

**National Endowment for the Arts
Recovery Act
REPORTING REQUIREMENTS
State Arts Agencies/Regional Arts Organizations
April 2009**

You can see basic information about your grant at My Grant-At-A-Glance:
www.arts.gov/mygrant

The Reporting Requirements applicable to your NEA Recovery Act grant are described below. Please follow these instructions carefully.

Reminder:

- Grant activities must be consistent with those approved for funding by the Arts Endowment. If changes in the project are believed necessary, you must send a written request with justification to the Grants & Contracts Office (G&C) **before** implementation.
- You must acknowledge the Recovery Act and the Arts Endowment's support in announcements and materials, as appropriate, regarding this grant.
- You should be aware of the requirements concerning record retention and the Federal government's rights of access to records and personnel.

The *General Terms, Special Terms & Conditions* for Recovery Act awards, and report forms, information and instructions are on our Web site at www.arts.gov/manageaward/recovery.

GOVERNMENT-WIDE QUARTERLY REPORTS

Quarterly reports, in a format established by the U.S. Office of Management and Budget (OMB), are required under the Recovery Act. The first report is due by October 10, 2009 or no later than ten calendar days after the initial calendar quarter in which the recipient receives the grant award package. Thereafter, reports shall be submitted no later than the 10th day after the end of each calendar quarter (*e.g., January 10, 2010; April 10, 2010*). Reports are cumulative.

A final quarterly report is due no later than 10 calendar days after the end of the calendar quarter closest to your grant period end date. For example, if your grant ends June 30, 2010, your final quarterly report is due by July 10, 2010. If your grant ends July 31, August 31, or September 30, your final quarterly report is due by October 10, 2010.

The intent is for recipients (and potentially subrecipients) of Recovery Act awards to report the information and data electronically through a central Government-wide portal. However, recipients will be responsible for subrecipient data. Detailed reporting requirements and procedures will be issued by OMB and posted to www.federalreporting.gov once available.

We will also post guidance on the NEA Web site (see link above), including helpful tips for completing the relevant data elements. **We will make every effort to notify you of updates and changes in a timely manner; however, we recommend that you check our site frequently to obtain the latest information.**

Release of grant funds is contingent on the timely submission of these reports.

NEA PROGRESS REPORT (on payment request form)

Generally, only one progress report – other than the Quarterly Reports – will be required during the grant period. It is submitted as part of the *Request for Advance or Reimbursement* form, Section 10. The progress report is due the first time the cumulative amount requested EXCEEDS TWO-THIRDS of your grant award amount.

The progress report must include a description of what the grant has supported since the grant period start date, and what is planned for the remainder of the grant period. Your response should generally be limited to the space provided on the form. For example:

“Developed and posted SAA Recovery Act guidelines. Applications are due this month, panels meet next month and awards will be made shortly thereafter. Payment request includes staff costs as approved in the NEA grant budget, plus panel costs.”

FINAL REPORTING REQUIREMENTS

You are required to submit an acceptable Final Report to the NEA no later than 90 days after the grant period end date. **You will be ineligible for any Arts Endowment awards if you fail to submit required and acceptable Final Reports for previously awarded grants.** Detailed information can be found at www.arts.gov/manageaward/recovery.

You must submit to the NEA:

- A completed Federal Financial Report (FFR – SF 425).

Please FAX this one-page report to the NEA at either (202) 682-5610 or 5609.

You must also separately submit – in accordance with the requirements described under the Government-wide Quarterly Reports section above – a final quarterly report. Detailed procedures will be issued by OMB and posted to www.federalreporting.gov once available. Note that the due date is **unrelated** to the 90-day allowance for submission of the FFR to the NEA.

The NEA may request additional final report information. **We will make every effort to notify you of updates and changes in a timely manner; however, we recommend you check our Web site frequently to obtain the latest information.**

We also reserve the right to request subsequent information or work product(s) as necessary. All Federal awarding agencies retain a royalty-free right to use all or a portion of their grantees' final report material for Federal purposes including publication on a Federal Web site. For more information see the *General Terms*.

REPORTING BURDEN:

The public reporting burden for this collection of information, not including the quarterly reports, whose estimate has been established by OMB at 1.5 hours per response, is estimated to average 16 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, Room 628; National Endowment for the Arts; 1100 Pennsylvania Avenue, NW; Washington DC 20506-0001. 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.