

NEA Office of State & Regional Partnerships

Handbook for State Arts Agencies & Regional Arts Organizations

Welcome! This handbook is designed to provide state and regional partners with easy access to information about applying for and carrying out NEA Partnership Agreement grants. We have consolidated and expanded upon selected information from several locations on the NEA website, with the goal of addressing the questions we most frequently receive from the field. We hope that the information presented provides context and understanding for new agency staff and serves as a refresher for existing staff.

The information provided is by no means exhaustive. It is designed to highlight aspects of Partnership Agreements that are deserving of special attention. Thus, we also included links to the locations where the complete and official information resides on the NEA website.

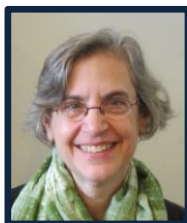
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I. NEA PARTNERSHIP AGREEMENT SUPPORT to SAAs and RAOS

Congress designates 40 percent of the NEA’s grantmaking funds for support of the 56 state and territorial arts agencies (SAAs) and the six regional arts organizations (RAOs).

NEA funds SAAs and RAOs in the form of Partnership Agreement grants, reflecting the fact that the work of the NEA and the states and regions extends beyond that of the typical grantee/grantor relationship. We also share policy priorities in areas such as arts education, reaching underserved communities, community cultural development, growth and stability of arts organizations, and increasing access to the arts for all citizens.

One of the most important requirements for SAAs and RAOs receiving NEA support is that each agency must engage constituent groups in cultural planning, and then develop a statewide or region-wide plan that responds to the priorities voiced by its constituents. This measure ensures that the NEA’s federal investment in state and regional arts agencies, through Partnership Agreement grants, supports locally-determined needs and priorities.

SAAs use NEA Partnership Agreement funds in conjunction with state government funds to carry out the goals and strategies of their publicly developed plans. RAOs, all of which are nonprofit organizations, have the flexibility to raise private funds, in conjunction with federal funds, to support their programs and initiatives.

SAAs and RAOs are not permitted to receive support through NEA grant programs other than the Partnership Agreement. SAAs and RAOs are allowed and encouraged to work in partnership with organizations applying to the NEA for direct support, but may not serve as the official NEA applicant and may not receive or use any of the funds awarded to the applicant. In addition, these grantees cannot claim SAA or RAO support (cash or in-kind) as match to their NEA award if it’s already accounted for in the Partnership Agreement budget.

II. NEA APPLICATION AND PARTNERSHIP AGREEMENT CALENDAR

1. On-Year vs. Off-Year Application and Grant Award Cycle

SAAs and RAOs submit a full application narrative, strategic plan, and support materials to the NEA every three years. States and regions apply on a rotating basis so that every year one-third of the states and regions are submitting full applications. The on-year states are reviewed by a panel of experts. Panels typically recommend three-year approval of a state’s application and plan. During the two off-years, states and regions must submit an abbreviated application, which is reviewed by NEA Partnership staff.

SAA and RAO planning cycles need not synchronize with the NEA three-year application cycle. An agency's current or future planning cycle has no bearing on application review.

NEA Partnership Agreement On-Year / Off-Year Application Cycle		
All agencies apply annually. Columns list the agencies due to submit on-year applications. During the two intervening years, agencies submit off-year applications.		
For the NEA 2013/2016/2019 Grant	For the NEA 2014/2017/2020 Grant	For the NEA 2015/2018/2021 Grant
Applications Due Fall 2012/2015/2018	Applications Due Fall 2013/2016/2019	Applications Due Fall 2014/2017/2020
Alaska	American Samoa	Alabama
Delaware	Arizona	Arkansas
Iowa	California	District of Columbia
Kansas	Colorado	Georgia
Minnesota	Connecticut	Guam
Missouri	Florida	Idaho
Nebraska	Hawaii	Illinois
New Jersey	Maine	Indiana
Northern Marianas	Maryland	Kentucky
Oregon	Massachusetts	Louisiana
Pennsylvania	Montana	Michigan
Rhode Island	New Hampshire	Mississippi
Texas	New Mexico	Nevada
Utah	North Carolina	New York
Vermont	North Dakota	Ohio
Washington	South Carolina	Oklahoma
West Virginia	Tennessee	Puerto Rico
Wisconsin	Virgin Islands	South Dakota
Wyoming	Virginia	Mid-America Arts Alliance
Western States Arts Federation	Arts Midwest	Mid Atlantic Arts Foundation
		New England Foundation for the Arts
		South Arts
		National Assembly of State Arts Agencies

