changes, you must update the information in your SAM.gov account <u>before</u> requesting payment from the NEA. Your organization's SAM registration must be kept current for the duration of the award; we cannot make a payment to a grantee with an expired SAM registration.

How do I update my banking information in SAM?
Instructions are available [here](#).

How do I renew my SAM registration?
Instructions for renewing your registration are available [here](#). (**Note**: <u>SAM renewal is always free</u>. If you are contacted by someone or a business asking for money to renew your SAM registration, know that you do not need to accept the offer. Instead, go straight to SAM.gov yourself.)

If you have a problem with your SAM registration, contact the Federal Service Desk at 866-606-8220, or log in to SAM and use the Chat Live feature. Hours of Operation: Monday - Friday 8 a.m. to 8 p.m. ET. Additional resources are available in the [SAM help section](#). If you have a registration error related to the validation of your organization's name or address, click the *Create Incident* button from your registration in SAM to initiate a Federal Service Desk help desk ticket.

For additional questions, please don't hesitate to contact the NEA's Office of Grants Management at grants@arts.gov.

Can I request an advance payment prior to the start date of my period of performance?
No. You must wait until the start date of your period of performance to make your initial payment request. All costs must be incurred within your period of performance.

Can we request all our funds at the beginning of the period of performance?
Generally, no. Payment requests must only reflect allowable expenses in your approved budget that you have already incurred (reimbursement) and/or expenses expected to be incurred within 30 calendar days from the date of the request (an advance). IMPORTANT: An advance can only cover expenses 30 days into the future. Do not request funds expected to be incurred beyond that 30-day period.

Can I request reimbursement and an advance on the same payment request?
Yes. To request both reimbursement and an advance, you will need to include the "Total Program Outlays" (reimbursement amount) on line 6a **and** the "Estimated Net Cash Outlays Needed for Advance Period" (advance amount) on line 6b. The date for "Period Covered by this Request Ending Date" (line 5) must fall within 30 calendar days of the request.

When is the progress report due?
A progress report is required once the cumulative amount of requested NEA funds on line 6e exceeds 2/3 (two-thirds) of the total award amount. Complete the field titled "Progress Report" on the payment request form in REACH. IMPORTANT: A payment request will be underlined rejected if it crosses the 2/3 threshold and an acceptable progress report has not been received.

What information needs to be included in the progress report?
The progress report does not need to be long but must include a description of the approved budget's general operating costs that have been supported since the period of performance start date, and/or those costs expected to be supported for the remainder of your award period.   If you are submitting a payment request with your final report, the Final Descriptive Report will serve as your progress report; enter "See Final Descriptive Report" in the Progress Report field.

REPORTING

When are final reports due?
Final reports are due no later than 120 days after the period of performance end date. (The due date is noted in the Forms & Reports tab in REACH.) However, if you have drawn down all your ARP award funds, there is no need to wait until the end of your period of performance to submit the final reports. We encourage you to submit your final reports as soon as all approved award costs have been incurred.

Is there a specific form I need to use for my reports?
Yes, recipients of ARP Grants to Organizations will need to complete and submit the **Final Descriptive Report-General Operating Support** and the **Federal Financial Report** through the Forms & Reports tab in REACH, as well as the **Geographic Location of Project Activity Report** through the Venues tab.

Please review the **How to Prepare Your FY19-23 Final Reports** and **Final Report Tips for ARP Grants to Organizations** at Manage Your Award before working on your final reports.

For additional questions, please don't hesitate to contact the NEA's Office of Grants Management at grants@arts.gov.

How do I complete the Payment Request form (at the Payments tab)?

See detailed instructions including a video tutorial at [Manage Your Award](#).

Submit a Payment Request

View Payment Request Instructions

Field	Input	Note
1. Recipient Account or ID Number (Optional)		Optional
2. Type of Payment Requested	[Not Set] ▼	Select from dropdown
3. Basis of Request	[Not Set] ▼	Select from dropdown
4. Period Covered by this Request Starting Date		No earlier than start of POP
5. Period Covered by this Request Ending Date		No greater than date of submission + 30 days
6. a. Total Program Outlays — Costs already incurred	$ as of	Date of submission or earlier
b. Estimated Net Cash Outlays Needed for Advance Period	$	Costs to be incurred in next 30 days
c. Total (a plus b)	$ (Calculated)	[Autocalculates]
d. Non-Federal share of amount on line c	$	No match for ARP = $0
e. Federal Share of Amount on line c (c minus d)	$ (Calculated)	[Autocalculates]
f. Payment Previously Requested	$	= Total Approved Requests in REACH
g. Federal Share Now Requested (e minus f)	$ (Calculated)	[Autocalculates]
Progress Report		Progress report due when more than 2/3 of grant funds are requested.
7. Assurances	☐ I agree to the assurances.	Check this box to agree.

Cancel   Submit Payment Request

For additional questions, please don't hesitate to contact the NEA's Office of Grants Management at grants@arts.gov.

How do I complete the Change Request form (at the Change Requests tab)?

1. Select the type of change.
   - To update personnel managing the award, select "A. We Need to Update People on this Award."
   - To request a change to the time/scope/budget/reporting, select "B. We Need to Request Changes to this Award."

2. Enter an explanation/justification of the change you are requesting.

3. Attach any files that may be helpful/necessary (revised budget or other files).

4. Click Submit.

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