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**National
Endowment
for the Arts**

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AUG 31 2015

CITY MANAGER

Mr. James Scholl
Authorizing Official
City of Key West, Florida
3140 Flagler Avenue
Key West, FL 33040-4602

AUG 27 2015

Dear Mr. Scholl:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant.

<u>Grantee:</u>	City of Key West, Florida	
<u>Grant #:</u>	15-4292-7098	<u>Grantee DUNS #:</u> 079864898
<u>Grant Amount:</u>	\$75,000	<u>Outcome:</u> Livability
<u>Period of Performance:</u>	October 1, 2015 to September 30, 2017	
<u>CFDA #:</u>	45.024, Promotion of the Arts - Grants to Organizations and Individuals	
<u>Discipline/Program:</u>	Design - Our Town	
<u>Grant Project:</u>	To support an arts master plan and public art installations at Truman Waterfront Park, as described in your application (A15-960594) and the enclosed project budget.	

SPECIFIC TERM: You are required to submit the information requested by the NEA regarding the NHPA or NEPA effect on your project, and any additional questions, by January 4, 2016. This documentation must be emailed to NEAhistoricroview@arts.gov. You should not undertake activities related to the necessary clearance until this requirement has been met and your project cleared. The Office of General Counsel must clear your project before funds will be released. If you do not respond by this date, your grant will be terminated.

SPECIFIC TERM (2): It is a term of this award that you provide in-kind documentation with each payment request and the Federal Financial Report is you claim in-kind donations to meet the required minimum required match for this grant.

Please review your award packet. A copy of the approved budget is included. If changes were made to the budget they are noted at the bottom of the budget page.

Award materials are online at www.arts.gov/manageaward. The NEW 2015 General Terms & Conditions, which adopts OMB's Uniform Guidance (2 CFR 200), provide detailed information concerning the NEA's regulations and procedures, the administrative requirements that apply to your grant, and your responsibilities as a grantee. Instructions for requesting grant funds and reporting on your project are also here.

If you have any questions regarding the administrative requirements of this grant, our Grants & Contracts Office staff will be happy to assist you. They may be reached at grants@arts.gov or (202) 682-5403. Congratulations on your grant award!

Sincerely,

Jane Chu
Chairman

NATIONAL ENDOWMENT FOR THE ARTS
APPROVED PROJECT BUDGET

Grantee: City of Key West, Florida

Grant #: 15-4292-7098

Application Update/Revised Budget: 07/22/2015

INCOME

Match

Cash: \$ 67,000

In-Kind: \$ 8,000

Total MATCH: \$ 75,000

NEA GRANT*: \$ 75,000

TOTAL PROJECT INCOME: \$ 150,000

EXPENSES

Direct Costs

Salaries & Wages: \$ 17,000

Fringe: \$ 0

Travel: \$ 1,000

Other: \$ 132,000

Total DIRECT Costs: \$ 150,000

INDIRECT Costs: \$ 0

TOTAL PROJECT EXPENSES: \$ 150,000

IMPORTANT INFORMATION

You are responsible for reviewing the **General Terms & Conditions** for your award, which are available on our website at www.arts.gov/manageaward. Failure to comply with these Terms may result in the disallowance of project expenditures and/or the reduction or withdrawal of Arts Endowment support for your project.

- This budget is derived from your application, revised budget, and/or other communication. All costs must be incurred within the period of performance listed on your award letter. It is understood that this budget reflects estimated expenditures and that actual, allowable expenditures will be reported on all financial reports.
- This grant must be matched dollar for dollar (1 to 1) unless otherwise indicated in your grant award letter. Match must be nonfederal.
- Certain unallowable costs may have been removed from your budget (see Budget Notes); these costs cannot be supported with Federal or matching funds and should not be included on future financial reports for this award.
- Expenditures on your project should be in general agreement with the line item costs outlined in this budget. Some budget changes may require prior NEA approval (e.g., adding foreign travel or indirect costs).
- This budget cannot include overlapping project costs with any other direct Federal grant including awards made directly by the NEA or another Federal Agency (e.g., NEH, HUD, etc.) per 2 CFR §200.306 and NEA Legislation.
- NEA funds that are sub-granted to you through a state or regional arts agency, or a local arts organization, cannot be used as match on this award per 2 CFR §200.306 and NEA Legislation.
- Proper documentation must be maintained for all costs in this budget, including all salaries charged, in whole or in part, to this award.
- **Proper documentation must be maintained for all in-kind contributions claimed per 2 CFR §200.96, .302, .333.**
- All activities supported with NEA or matching funds, including performance/touring activities as well as publications, websites, or other media projects, must be made accessible to people with disabilities in compliance with Section 504 and the ADA.
- Payments to foreign nationals and/or non-compliant travel to or from countries sanctioned by the U.S. Treasury Department's Office of Foreign Asset Control are unallowable.

*NEA Grant = total amount of federal funds obligated, total amount of the federal award.



REPORTING REQUIREMENTS for Grants to Organizations

Grant Numbers that Begin 15-XXXX-XXXX.

Rev. November 2014

Materials regarding your award are online at www.arts.gov/manageaward/index. Basic information about your grant is available at www.arts.gov/mygrant (or My Grant at a Glance).

The reporting requirements for your grant 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

Submit Final Reports to the Grants & Contracts Office (G&C) no later than 90 days after the grant period 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. Go to www.arts.gov/manageaward/index for Final Reports instructions and forms.

The Final Descriptive Report (FDR) and Federal Financial Report (FFR) must be emailed to FinalReports@arts.gov. Identify your grant number and organization name in the subject line; e.g., FDR 15-3200-7xxx ABC Arts Organization, or FFR 15-3200-7xxx EFG Arts Organization.

The Final Report includes:

1. **Federal Financial Report (FFR).**

2. **Final Descriptive Report (FDR):**

- narrative describing the project activities;
- data about specific activities and participants; and
- geographic location(s) and venue(s) where grant activities took place (online module).

3. **Final Product Requirement.** If a final product is required for this grant, it is indicated below. Prominently label your product with your organization's name and grant number. If the product is available online, include the Web address or link in your FDR.

_____ Book(s) / Catalogue(s) / Journal(s)

_____ Recordings (CD, DVD, or other audio or video files)

_____ Publication(s) / Report(s)

_____ Libretto / Score(s) (hard copy or PDF on disc)

Other:

Digital copy of arts masterplan

If no item is identified, a product is NOT required for your grant.

