Agenda

- The importance of the Final Report

- Reason for the change to online

- What Final Reports are impacted

- Detailed walkthrough of the NTDF Portal Final Report screens

- Q&A

Importance of the Final Report

- Since the NTDF Award is a reimbursable award, it cannot be paid out until the Final Report is submitted and approved
- The Final Report **<u>must</u>** be submitted no later then 90 days from the end of the event
- Final Reports submitted later then 90 days after the end of the event may be rejected and the award may be forfeited.
  - And the organization can be blocked from applying for future NTDF awards for one year

Why?

- All primary event documents will be in the NTDF Portal

- It creates an end-to-end process

- Automatic reminders that the Final Report is due

  - Reducing the confusion of when Final Reports are due

Impart

- ## This update impacts all Final Reports for the 2023-24 Annual Cycle and beyond

  - ### For events that started on May 1, 2023 or later

- ## It <u>does not</u> impact Final Reports still remaining from the 2022-23 Annual Cycle and for the 2022-23 4th Quarter Cycle

  - ### These will continue to be submitted through the fillable PDF

NTDF Portal Final Report Screens

- The Final Report screens and process were developed to remain like the screens and process you have already used for the application process

- You will login to the NTDF Portal as you have in the past

- And your organization's Dashboard will continue to be your central base

The following screens were taken from our test system, so are "peach". Your screens will be "beige".

Dashboard

Your Name ▼

Help ⬈

Active Cycles

2023-2024 Annual Application Cycle **Profile**

Your Event 1 Name	1. View Contract Documents	Awarded $5,000
Your Event 2 Name	1. View Contract Documents	Awarded $10,000
Your Event 3 Name	1. View Contract Documents	Awarded $10,000

NTDF Coordinator Services Main Number: 816-513-3214

Dashboard with no actions needed.
Contact Documents has been uploaded and submitted and can only be viewed.

NTDF

Dashboard

Your Name ▾

Active Cycles

2023-2024 Annual Application Cycle [Profile](#)

Your Event 1 Name	1. View Contract Documents	Awarded $5,000
Your Event 2 Name	1. View Contract Documents 2. Update the Final Report due on 08-28-2023	Awarded $10,000
Your Event 3 Name	1. View Contract Documents	Awarded $10,000

Dashboard with an action noted.
The Final Report for Event 2 can be completed. And the due date is noted.
Click the link to Start or Edit the Final Report.

What triggers this notification?

- End date of the event, plus

- Having the PO-Contract completed
  - Dependent on having all Contract Support Documents uploaded and approved.

Your Organization Name – The Event Name

Final Report - 20XX - Name of Application Cycle - Due in 87 Days

| Intro | Organization | Project | Audience | Budget | Submit |

Intro

The NTDF Final Report is due no later than 90 days after the last date of the event's completion.

Once the Final report is submitted, it will be reviewed. If there are errors or the report is incomplete, you will be contacted.

After approval of the Final Report, the final payment of the award balance will take place.

Please read these instructions carefully before starting the Final Report:

- Proof of payment - copies of reconciled checks (front and back) and/or bank statement OR credit card statement(s) AND receipts, contracts for services or invoices, that correspond with the eligible expenditures are required. You may redact any non-relevant records on the bank statements; however, the account holder name and last four digits of the account number must

Note that the tabs across the top of the Final Report screen are like the tabs on the application screens. As you complete and save one section, you will progress to the next tab.

Please read these instructions carefully before starting the Final Report:

- Proof of payment - copies of reconciled checks (front and back) and/or bank statement OR credit card statement(s) AND receipts, contracts for services or invoices, that correspond with the eligible expenditures are required. You may redact any non-relevant records on the bank statements; however, the account holder name and last four digits of the account number must be visible. The proof of payment will be uploaded in the form of a PDF. If there is more than one proof of payment for an expense, please scan them into one PDF.
- For awards greater than $20,000.00, the revenue and expense information being submitted must be prepared (or reviewed and approved) by a certified public accountant (or an equivalent financial officer). The name and contact information for that person will be required if applicable.
- Documentation of publicity, programs, press materials, reviews, including any material that documents credit to the City of Kansas City, Missouri and/or the NTDF program should be emailed to NTDF@kcmo.org

IMPORTANT NOTE: Final Reports not received within 90 days of the last day of the event will not be accepted and payment may be forfeited. If an organization fails to submit a final report on time, they may be found in default and may not be considered for an award for one year following the year in which organization received its last award.