2. Annual Application and Grant Calendar

Application Phase 1: <ul style="list-style-type: none"> On-Year agencies submit Narrative and Plan Off-Year agencies submit Abbreviated Narrative 	Late September/Early October
Panel Review: On-Year agencies only	Mid January
National Council on the Arts recommends & NEA Chairman approves grant amounts	Late March
NEA notifies agencies of grant amounts	Early April
Application Phase 2: <ul style="list-style-type: none"> All agencies submit Project Budgets 	Mid April
Grant Award Period: One Year	Begins July 1 or later, as requested by agency
Final Reporting	Final Reports due no later than 90 days after grant end date

3. Alignment of NEA and SAA /RAO Fiscal Years

Partnership Agreements are awarded annually. The application and grant award schedule aligns with NEA's fiscal year, which begins October 1 and ends September 30. State and regional arts organizations generally operate on a fiscal year calendar that begins July 1 and ends June 30. So, for example, NEA FY 15 Partnership Agreements, funded with federal FY 15 dollars, are received and used by the SAAs and RAOs in their FY 16.

The chart on the following page provides a visual representation of the relationship between the NEA and SAA/RAO fiscal years. For tracking purposes, all actions related to a single grant are in the same color, from Guidelines Issuance to Final Report Submission.

Using the NEA FY 15 grant (**Blue**) as an example:

- NEA releases FY 15 Guidelines in May 2014.
- SAA/RAO submits application in October 2014, which begins NEA's FY 15.
- NEA conducts State and Regional panel meeting in January 2015.
- SAA/RAO submits budget in April 2015.
- NEA issues its FY 15 Partnership award for activities that correspond to SAA/RAO FY 16.
- SAA/RAO submits NEA final reports no later than 90 days after the end of the grant period.

During the grant period (again, using the NEA FY 15 grant as an example), agencies:

- Report on the previous NEA grant (**Purple**, NEA FY 14—SAA/RAO FY 15),
- Submit the application for the next NEA grant (**Orange**, NEA FY 16—SAA/RAO FY 17), and
- Review guidelines for the subsequent NEA grant (**Rose**, NEA FY 17—SAA/RAO FY 18).

Alignment of NEA and SAA/RAO Fiscal Years

Calendar Year	NEA Fiscal Year	SAA/RAO Fiscal Year*	Key Action Points in Application / Grant Process		
May-14	NEA FY 14 Grant Funds	SAA/RAO FY 14	Guidelines issued for NEA FY 14 grants		
Jun-14			End date of NEA FY 13 grant that supported SAA/RAO FY 14 programs		
Jul-14		SAA/RAO FY 15	Grant period of NEA FY 14 grant	Start date of NEA FY 14 grant for SAA/RAO FY 15 programs	
Aug-14				Reports due on NEA FY 13 grant that supported SAA/RAO FY 14 programs	
Sep-14				Application Part 1 due for NEA FY15 grant for SAA/RAO FY16 programs	
Oct-14	NEA FY 15 Grant Funds			Panel meeting	
Nov-14				Application Part 2/Budget due-date contingent on Congress Appropriation	
Dec-14				Guidelines issued for NEA FY 16 grants	
Jan-15				End date of NEA FY 14 grant that supported SAA/RAO FY 15 programs	
Feb-15				SAA/RAO FY 16	Grant period of NEA FY 15 grant
Mar-15	Reports due on NEA FY 14 grant that supported SAA/RAO FY 15 programs				
Apr-15	Application Part 1 due for NEA FY 16 grant for SAA/RAO FY 17 programs				
May-15	Panel meeting				
Jun-15	Application Part 2/Budget due-date contingent on Congress Appropriation				
Jul-15	NEA FY 16 Grant Funds	Grant period of NEA FY 15 grant	Guidelines issued for NEA FY 17 grants		
Aug-15			End date of NEA FY 15 grant that supported SAA/RAO FY 16 programs		
Sep-15			SAA/RAO FY 17	Grant period of NEA FY 16 grant	Start date of NEA FY 16 grant for SAA FY 17 programs
Oct-15					Reports due on NEA FY 15 grant that supported SAA/RAO FY 16 programs
Nov-15					Application Part 1 due for NEA FY 17 grant for SAA/RAO FY 18 programs
Dec-15					Panel meeting
Jan-16					Application Part 2/Budget due-date contingent on Congress Appropriation
Feb-16			NEA FY 17	Grant period of NEA FY 16 grant	Guidelines issued for NEA FY 17 grants
Mar-16					End date of NEA FY 16 grant that supported SAA/RAO FY 17 programs
Apr-16					SAA/RAO FY 18
May-16	Reports due on NEA FY 16 grant that supported SAA/RAO FY 17 programs				
Jun-16	Application Part 1 due for NEA FY 18 grant for SAA/RAO FY 19 programs				
Jul-16	Panel meeting				
Aug-16	Application Part 2/Budget due-date contingent on Congress Appropriation				
Sep-16	NEA FY 18	Grant period of NEA FY 17 grant	Guidelines issued for NEA FY 18 grants		
Oct-16			End date of NEA FY 17 grant that supported SAA/RAO FY 18 programs		
Nov-16			SAA/RAO FY 19	Grant period of NEA FY 18 grant	Start date of NEA FY 18 grant for SAA FY 19 programs
Dec-16					Reports due on NEA FY 17 grant that supported SAA/RAO FY 18 programs
Jan-17					Application Part 1 due for NEA FY 19 grant for SAA/RAO FY 20 programs
	Panel meeting				
	Application Part 2/Budget due-date contingent on Congress Appropriation				



All aspects of a single NEA grant are shaded in the same color.

