

Materials regarding your award are online at <https://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-saa-rao>.

The reporting requirements for your Partnership Agreement award, including specific reporting requirements related to Poetry Out Loud as well as subgranting activity subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting, are described below. Follow these instructions carefully.

## **PROGRESS REPORT**

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Generally, only one progress report will be required during the period of performance or grant period. It is submitted as part of the Payment Request form (Box 10). Limit your response to the space provided on the form.

The Progress Report is due the first time the **cumulative amount** requested EXCEEDS two thirds (2/3) of the award amount. The Progress Report must include a description of grant supported activities that:

- Have been undertaken since the grant period start date, and
- Are scheduled for the remainder of the grant period.

## **FINAL REPORTS**

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Submit Final Reports to the Office of Grants Management (OGM) no later than 90 days after the grant period end date. You will be ineligible for any National Endowment for the Arts awards if you fail to submit required and acceptable Final Reports for previous awards. The forms and their instructions are available at <https://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-saa-rao>.

The Final Report includes:

- **Federal Financial Report (FFR).**  
This must reflect only expenditures charged to the federal or recipient shares that are compliant with the General Terms & Conditions for your Partnership award.
- **Final Descriptive Report (FDR).**  
This may include activities conducted as part of the broader State Arts Plan. Components include:
  - **DETAILS Data Sequencing Form**
  - **DETAILS** Section (electronic format)
  - **PROJECT ACTIVITY LOCATION Data Sequencing Form** (if applicable)
  - **PROJECT ACTIVITY LOCATION** Section (if applicable)
  - **Folk Arts Partnership Narrative** (if applicable)

**FY15 and Later awards:** The Totals Section is no longer required.

Email the **FDR** and **FFR** to [FinalReports@arts.gov](mailto:FinalReports@arts.gov). Identify your grant number and organization name in the subject line. Use the following format in the table:

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
<b>SAA:</b>	FDR 15-6100-2XXX ABC State Agency FFR 15-6100-2XXX ABC State Agency	FDR 16-6100-2XXX ABC State Agency FFR 16-6100-2XXX ABC State Agency	FDR 17-6100-2XXX ABC State Agency FFR 17-6100-2XXX ABC State Agency
<b>RAO:</b>	FDR 15-6100-2XXX ABC Reg Arts Org FFR 15-6100-2XXX ABC Reg Arts Org	FDR 16-6100-2XXX ABC Reg Arts Org FFR 16-6100-2XXX ABC Reg Arts Org	FDR 17-6100-2XXX ABC Reg Arts Org FFR 17-6100-2XXX ABC Reg Arts Org

All data reported as part of the FDR (minus the Folk Arts narrative, if any) must also be submitted to the **National Assembly of State Arts Agencies (NASAA)**. For detailed instructions on how to submit this information, see <https://nasaa-arts.org/research/federal-reporting/>.

## **FFATA REPORTS**

The FFATA requires that the pass-through entities (those that make subawards with federal funds – you) report all subawards made with \$25,000 or more in federal funds. This information is submitted via the Federal Subrecipient Reporting System at [www.fsr.gov](http://www.fsr.gov) and subsequently made available to the public at [www.USASpending.gov](http://www.USASpending.gov). You are required to file these reports by the end of the month following any month in which you make a subaward with \$25,000 or more in federal funds.

## **POETRY OUT LOUD REPORTING REQUIREMENTS**

SAA's receiving funding for Poetry Out Loud activities must also provide information about state contacts and school participation, as well as a Final Report as follows:

- Excel spreadsheet of **lead contacts** and estimates of **student and teacher participation** (due by the last Friday in January)
- POL Final Report <https://www.arts.gov/sites/default/files/POL-final-report-june2014.pdf> (due by the last Friday in June).

Email all materials to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov). See the resources on the Poetry Out Loud website ([www.poetryoutloud.org](http://www.poetryoutloud.org)) for additional information.

**OMB No. 3135-0140 Expires 12/31/2021**

## **PRIVACY ACT**

The following notice is furnished in accordance with the Privacy Act of 1974, 5 U.S.C. 552a: This information is solicited under the authority of the National Foundation on the Arts and the Humanities Act, 20 U.S.C. 951 et seq. and is used for the purpose of grant awards. Personal data including home address and home telephone number will not be released and is exempt from disclosure under FOIA exemption (b) (6). Failure to provide the requested information could result in rejection of your application.

## **PAPERWORK REDUCTION ACT STATEMENT**

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines 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: [webmgr@arts.gov](mailto:webmgr@arts.gov), Attention: Reporting Burden. Note: Applicants/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.