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KATE D. LEVIN
Commissioner

TO: DCA Grant Recipients

FROM: Kathleen Hughes, Assistant Commissioner

RE: Final Report/Payment Request Procedures

In compliance with the Fiscal Year 2010 ("FY10") Cultural Development Fund Grant Agreement, grant recipients who have received support are required to submit a Final Report/Payment Request Form (the "Form") for review and approval by the Department of Cultural Affairs ("DCA"). The Form must detail all the projects for which DCA funds were awarded in the FY10 Grant Agreement or Approved Scope of Services Request for Revision. While completing this form it is important to consult the Scope of Services for which the organization has been funded. Details should include relevant programmatic, administrative and fiscal information, as instructed below, and must be accompanied by supporting documentation. Remember that while applicants request funds for and are evaluated on their public services, funds received from DCA can be used to cover any organizational costs other than capital expenditures or government advocacy efforts.

Deadline and Submission

Final Report/Payment Request Forms must be submitted as soon as possible after the completion of all services, and **no later than August 2, 2010**. At present we can only accept signed, paper request forms. Faxes and emailed submissions cannot be accepted; you will need to print the form and, once completed, sign and return it via mail to DCA with the required accompanying documentation related to the project(s) described. All requests must be sent directly to the Programs Services Unit (not to the Commissioner's Office) at the following address. Do not include any other correspondence or non-reporting materials with your submission.

**New York City Department of Cultural Affairs
Programs Services Unit, FINAL REPORT/PAYMENT REQUEST
31 Chambers Street, 2nd Floor
New York, NY 10007**

What You Need To Know Before Submitting

DCA will only accept complete and accurate Forms and accompanying documentation. We will return or hold any Forms that do not have an original signature, do not provide adequate detail, do not enclose relevant support material, do not address each program in your grant agreement or revised Scope of Services, or are in any way incomplete or incorrect. **Please check your submission and accompanying documentation carefully.** Your Program Specialist will notify you if your report/request cannot be approved as submitted. Returned reports/requests will result in payment delays and may result in a rating performance under this Grant Agreement as unsatisfactory, which could affect future funding.

DCA requires that you bring to our attention any difficulties you may be having in delivering the services referenced in your Grant Agreement. In some instances it may be necessary to modify the Scope of Services of your Grant Agreement. **Organizations with such modifications must submit DCA's Scope of Service Request for Revision form and have it approved prior to submitting this form.**

Failure to Submit a Complete or Timely Report

As described in the FY10 Grant Agreement, organizations that do not comply with the reporting requirements above—including failure to submit a complete, accurate report by August 2nd—will be ineligible for funding in Fiscal Years 2011 and 2012, and may be required to return received funds.

Completing The Report/Request Form

We strongly encourage you to review the information submitted in your FY10 Online CDF Application prior to completing this form. Project information submitted online is part of your FY10 Grant Agreement with DCA, and should match the information provided in this form.

1. Organization Info - Complete as requested.

2. Fiscal 2010 Award Info - Enter **only** the figures provided in the letter/email dated June 16, 2010. Input the figure for previous payment(s) and adjusted final amounts for Total Final Award and Final Payment Due. If you have been paid the full amount of the FY10 Award, check the box marked N/A.

3. Funded Projects: Titles and Costs – Enter the exact titles and costs for each project. Your Original Project Cost is the Project Cost provided in Exhibit A of your FY10 Grant Agreement or Approved Scope of Services Request for Revision form. Yellow boxes will automatically calculate any difference between that projected cost and the actual costs incurred. If the percent difference between your original and actual costs is greater than 20%, you must complete a Scope of Services Request for Revision form before submitting this Report/Payment Request Form to your Program Specialist.

Certification and Release - The Report/Request Form must be **dated and signed in ink** or it will be returned. DCA requires an original signature from the grant recipient's Executive Director or other authorized signatory. For organizations using a fiscal conduit, an authorized signature is required from **both** the applicant and conduit organizations.

—**Supplemental Materials** - Indicate which materials are enclosed with the form to document each project described in your narrative report. Any programs, flyers, educational materials, press releases, publications or press clippings you provide should reflect only those activities and/or programs for which you have received DCA support. One copy of each support document will suffice.

4. Consultant Disclosure – Complete as requested.

5. Project Budget (All Projects) - Please itemize the **total income received and total expenses incurred** from those projects funded for FY10 (as referenced in your FY10 Grant Agreement or Approved Scope of Services Request for Revision). Figures entered here will not be audited, but should reflect the most accurate income and expenses known to date. Yellow boxes will automatically calculate.

- "Total Project(s) Income" should detail the most accurate income figures in the budget categories as they appeared in the CDF Application or Multi-Year Renewal form.
- "Total Project(s) Expenses" should detail the most accurate expense figures in the budget categories as they appeared in the CDF Application or Multi-Year Renewal form.
- "DCA Share of Project Expenses" should itemize by expense category DCA's contribution toward the Total Project(s) Expenses. DCA's share may appear in any category for which expenses were incurred, and may appear in either "Payment(s) Received" or "Final Payment Requested" column; please note that "Final Payment Requested" is only applicable to organizations due a final payment. Please be sure the automatic totals in "Total Expenses" matches the appropriate figures entered on Page 1 of the Form.
- Budget Notes – 1. Describe in detail any income or expense figures listed as "Other" or "Outside Professional Services." This space should also be used to detail any other expenses that require further explanation. 2. List the total value of in-kind contributions your organization has received for FY10 and specify the nature of those contributions in the space provided.

Remember that while applicants request funds for and are evaluated on their public services, funds received from DCA can be used to cover any costs included in the project budget other than capital expenditures or government advocacy efforts.

6. Project Details and Narrative – Project Titles will automatically populate from titles entered on Page 1 of the Form. For each project include the requested information regarding Fee/Admission, Date/s of Activities, Location/s, Total # Served, Ages and Ethnicities in the appropriate boxes. If specific data is not available for the Service Recipients, use realistic estimates. For each project for which DCA support was received, provide a **detailed description** in the box provided, including who, what, when, where, why, and how. **A high level of detail is required.**

Do not include or reference any activities outside of the five boroughs of New York City, or dates outside of FY10 (i.e., before July 1, 2009 or after June 30, 2010). Although some ongoing activities related to your grant may extend beyond June 30, 2010, or outside the five boroughs, the narrative portion of your Report/Payment Request **cannot** reference activities after that date or taking place outside NYC. Requests that reference activities outside of FY10 or outside New York City will be returned.