For questions, please email ntdf@kcmo.org or call (816) 513-3451.

Save and Exit

Save and Continue: Section I. Organization Information →

At the bottom of the page, you can either:
- "Save and Exit" which will allow you save your work and return later to complete it or
- "Save and Continue ..." to more to the next tab and continue working on the report

Your Organization Name – The Event Name

⊗

Final Report - 20XX - Name of Application Cycle - Due in 87 Days

| Intro | Organization | Project | Audience | Budget | Submit |

Section I. Organization Information

General Information

Contract Number

2X-X-XXX

Organization Name

Your Organization Name

Project Title

The Event Name

Primary Location of the Final Project

Street Address (required)

[   ]

City (required)   **State (required)**   **Zip Code (required)**

[   ]   [   ]   [   ]

City Council District(s) of final project (mark all that apply)

As you work through the Final Report tabs you will notice the information being requested is that same information that was requested in the PDF Final Report form (if you completed one previously.) One benefit of the online version is that some information can be prepopulated.

The Event Name

Project Start Date

05/01/2023

Project End Date

05/30/2023

Award Amount

$ 10000

Advance Amount (if any)

$

Balance Remaining

$ 10000

City Council District(s) of final project (mark all that apply)
(required)

☐ First

☐ Second

☐ Third

☐ Fourth

☐ Fifth

☐ Sixth

Contact Information

Contact Person (person completing form) (required)

NOTE: If the Contact Person *or* Executive Director/CEO has changed since submission of application, you *must* log in to the NTDF system at www.kcmontdf.org ⬈ to update the user profile information.

Telephone (required)

Email (required)

As you scroll down, continue working through the information be requested.

Contact Person (person completing form) (required)

Telephone (required)

Email (required)

President/Executive Director/CEO (required)

Treasurer, if applicable

← Save and Previous: Intro

Save and Exit

Save and Continue: Section II. Final Project Narrative →

When you complete the information on the tab, you have the two save options noted before, plus an option to save and return to the previous tab.

✅ In-progress Final Report data saved.

Your Organization Name – The Event Name

⊗

Final Report - 20XX - Name of Application Cycle - Due in 87 Days

| Intro | Organization | **Project** | Audience | Budget | Submit |

Section II. Final Project Narrative

Provide a brief narrative of the actual event(s) activities that occurred related to the project.
(required)

As you complete one tab and "Save and Proceed ...", you will move to the next tab and get a "saved" confirmation at the top of the page.

What aspects of the project were different than originally proposed in the NTDF application? (required)

What were the accomplishments related to the stated project goals (both those that met or exceeded expectations)? (required)

Please describe any unforeseen circumstances encountered during project planning or production (i.e. weather, costs, delays, etc.) and how the circumstances were addressed. (required)

Continue to scroll down and work through the rest of the Project/Event narrative questions.

Please describe the overall economic, social and/or community impact of the project, and how the impact was measured. **(required)**

What, if anything, will be done differently to improve the project in following years?

At the bottom of the Project/Event narrative questions, "Save and Continue …" to move on to the Audience Data.

✓ In-progress Final Report data saved.

Your Organization Name – The Event Name

✕

Final Report - 20XX - Name of Application Cycle - Due in 87 Days

| Intro | Organization | Project | Audience | Budget | Submit |

Section III. Audience Data

Include only verifiable project-related data - **do not inflate**.

Audiences Directly Served

Audiences are those who directly participated or experienced the project, do not include marketing reach.

Total number of audience members directly served:
(required)

Tourist Information

Please indicate audience members who are from outside the city of Kansas City, Missouri (whole numbers only; do not use percentages).

