



NATIONAL ASSEMBLY OF STATE ARTS AGENCIES

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MEMORANDUM

TO: All State Arts Agency Grants & Fiscal Officers

FR: Kelly Liu
National Standard Associate, NASAA

Angela Han
Director of Research, NASAA

DA: August 11, 2008

**RE: FY 2008 Grant Reports (NEA Grant #s 07-6100-XXX)
FDR Reporting Requirement Reminders**

ATTENTION!

Grant reporting requirements have changed beginning with FY 2008 grants. **Please read through this year's memo carefully and contact NASAA or the NEA if you have any questions about reporting FY 2008 grants.**

New this year:

Consolidation of share fields

The NEA Share field replaces the SAP (also known as BSP) Share and Other NEA Share fields. Funds that were formerly reported in either field should now be reported in this field. See Attachment B for further details.

Replacement of NEA Program field

The NEA Funding Purpose replaces the NEA Program field. This field should be coded when funds are reported in the NEA Share field. Multiple codes may be used in this field. See Attachments B and F for further details.

Increased federal reporting requirements

Beginning January 1, 2009 the Federal Funding Accountability and Transparency Act will require increased reporting on federal subawards that include more than \$25,000 in federal funds. See Attachment I for further details.

Reporting regrating activities

Agencies who report on regrating or decentralized grantmaking activity should refer to Attachment A for details on how to report these records.

It's that time of year again! In the next few months, most of you will be reporting on your Partnership Agreement grant activities by submitting Final Descriptive Reports (FDRs) to the NEA. Federal reporting guidelines also require you to send copies of your FDR materials to NASAA at the same time. In cooperation, the Endowment and NASAA use your data to show how Partnership Agreement dollars are spent, to describe your agency's recent achievements, and to demonstrate the effectiveness of the state-federal partnership. Timely reports from your agency help the NEA maintain accountability with Congress, and help NASAA document the public benefits of continued government arts funding.

As you prepare reporting materials for the NEA, send the required copy to NASAA, so that we may add your statistical information to the national database of all state and regional grant awards. To keep your state's part of the database in good shape, please prepare your FY 2008 files as soon as possible by using the following guidelines, which summarize the NEA's reporting requirements. Full NEA reporting requirements may be found at www.arts.gov/manageaward/Partnerships.html. Please review them carefully.

1. Make sure that your FDR report includes **all FY 2008 grants and activities, whether or not they involved federal funds**. Please detail how your agency used state, federal or other dollars to support all programs and services. Examples of how to report special cases (non-grant program activities, regrants and fiscal agents) can be found in Attachment A. If you are not certain how to record an activity in the standard FDR format, contact NASAA.
2. **The most important part of the NASAA package is the exported "data dump" of your grant-making details**. Make sure that your data dump lists all of the required data elements in the correct sequence, as described in Attachment B. The **format** of this data dump is extremely important. Compare your file to the model provided in Attachment C to confirm that your ASCII delimited data dump has been exported correctly. Pearl users should consult Attachment D for special instructions (provided as a courtesy by Bromelkamp). With prior arrangement, NASAA can also accept .dbf, .mdb and .xls files.
3. All agencies are required to use the NEA's **Technology Option** for reporting your grant-by-grant detail records. Instead of submitting the traditional paper printout of your detail records, submit your data dump as usual (always required) along with a Data Sequencing Form (see Attachment E). This Data Sequencing Form certifies the contents of your CD for the NEA and helps NASAA to map your information into our national database. For those agencies with special permission to submit routine paper reports, please contact NASAA for instructions.
4. The NEA needs to track how your Partnership Agreement dollars are spent. This is done by analyzing information from your NEA Share field as well as the NEA Funding Purpose field. When you award money from your Partnership Agreement record those federal funds in the NEA Share field (no matter which component). Record the appropriate code(s) in the NEA Funding Purpose Field (see Attachment F).
5. You are only required to report on **funded activities**. Your report and data dump need not include records for applications that were denied.

6. States receiving **extensions** on their NEA grants are required to submit interim FDR information, containing all fields and available data, by the original FDR deadline (90 days after the grant end-date). **You must receive NEA Grants Office approval to extend your grant. Send the NEA a completed copy of Attachment G** after forwarding the following materials to NASAA:

1. A Totals Page,
2. A CD containing an ASCII dump plus the Data Sequencing Form or the paper detail pages,
3. Answers to the 5 questions found in the interim reporting requirements.
[See Attachment G.]

