

REACH PAYMENT REQUEST VALIDATIONS

For Recipients

When filling in a payment request form in **REACH**, you might get some error messages at the bottom of the form after clicking the **Submit Payment Request** button. These are new validations for required form fields/lines implemented on July 12, 2024 to help you successfully complete the form. The chart below outlines common validation errors, their corresponding form line number, explanations, and how to fix them. Before starting to fill out a payment request, it is crucial to review the *Payment Request Instructions*. All these common errors are addressed in the instructions more thoroughly. The instructions are in **REACH** and at <https://www.arts.gov/grants/manage-your-award>. To find the instructions in **REACH**, go to your award in **REACH**, open the **Payments Tab**, click on the bar **View Payment Request Instructions**. After reviewing the instructions, gather your supporting documents, and click on the **Add Payment Request** button to open the payment form.

COMMON REACH PAYMENT VALIDATION ERRORS AND HOW TO FIX THEM

FORM FIELD/LINE	REQUIRED FIELDS, ERRORS, AND EXPLANATIONS
LINE 2: TYPE OF PAYMENT	
Line 2a. TYPE OF PAYMENT— Advance, Reimbursement, or Both	<p><i>Validation Error: A required field.</i></p> <hr/> <p>Select either an Advance, for estimated costs to be incurred within 30 days, or Reimbursement, for allowable projects costs already incurred.</p> <p>If your payment request includes costs already incurred and those expected to be incurred in the next 30 days, select Both.</p>
LINES 4, 5 AND 6a: DATES	
There are multiple validation errors related to dates on the payment request. Some are related to the period of performance of your award, which is noted in REACH above the payment request form.	
Line 4. Period Covered by this Request Starting Date	<p><i>Validation Error: Start date must be <u>within</u> the award's period of performance.</i></p> <p>Do not enter a date here that is before the start date of the award. The date in this line must be on or after the start date of the award's period of performance.</p> <p>Note, the NEA will not approve payment requests submitted before the start date of the award's period of performance. You must wait for the start date to submit a payment request.</p> <p>You can only request payment for costs incurred on or after the start date of the award.</p>

FORM FIELD/LINE	REQUIRED FIELDS, ERRORS, AND EXPLANATIONS
<p>Lines 4 and/or 5. Period Covered by this Request Starting Date <u>and</u> Ending Date.</p>	<p><i>Validation Error: The start date on this form must be <u>before</u> the end date.</i></p> <hr/> <p>The date in Line 5 - Ending Date, must be <i>after</i> that in Line 4 - Starting Date. This error is usually related to a typo in one of the years.</p>
<p>Line 5. Period Covered by this Request Ending Date</p>	<p><i>Validation Error: End date must be <u>within</u> the award's period of performance. It cannot be after the end date of the period of performance. For advances, it cannot be more than 30 days from the date you submit the form.</i></p> <hr/> <p>Line 5 - Ending date must be within the award's period of performance. If the payment request includes an advance, the end date must be within the award's period of performance <u>and</u> no greater than 30 days from the date you submit the request.</p>
<p>Line 5. Period Covered Ending Date</p>	<p><i>Validation Error: When Type of Payment (2a) is an Advance, the Period Covered Ending Date (5) cannot be more than 30 days from the date of submission.</i></p> <hr/> <p>For an advance, the date in Line 5 - Ending date, cannot be beyond 30 days from the date you submitted the payment form.</p>
<p>Line 5. Period Covered Ending Date</p>	<p><i>Validation Error: When Type of Payment (2a) is set for Advance, the Period Covered Ending Date (5) must be after the date of submission.</i></p> <hr/> <p>If you selected advance, you are requesting funding to cover estimated expenses for up to 30 days from the date of submission. If that is the case, Line 5 - Ending Date must be <i>after</i> today (but not after the end date of the award).</p>
<p>Line 5. Period Covered Ending Date</p>	<p><i>Validation Error: When Type of Payment (2a) is set for Reimbursement, the Period Covered Ending Date (5) must be earlier than or on the date of submission.</i></p> <hr/> <p>A reimbursement is a request to cover costs already incurred, so the date in Line 5 - Ending Date, cannot be in the future. It is either the date you submitted the request or some date in the past (but on or after the start date).</p>