Regional Visitors (required)

As you complete one tab and "Save and Proceed …", you will move to the next tab and get a "saved" confirmation at the top of the page as previously notes. You will now start working through and entering Audience data.

Audiences Directly Served

Audiences are those who directly participated or experienced the project, do not include marketing reach.

Total number of audience members directly served: (required)

[   ]

Was this a significant change from last year?(required)

○ Yes

○ No

○ N/A

If yes, was the change an increase or a decrease?

○ Increase

○ Decrease

If yes, amount of increase or decrease:

[   ]

Tourist Information

Please indicate audience members who are from outside the city of Kansas City, Missouri (whole numbers only; do not use percentages).

Regional Visitors (required)

[   ]

Number of visitors traveling from within the 5 county region

National Visitors (required)

[   ]

Number of visitors traveling from outside the 5 county region

International Visitors (required)

[   ]

Number of visitors traveling from outside the country

Audience Demographics

Please indicate number of audience members by demographic (whole numbers only; do not use percentages).

Continue to scroll down and work through the rest of the Audience questions.

American Indian

[ ]

Asian

[ ]

African-American

[ ]

Latino/Hispanic

[ ]

White

[ ]

Multi-Racial

[ ]

Other

[ ]

Total: 0

Continue to scroll down and work through the rest of the Audience questions.

Additional Information

Briefly describe the method of audience data collection (ticket sales, surveys, head count, etc.): (required)

[ ]

Did you credit the City in all your marketing and publicity materials? (If yes, please scan and email to NTDF@kcmo.org as noted on the Introduction page.)(required)

○ Yes

○ No

Did the project receive any local, statewide, national or international media coverage? If so, list below and attach documentation and/or list a link(s) to television, radio, or social media coverage.

[ ]

Did this project involve partnering with neighborhood organizations? If so, please list below:

[ ]

Continue to scroll down and work through the rest of the Audience questions.

Did this project involve partnering with local businesses, hotels, or hospitality organizations? If so, please list below:

Was any specific outreach to ethnic, minority, underserved communities, or to people with differing abilities achieved? If so, please describe below:

Who was the target audience for the project? (Select all below that apply):

☐ Adults

☐ Families

☐ LGBT

☐ Seniors

☐ Students

☐ Underserved populations

☐ Youth

☐ Other (please specify):

Continue to scroll down and work through the rest of the Audience questions.

Were there any follow up meetings or surveys conducted with neighborhood associations or neighborhood businesses to learn about neighborhood impact of the project?(required)

○ Yes

○ No

If yes, what was learned about neighborhood impact and how it was measured?

[ ]

← Save and Previous: Section II. Final Project Narrative | Save and Exit | Save and Continue: Section IV. Final Project Budget →

At the bottom of the Project/Event narrative questions, "Save and Continue …" to move on to the Budget.

Some important items before jumping into the Final Report's Budget Section:

- The budget information is for the entire event, not just NTDF Award spending
  - It is highly recommended that you complete the event's income and expense reports prior to starting the NTDF Final Report Budget section
    - Gather and organize all information and receipts
    - After putting the Income and Expense report together, review it for accuracy and completeness*
- Determine what Income and Expense items are NTDF's and what are related to Other sources
  - Scan all the expense documents (paid invoices, cancelled checks, bank statements, etc.) that are being used as reimbursable NTDF expenses, so they are ready before you start the Final Report Budget section
  - If there are multiple support documents for one expense item, scan them into a single document

*If your NTDF Award was greater than $20,000, this information needs to be reviewed and approved by a Certified Public Accountant or an equivalent internal or external officer.

![NTDF logo] NTDF   Events   Your Name ▼

✅ In-progress Final Report data saved.

Your Organization Name – The Event Name

Final Report - 20XX - Name of Application Cycle - Due in 87 Days

| Intro | Organization | Project | Audience | Budget | Submit |

Section IV. Final Project Budget

Complete the following budget form to reflect the actual project budget. Please include **all** project revenues and expenses, not just NTDF reimbursed expenses.

As you complete one tab and "Save and Proceed …", you will move to the next tab and get a "saved" confirmation at the top of the page as previously notes. You will now start working through and entering Budget data.