* Reflects a July through June fiscal year. Some agencies may differ.

III. APPLICATION PROCESS

1. Application Guidelines

[Partnership Agreement Guidelines](#) are posted on the NEA website. Guidelines are generally posted in May/June in advance of the September/October application deadline.

SAA and RAO eligibility requirements for NEA Partnership Agreements are explained here, along with information about how to prepare and submit an application.

All applications must be submitted online through Grants.gov, the federal government's online portal for grant support. Please see #3 and #4, below, for additional explanations and guidance.

2. Application Process—Two Phases

Phase 1, Application, occurs in late September/early October—review the [Guidelines](#) for the exact date each year.

- On-year applicants submit online application forms, the SAA/RAO strategic plan, and a narrative with links to online support materials.
- Off-year applicants submit online application forms and a one-page narrative.
- A few weeks prior to the January panel meeting, on-year applicants are offered the opportunity to e-mail a one-page update for the panel that describes any significant developments since the application was submitted.

Phase 2, Budget usually occurs in the spring, immediately following the March NEA National Council meeting when Partnership Agreements are approved. In rare instances, this will happen later in the year if the NEA has not yet received a Congressional appropriation for the current year. Absent an appropriation, we are unable to compute and convey grant amounts or request project budgets from SAAs and RAOs.

- All SAAs and RAOs submit the Project Budget Form via e-mail, generally in mid-April.

The Project Budget Form and Instructions will be posted [here](#) following the National Council on the Arts approval of the Partnership Agreements. The instructions have been tailored to include examples that reflect SAA and RAO situations.

The Phase 2 budget submission to the NEA is an estimate, as most SAAs do not yet know their appropriation for the year the grant will be supporting. We appreciate that many agencies are inclined to show significant match on their project budgets to demonstrate the extent to which they anticipate leveraging NEA funds. However, at this early stage, NEA requests that SAA and RAO budgets reflect no more than a one-to-one match to minimize the potential for including unallowable costs. Please note: actual match figures will be reported at the completion of the grant period through final reporting on the grant.

SAAs and RAOs should consider carefully which grants and activities to designate as match for the NEA grant, as all recipients of funds counted as match must abide by the federal rules and regulations that govern allowable costs. We recommend that SAAs and RAOs only designate the funding to organizations that are able to ensure compliance.

3. Preparing and Submitting an Application

Partnership Agreement applications (phase 1 only) must be submitted electronically through Grants.gov, the portal for grant applications across the federal government. Phase 2 budgets are submitted via e-mail directly to the NEA.

Critical Instructions:

SAAs and RAOs must navigate to the Grants.gov website and the Partnership Agreement Funding Opportunity through the [How to Prepare and Submit an Application](#) link in the [Partnership Agreement Guidelines](#) on the NEA website. There is no visible link to the SAA/RAO Partnership Funding Opportunity on Grants.gov because the eligible applicant pool is limited.

Download the application package for the Partnership Agreement Funding Opportunity from the Grants.gov site and prepare the application according to the NEA's Partnership Agreement Guidelines.

Return to the Grants.gov website in order to submit the application and attachments.

Materials for Panel Review

Not all of the elements that constitute a Partnership Agreement on-year application are reviewed by panelists. The following chart indicates which materials are reviewed by the respective SAA and RAO panels (shaded area) and which materials are directed to other NEA offices or remain in the Partnership office (unshaded area).

SAAs or RAOs submitting full on-year applications need to ensure that the materials to be reviewed by the panel are complete. Narratives should not reference or rely on information in documents that do not go before the panel.

<ul style="list-style-type: none"> • Staff & Board lists • Resource page (RAOs only) • Narrative with links to online support materials • Strategic Plan 	<ul style="list-style-type: none"> • These materials <u>are</u> included in the panel book for State and Regional Partnership Agreement panelists to review.
Poetry Out Loud Plan	Goes to our Poetry Out Loud Office / Not seen by SAA Panel.
Application Form SF 424	Stays in the Partnership Office / Not seen by SAA Panel.
Optional Request for Folk Arts Partnership Support	Goes to the Folk Arts Office for review by a separate Folk Arts Panel/ Not seen by SAA or RAO Panels.

