

**REPORTING REQUIREMENTS for Partnership Agreements**

Grant Numbers that Begin 15-6100-2xxx.

Rev. April 2015

Materials regarding your Partnership Agreement award are online at [www.arts.gov/grants/manage-your-award](http://www.arts.gov/grants/manage-your-award). Basic information about your grant is available at [www.arts.gov/mygrant](http://www.arts.gov/mygrant) (or My Grant at a Glance).

The reporting requirements for your Partnership Agreement award, including specific reporting requirements related to Poetry Out Loud as well as subgranting activity subject to FFATA reporting, are described below. Follow these instructions carefully.

**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.

**FINAL REPORTS**

Final Reports are due no later than 90 days after the grant period of performance 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 forms and instructions are available at <http://arts.gov/grants/manage-your-award/fy15-partnership-agreements-state-arts-agencies-regional-arts-organizations>.

The Final Report package includes:

1. **FEDERAL FINANCIAL REPORT (FFR):**  
*Should only reflect expenditures charged to the Federal or Recipient shares that are fully compliant with the General Terms & Conditions for your Partnership Award.*
2. **FINAL DESCRIPTIVE REPORT (FDR):**  
*May include activities conducted as part of the broader State Arts Plan. Components include:*
  - TOTALS** Section
  - 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).

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 15-6100-2xxx ABC State Agency or FFR 15-6100-2xxx ABC Regional Organization.

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 [www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/](http://www.nasaa-arts.org/Research/Planning-and-Accountability/National-Standard-Reference-Center/).

### **FFATA REPORTS**

The Federal Funding Accountability and Transparency Act requires that 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 sub-award with \$25,000 or more in Federal funds.

### **POETRY OUT LOUD REPORTING REQUIREMENTS**

SAs 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** <http://arts.gov/sites/default/files/POL-final-report-june2014.pdf> (due by the last Friday in June)

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

#### REPORTING BURDEN:

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 7<sup>th</sup> 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.