

**PARTNERSHIP AGREEMENTS REPORTING REQUIREMENTS**For awards with **Numbers** 14-6100-2xxx

Rev. April 22, 2014 (4/18)

Material regarding your Partnership Agreement are at [arts.gov/grants/manage-your-award/partnership-agreements-state-arts-agencies-regional-arts-organizations](https://arts.gov/grants/manage-your-award/partnership-agreements-state-arts-agencies-regional-arts-organizations). See the [General Terms & Conditions](#) for your requirements and responsibilities as a grantee, guidance on requesting changes, and additional financial management help.

**New NEA Legislative Matching Restrictions for State Arts Agencies (SAAs):** "The non-Federal funds required...to pay 50 percent of the cost of a program or production shall be provided from funds directly controlled and appropriated by the State involved and directly managed by the State agency of such State."

**REPORTING TO THE FFATA SUBAWARD REPORTING SYSTEM (FSRS)**

You may be required to report sub-award information to [www.fsrs.gov](http://www.fsrs.gov). You are required to file a FFATA sub-award report by the end of the month following the month in which you make the award for any sub-award greater than or equal to \$25,000 in federal funds. See the [FFATA FAQs](#).

**PROGRESS REPORT**

Generally, only one progress report will be required during the 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 grant 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.

**POETRY OUT LOUD SPECIAL REPORTING REQUIREMENTS**

SAAs Poetry Out Loud recipients only

**By the last Friday in January**, e-mail to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov) the excel spreadsheet provided by the Poetry Out Loud Program Manager with the lead contact information and estimates of student and teacher participation for each school participating in Poetry Out Loud (POL) under this award. Call (202) 682-5001 for more details.

**By the last Friday in June**, please complete the Final Report for POL recipients available online at [www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-saa-rao](https://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-saa-rao). This report should only reflect POL project activity. E-mail the report to [poetryoutloud@arts.gov](mailto:poetryoutloud@arts.gov).

**TIME EXTENSION & INTERIM REPORT**

SAAs and Regional Arts Organizations that are unable to complete and submit their final reports within 90 days of the original end date of the grant must:

1. request a time extension, or an extension of the final reports due date by e-mailing the Grants & Contracts Office at [grants@arts.gov](mailto:grants@arts.gov), and
2. e-mail the **Interim Report** to the NEA's State & Regional Program at [mathisa@arts.gov](mailto:mathisa@arts.gov).

Formal approval of the request must precede the submission of the Interim Report. Please review the [General Terms](#) for guidance on time extension requests. Follow the directions and answer the questions on the **Interim Reporting Requirement on Extended Grants** available at [www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-saa-rao](https://www.arts.gov/manage-your-award/awards-made-before-sept30-2017-to-saa-rao).

## FINAL REPORTING REQUIREMENTS

Submit Final Reports to the Grants & Contracts Office (G&C) no later than 90 days after the grant period end date. You will be ineligible for any National Endowment for the Arts (NEA) awards if you fail to submit required and acceptable Final Reports for previous awards.

The Final Report includes:

1. **FINAL DESCRIPTIVE REPORT (FDR).**

- **DETAILS** Section – electronic format. The NEA no longer requires a CD/USB drive of the DETAILS section if you are able to e-mail the file to the Grants & Contract Office,
- **TOTALS** page,
- **Data Sequencing Form**,
- Folk Arts Partnership **Narrative** (if applicable),

2. **FEDERAL FINANCIAL REPORT (FFR).**

**For the NEA:** E-mail the **FDR** and **FFR** to [finalreports@arts.gov](mailto:finalreports@arts.gov). Identify your grant number and organization name in the subject line; e.g., FDR 14-6100-2xxx ABC State Agency or FFR 14-6100-2xxx ABC Regional Organization.

**For NATIONAL ASSEMBLY OF STATE ARTS AGENCIES (NASAA):** Submit the following to NASAA.

- **DETAILS** Section,
- **TOTALS** page, and
- **Data Sequencing Form**.

For instructions on how to submit the FDR to NASAA see [nasaa-arts.org/research/federal-reporting/](http://nasaa-arts.org/research/federal-reporting/).

Paperwork Reduction Act Statement:: The public reporting burden for this collection of information is estimated to average sixteen 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, National Endowment for the Arts; 400 7th Street, SW; Washington DC 20506. 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.