4. DUNS and SAM

All SAAs and RAOs have completed the initial requirements for grant application submission through Grants.gov (obtaining a DUNS number from Dun & Bradstreet and registering with the Central Contractor Registration (CCR) system) and now are responsible for ongoing maintenance of their accounts.

As of July 2012, the CCR has migrated into the System for Award Management ([SAM](#)). Updated information about registering and maintaining your SAM registration will be posted on the [Manage Your Award](#) section of the NEA website as it becomes available.

- Keep track of the contact in your agency who is designated to receive Grants.gov and SAM system e-mails. We know of many cases where that individual has left the agency and important deadlines were missed because notifications were sent to an empty mailbox.
- Keep track of passwords and authorizations. We are unable to access the system to assist you if there is a problem.

IV. PANEL REVIEW PROCESS

1. Partnership Panelists

SAA and RAO panels consist of approximately five (RAO) or ten (SAA) individuals from the off-year states and regions who fulfill NEA requirements for discipline expertise, as well as ethnic, gender, and geographic diversity.

We ensure that the majority of panelists are from the SAA and RAO fields—or have deep knowledge of the work of SAAs or RAOs—and represent a mix of leadership perspectives

including directors and deputy directors, council members and chairs, and cultural cabinet / department heads.

We also include knowledgeable professionals from outside the state and regional sphere who provide valuable perspective to the review process. In recent years, we have included foundation leaders, education leaders, community development leaders, and public sector officials on State and Regional panels. We also seek up-and-coming leaders in the field who will be able to contribute fresh and valuable perspectives to the panel discussion.

For the RAO panels, we ensure that the panel includes individuals with expertise in the touring and presenting fields.

2. Application Review / Review Criteria

The Partnership Agreement review process is designed to provide panelists with a holistic view of state and regional arts agency operations. SAAs and RAOs are assessed in relation to the same review criteria: Quality of Planning Process, Quality of Plan, and Quality of Plan Implementation. The following chart shows how the criteria are applied.

Some of the information that the SAAs and RAOs present in their application narratives will also be used by the NEA to demonstrate how the work of our public partners furthers the NEA’s own strategic plan outcomes of creation, engagement, learning, livability, and understanding. While these outcomes reflect NEA priorities, they are not criteria for panel review. As such, SAAs and RAOs are not expected to design their plans or their programs to align with NEA outcomes, and panelists are instructed not to evaluate SAAs or RAOs on the basis of alignment with NEA outcomes.

Review Criteria	SAAs	RAOs
Quality of Planning Process	<p>Panelists will review all aspects of an SAA’s planning process including:</p> <ul style="list-style-type: none"> • Efforts to engage all appropriate constituencies through an inclusive planning process. • Efforts to identify constituent needs and opportunities in designing and developing the plan. • Efforts to employ a variety of strategies to include the 	<p>Panelists will review all aspects of an RAO’s planning process including:</p> <ul style="list-style-type: none"> • Efforts to identify constituent needs and opportunities through an inclusive planning process that involves member state agencies, touring and other artists, presenters, supporters, and other constituents, including those in underserved

Review Criteria	SAAs	RAOs
	perspectives of all constituencies.	communities. <ul style="list-style-type: none"> • Efforts to be responsive to priorities that member state arts agencies identify.
Quality of Plan	Panelists will review all aspects of an agency’s plan including: vision, mission, appropriateness of the goals and strategies, evaluation plans, adaptability, centrality of the arts, and clarity of the plan document.	Panelists will review all aspects of an agency’s plan including: vision, mission, appropriateness of the goals and strategies, evaluation plans, adaptability, centrality of the arts, and clarity of the plan document.
Quality of Plan Implementation	Panelists will review all aspects of an SAA’s execution of its plan including: <ul style="list-style-type: none"> • Agency programs, collaborations, leadership, and other accomplishments and the impact on the SAA, its partners, and constituents. • Potential to achieve results addressing state and NEA priorities. 	Panelists will review all aspects of an RAO’s execution of its plan including: <ul style="list-style-type: none"> • Organization programs, collaborations, leadership, and other accomplishments and the impact on the RAO, its partners, and constituents. • Potential to achieve results addressing regional and NEA priorities. • Cost effectiveness of the operation. • Evidence of success and the potential for success in developing an appropriate non-federal revenue base.
Areas of Special Interest	Panelists will also evaluate SAA work in the areas of arts education and reaching underserved communities. NEA designates funding for these areas for which we must be accountable.	Panelists will also consider RAO strategies for ensuring that an appropriate proportion of regional touring activity takes place in underserved communities.

3. Open Review

Partnership panels are currently the only NEA grant panels that are open to the public. We strive to make the reviews accessible to SAAs and RAOs in a variety of ways:

- The panel meeting is open to observers.
- We maintain an open phone line during the meeting for those who choose to listen to the proceedings.
- We record the reviews and make the audio files available to the respective applicants following the meeting.

