	How to Prepare Your Final Reports, FY 19-23
NATIONAL ENDOWMENT for the ARTS — arts.gov	(Award Number ends in -19, -20, -21, -22, -23)

Introduction

For FY21 and later grants, required final reports are due 120 days after your period of performance (award period) ends. For FY20 and earlier grants, reports are due within 90 days. 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** (if funds remain)
- **Work Product** (if required)

Final reports and payment requests must be submitted through REACH. Once submitted, you will be able to track their status through approval. NEA staff review reports in the order in which they were received and will contact you if questions arise during review. Messages will be sent through REACH messaging to all individuals assigned as Participants on the grant. 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 de-obligated 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.

For FY19-21 grantees only: If you are struggling to complete your approved project, review the Instructions/FAQs for the General Operating Support Waiver (GOSW). This program allows certain FY19-21 grantees to convert their award to general operating support. For grantees with a GOSW, final reporting guidance varies slightly from our usual grants; GOSW final report tips can be found on the Manage Your Award webpage.

Final report tips for **American Rescue Plan** (ARP) grantees can also be found at Manage Your Award.

General questions about final reporting should be directed to FinalReports@arts.gov.

Don't see all of the NEA awards to your organization on your REACH home page? It may mean that you haven't been granted Participant access to specific grants. Please ask an existing Participant to submit a Change Request on those awards to add you.

Reminders

Supported award activities **must** be consistent with those approved for funding by the NEA. **If the Write Ups tab in REACH no longer describes your project, STOP. Instead, open the Change Requests tab to request an amendment <u>prior</u> to submitting the FDR.** If you did not carry out the project as intended, believe a time or scope amendment is necessary, or if you need an extension to your final report due date, send the request with a justification through REACH. See Section 4 "Making Changes to Your Project" in the **How to Manage Your NEA Award Handbook** for more information.

Do not include activities supported by unallowable costs in your final report documents. Familiarize yourself with unallowable costs by reviewing Section 12 "Cost Principles" of the **General Terms & Conditions** for your award.

An active SAM (System for Award Management) registration is required to receive federal funds and must be maintained throughout the life of the award. If you will be submitting a payment request with your final reports, go to www.sam.gov to confirm that your organization's SAM registration is current. (You can also access SAM information through your award in REACH.) Begin the renewal process immediately if the registration has expired or will be expiring soon.

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.

Financial records, supporting documents, and all records pertinent to your award must be retained for three years from the date of submission of the Federal Financial Report. Your award may be selected for audit by the NEA's Inspector General within that time period.

Verify that your email will accept messages from the arts.gov domain name so your REACH message notifications do not end up in your spam folder.

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. These activities are funded by the NEA grant and the cost share you will report on line 10j of the Federal Financial Report, and may be just a portion of a larger effort. <u>Report only on activity supported by the approved project budget</u>.

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 will be the revised budget submitted to the NEA before your award was made or might have been part of an amendment request made during the period of performance. You will be reporting on the actual final cost of these line items.

- 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, and original award participants in REACH. Your project must be consistent with these parameters.

- Terms & Conditions. This document was part of your award package and includes any terms that are specific to your grant, such as the need for 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 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.

Web Links to Bookmark

REACH - https://grants.arts.gov/eGMS-Reach/Login.aspx. The NEA's online awards management system. Designated individuals at the grantee organization receive REACH access instructions with the offer and/or award notifications.

Manage Your Award - https://www.arts.gov/grants/manage-your-award. Find guidance, instructions, forms, and more to manage your NEA award. Go here to view the General Terms & Conditions, How to Manage Your NEA Award Handbook, and final report instructions and sample forms.

Final Descriptive Report (FDR)

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

Grantees must submit their FDR through REACH using the web form. There are multiple FDR types; your assigned FDR type is identified at the Forms and Reports tab for the award in REACH. A sample form for each FDR type can be viewed at the Manage Your Award webpage.

Access the FDR web form by logging into your REACH account and selecting the correct award. Go to the **Forms and Reports** tab to view the assigned FDR. Click on the black pencil icon next to the Final Descriptive Report to open up the form. Follow the instructions for completing and submitting the report.

The FDR form includes instructions throughout, but see additional guidance below.

Saving and Submitting 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 of the FDR. Certain questions require a response before the form will let you move on; 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 black 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 you've done this, you can view the document 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."

FDR Tips

> ➤ Part I: Project Strategies (APPLICABLE ONLY TO "OUR TOWN" FDR)
> Select yes for all the strategies that were actually used in your project and no for those not utilized. Please discuss these strategies in the narrative section. Select all that apply.

> ➤ Part I: Project Narrative
> The project narrative must give us a full sense of the activities and accomplishments of the NEA project. An NEA project may be just a portion of a larger effort; **do not report on activity that is not supported by the approved project budget.**

Even if you have previously submitted a progress report with a payment request, the FDR must account for the entire period of performance.

> 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 activities that took place before or after your period of performance.
> - Tell us about activity that <u>was not</u> paid through the approved project budget or reported on the FFR.
> - Mention receptions, galas, general fundraising efforts, special donor events or similar activities. These activities are ALWAYS unallowable under the terms of your grant and cannot be paid by NEA or matching (cost share) funds.

> Table of Key Partners, Funders and Artists
> - Click "Save" at the end of the row for each entry.
> - Clicking "Save" at the end of a row also opens 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: Project Type (APPLICABLE ONLY TO "ARTS EDUCATION" FDR)

For the Arts Education FDR, select from the dropdown the project type that best fits your Arts Education award; 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.)