In this section we will be using $5,000 for the amount that the event was awarded by NTDF.

Income Sources

Item	Income Source	NTDF Dollars	Other Dollars	Total Dollars	Actions
1.		$	$	$0.00	Delete
2.		$	$	$0.00	Delete
3.		$	$	$0.00	Delete
4.		$	$	$0.00	Delete
5.		$	$	$0.00	Delete

Add More Items   Total Income: $0.00 $0.00 $0.00

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF		$	$	$0.00		Delete
2.	Non NTDF		$	$	$0.00		Delete
3.	Non NTDF		$	$	$0.00		Delete

The Budget section is divided into two main areas – Income Sources and Expenses.
The following slides will address the Income Sources first and then the Expensed.

Section IV. Final Project Budget

Complete the following budget form to reflect the actual project budget. Please include **all** project revenues and expenses, not just NTDF reimbursed expenses.

Income Sources

Item	Income Source	NTDF Dollars	Other Dollars	Total Dollars	Actions
1.	NTDF Award	$ 5000	$	$5,000.00	Delete
2.	Foundation Grant	$	$ 2500	$2,500.00	Delete
3.	Tickets Sales	$	$ 2500	$2,500.00	Delete
4.	Consessions	$	$ 2000	$2,000.00	Delete
5.		$	$	$0.00	Delete
Add More Items		Total Income: $5,000.00	$7,000.00	$12,000.00	

As noted before and above, this is to include all Income Sources and Expenses for the entire event.

In the example above, several income sources are entered. With only NTDF award funds entered in the "NTDF Dollars" column – this must be equal to the total amount of the NTDF Award for the event. All other income is entered in the "Other Dollars" column. This will automatically cross total and sum.

If additional rows are needed for Income Sources, press the "Add More Items" button.

Total Income: **$5,000.00**   **$7,000.00**   **$12,000.00**

Add More Items

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF		$	$	$0.00		Delete
2.	Non NTDF		$	$	$0.00		Delete
3.	Non NTDF		$	$	$0.00		Delete
4.	Non NTDF		$	$	$0.00		Delete
5.	Non NTDF		$	$	$0.00		Delete

Add More Items

Total Expenditures: **$0.00**   **$0.00**   **$0.00**

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$5,000.00	$7,000.00	$12,000.00

As we move on to the Expenses section, note that the amount entered in the Income Sources section have already been carried down to the Balance area. The Balance area will automatically adjust as the Expenses are entered.
Note that here is only one Expense area in the online Final Report – it combines both the Expense and Reimbursement sections from the PDF form. This will be covered in the following slides.

Expenses

Item	Budget Code		Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF	⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Non NTDF	⌄		$	$	$0.00		Delete
3.	Non NTDF	⌄		$	$	$0.00		Delete
4.	Non NTDF	⌄		$	$	$0.00		Delete
5.	Non NTDF	⌄		$	$	$0.00		Delete

Add More Items   Total Expenditures: $0.00 $2,500.00 $2,500.00

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$5,000.00	$4,500.00	$9,500.00

The entry for "Security Services Inc" is not being entered as an NTDF expense, so the $2,500 is only entered in the "Other Dollars" column.

Since the "Budget Code" is set to <u>Non NTDF</u> the "NTDF Dollars" column is grayed out and will not allow and amount to enterd.

Note that the $7,000 "Other" Balance from the previous page has been reduced to $4,500 since this $2,500 expense has been entered. The total has also been reduced from $12,000 to $9,500.

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Non NTDF ⌄		$	$	$0.00		Delete
3.			$	$	$0.00		Delete
4.			$	$	$0.00		Delete
5.			$	$	$0.00		Delete

Non NTDF
Postage
Entertainment
Printing
Permits
Security
Equipment Rental
Facility Rental
Advertising
Office Supplies
Costume Rental
Catering
Insurance
Promotional
Minor Equipment

Total Expenditures: $0.00 $2,500.00 $2,500.00

ome Source - Expenses)

	NTDF	Other	Total
Balance:	$5,000.00	$4,500.00	$9,500.00

To enter an expense that is an NTDF expense related item, press the down arrow in the "Budget Code" column. Here an item is going to be entered on line 2.
Only the items listed in the drop-down are allowed as NTDF expenses.