FORM FIELD/LINE	REQUIRED FIELDS, ERRORS, AND EXPLANATIONS
Line 6a. Total Program Outlays "As Of" Date	<p>Validation Error: "As Of" Date must be within the Period of Performance.</p> <p>The "as of" date is the date by which reimbursement expenses were incurred. It must be within the award's period of performance.</p>
Line 6a. Total Program Outlays "As Of" Date	<p>Validation Error: "As Of" Date (field 6a) cannot be after the date of submission.</p> <p>The "as of" date is the date by which reimbursement expenses were incurred. The "as of" date should be no later than the date of your payment request submission (today).</p>
SECTION 6: AMOUNTS AND AUTO-CALCULATIONS	
Line 6b. Estimated Net Cash Outlays Needed for Advance Period	<p>Validation Error: When Type of Payment (2a) is Advance, the Estimated Net Cash Outlays Needed for Advance Period (6b) must be greater than \$0.</p> <p>If you have selected advance, this field must have an amount in it. If it is zero, then change your request to a reimbursement in line (2a).</p> <p>However, if you are requesting both (advance and reimbursement) go to (2a) and change the selection to both to clear this error.</p>
Line 6b. Estimated Net Cash Outlays Needed for Advance Period	<p>Validation Error: When Type of Payment (2a) is set for Reimbursement, the Estimated Net Cash for Advance Period must be \$0.</p> <p>If you are requesting a reimbursement, then line (6b), which is for an advance, is zero.</p> <p>However, if you are requesting both (advance and reimbursement) go to (2a) and change the selection to both to clear this error.</p>
Line 6b. Estimated Net Cash Outlays Needed for Advance Period	<p>Validation Error: This amount must be a positive number.</p> <p>In Line 6b - Estimated Net Cash Outlays Needed for Advance Period, do not put a (-) negative sign or put the amount in parentheses. The system will read this as a negative amount.</p>

FORM FIELD/LINE	REQUIRED FIELDS, ERRORS, AND EXPLANATIONS
Line 6e. Federal Share of Amount	<p><i>Validation Error: If the Federal Share (field 6e) equals the award amount, the payment type field for Final/Partial must be set to Final.</i></p> <hr/> <p>If requesting all the NEA funds at once, or requesting the final amount left on your award, change Line 2b to Final.</p>
Line 6e. Federal Share of Amount	<p><i>Validation Error: The Federal Share (field 6e) cannot be greater than the award amount.</i></p> <hr/> <p>The NEA can only release the awarded amount of funding, either in several payment requests or in a single lump sum payment if all costs have been incurred. We will not send you more funding than what was awarded.</p>
Line 6f. Payment Previously Requested	<p><i>Validation Error: Payment Previously Requested (6f) must be greater than or equal to Total Approved Requests.</i></p> <hr/> <p>Payment Previously Requested is auto-populated and is the sum of the Total Approved Requests plus the amount requested on any earlier payment requests that are still in Submitted or Under Review status.</p> <p>Each payment request is cumulative and must include the total funding previously requested. Since Line 6f - Payment Previously Requested is auto-populated, do <u>not</u> change it. Follow the instructions. Contact grants@arts.gov if still stymied.</p>
Line 6g. Federal Share Now Requested	<p><i>Validation Error: Federal Share Now Requested (6g) must be greater than \$0.</i></p> <hr/> <p>To draw down funds, there must be an amount on this auto-calculated line. If you are getting this validation error, review the payment request instructions and make sure you are inputting dollar amounts correctly in the earlier parts of Section 6.</p>

FORM FIELD/LINE	REQUIRED FIELDS, ERRORS, AND EXPLANATIONS
PROGRESS REPORT	
Progress Report Field	<p data-bbox="529 237 1442 310"><i>Validation Error: The cumulative amount requested has exceeded two-thirds of the award amount. A progress report is now required.</i></p> <hr/> <p data-bbox="529 369 1511 562">A progress report is due the first time the cumulative amount requested EXCEEDS two thirds (2/3) of the award amount. Generally, the progress report only needs to be submitted once. The progress report does not need to be long, but must include a description of award-supported activities that,</p> <ul style="list-style-type: none"> <li data-bbox="529 621 1370 653">(1) Have been undertaken since the award period start date, and <li data-bbox="529 701 1390 732">(2) Are scheduled for the remainder of the period of performance.
APPROVE OF ASSURANCES	
Approve of Assurances checkbox	<p data-bbox="529 884 1341 915"><i>Validation Error: You must agree to the Assurances to proceed.</i></p> <hr/> <p data-bbox="529 972 1503 1083">You must check the Approve of Assurances box to certify that the payment request is accurate and agree to Labor Standards Assurances. Click the provided link to review the assurances before agreeing to them.</p>