We 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 (e.g., the use of final report work products to document the results of grant programs), including



Home » Grants » Manage Your Award

MANAGE YOUR AWARD

My Grant At A Glance

Grant Number: 15-4292-7098 **CFDA #:** 45.024

1 General Information

Grantee: City of Key West, Florida
Grant Period: 10/01/2015 - 09/30/2017
Grant Amount: \$75,000
Project Description: To support an arts master plan and public art installations at Truman Waterfront Park.
Intended Outcome: Livability - American Communities are Strengthened through the Arts.

2 Payment Request Activity

Total Grant Funds Requested: \$0
Balance: \$75,000

Request Received *	Date Sent to NEA Finance Office **	Amount
No payment requests have been received.		

* A date in this field means the NEA's Grants & Contract Office RECEIVED your request and it is pending review. Generally, requests are reviewed within 30 days of receipt.
 ** The date in this field indicates when your request was APPROVED and sent to the NEA **Finance Office** for final PROCESSING and payment. Generally, payment is made within 20 days from this date. To verify receipt of funds, contact your financial institution. Be sure to request confirmation of an ACH (Automated Clearinghouse) transfer, **not** a wire transfer.

3 Final Report Material

Date Final Report(s) are due: 12/29/2017
Final Descriptive Report (FDR):
 FDR Part I & II Received: FDR Part I & II Not Received
 FDR Part III, GEO Received*: FDR Part III Not Received

Federal Financial Report (FFR) Received: FSR/FFR Not Received

Product Received: Product Not Received

*Received date for the Online GEO will not appear until the day following completion of the online report.

Note: March 31st, August 29th, and September 28th are heavy deadlines for final reports – it may take several days for reports to be logged in. Please be patient and do not send duplicate reports.

4 Grantee History

To display a list of your NEA grants, press HISTORY REPORT.

(OPTIONAL) Enter a range in years.

NOTE: INFORMATION BEFORE 1984 CANNOT BE ACCESSED.

Start Year (4-digit number): **End Year** (4-digit number):

History Report

To look up another award, type the 10-digit grant number below and hit ENTER.

- -

NOTE: All applicable instructions and forms are available [here](#).

If you experience problems using My Grant At A Glance, contact the [Web Manager](#).

APPLICATION UPDATE

Step 1: Enter the NEA application number from the tentative funding recommendation email and your organization's legal name.

Application #: -	Organization:
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Step 2: Can you still undertake the project? If not, please advise us immediately. If yes, proceed to the next steps.

Step 3: Verify that your organization's SAM.gov registration is active at www.sam.gov.

Step 4: After considering the funding recommendation, select option A, B, or C below.

- A. ☐ **We were recommended for the amount we requested - there is no change.**
The project and budget will remain the same. [**Note:** If you **DO** need to make changes, do not check this box! See B. to change dates or check C. for more extensive updates.]
- B. ☐ **Increase our match** to cover the difference between the amount requested and the tentative funding recommendation. The project and budget will remain essentially the same as in our application. [**Note:** If you elect this option, NEA will adjust the original project budget to reflect an increased match and you do **not** have to submit a Revised Project Budget form.]

If you have a new period of performance, please enter the dates below:

Start date (mm/dd/yyyy):	End date (mm/dd/yyyy):
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- C. ☐ **We need to make changes and/or revise the budget.** My organization can do the project, but will need to make changes (e.g. scope of activities, participants, dates, products, and/or the budget). [**Note:** If you elect this option you **must** submit a Revised Project Budget form, available at <http://arts.gov/grants/manage-your-award/fy15-and-later>.]

Step 5: a. Enter the name of the Authorizing Official approving this update. A signature is not required.

First Name:	Last:	Date (mm/dd/yyyy):
Title:		
Email:		

For colleges and universities, this must be an AO in the Research, Grants, Sponsored Projects, or similar office.

- b. If the project director has changed, include this information in the body of your email when returning this form.

Step 6: Respond via email within 21 calendar days of being notified of the tentative funding recommendation.

- Save each required form as a PDF using the following naming convention: <form name> + <application number> (e.g. Application Update XX-XXXXXX.pdf; Revised Budget XX-XXXXXX.pdf). **Do not create a scanned image of any form.** Scanned forms will not be accepted.
- Email the completed PDF form(s) to the address indicated in the tentative funding recommendation email. Please include "Application Update" and the name of your organization in the subject line.

Questions? Call the NEA specialist assigned to your application.
You'll find his or her contact information in the tentative funding recommendation email.

NEA Revised Project Budget

OMB No. 3135-0112
Expires 11/30/16

Application # (pre-award changes): _____ **or** **Award # (post-award changes):** _____

1. Applicant (official IRS name/mailling address): 	2. Period of Performance Requested (Use numbers): <div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div> / <div style="border: 1px solid black; width: 60px; height: 30px;"></div> / <div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <div style="text-align: center; margin: 5px 0;">Starting</div> <div style="display: flex; justify-content: space-around; align-items: center;"><div style="border: 1px solid black; width: 60px; height: 30px;"></div> / <div style="border: 1px solid black; width: 60px; height: 30px;"></div> / <div style="border: 1px solid black; width: 60px; height: 30px;"></div></div> <div style="text-align: center; margin: 5px 0;">Ending</div>
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3. Revised Project Description. If it is necessary to revise your project, clearly describe how the recommended grant and matching funds would be spent. Give a justification for the change (e.g., reduced amount of funding recommended as conveyed by the Endowment).

4. Authorizing Official (Last, First):	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.
Title:		
Telephone: () - ext. Fax: () -		
E-Mail: Date: / /		
5. Project Director (Last, First):	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.
Title: E-Mail:		
Telephone: () - ext. Fax: () -		

INCOME

6. Total MATCH for this project. Be as specific as possible. Asterisk (*) those funds that are committed or secured.

CASH (Refers to the cash donations, grants, and revenues that are expected or received for this project.) Amount

Total cash a. \$ _____

IN-KIND (These same items also must be listed as direct costs under "Expenses" below so we can determine allowability.) Amount

Total in-kind b. \$ _____

Total MATCH for this project (a. + b.) \$ _____

7. NEA Recommended Amount \$ _____

8. TOTAL PROJECT INCOME (6. + 7.) \$ _____

NEA Revised Project Budget

EXPENSES

9. Direct costs: SALARIES AND WAGES

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount
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Total salaries and wages a. \$ _____

Fringe benefits

Total fringe benefits b. \$ _____

Total salaries, wages, and fringe benefits (a. + b.) \$ _____

10. Direct costs: TRAVEL (Include subsistence.)

# of travelers	From	To	Amount
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Total travel \$ _____

11. Direct costs: OTHER EXPENSES (Such as artist or consultant fees, specific contractual services, telephone, utilities, copying, postage, supplies and materials, publication, distribution, transportation of items other than personnel, rental of space or equipment, etc.)

