

## How to Prepare Your Final Reports FY 24 and Later Awards (Award Number ends in -24, -25, etc.)

Updated November 2024

### Overview

Awardees with FY24 awards must submit final reports in REACH within 120 days after the period of performance (award period) ends. The complete final report package includes the following:

- **Final Descriptive Report (FDR).** Narrative and statistical data about your award activities.
- **Federal Financial Report (FFR).** Final accounting of allowable project expenditures including required cost share/match.
- **Geographic Location of Project Activity Report (GEO).** List of addresses where significant project activity took place.
- **Payment Request** (only if you need to do a final draw down, see Payments tab)
- **Work Product** (if required, see Forms and Reports tab)

The status of submitted reports can be tracked via the REACH Forms and Reports tab. NEA Office of Grants Management staff reviews reports in the order in which they are received and will contact you through REACH messaging if questions arise. These messages automatically go out to all individuals associated with the award record in REACH. All questions must be resolved within 30 days.

**There are significant consequences for overdue reports.** Organizations with overdue reports are ineligible for new awards and no payments will be made on open awards. Pending NEA application(s) will be rejected if the overdue reports are not received. Any funds remaining on an award will be deobligated by the NEA and no longer available to you if reports are still overdue 150 days after the period of performance ends. If you drew down funds but fail to submit acceptable final reports, your organization will be ineligible to receive NEA funding for five years following the final report due date of the award(s) or until the delinquent final reports are submitted.

**150 days after the end of the period of performance, the award will be closed out and the remaining funds deobligated if you have an expired SAM registration or delinquent federal debt – even if you have submitted your final reports.** You can prevent deobligation by requesting a final reports extension through REACH prior to the 150-day deadline. In cases of expired SAM or delinquent federal debt, we will only approve a 30-day extension; you must request an additional final reports extension prior to the extended due date if the issue is not yet resolved.

### Preparation Checklist

#### Do you have access to the award in REACH?

If you do not see the relevant award in REACH, please ask another staff member with REACH access to add you through the Change Requests tab, Option A.

**Were the award activities consistent with those approved for funding by the NEA?**

If the Write Ups tab in REACH no longer describes your project, **STOP**. Instead, request an amendment under the Change Requests tab prior to submitting the FDR. See Section 4 “Making Changes to Your Project” in the [How to Manage Your NEA Award Handbook](#) for more information.

**Do you have a current SAM (System for Award Management) registration?**

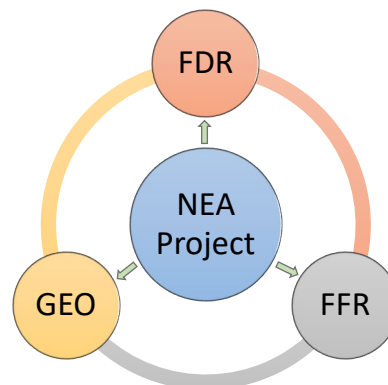
An active SAM registration is required to receive federal funds and must be maintained throughout the life of the award. If you are submitting a final payment request with your final report, go to [www.sam.gov](http://www.sam.gov) to confirm that your organization’s SAM registration is current.

**Do you have all of the supporting documentation pertinent to your award?**

Financial records, supporting documents, and all records relevant to your award must be retained for three (3) years from the date of submission of the Federal Financial Report.

**Ensure Consistent Reporting**

All components of the final report work in tandem to present a complete picture of the grantee’s NEA-supported project. Therefore, if activity is mentioned in the Final Descriptive Report, it’s expected that the cost is included on your Federal Financial Report, and that all locations of significant project activity are listed in your Geographic Location of Project Activity Report (GEO).



**You must report solely on the NEA project, which is restricted to those activities the NEA has reviewed and approved.** The NEA project may be just a portion of a larger effort. Report only on activity supported by the approved project budget.

To ensure that your final report is consistent with the approved project, review the following documents before you begin. (Look under the **Documents** tab for the award in REACH.)

- Application narrative and any approved scope amendments. You will be reporting on these activities, key artists, and partners. See also the **Write Ups** tab for the award in REACH; the information there summarizes the approved content and activities of the award.
- The most recent Project Budget approved by the NEA. This is the revised budget submitted to the NEA before your award was made or a subsequent budget submitted as part of an

amendment request made during the period of performance. You will be reporting on the actual final cost of these line items in the approved budget.

- Official Notice of Action. This document includes basic grant information including the official project description, award period (period of performance), award amount, matching (cost share) requirements. Your project must be consistent with these parameters.
- Terms & Conditions. This document was part of your award package and includes any terms specific to your award, such as the need to submit additional documentation with payment requests. It also includes notes from the NEA about your approved project budget, including costs that were rejected during review. You are responsible for adhering to these terms.
- Your own accounting records for this award. You will need these records to calculate the final project cost for your Federal Financial Report, which is based on the documented (by receipts, payroll, etc.) final cost of each approved line item on your Project Budget Form.

