

Grants and Fiscal Services Peer Session Report

NASAA Assembly 2008, September 11-13

Thursday, September 11, 3:00 p.m. – 5:00 p.m.

I. Getting to Know State Arts Agency Grants Officers

The first peer session started off with a discussion of the roles and responsibilities of grants and fiscal officers. Participants shared examples of job responsibilities as well as questions and frustrations they found in their work.

Common Roles and Responsibilities

Grants process

- application review (verifying eligibility, completeness, correctness/scrubbing)
- sending and receiving contracts, award letters, final reports
- ensuring compliance with contract
- NEA, other reporting

Panel process

- recruiting panelists
- recruiting materials (assembling documentation, panel "books")
- convening panel (contracting, venue, coordinating space)
- collecting panel decisions

Communicating with constituents

- often serve as first point of contact with agency
- technical assistance
- award letters
- sending checks
- chasing them down
- final report follow-up

Online grant systems

- technical assistance
- building applications
- administration

Web site (these responsibilities often fall to the public information officer)

- posting guidelines/applications
- posting other content

Compliance

- NEA
- state government compliance (auditor, legislature, larger division)
- grantee compliance
- education about compliance
- DUNS

II. National Standard Discussion

Angela Han, NASAA's Director of Research, gave a brief description and timeline of the upcoming "check-in" of the National Standard.

Assessment (through early 2009)

- grants officer dialogues
- key informant interviews
- field survey of SAAs/RAOs

Draft revisions developed (2009) – *if necessary*

- advisory group reviews and prioritized feedback received via field assessment
- if revision is warranted, advisory group assists with formulation of revisions proposal and timetable

Feedback/Testing (late 2009 – early 2010)

- share revisions proposal for feedback with field

Final revisions developed (2010)

Revisions approved (late 2010)

- approval from NEA and state arts agencies (represented by the NASAA board)

Implementation (late 2010 – early 2011)

- development and distribution of support materials to aid in implementation
- promotion of changes
- training and technical assistance

Saturday, September 13, 8:30 a.m. – 10:30 a.m.

III. Alignment of Applications, Guidelines and Final Reports

What are the issues of alignment between the guidelines, applications and final reports within or between your grant programs? What can you do to create more harmony? Kentucky and Ohio shared how they approached issues of alignment within grant programs and across the agency.

Download [Ohio's presentation](#) (presented by [Dia Foley](#) and [Dan Katona](#))

Download [Kentucky's handouts](#) (presented by [Dan Strauss](#))

For further information about the Grants Officer peer sessions at Assembly 2008, contact [Angela Han](#) or [Dia Foley](#).

Note: NASAA has recently added a new listserv for Grants Officers. Members interested in being added to the listserv should contact [Angela Han](#).