

**National Endowment for the Arts
Recovery Act
REPORTING REQUIREMENTS for Organizations**

UPDATED November 2009

You can see basic information about your grant at My Grant-At-A-Glance: www.arts.gov/mygrant

The Reporting Requirements applicable to your NEA Recovery Act grant are described below. Please follow these instructions carefully.

Reminder:

- Grant activities and costs must be consistent with those approved for funding by the Arts Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office **before** implementation.
- You must acknowledge the Recovery Act and the Arts Endowment's support in all materials and announcements regarding this grant.
- You should be aware of the requirements concerning record retention and the Federal government's rights of access to records and personnel.

The *General Terms, Special Terms & Conditions for Recovery Act Awards*, and forms and instructions are on our Web site at www.arts.gov/manageaward/recovery. We have also posted NEA guidance including helpful information for completing the quarterly report, a sample of a completed time & effort report, CCR registration maintenance tips, and more.

We recommend that you check www.arts.gov/manageaward/recovery frequently to obtain the latest information. For example, the yellow box on the upper right section of the page will link you to OMB's most recent quarterly reporting guidance.

We will make every effort to notify you of updates and changes to the guidance provided for managing your award. However, the absence of receiving such notice does not relieve you of your responsibility to meet all applicable award requirements.

QUARTERLY REPORTS

Quarterly reports, in a format established by the U.S. Office of Management and Budget (OMB), are required under the Recovery Act. The first report was due by October 10, 2009. Thereafter, reports shall be submitted no later than the 10th day after the end of each calendar quarter (e.g., *January 10, 2010; April 10, 2010*). Reports are cumulative.

A final quarterly report is due no later than 10 calendar days after the end of the calendar quarter immediately following your grant period end date. For example, if your grant ends June 30, 2010, your final quarterly report is due by July 10, 2010. If your grant ends July 31, August 31, or September 30, your final quarterly report is due by October 10, 2010.

The intent is for recipients of Recovery Act awards to report the information and data electronically through a central Government-wide portal at www.FederalReporting.gov. Recovery Act award recipients must:

- Register on-line with FederalReporting.gov prior to submitting reports. This includes ensuring that your Central Contractor Registration (CCR) information is up to date (Note: you also will need your DUNS number).
- Ensure, if you are a Local Arts Agency (LAA) that received an NEA Recovery Act award for subgranting, that your grantees (subrecipients) are also registered in CCR. LAA recipients will be responsible for providing subrecipient data.
- Meet the established deadlines for the quarterly reports. Release of grant funds is contingent on the timely submission of these reports.

PROGRESS REPORT (on payment request form)

Generally, only one progress report other than the Quarterly Reports will be required during the grant period. It is submitted as part of the *Request for Advance or Reimbursement* form, Section 10. The progress report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount.

The progress report must include a description of what the grant has supported since the grant period start date, and what is planned for the remainder of the grant period. Your response should generally be limited to the space provided on the form. For example:

“Retained staff person X. The NEA Recovery grant covers 50% of X’s monthly salary for each month during the past 4 months. We request reimbursement of the past 4 months and advance to pay staff person at the same rate for this month.”

“Completed contract with arts company G to provide a second performance and expand the school residency for one more week. Funds requested will cover the artists’ fees, as approved by the NEA, for this month’s activities. This will conclude our project.”

FINAL REPORTING REQUIREMENTS

You are required to submit an acceptable Final Report to the NEA no later than 90 days after the grant period end date. **You will be ineligible for any Arts Endowment awards if you fail to submit required and acceptable Final Reports for previously awarded grants.** Detailed information can be found at www.arts.gov/manageaward/recovery.

You must submit to the NEA:

- A completed Federal Financial Report (FFR – SF 425).

Please FAX this one-page report to the NEA at either (202) 682-5610 or 5609.

You must also separately submit – in accordance with the requirements described under the Quarterly Reports section above – a **final quarterly report**. This final quarterly report is due no later than 10 calendar days after the end of the calendar quarter immediately following your grant period end date. You may submit your final quarterly report earlier IF you have received and expended all Recovery Act funds prior to the end of the previous quarter. If you are uncertain of when you may submit your final quarterly report, please contact the Grants Office. Note that the due date is **unrelated** to the 90-day allowance for submission of the FFR to the NEA.

We also reserve the right to request subsequent information or work product(s) as necessary. All Federal awarding agencies retain a royalty-free right to use all or a portion of their grantees’ final report material for Federal purposes including publication on a Federal Web site. For more information see the *General Terms*.

REPORTING BURDEN:

The public reporting burden for this collection of information, not including the quarterly reports which have been established by OMB at 1.5 hours *per* response, is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The Arts Endowment welcomes any suggestions that you might have on improving the reporting requirements and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Deputy Chairman for Management & Budget, Room 518; National Endowment for the Arts; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. NOTE: Grantees are not required to respond to the collection of information unless it displays an OMB control number that is valid at the time of issue.