## COMPLETING AND SUBMITTING YOUR FINAL REPORTS

### Final Descriptive Report (FDR)

**FDR Form:** The FY24 FDR is a web form accessible directly through REACH.

- 1) Log into your REACH account and select the correct award.
- 2) Go to the **Forms and Reports** tab to view your assigned FDR. A sample form for each FDR type can be viewed at the [Manage Your Award](#) webpage.
- 3) Click on the pencil icon next to the Final Descriptive Report to open it and follow the instructions for completing and submitting the report.

### Navigating the FDR

The FDR web form is organized into multiple tabbed pages. Click “Save and Continue” at the bottom of each page to progress to the next tab. You will receive a validation error if you leave a required question unanswered or if the text you paste for a narrative question exceeds the allowed character limit. You must resolve these issues to save the data and move on.

You can expand the appearance of text boxes by clicking on the lower right corner of the text box and dragging downwards.

You do not need to complete your FDR in one sitting. After clicking “Save” at the bottom of the page, you can close your FDR and return to it later. Re-enter the FDR-in-progress by clicking on the pencil icon next to the report name on the **Forms and Reports** tab.

Submit your FDR by clicking the “Submit” button on the last tabbed page of the form. Once submitted, the document can be viewed by clicking the paper icon next to the report name on the **Forms and Reports** tab. You will still be able to make edits to the FDR until NEA staff change the status of the report to “Under Review.”

#### DO:

- ✓ Include dates when describing major project activities.
- ✓ Use numbered lists to organize information.
- ✓ Be aware of the character limits for narrative responses. If you cut and paste text from another document, the text may get shortened when pasting and/or you may get validation errors when trying to save the document.

#### DON'T:

- × Report on activity that is not supported by the approved project budget or that took place outside the period of performance.
- × Tell us about activity that was not paid through the approved project budget or reported on the FFR.

## **FDR Tips**

### *Part I: Project Narrative*

- The project narrative must give us a full sense of the activities and accomplishments of the NEA project, whether it is a discrete event or just a portion of a larger effort. (If it is a portion of a larger effort, please focus your reporting on only the components supported by your approved project budget and reported on your FFR).
- The FDR must account for the entire period of performance, even if you have previously submitted a progress report with a payment request.

### *Table of Key Partners, Funders and Artists*

- Click "Save" at the end of the row for each entry. This will also open a new blank row.
- When you have nothing left to enter, just leave the last row blank and move on to the next question of the FDR.

\*If entering a federal government agency, please note that funding from other federal government agencies CANNOT be counted as match (cost share).\*

### *Part IB/IC: Project Type (**APPLICABLE ONLY TO "ARTS EDUCATION" FDR**)*

- Select from the dropdown the project type that best fits your Arts Education award and questions relevant to that project type will appear.
- Select Collective Impact only if your award documents specifically mentioned collective impact. (See the Project Description in your Notice of Action, or the To Support Sentence in the Write Ups tab.)

**\*\*Please note:** The number of students "engaged in the project as learners" must always be equal to or greater than the number of students "who demonstrated learning." The number of professionals who "engaged in professional development activities" must always be equal to or greater than the number of professionals who are "reporting a change in practice."\*\*

### *Part IIA: Individuals Benefited*

- Individuals Compensated from the Project Budget:
  - Count only individuals who are compensated, in whole or in part, with project funds reported on the FFR.
  - Count only individuals paid directly by your organization.
- Individuals Engaged in Arts Experiences (In-person and Virtual):
  - Only report participation numbers that reflect actual figures that can be supported with documentation.
  - Synchronous refers to live activities streamed online, or real-time experiences carried out by phone or video where everyone is participating in the activity at the same time.
  - Asynchronous refers to activities that are either prerecorded or produced and then distributed online for use at a time of an individual's own choosing

### *Part IIB: Population Descriptors*

- For each group, more than one answer can be selected. Click the drop down and select one. Then click again to make additional selection(s), if necessary.
- If your project served the general public without a specific focus on reaching distinct populations, select the "No Specific Group" options.

## Federal Financial Report (FFR)

**FFR Form:** The FFR is a web form accessible through REACH. FFR Instructions can be found at the [Manage Your Award](#) webpage.

- 1) Log into your REACH account and select the correct award.
- 2) Go to the **Forms and Reports** tab and click on the pencil icon next to Federal Financial Report to open up the web form.
- 3) Follow the instructions for completing and submitting the report.

