



National Endowment for the Arts

General Terms & Conditions

for

FY 2015 Grants and Cooperative Agreements to Organizations

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Grants & Contracts Office

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TABLE OF CONTENTS

Important Information Regarding Accepting a National Endowment for the Arts Award	1
1. Applicability.....	1
2. Your Responsibilities	1
3. Acknowledgment of Arts Endowment Support and Disclaimer	2
4. Resources	2
5. Selected Definitions	2
6. Required Registrations.....	4
7. Conflicts of Interest and Criminal Disclosures.....	4
8. Statutory and National Policy Requirements.....	4
9. Financial Management and Internal Controls.....	4
10. General Procurement Standards.....	5
11. Cash Management Standards	5
12. Cost Sharing or Matching Requirements	6
13. Cost Principles	7
14. Travel.....	9
15. Changes in Your Project: Amendments.....	10
16. Performance and Financial Reporting.....	11
17. Property Standards: Use and Disposition	11
19. Noncompliance	13
20. Closeout, Adjustments, and Continuing Responsibilities.....	14
21. Audit Requirements	14
Appendix A: National Policy and Other Legal Requirements.....	15

Important Information Regarding Accepting a National Endowment for the Arts Award

1. Applicability

- 1.1** The *General Terms & Conditions for Grants and Cooperative Agreements to Organizations* (General Terms & Conditions, or GTCs) apply to grants and cooperative agreements (also referred to as awards) that the National Endowment for the Arts (Arts Endowment or NEA) issues to 501(c)(3) nonprofit organizations, institutions of higher education (IHEs), units of state and local governments, and Federally-recognized Indian Tribal governments.

NOTE: Awards to State Arts Agencies (SAAs) and Regional Arts Organizations (RAOs), including Partnership Agreement grants, as well as awards to Local Arts Agencies (LAAs) that are eligible to make subawards as defined under Public Law (P.L.) 111–88, October 30, 2009, Sec. 438, are subject to the *General Terms & Conditions for Grants and Cooperative Agreements to SAAs, RAOs, and LAAs*.

- 1.2** These GTCs implement Title 2 of the Code of Federal Regulations (2 CFR) *Subtitle A–Office of Management and Budget Guidance for Grants and Agreements Part 200–Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance, or Part 200). The NEA has adopted the Uniform Guidance through regulation at 2 CFR 3255.1. The Uniform Guidance compiles and streamlines eight former OMB Circulars that governed Federal grants management.

- 1.3** The GTCs are also based on the NEA's legislation and established policies, along with other Federal statutes, regulations, and Executive Orders that apply to grants and cooperative agreements. Award recipients must be familiar with and comply with these requirements.

NOTE: Many citations for statutes and regulations are included in these GTCs. In most cases, more expansive information can be found at the citation location.

- 1.4** When applicable, Specific Terms & Conditions may be included with your award. Should there be inconsistency between requirements, the Specific Terms & Conditions supersede the GTCs.

2. Your Responsibilities

In accepting an Arts Endowment award, your organization assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with any provisions included in the award; the statutes, regulations, and Executive Orders governing Federal financial assistance awards; and these GTCs, all of which are hereby incorporated into your award by reference. While we may provide you with reminders regarding award requirements, the absence of receiving such notice does not relieve you of your responsibilities.

Submission of a Request for Advance or Reimbursement (payment request) form constitutes your agreement to comply with all the terms and conditions of the award.

Failure to comply with these requirements may result in suspension or termination of the award and our recovery of funds. In addition, the United States has the right to seek judicial enforcement of these obligations.

3. Acknowledgment of Arts Endowment Support and Disclaimer

Acknowledgment of the National Endowment for the Arts must be prominently displayed in all materials and announcements for your funded project.

- 3.1** For print materials, a phrase acknowledging support from the National Endowment for the Arts is a basic requirement using the following language: "This project is supported in part by an award from the National Endowment for the Arts."
 - 3.1.a** We encourage you to include "To find out more about how NEA grants impact individuals and communities, visit www.arts.gov."
 - 3.1.b** In addition, we encourage you to use the [NEA's current logo](#) whenever possible.
- 3.2** For radio or television broadcast, we require the following voice-over language: "This project is supported in part by an award from the National Endowment for the Arts. On the web at arts dot gov." For television broadcast, display of the Arts Endowment logo and web address is required.
- 3.3** We reserve the right to change the language of the required acknowledgement of Arts Endowment support, as well as the right to disallow the use of our logo and acknowledgement of our support.
- 3.4** For more guidance in planning your media campaign, please consult our "[Working with the Media Toolkit](#)" on our Web site.