This example continues on the next slide.

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Advertising ⌄		$	$	$0.00	Upload PDF	Delete
3.	Non NTDF ⌄		$	$	$0.00		Delete
4.	Non NTDF ⌄		$	$	$0.00		Delete
5.	Non NTDF ⌄		$	$	$0.00		Delete

Add More Items   Total Expenditures: $0.00 $2,500.00 $2,500.00

Note that once the budget code "Advertising" was selected, two things happened:
1. The "NTDF Dollars" cell on line 2 was unlocked (turned white) so an expense amount can be entered and
2. An upload box appeared in the "Receipts" column.

All expenses using NTDF dollars require some form of receipt – paid invoice, cancelled check, bank statement, etc. – as proof of the expense. This is not required for expenses being paid with "Other Dollars".

This example continues on the next slide.

Add More Items   **Total Income: $5,000.00 $7,000.00 $12,000.00**

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Advertising ⌄	ACME Media	$ 2500	$	$2,500.00	File Pending	Delete
3.	Non NTDF ⌄		$	$	$0.00		Delete
4.	Non NTDF ⌄		$	$	$0.00		Delete
5.	Non NTDF ⌄		$	$	$0.00		Delete

Add More Items   **Total Expenditures: $2,500.00 $2,500.00 $5,000.00**

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$2,500.00	$4,500.00	$7,000.00

As the "Vendor Name" and "NTDF Dollars" are entered on line 2, both the "Total Expenditures" and "Balance" continue to adjust. Note that the "Receipts" has been uploaded and now shows as "pending". We will cover that in a moment.

This example continues on the next slide.

| | | Add More Items | Total Income: | $5,000.00 | $7,000.00 | $12,000.00 |

Expenses

Item	Budget Code		Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF	⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Advertising	⌄	ACME Media	$ 2500	$	$2,500.00	File Pending	Delete
3.	Non NTDF	⌄	Digital and Equipment Rental	$	$ 1500	$1,500.00		Delete
4.	Non NTDF	⌄		$	$	$0.00		Delete
5.	Non NTDF	⌄		$	$	$0.00		Delete

| | Add More Items | | Total Expenditures: | $2,500.00 | $4,000.00 | $6,500.00 | | |

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$2,500.00	$3,000.00	$5,500.00

Another Non NTDF expense for Digital and Equipment Rental is added, and both the "Total Expenditures" and "Balance" continue to adjust. No receipt is required.

This example continues on the next slide.

		Total Income:	$5,000.00		$7,000.00	$12,000.00	

Add More Items

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Advertising ⌄	ACME Media	$ 2500	$	$2,500.00	File Pending	Delete
3.	Non NTDF ⌄	Digital and Equipment Rental	$	$ 1500	$1,500.00		Delete
4.	Entertainment ⌄	Talent Management Services	$ 2500	$ 2500	$5,000.00	Upload PDF	Delete
5.	Non NTDF ⌄		$	$	$0.00		Delete

Add More Items   Total Expenditures: $5,000.00 $6,500.00 $11,500.00

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$0.00	$500.00	$500.00

Another expense is added for Talent Management Services is added on line 4 and split between NTDF and Other. It has been set to Entertainment in the "Budget Code" column so that NTDF Dollars can be entered and will require a receipt. Both the "Total Expenditures" and "Balance" continue to adjust. And note the "Balance" for NTDF is now $0.00. All NTDF Award dollars have been accounted for in the Expenses. The "Total Expenditures" represent the amount of reimbursement being requested.
This example continues on the next slide.

