



## INSTRUCTIONS FOR REQUESTING PAYMENT FY18 and Later Awards

April 2019

To request your award funds from the National Endowment for the Arts (NEA), you must submit a Payment Request through REACH. Follow the instructions carefully.

Please e-mail us at [grants@arts.gov](mailto:grants@arts.gov) or call the Office of Grants Management at (202) 682-5403 if you have questions.

### TO ENSURE TIMELY PAYMENT

Federal payments rely on up-to-date information in the System for Award Management (SAM). Before you submit a payment request, take a moment to check your organization's account at [www.sam.gov](http://www.sam.gov):

1. Confirm that your SAM registration is current; payment cannot be made to an organization whose registration status is not active. (We are looking at the entity registration, not your personal registration.)
2. Make sure you have no "Debt Subject to Offset" (delinquent federal debt). We cannot make payments to an organization that owes the federal government money. If you do have federal debt, resolve it before submitting a payment request.)
3. Verify that SAM has your organization's current banking information. NEA payments will be made to this bank account.
4. If your bank information changes, you **MUST**
  - (1) update it in SAM before requesting payment **AND**
  - (2) add a note in the Progress Report field that SAM has been updated with new bank information.

### COMPLETING THE PAYMENT REQUEST FORM

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.

 A screenshot of the REACH system interface. At the top, there is a navigation bar with tabs: Funding, Instructions, Documents, Reports, Change Requests, Payments (highlighted in yellow), and Messages. Below the navigation bar is the "Request Summary" section. It contains a button "View Payment Request Instructions". Below that, it displays:
 

Award Amount:	\$35,000.00
Total Approved Requests:	\$0.00
Remaining Funds:	\$35,000.00

 Below the table is a checkbox labeled "Progress Report Approved" which is unchecked. At the bottom of the summary section is a yellow button labeled "Add Payment Request". At the very bottom of the screenshot is a green banner that reads "This award has no payment requests."

**TIPS**

*Disable your pop-up blocker to access to the instructions from within the payment request form (by clicking the **View Payment Request Instructions** button).*

*DO NOT hit Enter on your keyboard while filling out the form; you will get error messages. Use the Tab key instead.*

*If you've clicked the **Submit Payment Request** button and nothing has happened, look to see if there is an error message at the bottom of the screen. Often this is because you forgot to check the "I agree to the assurances" box in #7. Also, make sure you are not requesting more than your grant amount.*

**PAYMENT REQUEST FORM****Line 1. Recipient Account or ID Number (Optional)**

If your organization assigns its own ID number to track awards you may enter it here. This is not required; you can leave the field empty.

**Line 2. Type of Payment Requested**

If this is the last or only payment request select FINAL, otherwise select PARTIAL.

**Line 3. Basis of Request**

This is the method used to record costs in your organization's accounting ledgers.

- If you recognize expenses only as you pay them, select CASH.
- If you recognize expenses before paying them, select ACCRUED EXPENDITURES.

**Line 4. Period Covered by this Request Starting Date**

This date should reflect the earliest date for which the costs reported were incurred. This date cannot be prior to the start date of the award. All costs must be incurred within the approved period of performance.

**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. Total program outlays:** Enter all allowable project costs that have been incurred and/or paid by the date you provide in the "as of" field.

**IMPORTANT:** Report actual expenditures; do not simply reiterate your original budget. All costs claimed must be allowable and appropriate expense documentation (e.g., contracts, receipts, invoices, payroll records, cancelled checks, etc.) must be maintained and available for submission upon request. Refer to the [General Terms and Conditions](#) for more information.

- b. Estimated net cash outlays needed for advance period:** Include funds here only if you are requesting an advance of NEA funds to cover expenses expected to be incurred within 30 days or less from the date you submit this form. If you are requesting a reimbursement, enter a zero.

- c. Total (a plus b):** The sum of line a plus line b will calculate automatically.

- d. **Non-federal share of amount on line c:** Enter the amount of your organization’s cost share/match included in the outlays shown on line c.
- e. **Federal share of amount on line c (c minus d):** The form will calculate the difference between line c and line d. The federal (NEA) share of outlays cannot exceed the amount of your award.
- f. **Payment previously requested:** Enter the total NEA funds previously requested for this award.
- g. **Federal share now requested (e minus f):** Line g will automatically calculate based upon the previous fields. This is the amount you are now requesting. Remember, these funds must be disbursed immediately upon receipt.

### Progress Report

The Progress Report is due the first time the cumulative amount requested EXCEEDS two thirds (2/3) of the NEA award amount. The Progress Report does not need to be long, but must include a description of award-supported activities that (1) have been undertaken since the award period start date, and (2) are scheduled for the remainder of the period of performance. If submitting a payment request with your final report, the Final Descriptive Report will serve as your progress report; enter “See Final Descriptive Report” in the Progress Report field.

**REMINDER:** If your bank information changes, you **MUST**

(1) update it in SAM before requesting payment **AND**

(2) add a note in the Progress Report field that SAM has been updated with new bank information.

### 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.

## TRACKING YOUR REQUEST

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.

### PAPERWORK REDUCTION ACT STATEMENT

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.