Over the years, the SAA and RAO field has found the Partnership Agreement panels to be a valuable professional development opportunity. Thus, in addition to observers from the agencies undergoing review, we often have observers from agencies not due to submit an on-year application until the following year or two. Observers learn how applications are analyzed and critiqued so that they can prepare a more thorough and responsive application when it is their turn.

V. PARTNERSHIP AGREEMENT GRANTS

1. Composition of a Partnership Agreement Award / Grant Amounts

SAA and RAO Partnership Agreement grants include general Partnership funds to carry out agency plans. In addition, SAA grants include designated funds for arts education, underserved communities, and Poetry Out Loud. RAO grants include designated funds for presenting and touring. SAAs and RAOs may request optional support for Folk Arts Partnership activities on an annual basis unrelated to the three-year application cycle. If awarded, those funds will be identified in the Partnership Agreement grant award letter.

Each of the Partnership funding streams has its own formula for the distribution of NEA funds. The majority of the SAA award and all of the RAO award is formulaically derived (base amounts, equal allocations, population factors). Some competitive funding is applicable to the SAAs in the areas of arts education and service to underserved communities as recommended through panel review of on-year applications. For both SAAs and RAOs, the optional Folk Arts Partnership support is entirely competitive and is determined annually through a panel review process conducted by the NEA Folk and Traditional Arts program office.

2. Designated Funding / Matching

As of NEA FY 12, SAAs and RAOs must identify matching funds for the total amount of the Partnership Agreement. Separate components with specific, individual matching requirements

are no longer applicable. Older grants that are still open are governed by the component-by-component matching requirements applicable to that particular fiscal year.

The majority of the Partnership Agreement grant is undesignated and may be used for any allowable and approved purpose that will help carry out SAA/RAO plans. Because Congress designates a portion of Partnership funding for serving underserved communities and because the NEA has established arts education as a priority, we provide guidance in the grant award letter as to the minimum amount that must be invested in these areas of interest. Do not confuse these designations with the grant component matching requirements applicable to grants prior to NEA FY 12.

3. When SAA and RAO Plans Include Activities the NEA Doesn't Support

Partnership Agreement grants, which comprise NEA funds and the matching funds included in the project budget, may not be used to support unallowable expenses as defined in Cost Principles 2 CFR 225 ([OMB Circular A-87](#)). Some examples include fundraising, receptions, lobbying, servicing debt, and alcohol.

There are some costs that may be allowable for federal awards that the NEA, per agency legislation or policy, generally does not fund. In some cases, if these activities are included in your strategic plan, you may include their costs in your Partnership Agreement budget. However, there are additional requirements related to these costs. For example:

- Construction and renovation projects—e.g., accessibility-related construction and renovation, substantial exhibition design and the installation of climate control systems for a museum, etc. These construction-type projects that involve labor must comply with the provisions of the [Davis-Bacon Act](#).
- Support to individual artists is allowable if the award funds programs and activities and is not a one-time monetary recognition award. Awards to individuals should include presentations, training, research, or creation of an artwork. The award is considered a stipend to the artist for the work undertaken and completed. Because neither the NEA Partnership Agreement funds nor the matching funds can support a fellowship based on the artist's past body of work, costs for this type of award must not be included in the Partnership Agreement budget.

We often receive questions about whether SAAs or RAOs are allowed to support organizations that do not have IRS 501c3 status but are registered with the state as nonprofit entities. This is especially true for the smallest of organizations.

- Any nonprofit organization funded directly by the NEA must have 501c3 status. SAA and RAO organizational grantees that are funded through the Partnership Agreement (i.e., the NEA funds and the SAA or RAO match) also must have 501c3 status.
- SAA/RAO support for nonprofits that do not have 501c3 status would have to fall outside the NEA Partnership Agreement grant budget. SAAs and RAOs could support these organizations with funds that are not included as matching funds in the Partnership Agreement budget and ensure that those grants are not reported as part of the Partnership Agreement.

VI. MANAGING THE PARTNERSHIP AGREEMENT GRANT

1. Overview of Award Management

The [Manage Your Award](#) section of the NEA website covers all aspects of Partnership Agreement award management. Information about interim and final reporting, accessibility requirements, how to request grant payments, compliance with the Federal Funding Accountability and Transparency Act (FFATA), NEA crediting requirements, budget amendments, and records retention, among other topics, is included here.

Please take special note of the [General Terms and Conditions](#) document. It provides information about the rules and regulations that govern Partnership Agreements and references the [OMB Circulars](#) where the requirements originate. The document also includes information on requirements that apply to SAA and RAO grantees. Consider this the "go to" resource when there are questions about allowability of expenses or actions under the Partnership Agreement grant.

