



**National  
Endowment  
for the Arts**  
arts.gov

## MANAGE YOUR AWARD

**[www.arts.gov/grants/manage-your-award](http://www.arts.gov/grants/manage-your-award)**

*General Terms & Conditions for State Arts Agencies,  
Regional Arts Organizations, and Local Arts Agencies\*\**

Payment request form and instructions

Final report forms and instructions

FFATA reporting requirements

*State & Regional Handbook*

"My Grant", including payment status and report due dates

**[grants@arts.gov](mailto:grants@arts.gov) | 202.682-5403**

## OTHER RESOURCES

**COUNCIL ON FINANCIAL ASSISTANCE REFORM | [www.cfo.gov/cofar](http://www.cfo.gov/cofar)**

Information, FAQs, webinars, and training documents  
about the new Uniform Guidance

**FEDERAL SUBRECIPIENT REPORTING SYSTEM | [www.fsrs.gov](http://www.fsrs.gov)**

Registration and reporting instructions

**FEDERAL SERVICE DESK | [www.fsd.gov](http://www.fsd.gov)**

Technical assistance with SAM and FSRS

**eCFR | [www.ecfr.gov](http://www.ecfr.gov)**

Full text of Part 200



## NEW REQUIREMENTS FOR "PASS-THROUGH" ENTITIES

§200.331 "(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and *if any of these data elements change, include the changes in subsequent subaward modification.*

When some of this information is not available, the pass-through entity must provide the *best information available* to describe the Federal award and subaward."

### New data required for the Award Notice:

- Subrecipient name (must match DUNS)
  - Subrecipient DUNS Number
  - Federal Award ID aka FAIN (NEA grant number)
  - Federal Award Date (from NEA award letter);
  - Subaward Period of Performance Start and End Date
  - Amount of Federal Funds Obligated by action
  - Total Amount of Federal Funds Obligated to the subrecipient
  - Total Amount of the Federal Award
  - Federal award project description (from NEA award letter)
  - Name of Federal awarding agency and pass-through entity/contact information
  - CFDA Number and Name (from NEA award letter)
  - Identification if the award is R&D (Research & Development)
  - Indirect cost rate for the subaward (including if the de minimis rate is charged)
- } Generally, these will all be the same

### In addition, SAAs must:

- Inform subrecipients of all Federal statutes, regulations and terms and conditions that "flow down".
- Communicate additional requirements necessary for SAA to meet Federal award requirements (e.g. information required for final descriptive and financial reports.)
- Allow subgrantees to use federally-negotiated indirect cost rate or a de minimis indirect cost rate.
- Require that subrecipients permit the SAA/auditors to access records and financial statements.
- Inform subrecipients of all other terms and conditions concerning closeout of the subaward.
- Evaluate subrecipient's risk of potential noncompliance (may include review of prior performance, previous audit findings, substantial changes in personnel or organizational systems, and results of other Federal audits/ reports).
- Impose specific subaward conditions as needed.
- Monitor subrecipient for compliance (may include review of financial and programmatic reports, identification of any deficiencies, and the provision of training and technical assistance to the subrecipients as needed.)
- Take enforcement action against noncompliant subrecipients as needed.

### STAY TUNED!

**\*\*The NEA will be issuing new General Terms and Conditions for Partnership awards in early 2015.**