

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)

FY18 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 de-obligated 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 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.

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 Arts Endowment. **If the Write Ups tab in REACH no longer describes your project, STOP. Instead, open the Change Requests tab to request an amendment prior 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 & 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, 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 Arts Endowment-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 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 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 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/grants/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 - [How to Manage Your NEA Award & eGMS REACH Handbook](#). Helpful information about NEA award administration and common challenges.

COMPLETING AND SUBMITTING YOUR FINAL REPORTS

Final Descriptive Report (FDR)

FDR Form: The FY18 FDR is a web form accessible directly through REACH.

As of April 1, 2022: Grantees with FY18 awards must submit their FDR through REACH using the web form. The PDF version of the FDR will not be accepted. If you have already completed the PDF version, please cut and paste your responses into the web form.

Access the FDR web form by logging into your REACH account and selecting the correct award. Go to the **Forms & Reports** tab to view the assigned FDR. Click on the black pen next to the Final Descriptive Report to open up the form. Follow the instructions for completing and submitting the report. A sample form for each FDR type can be viewed at the [FY18 Final Report Instructions and Forms](#) webpage.

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 pen next to the report name on the **Forms & 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 & Reports** tab. You will still be able to make edits to the FDR until Arts Endowment staff change the status of the report to “Under Review.”

FDR Tips

➤ Part I: Project Strategies (APPLICABLE ONLY TO “LIVABILITY” 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 Arts Endowment project. An Arts Endowment 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 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 Arts Endowment 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 another organization contracted for services.

For the sub-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" options.

Federal Financial Report (FFR)

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

FFR Instructions can be found at the [FY18 Final Report Instructions and Forms](#) webpage.

Access the FFR web form by logging into your REACH account and selecting the correct award. Go to the **Forms & Reports** tab and click on the black pen 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. Set Section 6 to "Final" and correctly mark Section 7 with your basis of accounting. The FFR Instructions tell you not only how to complete the form but also include 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, GEO FAQs, and the GEO Spreadsheet can be found on the [FY18 Final Report Instructions and Forms](#) webpage.

As of April 1, 2022: GEO data for FY18 grants will be submitted through the **Venues** tab.

There are two components to a complete GEO:

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 & Reports** tab, you will click on the black pen 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.**

*[If you have already completed the older GEO spreadsheet and it contains a substantial number of entries, you may use the old GEO submission method and submit the spreadsheet at <https://www.arts.gov/form/geographic-location-project-activity>. Complete the step #2 confirmation note above, but send a Message in REACH letting us know that you did not use the **Venues** tab.]*

Payment Requests, If Funds Remain

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

Payment Request Instructions can be found on the [FY18 Final Report Instructions and Forms](#) 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.

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 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 & 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 **Forms & Reports** tab. Follow the instructions for uploading your work product. Note: Only one work product will upload through the **Forms & 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.

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.

Because Arts Endowment staff are primarily teleworking due to the COVID-19 pandemic, it may take some time 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.