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Advertising ⌄	ACME Media	$ 2500	$	$2,500.00	File Pending	Delete
3.	Non NTDF ⌄	Digital and Equipment Rental	$	$ 1500	$1,500.00		Delete
4.	Entertainment ⌄	Talent Management Services	$ 2500	$ 2500	$5,000.00	Upload + Copy	Delete
5.	Non NTDF ⌄		$	$	$0.00		Delete

Add More Items   Total Expenditures: $5,000.00 $6,500.00 $11,500.00

Balance (Income Source - Expenses)

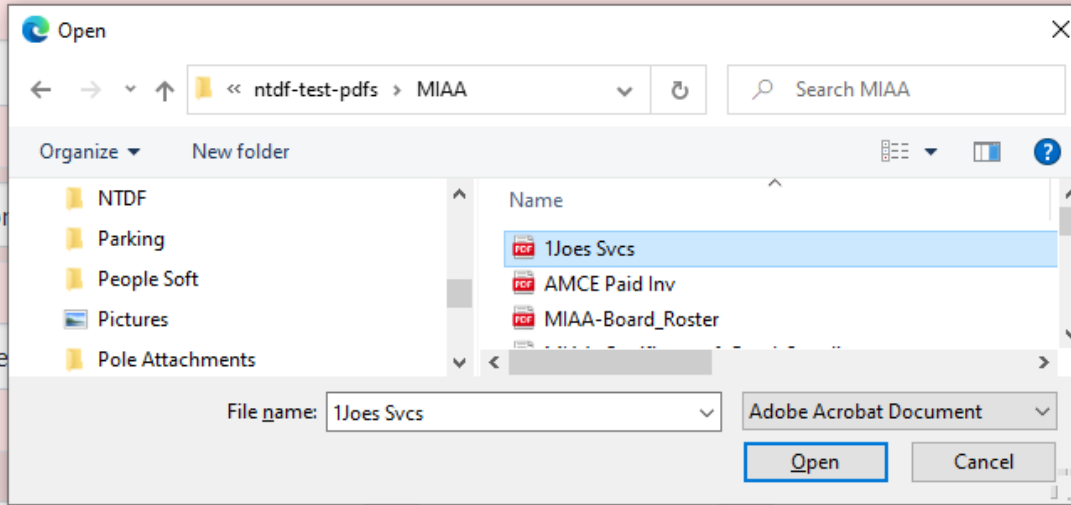|	NTDF	Other	Total
Balance:	$0.00	$500.00	$500.00

Like uploading files in the Application screen, the receipts/proof of the expense payment can be uploaded by "drag and drop" shown here, or through the file explorer (shown next.)

This example continues on the next slide.

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500	$2,500.00		Delete
2.	Advertising ⌄	ACME Media			$2,500.00	File Pending	Delete
3.	Non NTDF ⌄	Digital and Equipm			$1,500.00		Delete
4.	Entertainment ⌄	Talent Manageme			$5,000.00	File Pending	Delete
5.	Permits ⌄	Joe's Services	$ 500	$	$500.00	Upload PDF	Delete

Add More Items   Total Expenditures: $5,500.00 $6,500.00 $12,000.00

Open dialog box:

« ntdf-test-pdfs › MIAA   Search MIAA

Organize ▾   New folder

- NTDF
- Parking
- People Soft
- Pictures
- Pole Attachments

Name
- 📄 1Joes Svcs
- 📄 AMCE Paid Inv
- 📄 MIAA-Board_Roster

File name: 1Joes Svcs   Adobe Acrobat Document

Open   Cancel

Line 5 has another expense to "Joe's Services" and set to Budget Code <u>Permits</u>. It has been entered in the NTDF Dollars column.
The required receipt is be upload by pressing the "Upload PDF" button that was added. The file expsloer opens and the PDF named 1Joes Svcs is selected and then the "Open" button is the file explorer is pressed to upload the file.
But note that the NTDF Dollars total is now $5,500, $500 over the award amount. We will correct this shortly.

This example continues on the next slide.

The "Total value for In-Kind ..." is entered to complete the Budget tab. And just as the "Save and Continue ..." button is pressed you notice that the NTDF Balance is negative. Too much expense was allocated to NTDF.

This example continues on the next slide.

these requirements if you are awarded funding.

☐ I certify these costs to be correct and applicable to the referenced contract.

☐ We will fully cooperate in a timely manner with NTDF Staff to correct any of the submitted information if it is found to be in error or incomplete.

