

REPORTING REQUIREMENTS OVERVIEW PARTNERSHIP AGREEMENTS GRANTS

For awards made after October 1, 2017

Updated 6/12/23

This overview is for State Arts Agencies and Regional Arts Organizations that receive Partnership Agreements grants from the National Endowment for the Art.

To see your official award documents and Notice of Action, request funds, make changes to your projects, and submit final reports go to the National Endowment for the Arts online grants management system **REACH** at,

<https://grants.arts.gov/eGMS-Reach/Login.aspx>.

As of January 31, 2023, access to **REACH** is via Login.gov. Go to **REACH**, scroll down, and select one of the three Login.gov options to sign in.

Login.gov is a sign in service used by the public to securely access your information on federal government websites. Once you set up a Login.gov account, you can use the same user name and password to access multiple government websites, including **REACH**, SAM.gov, and Grants.gov.

NOTE: You must use a unique-to-you email address for Login.gov. For example: jane.doe@email.com. This should not be an email account that is shared by multiple people.

Guidance and instructions for your Partnership Agreement are at <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-saa-rao>.

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

I. FFATA REPORTS

See the FFATA FAQs at <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-saa-rao> for more information and guidance.

The FFATA requires that the pass-through entities, those that make subawards with federal funds report all subawards made with \$30,000 or more in federal funds. *However,*

- (a) All Subawards issued on or after October 1, 2020, have a reporting threshold of **\$30,000** or more in federal funds per subaward regardless of the fiscal year of your NEA award.
- (b) Subawards issued on or prior to September 30, 2020, have a reporting threshold of **\$25,000** or more in federal funds per subaward regardless of the fiscal year of your NEA award.

This information is submitted via the Federal Subrecipient Reporting System at www.frs.gov and subsequently made available to the public at 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 either \$25,000 or more in federal funds, for those issued on or prior to September 30, 2020 or \$30,000 or more in federal funds, for those issued on or after October 1, 2020.

II. PROGRESS REPORT

Generally, only one progress report will be required during the period of performance. It is part of the Payment Request form in **REACH** on the **Payments Tab** for your specific award.

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.

III. POETRY OUT LOUD REPORTING REQUIREMENTS

SAAAs receiving funding for Poetry Out Loud activities must also provide information about school participation and a Poetry Out Loud Final Report as follows:

- An Excel spreadsheet,
 - Due by the last Friday in January: Send the list of schools/organizations participating in POL in your state to poetryoutloud@arts.gov. Arts Endowment staff will provide an Excel template for completing this task.
- POL Final Report,
 - Due by the last Friday in June: All Poetry Out Loud Final Descriptive Reports will be submitted through **REACH**. Instructions and more information will be available at <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-saa-rao>.

See the Poetry Out Loud Information Sheet at <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017-to-saa-rao> and the resources on the Poetry Out Loud website (www.poetryoutloud.org) for additional information.

IV. FINAL REPORTS

Submit Final Reports through the **Reports Tab** for your award in **REACH**.

- For award numbers that end with -18, -19, or -20 final reports are due no later than **90 days** after the grant period end date.
- For award numbers that end with -21, -22, -23, and later, final reports are due no later than **120 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. Go to <https://www.arts.gov/manage-your-award/awards-after-oct1-2017-to-saa-rao> for Final Reports instructions.

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.
- **Folk Arts Narrative.**
 - For SAAs, see your Breakdown of Component amounts for award that end in -18, -19, and -20. This is located in the Documents tab in REACH. It will indicate if Folk Arts Partnership were awarded to you. You are only required to submit this report if you received Folk Arts Partnership funding.
 - For awards that end in -21, -22, -23, and later, all SAAs must submit the narrative.

OMB No. 3135-0140 Expires 12/31/2025

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, 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.