Amount

Total other expenses \$ _____

12. Total DIRECT COSTS (9.+10.+11.) \$ _____

13. INDIRECT COSTS (If applicable. Include a copy of your current federal indirect cost rate agreement):

Federal Agency: _____ Rate (%) _____ x Base _____ = \$ _____

14. TOTAL PROJECT COSTS (12. + 13.) \$ _____



National Endowment for the Arts

General Terms & Conditions **for** **Grants and Cooperative Agreements** **to Organizations (FY 15 and later)**

January 2016

Grants & Contracts Office

National Endowment for the Arts
400 7th Street, SW
Washington, DC 20506
Telephone (202) 682-5403
FAX (202) 682-5610
grants@arts.gov
finalreports@arts.gov
arts.gov/manageaward

Accessibility Accommodations

Individuals who are deaf or hard-of-hearing may e-mail the Grants & Contracts Office at grants@arts.gov or call (202) 682-5496 TTY.

Individuals who do not use conventional print or electronic media may access the information in this document by contacting the Office for Accessibility at accessibility@arts.gov or call (202) 682-5532 for help acquiring an audio recording of these General Terms or any other National Endowment for the Arts publication.

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Important Information Regarding Accepting a National Endowment for the Arts Award

1. Applicability

- 1.1** The *General Terms & Conditions for Grants and Cooperative Agreements to Organizations* (General Terms & Conditions, or GTCs) apply to grants and cooperative agreements (also referred to as awards) that the National Endowment for the Arts (NEA) issues to 501(c)(3) nonprofit organizations, institutions of higher education (IHEs), units of state and local governments, and Federally-recognized Indian Tribal governments.

NOTE: Awards to State Arts Agencies (SAAs) and Regional Arts Organizations (RAOs) under the Partnership program area, are subject to the *General Terms & Conditions for Partnership Agreements*.

- 1.2** These GTCs implement Title 2 of the Code of Federal Regulations (2 CFR) *Subtitle A-Office of Management and Budget Guidance for Grants and Agreements Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance, or Part 200). The National Endowment for the Arts has adopted the Uniform Guidance through regulation at 2 CFR 3255.1. The Uniform Guidance compiles and streamlines eight former OMB Circulars that governed Federal grants management.

- 1.3** The GTCs are also based on the National Endowment for the Arts legislation and established policies, along with other Federal statutes, regulations, and Executive Orders that apply to grants and cooperative agreements. Award recipients must be familiar with and comply with these requirements.

NOTE: Many citations for statutes and regulations are included in these GTCs. In most cases, more expansive information can be found at the citation location.

- 1.4** When applicable, Specific Terms & Conditions may be included with your award. Should there be inconsistency between requirements, the Specific Terms & Conditions supersede the GTCs.

2. Your Responsibilities

In accepting a National Endowment for the Arts award, your organization assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with any provisions included in the award; the statutes, regulations, and Executive Orders governing Federal financial assistance awards; and these GTCs, all of which are hereby incorporated into your award by reference. While we may provide you with reminders regarding award requirements, the absence of receiving such notice does not relieve you of your responsibilities.

Submission of a Request for Advance or Reimbursement (payment request) form constitutes your agreement to comply with all the terms and conditions of the award.

Failure to comply with these requirements may result in suspension or termination of the award and our recovery of funds. In addition, the United States has the right to seek judicial enforcement of these obligations.

3. Acknowledgment of National Endowment for the Arts Support and Disclaimer

Acknowledgment of the National Endowment for the Arts must be prominently displayed in all materials and announcements for your funded project.

- 3.1** For print materials, a phrase acknowledging support from the National Endowment for the Arts is a basic requirement using the following language: "This project is supported in part by an award from the National Endowment for the Arts."
 - 3.1.a** We encourage you to include "To find out more about how National Endowment for the Arts grants impact individuals and communities, visit www.arts.gov."
 - 3.1.b** In addition, we encourage you to use the [National Endowment for the Arts current logo](#) whenever possible.
- 3.2** For radio or television broadcast, we require the following voice-over language: "This project is supported in part by an award from the National Endowment for the Arts. On the web at arts dot gov." For television broadcast, display of the National Endowment for the Arts logo and web address is required.
- 3.3** We reserve the right to change the language of the required acknowledgement of National Endowment for the Arts support, as well as the right to disallow the use of our logo and acknowledgement of our support.
- 3.4** For more guidance in planning your media campaign, please consult our "[Working with the Media Toolkit](#)" on our website.

4. Resources

Resources to manage your award can be found on our website at www.arts.gov/manageaward, including:

- 4.1.** [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#) includes detailed information about obtaining payment, reporting requirements, and requesting changes to your award. It is a companion document to these GTCs and other award material.
- 4.2** General information about your grant, such as when your final reports are due, whether we've received a payment request, and more is available at www.arts.gov/mygrant. (This resource is currently not available for cooperative agreements.)
- 4.3** Payment request and final report forms, along with step-by-step instructions, plus sample templates for documenting in-kind support and time and effort reporting.

5. Selected Definitions (2 CFR 200.0-99)

The GTCs use terminology consistent with the Uniform Guidance. Select items that may be new to you are summarized below; see 2 CFR 200.0-99 for additional detail.