4. Resources

Resources to manage your award can be found on our Web site at www.arts.gov/manageaward, including:

- 4.1.** [How to Manage Your NEA Award Handbook](#), includes detailed information about requesting payment, reporting requirements, and how to request changes to your award. However, the Handbook is not a substitute for the GTCs. Links to the Handbook are also included in the appropriate GTC sections.
- 4.2** General information about your grant, such as when your final reports are due, whether we've received a payment request, and more, is available at www.arts.gov/mygrant. (This resource is currently not available for cooperative agreements.)
- 4.3** Payment request and final report forms, along with step-by-step instructions, plus sample templates for documenting in-kind support and time and effort reporting.

5. Selected Definitions (2 CFR 200.0-99)

The GTCs use terminology consistent with the Uniform Guidance. Select items that may be new to you are summarized below; see 2 CFR 200.0-99 for additional detail.

Authorizing Official		An authorizing official is a person with the recipient organization who has authority to legally and financially bind the organization. For organizations responsible for an approved independent component (e.g., a University and its art museum), the authorizing official must work for the parent organization.
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Cognizant agency for indirect costs	200.18	The cognizant agency for indirect costs is usually the Federal agency that provides the most amount of funding on a regular basis to the recipient.
Contract	200.22	A legal instrument by which the recipient purchases goods or services under a Federal award.
Equipment	200.33	Tangible property having a useful life of more than one (1) year, and a per unit cost equal to or greater than \$5,000. Generally, basic computer devices cost less than \$5,000 and are considered supplies for use and disposition purposes.
Unique Entity Identifier	(Reserved)	Currently a Dun & Bradstreet number (DUNS) is used as the unique entity identifier for applying for, and obtaining, Federal funds.
De minimis indirect cost rate	200.414	An indirect cost rate of 10% that non-Federal entities, which have never had a Federally-negotiated indirect cost rate agreement, can apply to their award project budget.
Institutions of Higher Education (IHEs)	200.55	Public, private, and tribal colleges and universities, but excluding for-profit institutions.
Modified Total Direct Cost (MTDC)	200.68	Used as a base for applying indirect costs through a Federally-negotiated indirect cost rate agreement, or the de minimis rate. "Modified" means excluding equipment, scholarships, participant support costs, and the portion of each subcontract in excess of \$25,000.
Non-Federal entity	200.69	Any entity that is not the Federal government that carries out a Federal award as a recipient or subrecipient.
Participant support costs	200.75	Stipend, subsistence, travel allowances and registration fees for conferences or training projects. This does not include employees of the award recipient.
Period of performance	200.77	The start and end date of the award (formerly known as period of support). Only costs and activities incurred during this time period can be charged to the award.
Recipient	200.86	The non-Federal entity that receives a Federal award directly from the Federal agency.
Source documentation (Financial Management)	200.302(3)	Documentation that provides evidence that expenditures were incurred and paid during the approved period of performance. Documentation includes receipts, invoices, contracts, as well as copies of cancelled checks, transaction reports, bank statements, charge/debit card statements, and in-kind contribution reports.
Supplies	200.94	Tangible items costing less than \$5,000. Generally a basic computer device costs less than \$5,000 and is considered a supply for use and disposition purposes, regardless of the length of its useful life.
Unrecovered indirect cost	200.306(c)	Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could be charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

6. Required Registrations (2 CFR 25.200)

Organizations are required to have a unique entity identifier (currently a Dun & Bradstreet number, or DUNS) that reflects the organization's legal name and current, physical address. Organizations must also maintain an active registration—based on the DUNS provided in the application—in the System for Award Management (SAM.gov), from application submission through award closeout. (See the [Handbook](#) for more information about registering and renewing in SAM.)

7. Conflicts of Interest (2 CFR 200.112, 200.318) and Criminal Disclosures (200.113)

7.1 You must have written conflict of interest policies that ensure that all employees, board members, officers or agents engaged in the selection, award, and administration of grants or contracts, avoid conflicts as described in 2 CFR 200.318.