**Be sure to closely review the FFR Instructions.** This document tells you not only how to complete the form but also includes guidance on the expenditures that should be included and provides examples of how the FFR should look for the most common reporting scenarios. Most final report errors are made on the FFR.

## Geographic Location of Project Activity Report (GEO)

**GEO Instructions and FAQs** can be found on the [Manage Your Award](#) webpage.

GEO submission for FY24 grants has two parts:

- 1) The GEO is submitted through the **Venues** tab in REACH. Submit your data by clicking Edit Venues and then making an entry in the spreadsheet for each location.
- 2) GEO Submission Confirmation: In the REACH **Forms and Reports** tab, click on the pencil icon next to the GEO and confirm you have submitted your GEO data through the **Venues** tab. **Your GEO will not be marked as received until both steps have been completed.**

## Payment Request

**Payment Request Form:** The payment request is a web form accessible through REACH. Payment Request Instructions can be found on the [Manage Your Award](#) webpage.

**\*\*If you still have funds remaining on your grant, you may submit a final payment request at the same time you submit your final report if those costs were incurred during your award's period of performance and your FFR shows that you were able to provide a cost share/match for the funds.\*\***

- 1) Access the Payment Request Form by logging into your REACH account and selecting the correct award.
- 2) Go to the **Payments** tab and click the Add Payment Request button.
- 3) Follow the instructions for completing and submitting the payment request.

### **Payment Request Tips**

- Confirm that your SAM.gov registration is current and that you have no delinquent federal debt (called “Debt Subject to Offset”) at [www.sam.gov](http://www.sam.gov) before submitting a payment request. Additionally, the response to the Representations and Certifications question in SAM must be “Yes.” These requirements must be met for payment. You can also access SAM information through your award in REACH.
- Verify that SAM has your organization’s current banking information. NEA payments will be made to this bank account. If the bank information changes, you must update it in SAM before requesting payment.
- When requesting funds after the period of performance has ended, your payment request and FFR must show the same final project costs. The Recipient Share of project costs shown on line 6d of the Payment Request must equal the Recipient Share on line 10j of the FFR.
- You can track the status of your payment request through the **Payments** tab in REACH. Funds will be in your account generally within a couple weeks after the payment request status changes to Approved.

### **Work Product, if Required**

To find out if you have a work product due, log in to your REACH account and select the correct award. Go to the **Forms and Reports** tab to view the required reports. Any required work products will be listed there.

To submit an electronic work product, click on the pencil icon next to Product in the **Forms and Reports** tab. Follow the instructions for uploading your work product. Note: Only one work product will upload through the **Forms and Reports** tab. If you have multiple required products to submit, go to the **Messages** tab for that award and send additional products as PDF message attachments. Indicate “work product” in the message subject line.

If your grant requires a hard-copy work product, please send it to:

Office of Grants Management  
National Endowment for the Arts  
400 7th Street, SW  
Washington, DC 20506

**Be sure to include the award number on your hard-copy work product.**

It may take some time for staff to log your hard-copy work product. If your grant allows for an electronic product to be submitted through REACH, we recommend that you submit it this way. An additional (optional) hard copy of the product could be sent to the address above, in care of the Agency Contact noted for your award in REACH rather than to the Office of Grants Management.

**Important:** First-class and Priority mail sent to federal agencies through the US Postal Service may be irradiated to protect against biological contamination. Products (e.g., CDs, DVDs, publications) put through this process suffer irreversible damage. Use an alternative delivery service if you are sending these kinds of materials.

## FAQs in REACH

### How do I know what the NEA considers to be my approved project?

Go to the **Write Ups** tab. The Write Ups are the public-facing description of your approved project. They are searchable on the NEA website at <https://apps.nea.gov/grantsearch/>. **If the Write Ups no longer describe your project, STOP. You must go to the Change Requests tab to request a scope amendment before submitting your final report.**

Additional information about your approved project can be found in several places. Go to the **Documents** tab and select **All Files**. The **Master** file appearing at the bottom of the list is your panel-reviewed application. Look also for the most recent **Budget** file; this may have been submitted as part of the offer process or with a later amendment request. The line items in the most recent approved budget are the only costs that you should be including/describing in your final reports.

| Actions | File Name                                      | File Type                         |
|---------|--|-----------------------------------|
|         | CLEARED_NEAGrant...pdf                         | Historic Preservation Document    |
|         | NHPA-NEPA-Questionnaire-PRA-11.1.19-rev1...pdf | Historic Preservation Document    |
|         | ReportSchedule-2.pdf                           | Report Schedule                   |
|         | NoticeOfAction-Award-Grantee-1.pdf             | Notice of Action                  |
|         | AwardLetter.pdf                                | Chairman's Letter                 |
|         | TermsAndConditions-1.pdf                       | Terms and Conditions              |
|         | BudgetForm.pdf                                 | Offer Other                       |
|         | AccessibilityForm.pdf                          | Offer Other                       |
|         | OfferLetter.pdf                                | Offer Letter                      |
|         | Master.pdf                                     | Printer-Friendly Application File |



If your grant has been amended, those approved changes would supersede the original application and budget. You can check for approved amendments under the **Change Requests** tab; additional files may be under the **Documents** tab and marked as an amendment. Conversations with staff about an amendment request may be found under the **Messages** tab.