Authorizing Official		An authorizing official is a person with the recipient organization who has authority to legally and financially bind the organization. For organizations responsible for an approved independent
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		component (e.g., a University and its art museum), the authorizing official must work for the parent organization.
Closeout	200.16	The process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in §200.343 Closeout.
Cognizant agency for indirect costs	200.19	The cognizant agency for indirect costs is usually the Federal agency that regularly provides the most amount of annual funding to the recipient.
Contract	200.22	A legal instrument by which the recipient purchases goods or services under a Federal award.
Cost share or matching	200.29	The portion of project costs not paid by Federal funds.
Equipment	200.33	Tangible property having a useful life of more than one (1) year, and a per-unit cost equal to or greater than \$5,000. Generally, basic computer devices cost less than \$5,000 and are considered supplies for use and disposition purposes.
Unique Entity Identifier	(Reserved)	Currently a Dun & Bradstreet (DUNS) number is used as the unique entity identifier for applying for, and obtaining, Federal funds.
De minimis indirect cost rate	200.414	An indirect cost rate of 10% that non-Federal entities, which have never had a Federally-negotiated indirect cost rate agreement, can apply to their award project budget. See also "Modified Total Direct Cost Rate."
Institutions of Higher Education (IHEs)	200.55	Public, private, and tribal colleges and universities, but excluding for-profit institutions.
Modified Total Direct Cost (MTDC)	200.68	Used as a base for applying indirect costs through a Federally-negotiated indirect cost rate agreement, or the de minimis rate. Usually, "modified" means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward or contract. It excludes equipment, scholarships, participant support costs, rentals, and the portion of each subcontract in excess of \$25,000.
Non-Federal entity	200.69	Any entity that is not the Federal government that carries out a Federal award as a recipient or subrecipient.
Participant support costs	200.75	Stipend, subsistence, travel allowances and registration fees for conferences or training projects. This does not include employees of the award recipient.
Period of performance	200.77	The start and end date of the award (formerly known as period of support). Only costs and activities incurred during this time period can be charged to the award.
Recipient	200.86	The non-Federal entity that receives a Federal award directly from the Federal agency.
Source documentation (Financial Management)	200.302(3)	Documentation that provides evidence that expenditures were incurred during the approved period of performance. Documentation includes receipts, invoices, contracts, as well as copies of cancelled checks, transaction reports, bank statements, charge/debit card statements, and in-kind contribution reports.
Supplies	200.94	Tangible items costing less than \$5,000. Generally a basic computer device costs less than \$5,000 and is considered a

		supply for use and disposition purposes, regardless of the length of its useful life.
Third-party in-kind contributions	200.96	means the value of non-cash contributions (i.e., property or services) that— (a) Benefit a Federally-assisted project or program; and (b) Are contributed by non-Federal third parties (not the award recipient), without charge, to a non-Federal entity under a Federal award.
Unrecovered indirect cost	200.306(c)	The difference between the amount charged to the Federal award and the amount which could be charged to the Federal award under the non-Federal entity's approved negotiated indirect cost rate.

6. Required Registrations (2 CFR 25.200)

Organizations are required to have a unique entity identifier (currently a Dun & Bradstreet number, or DUNS) that reflects the organization's legal name and current, physical address. Organizations must also maintain an active registration—based on the DUNS provided in the application—in the System for Award Management (SAM.gov), from application submission through award closeout. (See the [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#) for more information about registering and renewing in SAM.)

7. Conflicts of Interest (2 CFR 200.112, 200.318) and Criminal Disclosures (200.113)

- 7.1** You must have written conflict of interest policies that ensure that all employees, board members, officers or agents engaged in the selection, award, and administration of grants or contracts, avoid conflicts as described in 2 CFR 200.318.
- 7.2** You are required to disclose to us any actual or potential conflicts, including but not limited to the following:
- 7.2.a** National Endowment for the Arts Panelist. No panelist can review an application from an organization with which he or she is affiliated. In addition, if a panelist later becomes associated with a project that he or she reviewed, then he or she cannot act as an authorizing official for that project. This prohibition is in effect throughout the entire period of performance.
- 7.2.b** National Council on the Arts member. Similarly, once an authorizing official for an organization that is an applicant or grantee is nominated to the National Council on the Arts, the authorizing official must recuse him/herself from acting in this capacity for applications and award actions, including payment requests.
- 7.3** You must also notify us of any violations of Federal criminal law involving fraud, bribery, or gratuity violations that potentially affect the Federal award, as noted in 2 CFR 200.113. See 2 CFR 32.3254 for more information.

8. Statutory and National Policy Requirements (2 CFR 200.300)

You are responsible for complying with all requirements of the Federal award, including those based on:

- 8.1** National Endowment for the Arts Enabling Legislation. You are required to execute your project, (e.g., productions, workshops, programs, etc.) in accordance with the NEA's enabling legislation that requires "artistic excellence and artistic merit."
- 8.2** National policy requirements. You are required to adhere to all national policy requirements as outlined in Appendix A, including but not limited to those protecting public welfare, the environment, and prohibiting discrimination.

9. Financial Management (2 CFR 200.302) and Internal Controls

- 9.1** Your financial management systems must meet standards described in sections 200.302(b)(1) through (b)(7), including:
 - 9.1.a** Accurate identification of Federal award data, financial results, and the ability to provide source documentation upon request.
 - 9.1.b** Written procedures for determining the allowability of costs and for managing payments.
- 9.2** You must establish and maintain effective internal controls over your award and provide reasonable assurance that you are managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the award. See recommended compliance documentation (2 CFR 200.303).

10. General Procurement Standards (2 CFR 200.318-.326)

- 10.1** You must use your own documented procurement standards, which reflect applicable State and local laws and regulations, when procuring personal property and services under a Federal award.
 - 10.1.a** You should have written procedures to ensure that contractors or recipients are not debarred or suspended prior to the payment or award of Federal funds (2 CFR 180 Subpart C).
 - 10.1.b** In addition, your procurement contracts must contain provisions as described in [Appendix II](#) to Part 200—Contract Provisions for non-Federal Entity Contracts under Federal Awards.
- 10.2** You may be able to take advantage of the flexibilities found by using procedures for micro-purchases (2 CFR 200.320(a)), which have a current threshold of \$3,500¹ or less, and small purchases (2 CFR 200.320(b)), which have a current threshold of \$150,000 or less (Simplified Acquisition Threshold).
- 10.3** We may ask to review your procurement policy, plans, and other documents such as requests for proposals and independent cost estimates (2 CFR 200.324).

¹ The micro-purchase base threshold (FAR 2.101) is increased to \$3,500 as of October 2015.

11. Cash Management Standards (2 CFR 200.305)

11.1 You must have written procedures to minimize the time elapsing between the receipt and the disbursement of award funds to avoid having excessive Federal funds on hand. Requests for advance payment are limited to your immediate cash needs and are not to exceed anticipated expenditures for a 30-day period (200.305(b)(1)).

11.2 Payments may be withheld (200.305(6)) if:

11.2.a You have failed to comply with the terms and conditions of the award, including any Federal statutes or regulations,

11.2.b You are delinquent in a debt to the United States, or,

11.2.c You are withholding payment to contractors to assure satisfactory completion of work on the award.