7.2 You are required to disclose to us any actual or potential conflicts, including but not limited to the following:

7.2.a NEA Panelist. No panelist can review an application from an organization with which he or she is affiliated. In addition, if a panelist later becomes associated with a project that he or she reviewed, then he or she cannot act as an authorizing official for that project. This prohibition is in effect throughout the entire period of performance.

7.2.b National Council on the Arts member. Similarly, once an authorizing official for an organization that is an applicant or grantee is nominated to the National Council on the Arts, the authorizing official must recuse him/herself from acting in this capacity for applications and award actions, including payment requests.

7.3 You must also notify us of any violations of Federal criminal law involving fraud, bribery, or gratuity violations that potentially affect the Federal award, as noted in 2 CFR 200.113. See 2 CFR 32.3254 for more information.

8. Statutory and National Policy Requirements (2 CFR 200.300)

You are responsible for complying with all requirements of the Federal award, including those based on:

8.1 Arts Endowment Enabling Legislation. You are required to execute your project, (e.g., productions, workshops, programs, etc.) in accordance with the Arts Endowment's enabling legislation that requires "artistic excellence and artistic merit."

8.2 National policy requirements. You are required to adhere to all national policy requirements as outlined in Appendix A, including but not limited to those protecting public welfare, the environment, and prohibiting discrimination.

9. Financial Management (2 CFR 200.302) and Internal Controls

9.1 Your financial management systems must meet standards described in sections 200.302(b)(1) through (b)(7), including:

9.1.a Accurate identification of Federal award data, financial results, and the ability to provide source documentation upon request.

9.1.b Written procedures for determining the allowability of costs and for managing payments.

9.2 You must establish and maintain effective internal control over your award that provides reasonable assurance that you are managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. See recommended compliance documentation (2 CFR 200.303).

10. General Procurement Standards (2 CFR 200.318-.326)

10.1 You must use your own documented procurement standards, which reflect applicable State and local laws and regulations, when procuring property and services under a Federal award.

10.1.a You should have written procedures to ensure that contractors or recipients are not debarred or suspended prior to the payment or award of Federal funds (2 CFR 180 Subpart C).

10.1.b In addition, your procurement contracts must contain provisions as described in [Appendix II](#) to Part 200—Contract Provisions for non-Federal Entity Contracts under Federal Awards.

10.2 You may be able to take advantage of the flexibilities found by using procedures for micropurchases (2 CFR 200.320(a)), which have a current threshold of \$3,000 or less, and small purchases (2 CFR 200.320(b)), which have a current threshold of \$150,000 or less (Simplified Acquisition Threshold).

10.3 We may ask to review your procurement policy, plans, and other documents such as requests for proposals and independent cost estimates (2 CFR 200.324).

11. Cash Management Standards (2 CFR 200.305)

11.1 You must have written procedures to minimize the time elapsing between the receipt and the disbursement of award funds to avoid having excessive Federal funds on hand. Requests for advance payment are limited to your immediate cash needs and are not to exceed anticipated expenditures for a 30-day period (200.305(b)(1)).

11.2 Payments may be withheld (200.305(6)) if:

11.2.a You have failed to comply with the terms and conditions of the award, including any Federal statutes or regulations,

11.2.b You are delinquent in a debt to the United States, or,

11.2.c You are withholding payment to contractors to assure satisfactory completion of work on the award.

12. Cost Sharing or Matching Requirements (20 USC 954(e) and 2 CFR 200.306)

12.1 Unless otherwise stated in your grant award document or cooperative agreement, Arts Endowment funds cannot exceed 50 percent of the total cost of the Arts Endowment-supported project (i.e., funds must be matched one-to-one, or "dollar for dollar"). This required cost share, or match, refers to the portion of project costs not paid by Federal funds, and may include your own funds, donations, non-Federal grants and other revenue.

Costs supported by both the NEA funds and matching funds approved in your project budget must conform to all the requirements of the Federal award (2 CFR 200.306(b)).