All supporting documentation presented here is true and accurate to the best of my knowledge. I understand that failure to comply with these conditions, any obligation included in the Terms and Conditions, or any other term, condition or requirement in the NTDF contract for funding may result in forfeiture of funds for this project/event and may result in ineligibility for future projects.

Signed:

By typing my name below, I accept it as my legal signature.

Signator /s/ (required)

Title (required)

← Save and Previous: Section IV. Final Project Budget

Submit

At the bottom of the Submit tab, there is a "Save and Previous ..." that will allow you to go back to the Budget tab and correct the Expense error.

This example continues on the next slide.

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500.00	$2,500.00		Delete
2.	Advertising ⌄	ACME Media	$ 2500.00	$	$2,500.00	View | Download | Remove	Delete
3.	Non NTDF ⌄	Digital and Equipment Rental	$	$ 1500.00	$1,500.00		Delete
4.	Entertainment ⌄	Talent Management Services	$ 2500.00	$ 2500.00	$5,000.00	View | Download | Remove	Delete
5.	Permits ⌄	Joe's Services	$ 500.00	$	$500.00	View | Download | Remove	Delete

Add More Items

Total Expenditures: **$5,500.00** **$6,500.00** **$12,000.00**

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$-500.00	$500.00	$0.00

Notice the Receipts are no longer "pending". When the page was saved, all the documents were uploaded and can how be Viewed, Downloaded and Removed. So, you can you can remove and the upload a new document is an incorrect one was previously uploaded. Since you are going to correct the $500 error by moving it from NTDF to Other, you will no longer need the receipt, so you press Remove.

This example continues on the next slide.

Expenses

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF	Security Services Inc	$	$ 2500.00	$2,500.00		Delete
2.	Advertising	ACME Media	$ 2500.00	$	$2,500.00	View | Download | Remove	Delete
3.	Non NTDF	Digital and Equipment Rental	$	$ 1500.00	$1,500.00		Delete
4.	Entertainment	Talent Management Services	$ 2500.00	$ 2500.00	$5,000.00	View | Download | Remove	Delete
5.	Permits	Joe's Services	$ 500	$	$500.00	Upload PDF	Delete

Add More Items

Total Expenditures: $5,500.00 $6,500.00 $12,000.00

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$-500.00	$500.00	$0.00

The file has been removed. Indicated by the "Upload PDF".

This example continues on the next slide.

Item	Budget Code	Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF ⌄	Security Services Inc	$	$ 2500.00	$2,500.00		Delete
2.	Advertising ⌄	ACME Media	$ 2500.00	$	$2,500.00	View | Download | Remove	Delete
3.	Non NTDF ⌄	Digital and Equipment Rental	$	$ 1500.00	$1,500.00		Delete
4.	Entertainment ⌄	Talent Management Services	$ 2500.00	$ 2500.00	$5,000.00	View | Download | Remove	Delete
5.	Non NTDF ⌄	Joe's Services	$	$	$0.00		Delete

Add More Items   Total Expenditures: **$5,000.00**   **$6,500.00**   **$11,500.00**

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	**$0.00**	**$500.00**	**$500.00**

The Budget Code has been set to Non NTDF. And the NTDF Dollars cell in line 5 had been cleared and locked, and the NTDF Balance is now $0.00. The correction is almost complete.

This example continues on the next slide.

Item	Budget Code		Vendor Name	NTDF Dollars	Other Dollars	Total Dollars	Receipts	Actions
1.	Non NTDF	⌄	Security Services Inc	$	$ 2500.00	$2,500.00		Delete
2.	Advertising	⌄	ACME Media	$ 2500.00	$	$2,500.00	View | Download | Remove	Delete
3.	Non NTDF	⌄	Digital and Equipment Rental	$	$ 1500.00	$1,500.00		Delete
4.	Entertainment	⌄	Talent Management Services	$ 2500.00	$ 2500.00	$5,000.00	View | Download | Remove	Delete
5.	Non NTDF	⌄	Joe's Services	$	$ 500.00	$500.00		Delete

Add More Items   Total Expenditures: $5,000.00 $7,000.00 $12,000.00

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	$0.00	$0.00	$0.00

The $500 expense for Joe's Services has been entered in the Other Dollars cell on line 5. And the NTDF Balance is now $0.00. The correction is now complete.