**Change Requests and Amendments**

The following change requests/amendments may be requested:

- A. We Need to Update People on this Award
- B. We need to Request Changes to this Award
- C. We Need to Withdraw from this Award.
- D. Eligible Grantees: Request a Gen Op Sup Waiver.
- E. SAA/RAO Special Amendment

[Submit a New Request](#)

Submitted Requests

| Actions | Change Request Type                         | Submission Date | Requestor  | Details  | Related Files  |
|---------|---|-----------------|------------|--|--|
|         | B. We need to Request Changes to this Award | 10/26/2020      | [Redacted] | <p><b>Request Status:</b> Approved on 11/16/2020 12:00:00 AM</p> <p>See your messages for more information.</p> <p>Submission Comments: [Redacted]</p> | <ul style="list-style-type: none"> <li>10.26.20 NEAScopeofWork-ChangeExpeditedReviewApprovedbyChair 445.pdf</li> </ul> |

### Do I have funds left on my grant? How do I request payment?

Go to the **Payments** tab and look at the amount of **Remaining Funds**. If the amount is \$0, you have drawn down the full grant. If there is a balance, view the **Payment Request Instructions** and then click the **Add Payment Request** button to seek reimbursement for approved project costs incurred within the period of performance for your award. The Final Descriptive Report can serve as your progress report.

**Payments**

**Request Summary**

[View Payment Request Instructions](#)

**Award Amount:** \$10,000.00  
**Total Approved Requests:** \$6,579.07  
**Remaining Funds:** \$3,420.93

☒ Progress Report Approved

[Add Payment Request](#)

### Where do I submit my final reports?

The **Forms and Reports** tab includes a list of all required final reports for your award. Click on the **pencil icon** to complete or submit a report (as specified earlier in these instructions). If a **Product** is required for your grant, it will be listed here, with **Special Instructions** on exactly what is required. Reports must be submitted by the **Due Date**. Additional columns (not pictured) will indicate submission status and let you know when the reports have been approved.

|         |              |           |                 |        |                 |          |              |
|---------|--------------|-----------|-----------------|--------|-----------------|----------|--------------|
| Funding | Instructions | Documents | Forms & Reports | Venues | Change Requests | Payments | Messages (2) |
|---------|--------------|-----------|-----------------|--------|-----------------|----------|--------------|

**Reporting Requirements**

To submit a report, click on the pen next to the report's name. If the pen is not visible, the report has been received and the status has changed.

| Actions | Report Type                                   | Special Instructions   | Due Date   |
|---------|---|--|------------|
|         | Final Descriptive Report - Standard           |  | 11/29/2021 |
|         | Federal Financial Report                      |  | 11/29/2021 |
|         | Product                                       | As part of the final report you are required to submit a Final Work Product. See <a href="https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations-for-the-instructions">https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations-for-the-instructions</a> . Electronic copy of product is acceptable. | 11/29/2021 |
|         | Geographic Location of Project Activity (GEO) |  | 11/29/2021 |

### Where do I submit my Geographic Location of Project Activity (GEO) data?

Submit your GEO locations through the Venues tab in REACH. **Be sure to review the instructions first so you understand how to complete the form.**

|         |              |           |                 |        |                 |          |          |
|---------|--------------|-----------|-----------------|--------|-----------------|----------|----------|
| Funding | Instructions | Documents | Forms & Reports | Venues | Change Requests | Payments | Messages |
|---------|--------------|-----------|-----------------|--------|-----------------|----------|----------|

Write Ups

**Venues**

As of April 1, 2022, all grantees will submit their Geographic Location of Project Activity report through the Venues tab. Instructions can be found here: <https://www.arts.gov/sites/default/files/GEO-Instructions-Venues-Tab-3.24.22.pdf>.

[Edit venues](#)

| From | To | Site Name | Venue Type | Activity Type | Address | Primary? | Tentative? |
|------|----|-----------|------------|---------------|---------|----------|------------|
|------|----|-----------|------------|---------------|---------|----------|------------|

No records to display.

General questions about final reporting should be directed to [FinalReports@arts.gov](mailto:FinalReports@arts.gov).