12.2 Use of In-kind (or Third-Party) Contributions (2 CFR 200.306(d-i)). If you include in-kind, third-party (i.e., not your own) contributions as part of your cost share or match, they must also be included as direct costs in your project budget so we can determine their allowability, and reflected as such in your accounting records. Volunteer and donated goods and services, property or space must be documented and their fair market value determined per the guidance.

12.3 Use of Unrecovered Indirect Costs for Cost Sharing or Matching (2 CFR 200.306(c)). Unrecovered indirect costs may be included as part of the match for an award if you have a current indirect (or Facilities & Administrative/F&A) cost rate with a Federal agency.

12.4 Use of Program Income (2 CFR 200.307).

12.4.a Income earned during the period of performance that results from activities supported through an Arts Endowment award is considered to be program income. These earnings can include, but are not limited to, income from fees for services, admission fees, or the use or rental of property (space, equipment, etc.)

12.4.b Per 2 CFR 200.307(e)(3) and (f), the NEA allows program income to be used as part of the cost share or match for an award, for additional costs of the Arts Endowment-supported project, or for other eligible projects in the arts conducted by your organization.

12.5 Ineligible Matching Resources. These items are not eligible to meet your cost share or matching requirement:

12.5.a Other Federal funds, including other NEA funds (2 CFR 200.306(b)(5)). This includes Federal funds that have been subgranted or disbursed to you from your State Arts Agency or another organization. You should consult your award notice from your State Arts Agency or other organization to determine if any portion of their award to you includes funds from a Federal agency.

12.5.b Resources that have been used for another Arts Endowment award or other Federal program (2 CFR 200.306(b)(2)).

12.5.c Contributions or gifts provided to your organization that are restricted and cannot be used to support the project.

12.5.d Gifts (bequeathed or otherwise) which are not available to your organization during the award period of performance.

13. Cost Principles

13.1 The allowability of costs for work performed under your NEA award is determined in accordance with the appropriate NEA guidelines and the [Uniform Guidance Subpart E—Cost Principles](#). All costs included in the approved project budget, whether supported with Federal or matching funds, must be:

13.1.a Necessary and reasonable for the performance of the Federal award

13.1.b Allocable and in conformance with these cost principles

13.1.c Consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity

13.1.d Accorded consistent treatment as either a direct or indirect cost

13.1.e Determined in accordance with generally accepted accounting principles (GAAP)

13.1.f Not included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program

13.1.g Adequately documented

Where the determination of cost allowability differs, the NEA guidelines and GTCs (and any Specific Terms & Conditions, as appropriate) take precedence over the Uniform Guidance.

13.2 Unallowable costs based on NEA legislation and policy. The following items of cost are unallowable per the NEA's enabling legislation and/or unallowable as a matter of agency policy, as outlined in NEA guidelines:

13.2.a Awards to individuals or organizations to honor or recognize achievement (P.L. 111–88, October 30, 2009, Sec. 438 (2)). However, fees for artists or arts organizations who provide services or goods to you under the Federal award are allowable.

13.2.b Cash reserves and endowments (NEA guidelines).

13.2.c Construction, purchase, or renovation costs of facilities or land (NEA guidelines). However, costs associated with predevelopment, design fees and community development, as well as preparing exhibit space, setting a piece of public art, etc.) may be allowable.

13.2.d Costs to bring a project into compliance with Federal award requirements (NEA guidelines).

13.2.e Foreign nationals and artists compensation, including traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the [U.S. Treasury Department Office of Foreign Assets Control](#) (NEA guidelines).

13.2.f Professional training in degree-granting institutions (NEA guidelines).

13.2.g Work toward academic degrees and the pursuit of academic careers, except for Art Works-Research grants (NEA guidelines).

13.2.h Subgranting or regranting (P.L. 111–88, October 30, 2009, Sec. 438 (2)).

13.2.i Visa costs that are paid to the U.S. Government (P.L. 109-54, Title III General Provisions, Sec. 406); however, the cost of preparing material (legal documentation, etc.) for submission is allowable.

13.3 Updates and Clarifications. Selected items of cost that have been clarified or updated include:

13.3.a Conferences (2 CFR 200.432). Costs of conferences (including meetings, seminars, workshops or other events whose primary purpose is dissemination of technical information), are still generally allowable, however:

- i. Conference sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary, and managed in a manner that minimizes costs to the Federal award.
- ii. Costs associated with activities that generally occur at a closing meal, or a reception at the end of the working day, are unallowable. These activities usually have alcohol associated with them and/or are of a social nature, which is prohibited under Federal awards (see also 13.3.b. Entertainment.)