This example continues on the next slide.

| 5. | Non NTDF ⌄ | Joe's Services | $ | $ 500.00 | $500.00 | Delete |

Add More Items   **Total Expenditures: $5,000.00**   **$7,000.00**   **$12,000.00**

Balance (Income Source - Expenses)

	NTDF	Other	Total
Balance:	**$0.00**	**$0.00**	**$0.00**

Additional Information

Total value of In-Kind products or services: (required)

1500.00

← Save and Previous: Section III. Audience Data   Save and Exit   Save and Continue: Final Review and Signature →

Scroll down to the bottom of the page to access the Save Buttons. Press the "Save and Continue ..." to save the correction.

This example continues on the next slide.

✅ In-progress Final Report data saved.

ⓧ

Your Organization Name – The Event Name

Final Report - 2021 - Annual Application Cycle - Due in 87 Days

Intro	Organization	Project	Audience	Budget	Submit

Final Review and Signature

⚠ The following problems must be corrected before the report can be submitted:
- The neighborhood impact research field is required. (Return to the Audience step)

Assurances

Check each item to indicate that you understand your organization's responsibility to complete these requirements if you are awarded funding.

Now, back on the Submit tab, and errors or missing information are noted at the top on the page. The Final Report cannot be Submitted until all errors are corrected. In this case there is only one error in the "neighborhood impact research file". Clicking the <u>Return to the Audience step</u> link will take you to the error.

This example continues on the next slide.

☐ Students

☐ Underserved populations

☐ Youth

☐ Other (please specify):

Were there any follow up meetings or surveys conducted with neighborhood associations or neighborhood businesses to learn about neighborhood impact of the project?(required)

⦿ Yes

◯ No

The neighborhood impact research field is required.

If yes, what was learned about neighborhood impact and how it was measured?

Surveys were done via Survey Monkey to gain insight.

← Save and Previous: Section II. Final Project Narrative

Save and Exit

Save and Continue: Section IV. Final Project Budget →

The error – missing data or incorrect information – is noted in red. After correcting the error, press the green "Save and Continue … " to save the update. Note that is may be necessary to press "Save and Continue …. " on more than one tab to get back to the Submit tad.

Your Organization Name – The Event Name

ⓧ

Final Report - 2021 - Annual Application Cycle - Due in 87 Days

Intro   Organization   Project   Audience   Budget   Submit

Final Review and Signature

Assurances

Check each item to indicate that you understand your organization's responsibility to complete these requirements if you are awarded funding.

☐ I certify these costs to be correct and applicable to the referenced contract.

☐ We will fully cooperate in a timely manner with NTDF Staff to correct any of the submitted information if it is found to be in error or incomplete.

Back on the Submit tab with all errors corrected, it's time to read and accept the Assurances.

☑ I certify these costs to be correct and applicable to the referenced contract.

☑ We will fully cooperate in a timely manner with NTDF Staff to correct any of the submitted information if it is found to be in error or incomplete.

All supporting documentation presented here is true and accurate to the best of my knowledge. I understand that failure to comply with these conditions, any obligation included in the Terms and Conditions, or any other term, condition or requirement in the NTDF contract for funding may result in forfeiture of funds for this project/event and may result in ineligibility for future projects.

Signed:

By typing my name below, I accept it as my legal signature.

Signator /s/ (required)

Your Typed Name

Title (required)

Your Title

← Save and Previous: Section IV. Final Project Budget   Submit

After accepting the Assurances and completing the Signature Block the Final Report is ready to submit by pressing the Submit button at the bottom.

After pressing Submit, you will be returned to your organization's Dashboard.

As confirmation will appear at the top of the page.

And the Update Final Report has changed to View Final Report. By pressing the <u>View Final Report</u>, you will be able to view and print your Final Report.

If you made an error and need to edit the Final Report, you will need to contact us to have it unlocked.