# INSTRUCTIONS FOR COMPLETING YOUR NYSCA CAPITAL REPORTS
### *Grants of $10,000 - $25,000*
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This document provides instructions for submitting your NYSCA Capital Contract final reports for no-match grants of $10,000 - $25,000.

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The document below outlines the requirements for submitting NYSCA Capital Projects reports. There are several steps to this process, and the Capital Projects team will host a webinar and office hours to review all of the requirements. The webinar will be recorded and made available on the [Manage Your NYSCA Capital Projects Grant](#) page of the NYSCA website.

## *PROCESS OVERVIEW*
This section provides a narrative overview of how the process works. A step-by-step guide for submitting your report follows, below.

*REPORTING PORTAL – SMARTSIMPLE*
We begin the process by collecting the necessary reporting documents from your organization in the SmartSimple portal (nysca.smartsimple.com - the site where you submitted your application).

*DOCUMENT SUBMISSION AND REVIEW*
You, the grantee, will upload your documents in the "Reports" section of your organization's account in the SmartSimple portal.  The "Reports" link appears as a tile/button that should be easily located on your organization's dashboard when you log in.  .  Once you complete all questions and upload all required documents,press "Submit" to prompt NYSCA staff to review your report.  It is common for NYSCA to have feedback or need more information for capital reports, all of which will be handled through the Smart Simple reporting portal. Any documents requiring signatures should be signed by a staff or board member who holds organization-wide oversight and responsibility, such as the Executive Director, Chief Operating Officer, or Chief Financial Officer. The Board President may sign for all-volunteer organizations or those in leadership transitions.

If NYSCA requests revisions, the primary contact listed for your organization will receive an email from Smart Simple to alert you of the request (so please make sure the email address for

your primary contact is up-to-date). There is a "Notes" tab in the left menu bar of the reporting portal in Smart Simple where you will find the details of what revisions are requested. You may also share notes about your documents with NYSCA staff through the same "Notes" tab.

Please remember to click the "Submit" button when you have completed your report, as this will notify the Capital Projects team that your documents are ready for review (you will need to hit "Submit" for your initial report, *and* each time you resubmit when NYSCA staff has requested revisions).  If you need to exit Smart Simple before you have uploaded all documents, please click Save Draft," rather than "Submit" to save your report, otherwise your folder will be locked.  If this happens, email [CapitalProjects@arts.ny.gov](mailto:CapitalProjects@arts.ny.gov) to request your report be unlocked.  Please keep in mind that any notes you write in the SmartSimple "Notes" tab will only be visible to NYSCA once you hit "Submit"- if you have pressing questions about your documents that you need answered in order to submit, please email them to us at CapitalProjects@arts.ny.gov.

Once NYSCA has approved your report, you will receive notification through SmartSimple that you can export the report summary to sign it, and upload it to SmartSimple.

*Note: New York State considers you, the grantee, the <u>contractor,</u> and the agreement between New York State and the Grantee the <u>contract</u>.  Every vendor you engage in business with for the purposed of completing your NYSCA funded capital project is considered a <u>subcontractor,</u> and the agreements executed between you and your vendors the <u>subcontracts</u>.*

**STEP BY STEP INSTRUCTIONS FOR COMPLETING YOUR REPORT IN SMART SIMPLE**

**Basic Project Information**
This populates from your grant.  Please alert Capital Projects staff if you see any inconsistencies.

**Report Information**

Project Type
Select all that apply from the dropdown:
- New construction – complete build of a new facility
- Expansion – construction of an addition onto an existing facility
- Renovation – complete refurbishment of an existing space that is currently being used by your organization in support of your mission.
- Adaptive reuse – converting an existing property into an arts and/or cultural facility, resulting in a new Certificate of Occupancy
- Infrastructure – upgrades to the physical plant, such as HVAC, plumbing, electrical, etc.

- Historic preservation – restoration of a historic building to extend its useful life and allow it to continue to be used in support of your organization's mission.
- Equipment systems – purchase and installation of a capitally eligible system, including but limited to a theatrical lighting system, audio or visual system, theatrical seating system, or security system.
- Other – if you select this, you will be prompted to provide more information in a text box.

Program Priorities

Click on this box to open a new window.  For your reference, the window will show "Your Previously Selected Program Priorities," which you indicated your project would meet at the time of your application.  Click the plus sign on the drop-down list to add each priority to your report. In the text box next to each, please provide an update on progress made toward the original priorities.  You may also add new additional program priorities, if now relevant.  Be sure to click "save" at the bottom of the window before closing it.

Project Progress Update

Provide an update on your progress toward completing the Project as described in your application.  This should provide a succinct overview of the work accomplished to-date, reflect that you have either reached 60% completion (interim reports) or 95% completion (final reports), and discuss the schedule for completing any remaining work. Please be specific about the nature of the work completed (for example: "windows have been replaced; doors have been ordered.")

Project Start and End Date

The report will pull the anticipated project start and end date from your application. Update with the actual start date of the construction/equipment portion of your project.

Update with the current anticipated end date of the project.

Codes and Permits

Provide an update on meeting codes and requesting permits identified at time of application, as well as any new ones that have come up.  If no new codes or permits are needed, or you don't have them yet, please indicate as such. Please note that if a new Certificate of Occupancy is required to complete the project, this must be issued before a final report can be approved and final payment can be initiated (if applicable – write n/a if not).

Job Creation

Summarize steps toward meeting the creation of new permanent jobs at your organization (not temporary construction-related jobs) as a result of the project (if applicable - write n/a if not).

Contact CapitalProjects@arts.ny.gov with questions.

New Certificates of Occupancy or Permits
Upload new certificates of occupancy or permits pertaining to the use of space once finished, if applicable.  (Do not upload permits related to construction in progress).

Photos of Project Progress
Upload a single document (preferably PDF) of a representative group of images documenting your project's progress (for interim reports) or overall completion (for final reports).  The document should include brief captions for each image.  While every project is different, in most cases, six to a dozen photos is sufficient. Do not include renderings.

**Budget and Project Expenditures**

- Click on the "Create Budget" button to open the budget table.
- Enter the amount budgeted for each line item (Construction, Design, or Other) as indicated in your NYSCA contract budget.  Depending on the year your grant was awarded, these values may auto populate from your contract. Enter the total amount of NYSCA funds spent for each line item.  Explain any discrepancies in the "Notes" field.
- Grand total will auto populate.  If you did not spend the entire amount of grant funds, please reach out to Capital Projects staff to discuss before submitting your report.  If you have already spoke to staff, please note the reason why in the "Project Progress Update" field found earlier in your report.
- Click "Save."

**Facility Use**
This section confirms that facility will continue to be used for arts and culture in accordance with the grant terms. Please provide the name and title of a staff or board member who holds organization-wide oversight and responsibility, such as the Executive Director, Chief Operating Officer or Chief Financial Officer.  In the event you organization is all volunteer run, or it is in a leadership transition, the Board President may sign.

Do not enter any information into the "Signature" field – this is a placeholder for printing and signing off on the entire report.

**Signing Your Report**
Upon approval of all reporting materials, you will be notified that the report is ready for signing when the status changes to "Document Signatures Requested."  Click on the blue "Report Summary" button at the top of the report to export the report for signing. The same person whose name is provided under Facility Use will sign off on your documents.  Scan and upload all pages of the signed and notarized report.