13.3.b Entertainment (2 CFR 200.438). Costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcohol, planning, staffing, supplies, etc. are unallowable.

13.3.c Fundraising (2 CFR 200.442). Fundraising costs that were previously unallowable may now be included (for example, a percentage of salaries and fringe benefits for development or fundraising staff or contractors who raise funds to implement the NEA project during the period of performance is allowable.) However:

- i. Salaries or contracts for general fundraising activities or events, including those for donors, or that benefit the organization as a whole, are unallowable.
- ii. Costs associated with activities such as galas or parties, where alcohol is available, are unallowable (see also 13.3.b Entertainment.)

13.3.d Home Office Workspace (2 CFR 200.465(c)(6)). Award recipients should note that the rental of any property owned by any individuals or entities affiliated with the non-Federal entity for purposes such as the home office workspace is now unallowable.

13.3.e Indirect (Facilities & Administration or F&A) Costs (2 CFR 200.414). Award recipients may claim indirect Costs based on:

- i. A current and appropriate indirect cost rate agreement negotiated with your Federal Cognizant Agency. (Note that research rates can only be used on NEA Art Works-Research awards.) Or,
- ii. A de minimis rate. Starting with FY15 awards, an organization that has never received a negotiated indirect cost rate may opt to charge a de minimis rate of 10% on modified total direct costs (2 CFR 200.414 (f)). This must be included on your approved project budget.

NOTE: You cannot claim both overhead or administrative costs and indirect costs.

More information about indirect costs for an NEA award can be found in the [How to Manage Your NEA Award Handbook](#).

- 13.3.f** Goods for resale. Costs of goods for resale are unallowable. This includes the sale of concessions, promotional merchandise, or items purchased to sell, even if related to your programming. It also includes any associated staffing or facilities costs. Costs of items that are produced as part of the approved project activity (e.g. publications or recordings) and that are incurred during the period of performance are allowable.

14. Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those who are on official business attributable to work under an award and in accordance with your entity's written travel reimbursement policies.

- 14.1** Any airfare charged to the award, whether domestic or foreign, may not exceed the value of the basic least expensive unrestricted accommodations class offered by a commercial carrier (2 CFR 200.474(d)).

14.2 Fly America Act (41 CFR 301-10.131 through .143)

- 14.2.a** You are required to follow the provision of the Fly America Act. The regulations regarding the Fly America Act are available at 41 CFR 301-10.131 through .143. Any air travel paid in whole or in part with NEA funds must be on a U.S. flag air carrier or a foreign air carrier under an air transport agreement (code share agreement) with the United States when these services are available.

- 14.2.b** For travel under an air transport agreement (code share agreement) the ticket, or documentation for an e-ticket, must identify the U.S. flag carrier's designator code and flight number, e.g. American Airlines (AA) 1606 operated by Air France.

- 14.2.c** There are some exceptions to the Fly America Act, see 41 CFR 301-10.135 through 10.138. If you do use a foreign air carrier you must provide us with a certification, including a justification as to why your travel met one of the exceptions. We may request additional information if necessary.

NOTE: Lower cost, convenience, or traveler preferences are NOT acceptable reasons for using a foreign air carrier.

- 14.3** Foreign Travel. Foreign travel is defined as any travel outside Canada, Mexico, the United States, and its territories and possessions. The Grants & Contracts Office must give written approval for all foreign travel not originally approved in your award before travel is undertaken.

NOTE: While travel requests to Mexico and Canada that are project related, allocable, and allowable do not require prior written approval from the Arts Endowment before being undertaken, the Fly America Act does apply.

15. Changes in Your Project: Amendments (2 CFR 200.308)

15.1 You are required to carry out a project consistent with the application or proposal approved for funding by the Arts Endowment. Amendment requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the Grants & Contracts Office, you may only incur costs consistent with the terms and conditions of the award in effect at the time of your request.

Detailed information about how to request an amendment can be found in the [How to Manage Your NEA Award Handbook](#).

15.1.a We have the right to request additional information, such as an update on specific project activities including a revised budget or an itemized list of actual expenditures, as needed.