7. Once your Final Descriptive Report is prepared, **send the appropriate materials to the NEA's Grants Office (not the State & Regional Partnerships Office) and to NASAA.**

The NEA package should contain:

one copy of:

...Your FSR (Financial Status Report), as well as

two collated copies of:

...The Totals Page,

...The Data Sequencing Form,

...A CD containing an ASCII dump,

...The narrative report for Challenge America, American Masterpieces and, if applicable, Folk Arts Infrastructure.

The NASAA package should be mailed to the attention of Kelly Liu at NASAA and needs to include **one of each** of the following:

...An ASCII dump of all FDR data sent via email or saved to a disk/CD,

...One copy of your paper Totals Page,

...One copy of your Data Sequencing Form,

...One photocopy of your Challenge America and American Masterpieces reports,

...A memo indicating if your FDR is an interim or a final and also describing any unique formats or contents.

NASAA can accept your data dumps via email, but we will still need copies of the paper components of the report sent to NASAA via snail mail. If you have any problems creating your report or disk, please contact us via phone or email. Thank you!

For copies of the Quick and Easy Guide, Technical Implementation Manual or to see examples of how FDR data is used, please consult NASAA's National Standard Reference Center at http://members.nasaa-arts.org/research/ns_center.shtml.

Reporting Programmatic Activities

State arts agencies should record programmatic activities in their FDRs. Although these activities are not grants to other organizations/individuals, reporting this activity allows the NEA and NASAA to better understand the scope of SAA programs and services. Examples of this include artist directories, technical assistance workshops and exhibitions produced by the SAA.

Each activity should be reported as a separate record with Applicant Name listed as “State Arts Agency-Program Description”. All records for these programs and services should be reported with Applicant Status = 05, Applicant Institution = 16 and Applicant Discipline = 14. The financial fields for grant amount and project budget should all equal each other (Amount Requested, Amount Awarded, Amount Spent, Total Project Expenses, Total Project Income). All other fields should be coded to reflect the activity in a manner similar to other grant records. See example below.

Applicant Name		Cong	Type	YthBen	GrRace	Request	Expen	NEA Share	SAA Share
Applicant City	Sta	ADis	PDcpt	Individ	PrjRace	Award	Income		Other Share
Zip Code State	Inst	PDis	ArtsEd	Artists		Spent	In-Kind	NEA Purpose	ID #
<u>SAA-Artist Exhibition</u>		<u>001</u>	<u>06</u>	<u>0</u>	<u>99</u>	<u>4784</u>	<u>4784</u>	<u>0</u>	<u>4784</u>
<u>Capital City</u>	<u>05</u>	<u>14</u>	<u>P</u>	<u>965</u>	<u>99</u>	<u>4784</u>	<u>4784</u>		<u>0</u>
<u>12345-0001 ST</u>	<u>16</u>	<u>05</u>	<u>99</u>	<u>4</u>		<u>4784</u>	<u>0</u>		<u>01-AE300</u>

Contracted services, where the SAA funds a third party to produce programmatic activities, should also be reported as separate records. For these records fields should reflect the organization (or individual) producing the work, not the SAA.

Reporting Regranting Activities

State arts agencies that provide grants to organizations for the purposes of regranting are required to report the initial grants but not the subsequent regrants. These records should be reported with Activity Type = 26. An example of this type of grant record is provided below.

SAA's who wish to include the subsequent regrants in their FDR must provide these records in a **separate data dump**.

Applicant Name		Cong	Type	YthBen	GrRace	Request	Expen	NEA Share	SAA Share
Applicant City	Sta	ADis	PDcpt	Individ	PrjRace	Award	Income		Other Share
Zip Code State	Inst	PDis	ArtsEd	Artists		Spent	In-Kind	NEA Purpose	ID #
<u>Regranting Org</u>		<u>001</u>	<u>26</u>	<u>512</u>	<u>99</u>	<u>81700</u>	<u>74495</u>	<u>6000</u>	<u>68495</u>
<u>Capital City</u>	<u>02</u>	<u>14</u>		<u>15070</u>	<u>99</u>	<u>74495</u>	<u>74495</u>		<u>0</u>
<u>12345-0001 ST</u>	<u>16</u>	<u>14</u>	<u>99</u>	<u>316</u>		<u>74495</u>	<u>250</u>	<u>SAP</u>	<u>01-AE301</u>

Reporting Fiscal Agents

State arts agencies that provide grants to organizations that use fiscal agents are required to report on the fiscal agents in the fields about grantees. In the example below, **bolded fields refer to the fiscal agent** while unbolded fields refer to the project activity.