12. Cost Sharing or Matching Requirements (20 USC 954(e) and 2 CFR 200.306)

12.1 Unless otherwise stated in your grant award document or cooperative agreement, National Endowment for the Arts funds cannot exceed 50 percent of the total cost of the NEA-supported project (i.e., funds must be matched one-to-one, or "dollar for dollar"). This required cost share, or match, refers to the portion of project costs not paid by Federal funds, and may include your own funds, donations, non-Federal grants and other revenue.

Costs supported by both the National Endowment for the Arts funds and matching funds approved in your project budget must conform to all the requirements of the Federal award (2 CFR 200.306(b)).

12.2 Use of Third-Party In-kind Contributions (2 CFR 200.306(d-j)). If you include in-kind third-party (i.e., not your own) contributions as part of your cost share or match, they must also be included as direct costs in your project budget so we can determine their allowability, and reflected as such in your accounting records. Volunteer and donated goods and services, property or space must be documented and their fair market value determined per the Uniform Guidance. **Note:** although you may use in-kind contributions to meet the required match, you cannot be reimbursed by the National Endowment for the Arts for goods or services that were provided to you on an in-kind basis.

12.3 Use of Unrecovered Indirect Costs for Cost Sharing or Matching (2 CFR 200.306(c)). Unrecovered indirect costs may be included as part of the match for an award if you have a current indirect (or Facilities & Administrative/F&A) cost rate with a Federal agency.

12.4 Use of Program Income (2 CFR 200.307).

12.4.a Income earned during the period of performance that results from activities supported through a National Endowment for the Arts award is considered to be program income. These earnings can include, but are not limited to, income from fees for services, admission fees, or the use or rental of property (space, equipment, etc.)

12.4.b Per 2 CFR 200.307(e)(3) and (f), the National Endowment for the Arts allows program income to be used as part of the cost share or match for allowable expenses of the NEA-supported project, or for other eligible projects in the arts conducted by your organization.

12.5 Ineligible Matching Resources. These items are *not* eligible to meet your cost share or matching requirement:

12.5.a Other Federal funds, including other National Endowment for the Arts funds (2 CFR 200.306(b)(5)). This includes Federal funds that have been subgranted or disbursed to you from your State Arts Agency or another organization. You should consult your award notice from your State Arts Agency or other organization to determine if any portion of their award to you includes funds from a Federal agency.

12.5.b Resources that have been used to match another National Endowment for the Arts award or other Federal program (2 CFR 200.306(b)(2)).

12.5.c Contributions or gifts provided to your organization that are restricted and cannot be used to support the project.

12.5.d Gifts (bequeathed or otherwise) which are not available to your organization during the award period of performance.

13. Cost Principles

13.1 The allowability of costs for work performed under your National Endowment for the Arts award is determined in accordance with the appropriate NEA guidelines and the [Uniform Guidance Subpart E—Cost Principles](#). All costs included in the approved project budget, whether supported with Federal or matching funds, must be:

13.1.a Necessary and reasonable for the performance of the Federal award.

13.1.b Allocable and in conformance with these cost principles.

13.1.c Consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the non-Federal entity.

13.1.d Accorded consistent treatment as either a direct or indirect cost.

13.1.e Determined in accordance with generally accepted accounting principles (GAAP).

13.1.f Not included as a cost or used to meet cost sharing or matching requirements of any other Federally-financed program.

13.1.g Adequately documented.

Where the determination of cost allowability differs, the National Endowment for the Arts guidelines and GTCs (and any Specific Terms & Conditions, as appropriate) take precedence over the Uniform Guidance.

13.2 Unallowable costs based on National Endowment for the Arts legislation and policy. The following items of cost are unallowable per the NEA's enabling legislation and/or unallowable as a matter of agency policy, as outlined in NEA guidelines:

13.2.a Awards to individuals or organizations to honor or recognize achievement (P.L. 111–88, October 30, 2009, Sec. 438 (2)). However, fees for artists or arts organizations who provide services or goods to you under the Federal award are allowable.

13.2.b Cash reserves and endowments (NEA guidelines).

13.2.c Construction, purchase, or renovation costs of facilities or land (NEA guidelines). However, costs associated with predevelopment, design fees and community development, as well as preparing exhibit space, setting a piece of public art, etc. may be allowable.

13.2.d Costs to bring a project into compliance with Federal award requirements (NEA guidelines).

13.2.e Compensation to foreign nationals, including traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the [U.S. Treasury Department Office of Foreign Assets Control](#) (OFAC Sanctions/NEA guidelines).

13.2.f Professional training in degree-granting institutions (NEA guidelines).

13.2.g Work toward academic degrees and the pursuit of academic careers, except for Art Works-Research grants (NEA guidelines).

13.2.h Subgranting or regranting (P.L. 111–88, October 30, 2009, Sec. 438 (2)).

13.2.i Visa costs that are paid to the U.S. Government (P.L. 109-54, Title III General Provisions, Sec. 406); however, the cost of preparing material (legal documentation, etc.) for submission is allowable.

13.3 Updates and Clarifications. Selected items of cost under 2 CFR Part 200 that have been clarified or updated include:

13.3.a Conferences (2 CFR 200.432). Costs of conferences (including meetings, seminars, workshops or other events whose primary purpose is dissemination of technical information), are still generally allowable, however:

- i. Conference sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary, and managed in a manner that minimizes costs to the Federal award.
- ii. Costs associated with activities that generally occur at a closing meal, or a reception at the end of the working day, are unallowable. These activities usually have alcohol associated with them and/or are of a social nature, which is prohibited under Federal awards (see also 13.3.b. Entertainment.)

13.3.b Entertainment (2 CFR 200.438). Costs of entertainment, including amusement and social activities such as receptions, parties, galas, dinners, etc., and any associated costs including catering, alcoholic beverages, planning, staffing, supplies, etc. are unallowable.

