

## CDF FY24 FINAL REPORT FREQUENTLY ASKED QUESTIONS

The Department of Cultural Affairs (DCLA) is pleased to announce the launch of the reporting process for organizations funded through the Cultural Development Fund (CDF) for Fiscal Year 2024 (FY24). All organizations funded for FY24 must report on their CDF-funded services to retain the funds paid, receive any payments due, and remain in good standing for future funding.

The online Final Report mimics the look and feel of the CDF Application. However, unlike the Application, users can edit and correct the data entered and resubmit the form, which must be approved by the Agency prior to issuing final payment.

The information provided in the Final Report must detail the project described in your organization’s FY24 Grant Agreement or approved Scope of Services Request for Revision (AKA Scope Change).

The Final Report is due as soon as possible, and no later than **5:00PM ET on Thursday, August 1, 2024**.

As described in your FY24 CDF Grant Agreement, **organizations that do not comply with the reporting requirements above—including failure to submit a complete, accurate report by 5:00PM ET on August 1—will be ineligible for funding in Fiscal Years 2025 and 2026 and may be required to return funds received previously.**

The online FY24 Final Report form can be accessed on the [Reporting page](#) of our website.

### **CDF FY24 FINAL REPORT DEADLINE: Thursday, August 1, 2024, 5:00PM ET**

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## FY24 FINAL REPORT FORM

### How do I navigate the FY24 CDF Final Report Form?

Here are some tips for using this platform:

- You will be logged out automatically after 30 minutes of inactivity. Be sure to save your work by regularly clicking the “Save” button.
- Instructions for your responses will appear in a blue box above or below – each question.
- Not all questions have instructions.
- Character count limits appear at the end of each question
- Navigate each section by clicking the "Previous" and "Next" buttons at the top of the page. The form does not automatically save. Be sure to save your work before navigating away from the page. Suggestion: Save your answers in a separate Word doc.
- Click “Save” at the top to save your form at any time or “Save & Next” at the bottom to both save and navigate to the next page.
- Clicking “Exit” will bring you back to your dashboard.
- To complete the form and submit, click “Save & Next” at the bottom of the screen until the end of the section, and then click “Finish” to submit.
- All questions with an asterisk (\*) are required. If the question is inapplicable for you, type “0” or “N/A” in the text field.

If you have any questions, reach out to your program officer or email us at [cdfhelpdesk@culture.nyc.gov](mailto:cdfhelpdesk@culture.nyc.gov).

For further Final Report instructions, watch the recorded Final Report webinar.

## COMPLETING YOUR FY24 CDF FINAL REPORT

### Why am I having difficulty updating my Users?

Only the Primary User can update the User Management section. Make sure that you are logging in as the Primary User. Also, if your organization has yet to use our new Salesforce platform, you may need to or identify your Executive Director(s) in the User Management section, to complete your submission. To identify your Executive Director(s), please refer to page 19 of the Registration Guide, found on the [Reporting](#) page of the DCLA website for instructions.

### If I'm using a fiscal sponsor, should they fill out my Final Report?

No, your fiscal sponsor should not fill out your organization's report. You should complete your report in its entirety.

### What timeframe should be covered in the Final Report?

In the FY24 Final Report, please describe your organization's CDF-funded activities held between July 1, 2023, and June 30, 2024, only.

### What activities and information should be included in this report?

Your report must describe all of the CDF-funded activities that took place during FY24. You must specify what services were offered, who participated, when they occurred, where they were located, the number of presentations, the cost to participate, the final program budget and any other relevant details. You must also submit supplemental materials that document the described programs.

### Which expenses are authorized by DCLA?

While applicants request funds for and are evaluated on their public services, funds received from DCLA can be used to cover any organizational costs other than capital expenditures, fundraising events, or government advocacy efforts that are related to the planning and implementation of your program activities in New York City.

### Why are some of the text fields grayed out?

For your reference, project information that was entered in your FY24 CDF Application, a previously approved CDF addendum, or in a submitted Scope Change form, is displayed in the grayed-out fields throughout the Final Report form.

