



How To Prepare Your Final Reports Package FY 18 and Later Awards

April 2018

Introduction

Required final reports are due 90 days after your 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** (if funds remain)
- **Work Product** (if required)

Starting with FY18 grants, final reports and payment requests must be submitted through REACH. Once submitted, you will be able to track their status through approval. NEA staff reviews 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 and will automatically go out to all individuals associated with this 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 existing 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 more than 60 days overdue (a total of 150 days after the grant ended). If you drew down funds but failed 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.

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

Reminders

Supported award activities must be consistent with those approved for funding by the NEA. If you did not carry out the project as intended, think 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 & eGMS REACH 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 report, 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.

Financial records, supporting documents, statistical records, 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 it was paid with funds reported on the Federal Financial Report and that all locations of significant project activity will be listed in your Geographic Location of Project Activity (GEO) report.

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.
- 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, CFDA information, and original Reach account usernames. 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 new online awards management system. Individuals associated with a recipient organization receive REACH access instructions with the offer and/or award notifications.

Manage Your Award - <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-organizations>. Find the documents you need to understand the terms of your award, request a payment, and submit a final report.

How to Manage Your NEA Award & eGMS REACH Handbook - <https://www.arts.gov/manage-your-award/awards-made-after-october-1-2017/how-manage-your-nea-award-and-egms-reach-handbook>. Helpful information about NEA award administration and common challenges.

COMPLETING AND SUBMITTING YOUR FINAL REPORTS

Final Descriptive Report (FDR)

FDR Form

FDR Instructions: The FDR form includes instructions throughout, but see additional tips below.

Grantees with FY18 and later awards (the award number will end with -18, -19, etc.) must use the *FY18 & Later Final Descriptive Report (FDR)* form. Earlier versions of the FDR will not be accepted.

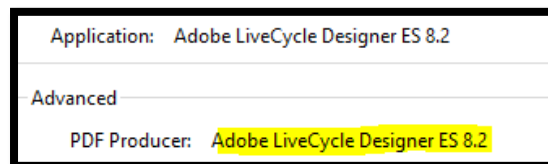
Access the Final Descriptive Report by logging into your REACH account and selecting the correct award. Go to the **Reports** tab to view the required FDR type. Click on the black pen next to the report's name to open up the report's window. Follow the instructions for completing and uploading the report.

Downloading and Formatting Your FDR

Please note that clicking directly on the FDR link on our webpage will result in a message about needing to update your PDF viewer. This is not necessarily true; if you are using the most recent version of Adobe Reader, you are fine. The message is associated with the software used to develop the FDR form and can be disregarded.

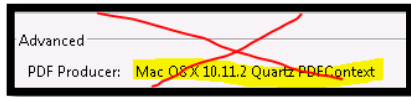
Follow these instructions exactly to download and save the FDR form:

- 1) Save the FDR form to your desktop as a PDF file without opening it first.
PC Users: Right-click on the FDR link on the NEA webpage, and then select "Save link as..."
Mac Users: Control-click on the FDR link on the NEA webpage, and then select "Save Link As..."
- 2) Open Adobe Reader on your computer. If you don't have this software, it can be downloaded for free from the Adobe website. Use only the latest version of Adobe Reader.
- 3) From within Adobe Reader, open the FDR form and complete it.
- 4) Save the file and rename it. Follow this naming convention: "FDR" followed by the award number and your organization's name. For example: FDR, 1234567-89-18, ABC Art Museum.
- 5) Verify that your report is properly formatted by checking the Document Properties. The most recent version of the FDR shows the PDF Producer as Designer 6.3. (An earlier version shows Adobe LiveCycle Designer.)

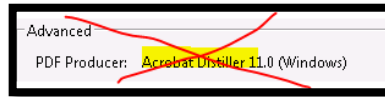


We are unable to upload reports to our final reports database unless they are properly formatted. Scanned or improperly formatted FDRs cannot be accepted.