15.1.b If your organization is undergoing an audit by the Arts Endowment's Inspector General's office, amendments of the award(s) in question will not be approved independent of the audit resolution process.

15.2 The following types of amendments **must be requested** in writing:

15.2.a Period of performance changes. This may include a new start date (no earlier than the earliest allowable start date per the guidelines), as well as an end date extension.

15.2.b Final report filing extension. This may include the Final Descriptive Report, Federal Financial Report, and/or a required work product.

15.2.c Project scope changes. These may include changes to the approved project activities or focus of content, significant changes in targeted participants, and changes in the breadth or impact of projects. These also include:

- i. Changes in artists or key partners, if they were specifically identified as confirmed in the application.
- ii. Changes in the primary partner for Our Town grantees.
- iii. Changes in the lead researcher for Art Works-Research grantees.

15.2.d Budget Revisions.

- i. Budget changes due to a change in the scope of the Arts Endowment-supported project.
- ii. Adding permanent equipment.
- iii. Adding foreign travel.
- iv. Adding indirect/F&A costs allowable under a Federally-negotiated rate.

15.3 The following changes do not require written approval from us:

- i. Changes in organizational management/project administration (unless specified in your award document).
- ii. Changes in artists, participants, or project partners that were not identified specifically in the approved project. (This is common with festivals.)
- iii. Addition or removal of auxiliary programming as long as it does not impact the overall project scope.

- iv. Changes in project venues or touring locations, as long as all project locations are fully accessible in compliance with Section 504 and the ADA.
- v. Transfers among direct cost line items.
- vi. Elimination or addition of an allowable project cost that does not affect the scope of the award.
- vii. Replacement of in-kind match with cash match or other changes in match sources, as long as they meet all other cost share requirements.

15.4 Declining an Award. You may decide to decline the award after it has been made. Please see the [How to Manage Your NEA Award Handbook](#) for instructions.

16. Performance and Financial Reporting (2 CFR 200.327-328)

Your grant package includes a blue Reporting Requirements overview document, which outlines the reporting requirements for your award. Cooperative Agreements include reporting requirements and a delivery schedule within the agreement. More information can be found in the [How to Manage Your NEA Award Handbook](#).

Report forms and instructions are on our Website.

16.1. Progress Report (20 USC 954(j)). A progress report is required once the cumulative amount of funds requested exceeds two-thirds of the award amount. No NEA funds can be released until this report has been approved.

16.2 Specific Reporting Requirements (2 CFR 200.207). We may require you to submit certain information before funds can be released (e.g., verification of compliance with NEPA/NHPA requirements, a signed contract, copyright release, an itemized list of actual expenditures to date, etc.) or at other times during the project. These Specific Terms will be included in your award package when applicable.

16.3 Final Reports (2 CFR 200.343). To close out your award you must submit the following no later than 90 days after the period of performance end date:

16.3.a A Final Descriptive Report (FDR) that provides us with information on the performance of your award activities and associated data,

16.3.b A Federal Financial Report (FFR), and,

16.3.c Any required work product(s) as identified in your Reporting Requirements overview document and/or your award notice.

16.4 Failure to submit the required final reports for any award(s) renders you ineligible to receive funding for five (5) years following the final report due date of the award(s) or until the delinquent final reports are submitted, whichever occurs first. Acceptability of final reports may also affect eligibility for new awards.

16.5 In addition, failure to submit required final reports within 210 days after the period of performance end date will result in the withdrawal of any funds remaining on that award.

17. Property Standards: Use and Disposition

17.1 Property may include art work that you have been approved to commission, purchase, or fabricate under the NEA award. Unless otherwise specified, you will have title to this property, without further

obligation to the Federal government, provided that it will be used for similar activities. One example of similar activity is selling the work to another museum or visual art center with the intention that it will be available to the public. It may not be de-accessioned to a private collector where it would no longer be on view to the public.

17.2 Equipment (2 CFR 200.313) includes tangible, nonexpendable, personal property having a useful life of more than one (1) year that costs \$5,000 or more per unit that you have been approved to purchase under the NEA award. Unless otherwise specified, you will have title to equipment commissioned, purchased, or fabricated under the award, without further obligation to the Federal government, provided that it will be used for activities similar to those approved by us. Items of equipment with a current fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the NEA (2 CFR 313(e)(1)). NOTE: You are encouraged, whenever possible, to purchase American-made equipment in accordance with the "Buy American Act" (41 USC 8301-8305).

