To request your award funds from the National Endowment for the Arts (NEA), you must submit a Payment Request through REACH at https://grants.arts.gov/eGMS-Reach/Login.aspx.

The online Payment Form in REACH is designed for organizations. There are some fields that as an individual you do not need to complete. Read through the instructions first before beginning. Follow the instructions carefully.

Email us at grants@arts.gov or call the Office of Grants Management at (202) 682-5403 if you have questions.

Before you begin, check the award header in REACH or the Documents Tab for the award letter. You will need the information on the award letter to complete the payment request form.

HAS YOUR BANK INFORMATION CHANGED SINCE YOU RECEIVED THE AWARD?
If so, you must notify the Office of Grants Management at the same time as you complete a payment request by doing the following 2 steps.
(1) Submit a *new* ESC Confidential Delphi Supplier Set Up Form via REACH.
(2) On the **Payment Request form** in REACH, add a note in the Progress Report field that your bank account has changed and to see the revised ESC form.

Note:
- Payments can only be remitted to a United States financial institution or bank. No funds can be transferred to a foreign financial institution.
- Funds are available only after the start date of your award. See the grant award letter for this date.
- Check the Documents Tab for any "special" reporting requirements that apply to your grant. A few grantees are required to submit additional information.
- The NEA has partnered with Enterprise Service Center (ESC), a division of the US Department of Transportation's Federal Aviation Administration (FAA), to process payments. If there are questions regarding your banking information you may receive an email from ESC. ESC's emails are sent from the @faa.gov address. If you have any concerns, contact the NEA's Office of Grants Management at grants@arts.gov.

Tips:
- Ignore the Notice regarding SAM.gov registration; as an individual you do not need to be registered in SAM.gov.
- Make sure that the Pop-up blocker on your browser is disabled.
- Do not click SUBMIT PAYMENT REQUEST more than once; allow time for the system process.
- Scroll to the bottom of the page to see if there are any errors reported.

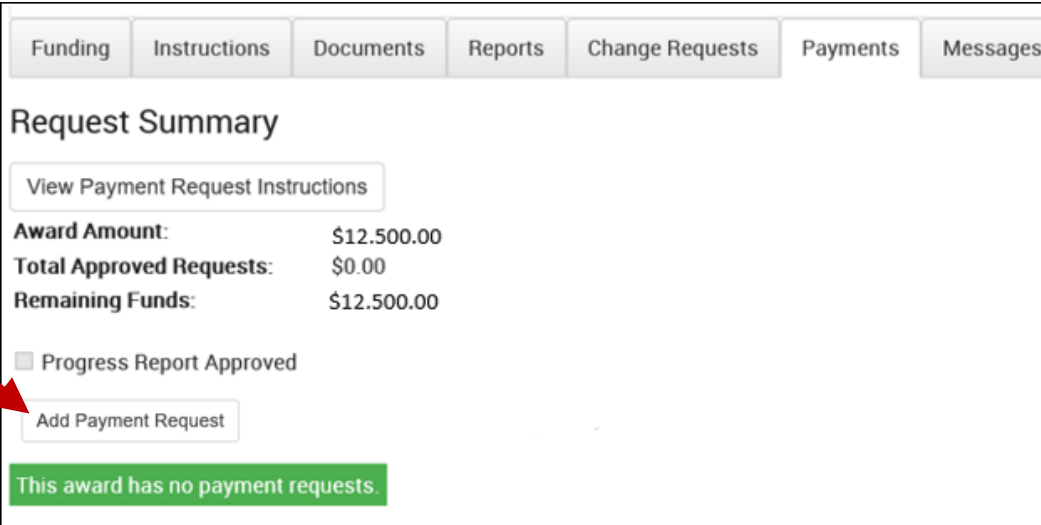- If done correctly a blue table will appear on the Payments Tab.

Actions	Request Number	Amount Requested	Date Submitted	Progress Report Approved?	Status/Date	Decision Comment
📄	1	$5,000.00	xx/xx/xxxx	☐	Submitted xx/xx/xxxx	

- If you made a mistake you can edit your request until the status changes to "under review." Click on the icon under the Actions column to revise.
- For your convenience, Appendix A is an illustration of the "Submit a Payment Request" web form.

I. LOG IN TO REACH

Access the Payment Request form by logging into your REACH account and clicking on My Awards. Go to the **Payments Tab** and click the ADD PAYMENT REQUEST button. Illustration on next page.

II. COMPLETING THE PAYMENT REQUEST FORM

Line 1. Recipient Account or ID Number (Optional)
Leave empty

Line 2. Type of Payment Requested
If this is the last or only payment request you plan to make, select FINAL, otherwise select PARTIAL.

Line 3. Basis of Request
Select CASH.

Line 4. Period Covered by this Request Starting Date
This date cannot be prior to the start date of the award.

Line 5. Period Covered by this Request Ending Date
This date can be no more than 30 days from the date you submit this form. It also cannot be after the end date of the award.

Line 6. Computation of Amount Requested:
- (a) <u>Total program outlays:</u>
    - First Request – enter amount requesting
    - Second – add previous requested amount to current request.
    - "<u>As of</u>" – enter today's date.

- (b) <u>Estimated net cash outlays needed for advance period</u>:
    Leave blank

- (c) <u>Total (a plus b)</u>:
    The sum of line a plus line b will calculate automatically.

- (d) <u>Non-federal share of amount on line c</u>:
    Leave blank.

- (e) <u>Federal share of amount on line c (c minus d)</u>:
    The form will calculate the difference between line c and line d. The (NEA) share of outlays cannot exceed the amount of your award.

- (f) <u>Payment previously requested</u>:
    If this is your second, etc. request, enter the total NEA funds *previously* requested for this award.

- (g) <u>Federal share now requested (e minus f)</u>:
    Line g will automatically calculate based upon the previous fields. This is the amount you are now requesting.

Progress Report

One progress report is required when you request more than two-thirds of the grant amount. The Progress Report must include:

(1) A description of all activities supported by the grant that have been undertaken since the grant period start date, and

(2) Any grant supported activities planned for the remainder of the grant period (e.g., research, travel, or other related activities).

Tip: Not including the progress report when it is due is a common reason payment requests are delayed.

Line 7. Assurances

Checking the Assurances box indicates agreement to all the terms and conditions of the award, including authorizing official certification and labor assurances.

When your Payment Request is complete, click the SUBMIT PAYMENT REQUEST button.

You can track the status of your payment request through the Payments tab in REACH. You can generally expect payment within two weeks after the payment request status changes to Approved.

APPENDIX A

View Payment Request Instructions

Submit a Payment Request

1. Recipient Account or ID Number (Optional)	
2. Type of Payment Requested	[Not Set] ▽
3. Basis of Request	[Not Set] ▽
4. Period Covered by this Request Starting Date	📅
5. Period Covered by this Request Ending Date	📅
6. a. Total Program Outlays	$ as of 📅
b. Estimated Net Cash Outlays Needed for Advance Period	$
c. Total (a plus b)	$ (Calculated)
d. Non-Federal share of amount on line c	$
e. Federal Share of Amount on line c (c minus d)	$ (Calculated)
f. Payment Previously Requested	$
g. Federal Share Now Requested (e minus f)	$ (Calculated)
Progress Report	**B** *I* U ← ▾ → ▾ ✂ ☐ ☐ 📋 🔍 ⧉ ⧉ ≡ ≡ 🔗 ⟨⟩ ᵃᵇᶜ ✏ Design </> HTML Character limit: 0
7. Assurances	☐ I agree to the assurances.

Cancel   Submit Payment Request