- 13.3.c** Fundraising (2 CFR 200.442). Fundraising costs that were previously unallowable may now be included (for example, a percentage of salaries and fringe benefits for development or fundraising staff or contractors who raise funds to implement the National Endowment for the Arts project during the period of performance is allowable.) However:
- i. Salaries or contracts for general fundraising activities or events, including those for donors, or that benefit the organization as a whole, are unallowable.
 - ii. Costs associated with activities such as galas or parties are unallowable (see also 13.3.b Entertainment.)
- 13.3.d** Home Office Workspace (2 CFR 200.465(c)(6)). Rental of any property owned by any individuals or entities affiliated with the non-Federal entity for purposes such as the home office workspace is now unallowable.
- 13.3.e** Indirect (Facilities & Administration or F&A) Costs (2 CFR 200.414). Award recipients may claim indirect costs based on:
- i. A current and appropriate indirect cost rate negotiated with your Federal Cognizant Agency. (**Note** that research rates can only be used on National Endowment for the Arts Art Works-Research awards.) Or,
 - ii. A de minimis rate. Starting with FY15 awards, an organization that has never received a Federally-negotiated indirect cost rate agreement may charge a de minimis rate of 10% on modified total direct costs (2 CFR 200.414 (f)). This must be included on your approved project budget.

NOTE: You cannot claim both overhead/administrative costs and use an indirect or di minimis rate.

More information about indirect costs for a National Endowment for the Arts award can be found in the [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#).

- 13.3.f** Goods for resale. Costs of goods for resale are unallowable. This includes the sale of concessions, promotional merchandise, or items purchased to sell, even if related to your programming. It also includes any associated staffing or facilities costs. Costs of items that are produced as part of the approved project activity (e.g. publishing books or exhibition catalogs or making recordings or films) and that are incurred during the period of performance are allowable.

14. Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by those who are on official business attributable to work under an award and in accordance with your entity's written travel reimbursement policies.

- 14.1** Any airfare charged to the award, whether domestic or foreign, may not exceed the value of the basic least expensive unrestricted accommodations class offered by a commercial carrier (2 CFR 200.474(d)).

14.2 Fly America Act (41 CFR 301-10.131 through .143)

- 14.2.a** You are required to follow the provision of the Fly America Act. The regulations regarding the Fly America Act are available at 41 CFR 301-10.131 through .143. Any air travel paid in whole or in part

with National Endowment for the Arts funds must be on a U.S. flag air carrier or a foreign air carrier under an air transport agreement (code share agreement) with the United States when these services are available.

14.2.b For travel under an air transport agreement (code share agreement) the ticket, or documentation for an e-ticket, must identify the U.S. flag carrier's designator code and flight number, e.g. American Airlines (AA) 1606 operated by Air France.

14.2.c There are some exceptions to the Fly America Act, see 41 CFR 301-10.135 through 10.138. If you do use a foreign air carrier you must provide us with a certification, including a justification as to why your travel met one of the exceptions. We may request additional information if necessary.

NOTE: Lower cost, convenience, or traveler preferences are NOT acceptable reasons for using a foreign air carrier.

14.3 Foreign Travel. Foreign travel is defined as any travel outside Canada, Mexico, the United States, and its territories and possessions. The Grants & Contracts Office must give written approval for all foreign travel not originally approved in your award before travel is undertaken.

NOTE: While travel requests to Mexico and Canada that are project related, allocable, and allowable do not require prior written approval from the National Endowment for the Arts before being undertaken, the Fly America Act does apply.

15. Changes in Your Project: Amendments (2 CFR 200.308)

15.1 You are required to carry out a project consistent with the application or proposal approved for funding by the National Endowment for the Arts. Amendment requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the Grants & Contracts Office, you may only incur costs consistent with the terms and conditions of the award in effect at the time of your request.

Detailed information about how to request an amendment can be found in the [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#)

15.1.a We have the right to request additional information, such as an update on specific project activities including a revised budget or an itemized list of actual expenditures, as needed.

15.1.b If your organization is undergoing an audit by the National Endowment for the Arts Inspector General's office, amendments of the award(s) in question will not be approved independent of the audit resolution process.

15.2 The following types of amendments **must be requested in writing**:

15.2.a Period of performance changes. This may include a new start date (no earlier than the earliest allowable start date per the guidelines), as well as an end date extension.

15.2.b Final report filing extension. This may include the Final Descriptive Report, Federal Financial Report, and/or a required work product.

15.2.c Project scope changes. These may include changes to the approved project activities or focus of content, significant changes in targeted participants, and changes in the breadth or impact of projects. These also include:

- i. Changes in artists or key partners, if they were specifically identified as confirmed in the application.
- ii. Changes in an activity's location that may impact historic buildings or sites.
- iii. Changes in the primary partner for Our Town grantees.
- iv. Changes in the lead researcher for Art Works-Research grantees.

15.2.d Budget Revisions.

- i. Budget changes due to a change in the scope of the National Endowment for the Arts-supported project.
- ii. Adding permanent equipment.
- iii. Adding foreign travel.
- iv. Adding indirect/F&A costs allowable under a Federally-negotiated rate.

15.3 The following changes **do not require written approval** from us:

15.3.a Project activities.

- i. Changes in organizational management/project administration (unless specified in your award document).
- ii. Changes in artists, participants, or project partners that were not identified specifically in the approved project. (This is common with festivals.)
- iii. Addition or removal of auxiliary programming as long as it does not impact the overall project scope.
- iv. Changes in project venues or touring locations, as long as all project locations are fully accessible in compliance with Section 504 and the ADA.

15.3.b Budget revisions

- v. Transfers among direct cost line items.
- vi. Elimination or addition of an allowable project cost that does not affect the scope of the award.
- vii. Replacement of in-kind match with cash match or other changes in match sources, as long as they meet all other cost share requirements.

15.4 Declining an Award. You may decide to decline the award after it has been made. Please see the [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#) for instructions.

16. Performance and Financial Reporting (2 CFR 200.327-328)

Your grant package includes a blue Reporting Requirements overview document, which outlines the reporting requirements for your award. Cooperative Agreements include reporting requirements and a delivery schedule within the agreement. More information can be found in the [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#). **Report forms and instructions are on our Website.**

- 16.1. Progress Report** (20 USC 954(j)). A progress report is required once the cumulative amount of National Endowment for the Arts funds requested exceeds two-thirds of the award amount. This report must be approved before we release funds that exceed this amount.
- 16.2 Specific Reporting Requirements** (2 CFR 200.207). We may require you to submit certain information before funds can be released (e.g., verification of compliance with NEPA/NHPA requirements, a signed contract, in-kind documentation, an itemized list of actual expenditures to date, etc.) or at other times during the project. These Specific Terms will be included in your award package when applicable.
- 16.3 Final Reports** (2 CFR 200.343). To close out your award you must submit the following no later than 90 days after the period of performance end date:
- 16.3.a** A Final Descriptive Report (FDR) that provides us with information on the performance of your award activities and associated data,
 - 16.3.b** A Federal Financial Report (FFR), and,
 - 16.3.c** Any required work product(s) as identified in your blue Reporting Requirements overview document and/or your award notice.
- 16.4** Failure to submit the required final reports for any award(s) renders you ineligible to receive funding for five (5) years following the final report due date of the award(s) or until the delinquent final reports are submitted, whichever occurs first. Acceptability of final reports may also affect eligibility for new awards.
- 16.5** In addition, failure to submit required final reports within 210 days after the period of performance end date will result in the withdrawal of any funds remaining on that award and the award will be closed out (see 20 Closeouts, Adjustments, etc.).