17.3 Supplies (2 CFR 200.314) include computing devices (2 CFR 200.453). If there is a residual inventory of unused supplies, including computing devices purchased for \$5,000 or less per unit, you may retain them without further obligation to the Federal government, provided that it will be used for activities similar to those approved by us.

17.4 Intangible Property (2 CFR 200.315).

17.4.a You may copyright any material that is subject to copyright and was developed, or for which ownership was acquired, under the NEA award during the period of performance. For procedural information, contact the U.S. Copyright Office at www.copyright.gov.

17.4.b We reserve a royalty-free non-exclusive and irrevocable right to reproduce, publish, or otherwise use work, as well as data, produced under a Federal award for Federal government purposes. We also have the right to authorize others to do the same (2 CFR 200.315 (d) and (e)).

17.4.c Library of Congress Cataloging in Publication Data. We strongly recommend that any publication that results from this award be cataloged by the Cataloging in Publication Program of the Library of Congress before final printing. This method of cataloging enables libraries to acquire and process books quickly. Publishers ineligible for this program may be eligible for the Library's Preassigned Control Number Program. Entering these titles in a national bibliographic database leads to greater dissemination of publications. For procedural information, contact the Library of Congress, <http://www.loc.gov/publish/cip/>.

18. Record Retention (2 CFR 200.333) and Access

18.1 Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final Federal Financial Report (FFR).

Exceptions include if litigation, claim, or audit is started before the expiration of the three-year period, or if we notify you in writing to extend the retention period.

18.2 Standards for Documentation of Personnel Expenses (2 CFR 200.430(i)(1)). Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. The records must comply with your organization's internal controls and established accounting policies. Records

must support these costs for both the Federal funds and cost share or matching requirements. We may require personnel activity reports or equivalent documentation if necessary (2 CFR 200.430(i)(8)).

18.3 Records for equipment must be retained for three (3) years after final disposition (2 CFR 200.333(c)).

18.4 Access to Federal award information.

18.4.a During the period of performance and the subsequent retention period, the NEA's Inspector General, the Comptroller General of the United States, or any of our authorized representatives has the right of access to any documents, papers, or other records which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to your personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but last as long as records are retained (2 CFR 200.336).

18.4.b Federal award-related information should be collected and stored in open and machine-readable formats whenever practicable (2 CFR 200.335). In addition, restrictions on public access are generally limited to protected personally identifiable information (PPII) and other FOIA and applicable exemptions (2 CFR 200.337).

19. Noncompliance

19.1 Remedies (2 CFR 200.338). If you fail to comply with Federal statutes, regulations, or the terms and conditions of our award, we may impose additional conditions, as described in 2 CFR 200.207. If we determine that noncompliance cannot be remedied by imposing additional conditions, we may take one or more of the following actions, as appropriate in the circumstances:

19.1.a Temporarily withhold cash payments pending correction of the deficiency, or more severe enforcement action.

19.1.b Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.

19.1.c Wholly or partly suspend or terminate the NEA award.

19.1.d Initiate suspension or debarment proceedings as authorized under 2 CFR 180 and our regulations at 2 CFR 32.3254.

19.1.e Withhold further NEA awards.

19.1.f Take other remedies that may be legally available.

19.2 Termination (2 CFR 200.339). There are circumstances under which we may determine that it is in the best interest of the government to terminate an award. Grants and cooperative agreements may be terminated in whole or in part:

19.2.a By us if you fail to comply with the terms and conditions of a Federal award;

19.2.b By us for cause;

19.2.c By us with your consent, in which case we will agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; or

19.2.d By you upon sending us written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if we determine that the reduced or modified portion of the award will not accomplish the purposes for which it was made, we may terminate the award in its entirety.

19.3 We reserve the right to take additional actions such as requiring you to return a portion or all of the award funds, requesting that you remove acknowledgement of Arts Endowment support, recommending government-wide suspension, or taking other legally available remedies. You will be notified of such actions and be given an opportunity to provide information and come into compliance.