In items #2-7, below, and in the Final Reporting section, this orientation highlights and expands upon several of the more complex aspects of award management. Please be sure to study the entire [Manage Your Award](#) section for all applicable grant requirements.

2. Personnel Activity Reports & Allocating Staff Time to the Grant

Agencies must complete Personnel Activity Reports for staff members whose time is allocated partially or fully to the Partnership Agreement grant. Examples of such report formats are on the NEA website:

- [Sample Personnel Activity Form](#)
- [Sample Hourly Personnel Activity Form](#)

When allocating a staff member's time to the Partnership grant, please consider the following:

- 100 percent of a staff member's time may be allocated to the Partnership grant if the individual's activities are fully aligned with carrying out the agency's NEA-approved strategic plan.

However, additional factors, such as the ones listed below, must be considered first:

- If 100 percent of a staff member's time is allocated to the Partnership grant, then that individual cannot work on anything outside the scope of the Partnership Agreement (defined as the NEA funds and the SAA or RAO matching funds identified in the project budget). Examples of work outside the scope of the grant might include special initiatives or partnerships that were not included as match to the NEA funds in the project budget, or work for other federal grants your agency may receive.
- If an individual's time is allocated 100 percent to two successive Partnership grants, and an extension is received on the earlier grant such that the periods of both grants run concurrently for any length of time, the SAA/RAO must stop charging the salary/benefits to the first grant at the end of the original period of support. This will avoid "overlapping project costs," i.e., two federal grants supporting the same expenses, which is prohibited.
- Be mindful that partner organizations with which SAA/RAOs are working on a particular project may claim SAA or RAO staff time on their own grants from other funders. Including the same staff time on the NEA grant also would result in overlapping project costs, which are prohibited.
- If a staff member's responsibilities include activities that are unallowable by the NEA, even if they are allowable in a particular state—advocacy might be an example—then the time associated with those activities cannot be allocated to the grant.

3. Amendments

It is possible to amend the Partnership Agreement budget and request scope adjustments or time extensions in response to changes in agency priorities and activities. Time extensions are covered in detail in [Section VII, Final Reporting](#). See the [General Terms and Conditions](#) for additional information.

4. Crediting

The NEA provides print, audio, and website crediting and logo guidance along with model language for SAAs and RAOs:

- to credit the NEA on their own projects and initiatives, and
- to provide to grantees that are receiving NEA funds indirectly through a grant from the SAA/RAO.

Specific guidance may be found on our website:

- [crediting language](#)
- [logo guidance](#)

5. DUNS Numbers for SAA and RAO Grantees / Federal Subrecipient Reporting System

All organizations funded by SAAs and RAOs as part of the NEA Partnership Agreement (i.e., with NEA funds or match for the NEA funds) must have Dun & Bradstreet (DUNS) numbers. This requirement has been stated in the Partnership Agreement Guidelines each year since NEA's FY 11. NEA FY 13 marks the first time the information will be collected as part of Partnership Agreement final reports.

It may be more efficient for SAAs and RAOs to collect this information at the application stage rather than at the grantmaking stage. However, that is each agency's decision to make independently.

SAAs and RAOs are required to report through the Federal Subrecipient Reporting System (FSRS) on awards made with \$25,000 or more in federal funds, in compliance with the Federal Funding Accountability and Transparency Act (aka, the "Transparency Act"). The DUNS number of the grantee is required for this process.

Please see <http://arts.gov/sites/default/files/FFATA-FAQ.pdf> for more information on the FSRS requirement.

6. Drawing Down Grant Funds

Agencies may request funds in advance or as a reimbursement, using the [Request for Advance or Reimbursement form](#). Advances may be requested only for expenses to be incurred within 30 days or less of signing/submitting the request. If you have questions regarding this, please contact the Grants & Contracts Office (202-682-5403).

Detailed instructions are here: <http://arts.gov/sites/default/files/PayReqInstr.pdf>

Online Video Tutorial is here: <http://arts.gov/video/requesting-payment>

7. Managing Poetry Out Loud

Poetry Out Loud (POL) is an NEA / Poetry Foundation national initiative that is carried out at the state level by the SAAs. Through the Partnership Agreement grant, the NEA provides special support to the SAAs for this purpose that is over and above the Congressionally mandated Partnership funding.

SAAs are responsible for:

- Recruiting schools to implement the Poetry Out Loud curriculum in the classroom,
- Conducting regional and/or a state-level Poetry Out Loud recitation contest to identify a state champion,
- Providing information on the lead contact at each participating school, and
- Completing the Poetry Out Loud Final Report.