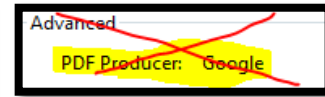
If you haven't properly formatted the report as described, you will see a different PDF producer and your report will report will be incompatible with our database. None of the FDRs with the properties shown below can be accepted.



Do not use Mac Preview



Do not use distill the document



*Do not use other PDF Producers
(e.g., Google, PDFium)*

Completing the FDR

This guidance will help you through the trickier parts of the FDR:

➤ Organization Information

"Period of performance" is a specific term used across the federal government. It means the same thing as "period of support" or "award period." It does not mean the dates of any actual performances.

The contact should be a person who can answer questions about the contents of the FDR. It does not need to be the Authorizing Official for the grant.

➤ Select Type of FDR

Selecting the correct type of FDR is critical—the questions you will answer on the FDR form are determined by the FDR type that you pick. (We will ask you to revise and resubmit your FDR if you do this incorrectly.) Go to the **Reports** tab for this award in REACH to view your required FDR type.

➤ 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 standard bullets or auto-numbered lists to organize information.
- Be aware of the character limits for narrative responses.

DON'T:

- Report on activities that took place before or after your period of performance.

- Tell us about activity that was not 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 funds.
- Insert a signature or attach anything into the PDF.

Tip: Due to the expandable nature of the FDR form, you can't always see the full text when you are typing a narrative response. To resolve: with your mouse, click anywhere else on the FDR form. This will cause the full text to display.

➤ Part IIA: Project Activity Data, Part IIB: Individuals Benefitted, Part IIC: Population Descriptors

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

The "Individuals Compensated from the Project Budget" question will be new to many grantees and may be confusing. Some tips:

- Column A:
 - 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 another organization contracted for services.
- Column B:
 - 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 eligible for federal income tax withholding from wages.)
 - Do not count contractors or individuals who would receive an IRS Form 1099.

➤ Part IB, C or D: Arts Education Narrative (APPLICABLE ONLY TO ARTS EDUCATION FDR)

Direct Learning for Students project type (B) *or*

Professional Development project type (C) *or*

Collective Impact project type (D)

Select the project type that best fits your Arts Education award and answer the questions for that project type. Complete a Collective Impact narrative only if your award documents specifically mentioned collective impact. (See the Project Description in your Notice of Action.)

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."

Federal Financial Report (FFR)

FFR Form: The FFR is a web form accessible through REACH.

[FFR Instructions](#)

Access the FFR web form by logging into your REACH account and selecting the correct award. Go to the **Reports** tab and click on the black pen next to Federal Financial Report to open up the report's window. 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 (GEO)

[GEO Form](#)

[GEO Instructions](#)

[GEO FAQs](#)

The GEO for FY18 and later awards is a form on the NEA's website. NEA staff will enter your GEO submission date in REACH within a week of receipt.

Payment Requests, If Funds Remain

Payment Request Form: The payment request is a web form accessible through REACH.

[Payment Request Instructions](#)

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.

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 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 cost. 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 few 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 **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 pen next to Work Product in the **Reports** tab. Follow the instructions for uploading your work product. Note: Only one work product will upload through the **Reports** tab. If you have multiple required products to submit, go to the Messages tab for that award and send additional products as message attachments. Indicate “work product” in the message subject line.

Follow this naming convention for work products submitted through REACH: "Work Product" followed by the award number and your organization's name. For example: Work Product, 1234567-89-18, ABC Art Museum.

Hard-copy work products must be sent directly to the Grants & Contracts Office. We accept deliveries at:

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

NEA staff will log your hard-copy work product in to REACH upon receipt.

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 a PDF of your FDR through the Reports tab in REACH
- Submitted the FFR web form through the Reports tab in REACH
- Submitted your GEO data through the NEA web app
- Submitted a Payment Request web form through the Payments tab in REACH (if needed)
- Submitted a work product through the Reports tab in REACH, or shipped it to the NEA (if a product is required for your award)