## If prompted to, how do I submit a Conflict-of Interest Certification or Additional Locations Form?

Both the Conflicts of Interest Certification form and the Additional Locations Template can be found under the “Reporting” tab of DCLA’s website at

## What if my project changed from the original proposal?

If your project budget varied by more than 25% up or down, or there were substantial changes to the actual programming compared to the activity you were originally funded to complete, you must complete a Scope of Services Request for Revision form (aka Scope Change) within the Final Report form online. If you have questions about whether or not to submit a change in scope, please contact your program officer.

## How do I submit a Scope Change?

You can access the Scope of Services Request for Revision (scope change) form within the Final Report form online and submit them at the same time; they will be reviewed together. The scope change functions as a form within the overall Final Report form and asks for information related to what changed about your project and/or budget and why. The final report itself should subsequently contain a report on what you did, and not a rundown of all the ways/reasons the project changed.

## What if a required question in the Final Report form doesn’t apply to me?

Most of the Final Report questions are relevant to reporting organizations. If a narrative question is required and it does not apply to you, type in “N/A.” For a budget or number field that does not apply, enter “0”.

## Can you explain the difference between direct and indirect recipients?

This depends on your proposed project. For direct recipients, estimate the number of people directly served by your project. Recipients include either audience members or participants for each activity depending upon the focus of the activity.

If this number is significantly different from the number of people served by a similar activity listed in your Previous Activities, use the Project Description to explain the reasons for growth or reduction in the number served.

Indirect recipients are audiences other than the direct recipients of your project. For example, if your education program serving high-school students has a culminating event attended by friends and family, the latter are the indirect recipients of your project. Not all types of programming will have indirect recipients.

### What does the DCLA Share column refer to, in the budget section of the Final Report? And how do I complete this section of the form?

The DCLA Share refers to your actual expenses. When totaled, it must equal your FY24 award amount. Please note:

- Your Actual Expenses are equal to the Actual Project Cost.
- Your Total DCLA share in the Budget information table must match the Actual Amount of your CDF award.
- The DCLA Share should not be greater than the Actual Amount entered for any of the Expense categories.
- Complete each field.

### How should I submit supplemental documentation?

You may submit a PDF file of up to 10 pages of supplemental material that documents your CDF-funded FY24 activities.

### How will my report be reviewed?

Once submitted, your Program Officer will review your Final Report for detail, scope, and accuracy. Please note that while the submission is being reviewed, you cannot edit the online form. If the submission lacks accuracy or detail, your program officer will request revisions; this request will open your Final Report and enable you to make edits on your online form, which you must then re-submit. Multiple submissions of your Final Report will cause payment delays and may result in an unsatisfactory rating, which could affect future funding, so please carefully check your submission and accompanying documentation.

### When will we receive our final payment?

We will process your final FY24 CDF grant payment after we review and approve your Final Report.

### What if our project did not occur?

Please contact your program officer immediately if your FY24 total CDF award represents more than 75% of your total project costs and/or if your organization was unable to present the proposed project, as this will impact any final payment due or necessitate return of funds previously issued.

### What happens if we fail to submit the Final Report?

As described in the FY24 CDF Grant Agreement, organizations that do not comply with the reporting requirements above—including failure to submit a complete, accurate report by 5:00PM ET on August 1—will be ineligible for funding in Fiscal Years 2025 and 2026 and may be required to return funds received previously.

### How can I find out my assigned program officer?

You can look at your FY24 CDF award letter or email [cdfhelpdesk@culture.nyc.gov](mailto:cdfhelpdesk@culture.nyc.gov).

## TECHNICAL ASSISTANCE

### What resources do you offer to prepare me for my FY24 Final Report?

- Review the [Reporting webpage](#) to see the updated Guidelines and related materials.
- View the recorded FY24 Final Report Webinar posted on our website.
- Email your program officer with any remaining questions you have.
- If you do not know who your Program Officer is, connect with the Programs Unit via email at [cdfhelpdesk@culture.nyc.gov](mailto:cdfhelpdesk@culture.nyc.gov).
- If you encounter technical issues, submit a [CDF Technical Incident Support Form](#) for assistance or email [cdfhelpdesk@culture.nyc.gov](mailto:cdfhelpdesk@culture.nyc.gov).

### COMMENTS

#### How can I share my feedback with DCLA on my experience with the Final Reporting process?

Please send your comments and feedback to [cdfhelpdesk@culture.nyc.gov](mailto:cdfhelpdesk@culture.nyc.gov).