SAAs are encouraged to manage POL in a way that is appropriate for their agency's circumstances. Some have in-house staff who manage all aspects of the program. Other SAAs work with a partner organization that coordinates the program on their behalf through a grant or contract, while still others contract with an individual to coordinate the program.

Please find more information about POL on our website:

<http://www.arts.gov/manageaward/state-POL-information.pdf>

8. Accessibility Legal Requirements

Per the NEA's [General Terms and Conditions for Grantees and Cooperators](#), state arts agencies must execute their projects (e.g., productions, workshops, programs, etc.) in accordance with the following laws, where applicable:

- **Section 504 of the Rehabilitation Act of 1973** 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 U.S.C. 794)
- **The Americans with Disabilities Act of 1990 (ADA)** prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), places of public accommodation, and commercial facilities (Title III). (42 U.S.C. 12101-12213)

The requirements under Section 504 and ADA are similar; however, Section 504 requirements apply only to recipients of federal funds.

More information is available through our [Office of Civil Rights](#) and in the Assurance of Compliance section of the Partnership Agreement [Guidelines](#).

SAs and RAOs must:

- Complete a [Section 504 Self-Evaluation](#) and keep it on file.
- Inform SAA/RAO grantees that they are receiving federal funds from the NEA and they also must comply with these mandates and have a Section 504 Self-Evaluation on file.
- Appoint a staff member to serve as accessibility coordinator to help lead the organization and its constituents in complying with the ADA and Section 504.

More information on the responsibilities of this position can be found here:

<http://www.dbtacnorthwest.org/tools/tool-kits/ada-coordinators/role>

<http://www.dbtacnorthwest.org/tools/tool-kits/ada-coordinators>

- Provide information on SAA/RAO websites stating accessibility policies and contact information for requesting accommodations or making inquiries.
- Publicize the name of the accessibility coordinator as the official accessibility contact.
- Establish a grievance procedure for responding to public complaints.

NEA Office of Accessibility:

The NEA [Office of Accessibility](#) maintains a public listing of all [SAA and RAO accessibility coordinators](#) on the NEA's website. This office regularly communicates with the SAA and RAO accessibility coordinators and provides information regarding accessibility-related laws, regulations, training opportunities, and resources. The office also serves as a technical assistance resource to the SAs and RAOs on accessibility compliance.

For more information, contact:

- Accessibility Director Beth Bienvenu at (202) 682-5567 or bienvenub@arts.gov
- Accessibility Specialist Katie Lyles Levy at (202) 682-5733 or levyk@arts.gov

VII. FINAL REPORTING

Final reporting is such a significant aspect of managing a Partnership Agreement that we have created a special section of this orientation to address it. The NEA's website provides detailed information on reporting requirements for interim, advance, and final reports. This information can be found here: <http://www.arts.gov/manageaward/Partnerships.html>

A note about matching funds:

- At the final report stage, agencies are expected to record and report on the NEA grant dollars *actually spent* and on all allowable match dollars allocated to the grant. As a reminder, agencies are asked to demonstrate only a one-to-one match on the project budget before the grant is awarded. The final reporting enables agencies to present the complete and actual picture of activity under the grant.
- Matching funds must be for NEA-allowable costs. If an SAA or RAO makes grants or supports activities that are allowable in their state or region but not by the NEA, those grants and activities must not be included as match in the NEA final report.
- For additional information on match and allowable costs, see the discussions in
 - [Section V.2 Designated Funding/Matching](#), and
 - [Section III.2 Application Process—Two Phases](#).

A. FINAL REPORT CONTENT

A final report to the NEA consists of two parts, each of which is described below.

1. The Federal Financial Report (FFR)

The FFR is a one-page form that captures all allowable expenditures under the Partnership Agreement, including NEA funds and all allowable match. The NEA’s Grants and Contracts office uses this form to verify that SAAs and RAOs have received and spent all NEA funds and have met the required match.

2. The Final Descriptive Report (FDR)

The FDR captures information on SAA and RAO grants, programmatic activities, and any related administrative and personnel expenses supported by NEA funds and matching funds. Within the FDR, SAAs and RAOs report:

- Basic information about grantees, including name; address; whether the entity is a nonprofit, an individual, or a unit of local government; etc.
- Information about funded projects, including the activity that was funded, the artistic discipline, etc.
- Financial information, including amount requested, amount ultimately awarded, and the total amount of NEA funds and all allowable match.
- Narrative information may also be required. As of FY 10 NEA grants, the only narrative required is for the optional Folk Arts support. Grants prior to NEA FY 10 have varying narrative requirements. Review the reporting requirements at <http://www.arts.gov/manageaward/Partnerships.html>.

SAs and RAOs must report on all NEA dollars received under the Partnership Agreement award and on the allowable matching funds using codes associated with the National Standard for Arts Information Exchange (the National Standard). This way, no matter how an agency structures its grant programs internally, the information reported to the NEA is comparable and can be aggregated for national analysis.