17. Property Standards: Use and Disposition

- 17.1** Property may include art work that you have been approved to commission, purchase, or fabricate under the National Endowment for the Arts award. Unless otherwise specified, you will have title to this property, without further obligation to the Federal government, provided that it will be used for similar activities. One example of similar activity is selling the work to another museum or visual art center with the intention that it will be available to the public. It may not be de-accessioned to a private collector where it would no longer be on view to the public.
- 17.2 Equipment** (2 CFR 200.313) includes tangible, nonexpendable, personal property having a useful life of more than one (1) year that costs \$5,000 or more per unit that you have been approved to purchase under the National Endowment for the Arts award. Unless otherwise specified, you will have title to equipment commissioned, purchased, or fabricated under the award, without further obligation to the Federal government, provided that it will be used for activities similar to those approved by us. Items of equipment with a current fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the NEA (2 CFR 313(e)(1)). **NOTE:** You are encouraged, whenever possible, to purchase American-made equipment in accordance with the "Buy American Act" (41 USC 8301-8305).
- 17.3 Supplies** (2 CFR 200.314) include computing devices (2 CFR 200.453). If there is a residual inventory of unused supplies, including computing devices purchased for \$5,000 or less per unit, you may retain them

without further obligation to the Federal government, provided that it will be used for activities similar to those approved by us.

17.4 Intangible Property (2 CFR 200.315).

17.4.a You may copyright any material that is subject to copyright and was developed, or for which ownership was acquired, under the National Endowment for the Arts award during the period of performance. For procedural information, contact the U.S. Copyright Office at www.copyright.gov.

17.4.b We reserve a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use work, as well as data, produced under a Federal award for Federal government purposes. We also have the right to authorize others to do the same (2 CFR 200.315 (d) and (e)).

17.4.c Library of Congress Cataloging in Publication Data. We strongly recommend that any publication that results from this award be cataloged by the Cataloging in Publication Program of the Library of Congress before final printing. This method of cataloging enables libraries to acquire and process books quickly. Publishers ineligible for this program may be eligible for the Library's Preassigned Control Number Program. Entering these titles in a national bibliographic database leads to greater dissemination of publications. For procedural information, contact the Library of Congress, <http://www.loc.gov/publish/cip/>.

18. Record Retention (2 CFR 200.333) and Access

18.1 Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final Federal Financial Report (FFR).

Exceptions include if litigation, claim, or audit is started before the expiration of the three-year period, or if we notify you in writing to extend the retention period.

18.2 Standards for Documentation of Personnel Expenses (2 CFR 200.430(i)(1)). Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. The records must comply with your organization's internal controls and established accounting policies. Records must support these costs for both the Federal funds and cost share or matching requirements. We may require personnel activity reports or equivalent documentation if necessary (2 CFR 200.430(i)(8)).

18.3 Records for equipment must be retained for three (3) years after final disposition (2 CFR 200.333(c)).

18.4 Access to Federal award information.

18.4.a During the period of performance and the subsequent retention period, the National Endowment for the Arts Inspector General, the Comptroller General of the United States, or any of our authorized representatives has the right of access to any documents, papers, or other records which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to your personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but last as long as records are retained (2 CFR 200.336).

- 18.4.b** Federal award-related information should be collected and stored in open and machine-readable formats whenever practicable (2 CFR 200.335). In addition, restrictions on public access are generally limited to protected personally identifiable information (PPII) and other FOIA and applicable exemptions (2 CFR 200.337).

19. Noncompliance

- 19.1** Remedies (2 CFR 200.338). If you fail to comply with Federal statutes, regulations, or the terms and conditions of our award, we may impose additional conditions, as described in 2 CFR 200.207. If we determine that noncompliance cannot be remedied by imposing additional conditions, we may take one or more of the following actions, as appropriate in the circumstances:
- 19.1.a** Temporarily withhold cash payments pending correction of the deficiency, or more severe enforcement action.
 - 19.1.b** Disallow the use of National Endowment for the Arts funds or your cost share/match for the unallowable costs or activities.
 - 19.1.c** Wholly or partly suspend or terminate the National Endowment for the Arts award.
 - 19.1.d** Initiate suspension or debarment proceedings as authorized under 2 CFR 180 and our regulations at 2 CFR 32.3254.
 - 19.1.e** Withhold further National Endowment for the Arts awards.
 - 19.1.f** Take other remedies that may be legally available.
- 19.2** Termination (2 CFR 200.339). There are circumstances under which we may determine that it is in the best interest of the government to terminate an award before its end date. Grants and cooperative agreements may be terminated in whole or in part:
- 19.2.a** By us if you fail to comply with the terms and conditions of a Federal award;
 - 19.2.b** By us for cause;
 - 19.2.c** By us with your consent, in which case we will agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated; or
 - 19.2.d** By you upon sending us written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if we determine that the reduced or modified portion of the award will not accomplish the purposes or which it was made, we may terminate the award in its entirety.
- 19.3** We reserve the right to take additional actions such as requiring you to return a portion or all of the award funds, requesting that you remove acknowledgement of National Endowment for the Arts support, recommending government-wide suspension, or taking other legally available remedies. You will be notified of such actions and be given an opportunity to provide information and come into compliance.

19.4 Government-wide suspension and debarment will follow a process in conjunction with our Office of Inspector General (2 CFR 200.341).

20. Closeout, Adjustments, and Continuing Responsibilities (2 CFR 200.343-344)

Upon receipt and approval of all final reports, the agency will close out your award. This includes the deobligation of any unused funds as reported on your Federal Financial Report. Closeout will also occur even if reports aren't received (see 16.4 and 16.5).

20.1 If you need to return National Endowment for the Arts funds that you are not using, or you are not going to draw down all of the NEA award funds, follow the instructions in the [How to Manage Your National Endowment for the Arts Award Handbook \(NEA\)](#).