Applicant Name		Cong	Type	YthBen	GrRace	Request	Expen	NEA Share	SAA Share
Applicant City	Sta	ADis	PDcpt	Individ	PrjRace	Award	Income		Other Share
Zip Code State	Inst	PDis	ArtsEd	Artists		Spent	In-Kind	NEA Purpose	ID #
<u>Regranting Org</u>		<u>001</u>	<u>26</u>	<u>512</u>	<u>99</u>	<u>81700</u>	<u>74495</u>	<u>6000</u>	<u>68495</u>
<u>Capital City</u>	<u>02</u>	<u>14</u>		<u>15070</u>	<u>99</u>	<u>74495</u>	<u>74495</u>		<u>0</u>
<u>12345-0001 ST</u>	<u>16</u>	<u>14</u>	<u>99</u>	<u>316</u>		<u>74495</u>	<u>250</u>	<u>SAP</u>	<u>01-AE302</u>

Required Data Fields and Dump Sequence

Field Name and Order	Field Type	Maximum Length
1 Applicant Name	text	50 characters
2 Applicant City	text	16 characters
3 Applicant State	text	2 characters
4 Applicant Zip	text	5 characters
5 Zip + 4	text	5 characters
6 Applicant Status	text	2 characters
7 Applicant Institution	text	2 characters
8 Applicant Discipline	text	3 characters
9 Congressional District	text	3 characters
10 Project Discipline	text	3 characters
11 Activity Type	text	2 characters
12 Project Descriptors ¹	text/logic	5 characters or 5 true/false fields
13 Arts Education	text	3 characters
14 Total Individuals Benefiting	numeric	8 digits
15 Artists Participating	numeric	6 digits
16 Children/Youth Benefiting	numeric	6 digits
17 Grantee Race ²	text	6 characters or 6 true/false fields
18 Project Race	text	2 characters
19 Amount Requested	numeric	8 digits
20 Amount Awarded	numeric	8 digits
21 Amount Spent	numeric	8 digits
22 Total Project Expenses	numeric	8 digits
23 Total Project Income	numeric	8 digits
24 Total Project In-Kind	numeric	8 digits
NEW → 25 NEA Share	numeric	8 digits
26 SAA Share	numeric	8 digits
27 Other Share	numeric	8 digits
NEW → 28 NEA Funding Purpose³	text	18 characters
29 Application Number ⁴	text/numeric	9 characters
30 Constituent ID ⁵	text/numeric	10 characters
31 Custom Project Descriptors ⁶		

NEW FOR FY 2008

- **NEA Share:** This field is a consolidation of the BSP Share and Other NEA Share fields from prior years. Funds that were formerly reported in either of these fields should now be reported in the NEA Share field.
- **NEA Funding Purpose:** This field replaces the NEA Program field. This field should be coded any time funds are reported in the NEA Share field. Please refer to Attachment F for a description of these codes.
- **Field reduction:** There are now 31 data fields due to the consolidation of share fields. Fields formerly numbered 27 through 32 are now numbered 26 through 31.

Notes

¹ Multiple selections are allowed for this field. Agencies may choose to put the multiple selections in one field or to put each selection in its own logic field. If each code is stored in its own field, the fields must be in the following order [A, I, P, T, Y] and inserted in the data dump after Activity Type and before Arts Education.

² Multiple selections are allowed for this field. Agencies may choose to put the multiple selections in one field or to put each selection in its own logic field. If each code is stored in its own field, the fields must be in the following order [A, B, H, N, P, W] and inserted in the data dump after Youth Benefiting and before Project Race.

³ Although not part of the National Standard, this field is required by the NEA. See Attachment F for more information.

⁴ Indicates each agency's unique system of grant identification numbers

⁵ Indicates each agency's unique identification number used in its constituent list or mailing list database. A grantee's Dun & Bradstreet DUNS number may be used, if the agency collects these. A grantee's Federal Employer Identification Number (FEIN) may also be used. Although reporting this field to NASAA and the NEA is voluntary, agencies are strongly encouraged to include this information.