3. National Standard Technical Assistance

NEA engages NASAA, through a cooperative agreement, to provide technical assistance and training to SAs and RAOs on the National Standard and to maintain for the NEA the national database of state and regional grantmaking information.

NASAA devotes a section of its website to National Standard training and technical assistance for SAs and RAOs at:

<http://www.naSAA/RAO-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/>

B. MECHANICS of NEA GRANT REPORTING

1. Due Date

Final reports are due in the NEA Grants Office no later than 90 days after the end date of the grant period.

Within the same 90-day period, SAs and RAOs also must submit copies of their NEA interim, advance, and final reports to NASAA for inclusion in the NEA's national database of state and regional grantmaking.

2. Extensions on Grants and Reporting

Funds are meant to be used during the year of the grant period to carry out the state or regional plan.

If projected SAA or RAO activities or activities of their grantees—supported by NEA funds and/or SAA or RAO matching funds—are not completed by the end date of the grant, then an **extension must be requested to keep the grant period open** until activities are completed. The grant period also must be extended if the SAA or RAO grantees have not submitted final reports to the SAA or RAO.

It is not appropriate to request an extension to "roll over" unused funds for future-year activities or to otherwise reallocate grant funds or the required match to support programs that were not anticipated during the original period of support.

Occasionally, an agency and its grantees will have completed all project activities within the specified grant period, but the agency is unable to prepare and submit final reports by the required due date. In those instances, the agency must request an **extension on filing the final report**.

Original Grant:

All project activities completed during grant period	+ 90 days
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Grant Period Extension:

Project activities NOT completed during grant period	Grant Period Extended	+ 90 days
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Extension on Reporting:

All project activities completed during grant period	+ 90 days	Reporting Period Extended
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To request an extension, send an email to grants@arts.gov with a cc: to mathisa@arts.gov that includes:

- Name of your agency
- Grant number
- Type of extension requested (grant period or reporting) and brief justification
- Proposed new end-date for the grant period or proposed new reporting date

Do not assume an extension has been approved until an official notification is received from NEA’s Grants & Contracts Office.

3. Interim Reporting

SAA’s and RAO’s that are approved for an extension must provide an interim report on the day the original final report would have been due. Interim reports include the data that is available in SAA and RAO information systems at that time along with a description of how complete the data is in comparison to a full final report.

Interim data is required for federal accountability and to ensure that the national database of state and regional grantmaking can continue to reflect each agency’s activities to the fullest extent possible until the final report is received.

Complete information on interim reporting is on our website at:

<http://arts.gov/sites/default/files/interim-reporting-requirements-for-partnership-time-ext-rev-2-14.pdf>

VIII NAVIGATING the NEA WEBSITE

1. How to Find Partnership Application and Reporting Information

Throughout this document, we have included links to specific pages of the NEA website so that with a single mouse click SAA/RAOs can reach the information needed for applying for and reporting on Partnership Agreements. We also want to demonstrate how to navigate to this information from the home page of the NEA website at www.arts.gov:



- Select the **GRANTS** option on the top menu bar of the home page. Three paths will be possible:

<p>For Application information, select:</p> <ul style="list-style-type: none"> ➤ <u>Apply for a grant</u> <p>then select</p> <ul style="list-style-type: none"> ➤ <u>State & Regional</u> 	<p>For information on Managing or Reporting on a grant, select :</p> <ul style="list-style-type: none"> ➤ <u>Manage your award</u> <p>then select</p> <ul style="list-style-type: none"> ➤ <u>Partnership Agreements</u> 	<p>For Lists of Recently Awarded Grants by year, state, or discipline select:</p> <ul style="list-style-type: none"> ➤ <u>Recent grants</u>
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2. How to Find Information/History on SAA/RAO Partnership Agreements

Go to www.arts.gov/mygrant.

This tool provides extensive history and status information on NEA grants. Enter a grant number to see start and end dates of a particular SAA or RAO grant, the project description, when reports are due, if they've been received, how much money has been drawn down, etc.

In addition, once information on a single grant has been retrieved, it is possible to retrieve a history of all the agency's grants dating back to the late-1980s.

3. NEA Legislation

<http://www.arts.gov/about/Legislation/Legislation.html>

4. NEA History

<http://arts.gov/about/national-council-arts>

5. NEA Budget History

<http://www.arts.gov/about/Budget/AppropriationsHistory.html>

6. NEA Discipline Director Biographies

<http://www.arts.gov/about/Directors/index.html>

7. NEA Staff Contact Information

<http://www.arts.gov/staff/staff.html>

8. About the NEA

<http://www.arts.gov/about/index.html>

9. NEA on Social Media

Find us on:



10. NEA Art Works Blog

<http://artworks.arts.gov/>