20.2 The closeout of a Federal award does not affect any of the following:

20.2.a Our right to disallow costs and recover funds on the basis of a later audit or other review within the record retention period.

20.2.b Your obligation to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

20.2.c Audit requirements if you must have a Single or Program-Specific Audit (see below).

20.2.d Records retention as required in 2 CFR 200.333.

21. Audit Requirements (2 CFR 200.501)

The threshold for requiring a Single Audit or Program-specific audit is \$750,000 in yearly expenditures of Federal funds. This amount is the aggregate of funds from all Federal sources. If your organization meets or exceeds this threshold, a percentage of Single Audits costs may be included in your award budget. Otherwise, audit costs are unallowable.

If you have questions about a Single Audit, contact the Office of Inspector General at (202) 682-5402 or oig@arts.gov.

Appendix A: National Policy and Other Legal Requirements, Statutes, and Regulations that Govern Your Award

1. Nondiscrimination Policies. As a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your project (e.g., productions, workshops, programs, etc.) and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1.a Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

1.b As clarified by **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. You are encouraged to consider the need for language services for LEP persons in conducting your programs and activities. For assistance and information go to www.arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance.

1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC 1681 et seq.)

1.d Section 504 of the Rehabilitation Act of 1973, as amended, 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 USC 794).

Access should be integrated into all facets and activities of an organization, from day to day operations to long range goals and objectives. Access accommodations and services should be given a high priority and funds should be available for these services. All organizations are legally required to provide reasonable and necessary accommodations for staff and visitors with disabilities.

Section 504 - Self-Evaluation and Additional Resources

- i. A Section 504 self-evaluation must be on file at your organization. To help your organization evaluate its programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements, the Civil Rights Office has provided you with a "Section 504 Self Evaluation Workbook." The Workbook is located at www.arts.gov/about/504Workbook.html.
- ii. You should designate a staff member to serve as a 504 coordinator. The completed workbook or similar compliance and supporting documentation should be kept on file for a period of three (3) years from the date the Federal Financial Report (FFR) is filed, and made available to the public and the National Endowment for the Arts upon request. The NEA may request the 504 Workbook or your compliance documents for various potential scenarios including an Inspector General audit and/or civil rights investigation.

- iii. "Design for Accessibility: A Cultural Administrator's Handbook" provides guidance on making access an integral part of an organization's staffing, mission, budget, and programs. This Handbook and other resources may be downloaded from the National Endowment for the Arts website at www.arts.gov/accessibility/accessibility-resources/publications-checklists. If you have questions, contact the Office of Accessibility at accessibility@arts.gov; (202) 682-5532; FAX (202) 682-5715; or TTY (202) 682-5496.

1.e The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)

1.f The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

2. Environmental and Preservation Policies

2.a The National Environmental Policy Act of 1969, as amended, applies to any Federal funds that would support an activity that may have environmental implications. We may ask you to respond to specific questions or provide additional information in accordance with the Act. If there are environmental implications, we will determine whether a categorical exclusion may apply; to undertake an environmental assessment; or to issue a "finding of no significant impact," pursuant to applicable regulations and 42 USC Sec. 4332.

2.b The National Historic Preservation Act of 1966, as amended, applies to any Federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties. We will conduct a review of your project activities, as appropriate, to determine the impact of your plan or renovation on the structure or any affected properties. Any change in your design, renovation, or construction plans must be submitted to us for review and approval prior to undertaking any of the proposed changes. You may be asked to provide additional information on your project to ensure compliance with the Act (16 USC 470).

Other National Policies

3. Debarment and Suspension. You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254.

There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

- i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;
- ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

In these circumstances, we may need to act quickly to protect the interest of the government by suspending your funding while we undertake an investigation of the specific facts. We may coordinate our suspension actions with other Federal agencies that have an interest in our findings. A suspension may result in your debarment from receiving Federal funding government-wide for up to three (3) years.

4. The Drug Free Workplace Act requires you to publish a statement about your drug-free workplace program. You must give a copy of this statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out.

You must maintain on file the place(s) where work is being performed under this award (i.e., street address, city, state, and zip code). You must notify the National Endowment for the Arts Grants & Contracts Office of any employee convicted of a violation of a criminal drug statute that occurs in the workplace (41 USC 701 et seq. and 45 CFR 1155).

5. Lobbying. You may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, you may not use Federal funds for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

- 5.1** No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities (18 USC 1913).
- 5.2** Lobbying (2 CFR 200.450) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- 5.3** Certification Regarding Lobbying to Obtain Awards. Section 319 of Public Law 101-121, codified at 31 USC 1352, prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to the awarding Federal agency. Disclosure of lobbying activities by long-term employees (employed or expected to be employed for more than 130 days) is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

6. Davis-Bacon and Related Acts (DBRA), as amended, requires that each contract over \$2,000 to which the United States is a party for the construction, alteration, or repair of public buildings or public works (these activities include, but are not limited to, painting, decorating, altering, remodeling, installing pieces fabricated off-

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site, and furnishing supplies or equipment for a work-site) must contain a clause setting forth the minimum wages to be paid to laborers and mechanics employed under the contract. Under the provisions of DBRA, contractors or their subcontractors must pay workers who qualify under DBRA no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

Information about the laborers and projects that fall under DBRA can be found in the Department of Labor's Compliance Guide at www.dol.gov/compliance/guide/dbra.htm. DBRA wage determinations are to be used in accordance with the provisions of Regulations, [29 CFR Part 1](#), [Part 3](#), and [Part 5](#), and with DOL's Compliance Guide. The provisions of DBRA apply within the 50 states, territories, protectorates, and Native American nations (if the labor is completed by non-tribal laborers).

7. The Native American Graves Protection and Repatriation Act of 1990 applies to any organization that controls or possesses Native American human remains and associated funerary objects and receives Federal funding, even for a purpose unrelated to the Act (25 USC 3001 et seq.).

8. U.S. Constitution Education Program. Educational institutions (including but not limited to "local educational agencies" and "institutions of higher education") receiving Federal funds from any agency are required to provide an educational program on the U.S. Constitution on September 17 (P.L. 108-447, Division J, Sec. 111(b)). For more information on how to implement this requirement and suggested resources, see www2.ed.gov/policy/fund/guid/constitutionday and <http://thomas.loc.gov/teachers/constitution.html>.

9. Prohibition on use of funds to ACORN or its subsidiaries. None of the Federal or matching funds expended for your awarded project may be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries (P.L. 111-88 Sec. 427).