Tip: 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: Project Activity Data

Be sure that what you report in these sections is completely consistent with the information in your narrative.

A response to each project activity data question is required. Enter 0 (zero) in any activity fields that are not applicable or for which actual figures/supportable estimates do not exist.

➢ Part IIB: 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.
- Do not count individuals working for a third-party organization contracted for services.
- The number of individuals compensated from the project budget must be equal to or greater than the number of individuals hired by your organization as employees.

For the question about how many were hired by your organization as employees:
- Count all employees hired *as a result of this award*, including temporary, part-time, and full-time employees. (For this purpose, employees are defined as staff who receive a W-2 tax form from your organization.)
- Do not count contractors or individuals who would receive an IRS Form 1099.

Virtual Arts Experiences:
- You can select more than one answer if applicable. Click on the dropdown and select one. Then click again on the dropdown to make additional selection(s).

➢ Part IIC: Population Descriptors

For each group, you can select more than one answer if applicable. Click on the drop down and select one. Then click again on the dropdown to make additional selection(s).

If your project served the general public without a specific focus on reaching distinct populations, select the "No Specific Group" option.

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.

Access the FFR web form by logging into your REACH account and selecting the correct award. Go to the **Forms and Reports** tab and click on the black pencil icon next to Federal Financial Report to open up the web form. 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.

FFR Tips

➢ The FFR must be based on the documented final cost of the line items in your approved project budget. In most cases, this will not be an exact 1:1 cost share. Also, do not simply reiterate the estimated costs from your approved project budget. In an audit, you would need to produce receipts that document the exact costs reported on your FFR.

➢ All costs covered by the NEA award and the cost share reported on line 10j of your FFR are subject to the General Terms & Conditions for the award. Do not include unallowable and unapproved costs.

➢ Only fill out Box 11 (Indirect Costs) if your approved project budget included indirect costs (using a federally negotiated indirect cost rate or de minimis). Your budget may not have included indirect costs; in this case leave Box 11 blank.

➢ Submission of the FFR includes certification of the accuracy of reported expenditures. Therefore, it is essential that your FFR is submitted by a representative of your organization who is in a position with authority to do so. The person submitting the FFR must be using their own REACH account and may be subject to federal penalties if knowingly providing false information.

Geographic Location of Project Activity Report (GEO)

GEO Instructions, **GEO FAQs**, and the **GEO Spreadsheet** can be found on the Manage Your Award webpage.

GEO submission 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. Confirmation: In REACH, at the **Forms and Reports** tab, you will click on the black 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 – If Funds Remain

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, submit a payment request at the same time you submit your final report.****

Access the Payment Request Form by logging into your REACH account and selecting the correct award. Go to the **Payments** tab and click the Add Payment Request button. 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 before submitting a payment request. Both requirements must be met to submit a payment request. You can also access SAM information through your award in REACH. **If you have an expired SAM registration or delinquent federal debt, you must request a one-month final reports extension to allow yourself time to resolve the issue.**

> 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 <u>after</u> the period of performance has ended, <u>your payment request and FFR must show the same final project cost</u>. 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 black pencil icon next to Work 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. <u>If you have multiple required products to submit, go to the **Messages** tab for that award and send additional products as PDF message attachments</u>. 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 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.
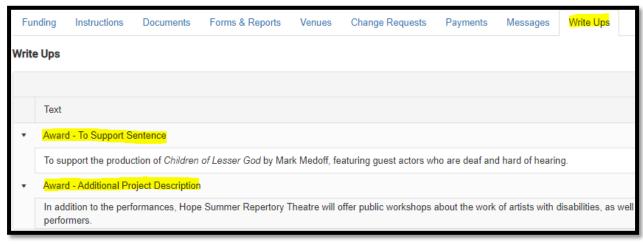
Final Reports Package Checklist

Your final report package is complete if you have done the following:

☐ Submitted the FDR web form through the Forms and Reports tab in REACH

☐ Submitted the FFR web form through the Forms and Reports tab in REACH

☐ Submitted your GEO data through the Venues tab in REACH

☐ Submitted your GEO submission confirmation through the Forms and Reports tab in REACH

☐ Submitted a Payment Request web form through the Payments tab in REACH (if needed)

☐ Submitted a work product through the Forms and Reports tab in REACH, or shipped it to the NEA (if a product is required for your award)

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, 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.

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.

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.   The Final Descriptive Report can serve as your progress report.

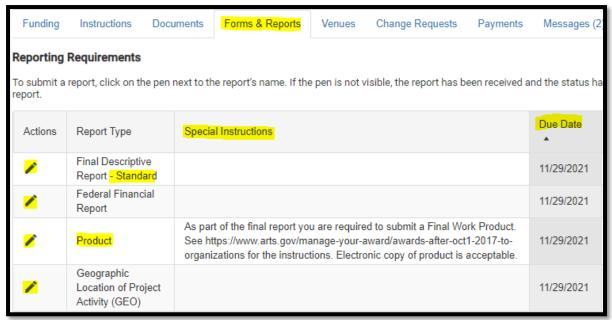| Funding	Instructions	Documents	Forms & Reports	Venues	Change Requests	Payments	Messages	Write Ups

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 **black pencil icon** to complete or submit a report (as specified earlier in these instructions). If the **Final Descriptive Report** Type is other than Standard, you may find extra tips for completion either in this document or on Manage Your Award. 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 ha report.

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 https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations for the instructions. 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 on Manage Your Award 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.							