19.4 Government-wide suspension and debarment will follow a process in conjunction with our Office of Inspector General (2 CFR 200.341).

20. Closeout, Adjustments, and Continuing Responsibilities (2 CFR 200.343-344)

Upon receipt and approval of all final reports, the agency will close out your award. This includes the deobligation of any unused funds as reported on your Federal Financial Report.

20.1 If you need to return NEA funds that you are not using, or you are not going to draw down all of the NEA award funds, follow the instructions in the [How to Manage Your NEA Award Handbook](#).

20.2 The closeout of a Federal award does not affect any of the following:

20.2.a Our right to disallow costs and recover funds on the basis of a later audit or other review within the record retention period.

20.2.b Your obligation to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

20.2.c Audit requirements if you must have a Single or Program-Specific Audit (see below).

20.2.d Records retention as required in 2 CFR 200.333.

21. Audit Requirements (2 CFR 200.501)

The threshold for requiring a Single Audit or Program-specific audit is \$750,000 in yearly expenditures of Federal funds. This amount is the aggregate of funds from all Federal sources. The percentage of costs related to your NEA award that would be included in this audit may be allowable.

If you have questions about a Single Audit, contact the Office of Inspector General at (202) 682-5402 or oig@arts.gov.

Appendix A: National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award

1. Nondiscrimination Policies. As a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your project (e.g., productions, workshops, programs, etc.) and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1.a Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

1.b As clarified by **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information go to www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance.

1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)

1.d Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

Section 504 - Self-Evaluation and Additional Resources

- i. A Section 504 self-evaluation must be on file at your organization. To help your organization evaluate its programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements, the Civil Rights Office has provided you with a "Section 504 Self Evaluation Workbook." The Workbook is located at www.arts.gov/about/504Workbook.html.
- ii. You should designate a staff member to serve as a 504 coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed, and made available to the public and the NEA upon request. The NEA may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.

iii. "Design for Accessibility: A Cultural Administrator's Handbook" provides guidance on making access an integral part of an organization's staffing, mission, budget, and programs. This Handbook and other resources may be downloaded from the Arts Endowment's Web site at www.arts.gov/accessibility/accessibility-resources/publications-checklists. If you have questions, contact the Office of Accessibility at accessibility@arts.gov; (202) 682-5532; FAX (202) 682-5715; or TTY (202) 682-5496.

1.e The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)

1.f The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

2. Environmental and Preservation Policies

2.a The National Environmental Policy Act of 1969, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

2.b The National Historic Preservation Act of 1966, as amended, applies to any Federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties. We will consult with your State Historic Preservation Officer, as appropriate, to determine the impact of your plan or renovation on the structure or any affected properties. Any change in your design, renovation, or construction plans must be submitted to us for review and approval prior to undertaking any of the proposed changes. You may be asked to provide additional information on your project to ensure compliance with the Act (16 USC 470).

Other National Policies

3. Debarment and Suspension. You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254.

There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
- ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three (3) years.

4. The Drug Free Workplace Act requires you to publish a statement about your drug-free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out.

You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). You must notify the Arts Endowment's Grants & Contracts Office of any employee convicted of a violation of a criminal drug statute that occurs in the workplace (41 USC 701 et seq. and 45 CFR 1155).

5. Lobbying. You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

5.1 No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 USC 1913).

5.2 Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

5.3 Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

We strongly advise you to review these regulations carefully. They are published at 45 CFR 1158, and can be found at www.gpo.gov/fdsys/.

6. Davis-Bacon and Related Acts (DBRA), as amended, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works (these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Information about the laborers and projects that fall under DBRA can be found in the Department of Labor's Compliance Guide at www.dol.gov/compliance/guide/dbra.htm. DBRA wage determinations are to be used in accordance with the provisions of Regulations, [29 CFR Part 1](#), [Part 3](#), and [Part 5](#), and with DOL's Compliance Guide. The provisions of DBRA apply within the 50 states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

7. The Native American Graves Protection and Repatriation Act of 1990 applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

8. U.S. Constitution Education Program. Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see www2.ed.gov/policy/fund/guid/constitutionday and <http://thomas.loc.gov/teachers/constitution.html>.

9. Prohibition on use of funds to ACORN or its subsidiaries. None of the Federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).