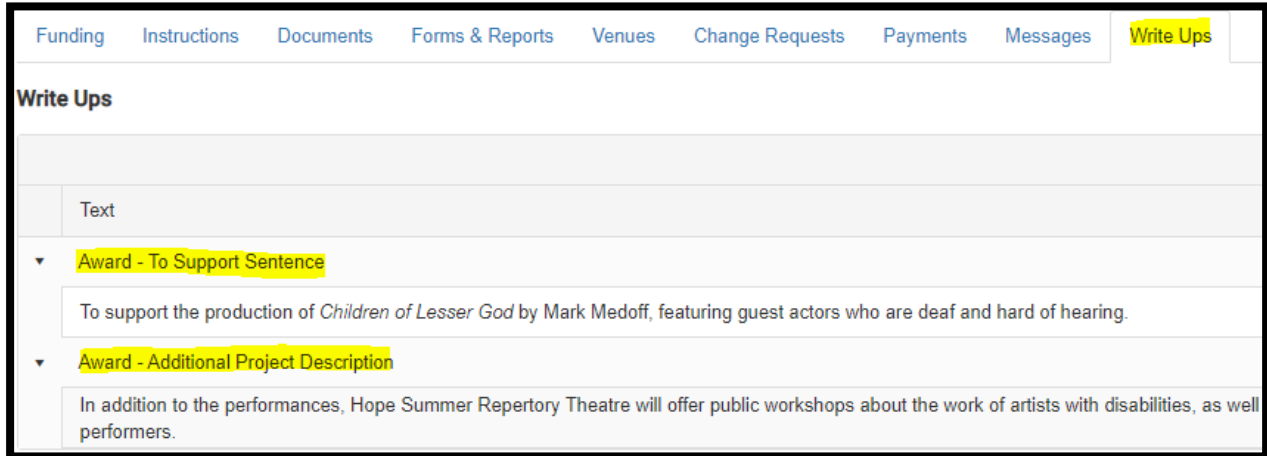
Final Reports Package Checklist

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

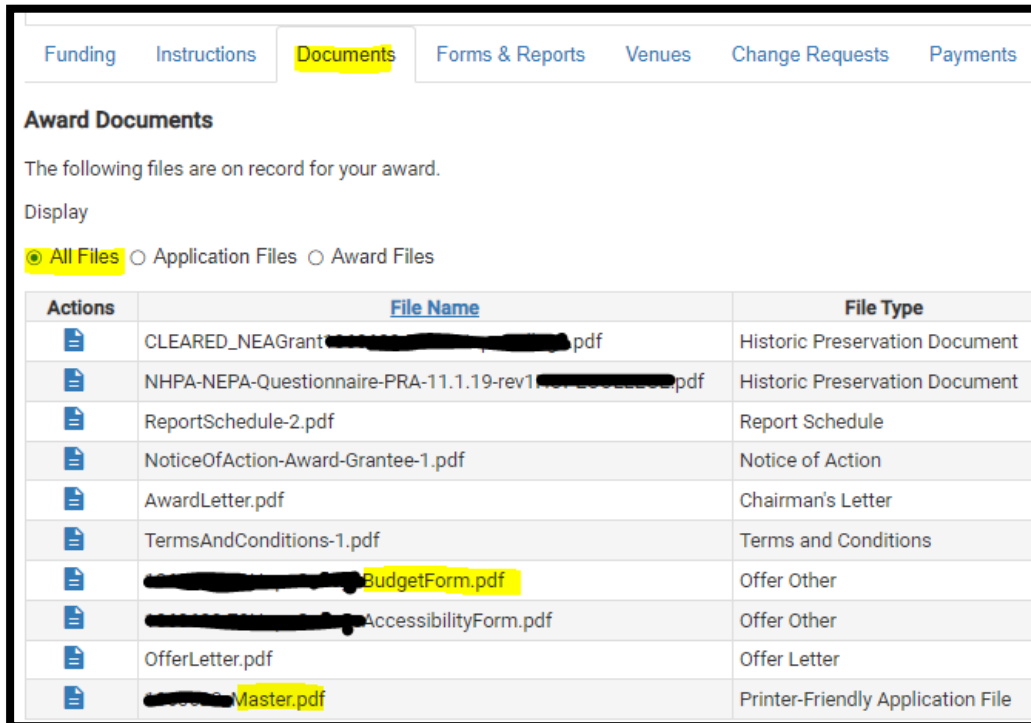
- Submitted the FDR web form through the Forms & Reports tab in REACH
- Submitted the FFR web form through the Forms & Reports tab in REACH
- Submitted your GEO data through the Venues tab in REACH
- Submitted your GEO submission confirmation through the Forms & Reports tab in REACH
- Submitted a Payment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

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.



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]	Request Status: Approved on 11/16/2020 12:00:00 AM See your messages for more information. Submission Comments: [Redacted]	<ul style="list-style-type: none"> 10.26.20.NEAScopeofWork-ChangeRequestApprovedbyChair.pdf ExpeditedReviewApprovedbyChair.pdf

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.

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 & 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 the **Final Descriptive Report** Type is other than Standard, you will find extra tips for completion either in this document or through the Tips documents linked on Page 1. 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)
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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 a 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?

As of April 1, 2022, all grantees will submit their GEO through the **Venues** tab in REACH. **Be sure to review the linked [instructions](#) first so you understand how to complete the form.** For FY18-20 grants, this is a process change, and the format of the data is slightly different. You cannot upload the old GEO spreadsheet to **Venues**.

Funding	Instructions	Documents	Forms & Reports	Venues	Change Requests	Payments	Messages
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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.							

Though our preferred method for GEO submission is now the **Venues** tab, we recognize that some grantees may have already spent significant time completing their GEO spreadsheet in the old format. If you have already completed the older GEO spreadsheet and it contains a substantial number of entries, you may use the old GEO submission method and submit the spreadsheet at <https://www.arts.gov/form/geographic-location-project-activity>. Complete the GEO confirmation on the **Forms & Reports** tab, but send a Message in REACH letting us know that you did not use **Venues**.