⁶ If your agency has added optional codes to the Project Descriptors fields, insert them at location 31 in the data dump. Text codes embedded in a single, consolidated field may be reported in any order. However, if your agency uses separate logic fields the following sequence must be used: [C] Cultural Heritage Tourism, [E] Economic Development, [H] Health/Healing and [O] Older Adults. When including custom codes, your data dump to NASAA must be accompanied by a key that lists all codes used and their definitions

The ASCII Delimited Data Dump File for Your FDR

An ASCII delimited dump is a text file where each grant record appears on its own single line. Fields are separated by commas, tabs, or spaces. When you have finished saving your FDR data to a disk, check to see that it is in a delimited format and that all information appears in the sequence shown in Attachment B.

You should **export** your FDR data so that the dump looks like this:

In a comma delimited format

```
"Artspace","Anahiem","AK","99072","7175","02","15","14","1","14","11","TY","99",5500,1800,2400,"99","99",1283,3886,3886,13831,15062,3020,3886,0,0,SAP,"855"
"Ctr for Children","Anahiem","AK","99401","9211","02","25","14","1","12","20","P","01A",95,1,49,"NW","99",677,525,525,1554,1810,256,525,0,0,"PAE","1077"
```

In a tab delimited format

```
"Artspace" "Anahiem" "AK" "99072" "7175" "02" "15" "14" "1" "14" "11" "TY" "99" 5500 1800 2400 "99" "99" 1283 3886 3886 13831 15062 3020 3886 0 0 SAP "855"
"Ctr for Children" "Anahiem" "AK" "99401" "9211" "02" "25" "14" "1" "12" "20" "P" "01A" 95 1 49 "NW" "99" 677 525 525 1554 1810 256 0 525 0 0 "PAE" "1077"
```

The delimited formats above are most efficient for our database to import. We also encourage you to include the field names as the first line in the data dump. Field names can help us map each data element into its proper field in the national database of all SAA and RAO grants.

Your file should **NEVER** look like this:

Artspace			1	11	2400		12832	13831	3886	0
Anahiem		02	14	TY	5500	99	3886	15062		0
99072-7175	AK	15	14	99	1800	99	3886	3020	SAP	855
Ctr for Children			1	20	49		677	1554	525	0
Anahiem		02	14	P	95	NW	525	1810		0
99401-9211	AK	25	12	01A	1	99	525	256	PAE	1077

This happens when a report is **saved** to a file instead of **exported** to a file. This format can not be efficiently imported into the national database.

If you have questions regarding these formats or how to export your FDR to file, please contact Kelly Liu at NASAA for assistance.

Before you begin: recent changes in reporting requirements necessitate changes to your Pearl database. If you have not already contacted Bromelkamp about these changes, please call 877-767-6703 for help and advice.

A. Printing out the FY08 FDR Report with Pearl Software

1. Open Pearl so that the Pearl Navigator is displayed
2. Click the "Reports" radio button and view the list of available reports. Find the report called "FY08 FDR Report" (or similar)
 - If you find it, go directly to step 3
 - If you don't find it, but you find a report called "FY07 FDR Report" (or similar), go to step 4
 - If you don't find it, and you don't find a report called "FY07 FDR Report" (or similar) call our office at (877) 767-6701 x3. We can estimate the cost to configure the basic report for your system.
3. Click once on the report to select it, then click the Print button. [END of instructions]

4. While you are still in the Pearl Navigator, with the "Reports" displayed, click the "Design" button to use Pearl Designer
5. Drop down the Window menu and choose "Unhide", then click the OK button on the unhide window, and the Access database window will appear
6. Click the reports tab, then find the report called "FY07 FDR Report" (or similar), and click on it once, to select it
7. Drop down the edit menu and choose "copy", then drop it down again and choose "paste."
8. A copy of the report (with a "1" after the name) will appear, selected. Right-click it, and choose "rename."
9. Change 07 to 08, and remove the extra "1" at the end, and press Enter. The new report will still be selected. Click the "design" button.
10. Drop down the View menu and choose "properties." Click the "All" tab in the properties window.
11. The first property is "record source." If the Record Source is "qryFY07" continue to the next step. If it's anything else, call our office for help.
12. Click in the record source field near the words "qryFY07", and then click on the drop-down box at the right of the field. Find "qryFY08" and select it.
13. Close the report and save it. Then, drop down the Window menu and choose "Pearl Navigator."
14. Refresh the reports list by clicking on Forms then, clicking back on Reports. Follow step 3, above.
15. When convenient, return to Pearl when you can open it exclusively and import your new report from Pearl Designer into Pearl.

B. Preparing the FY08 FDR data file with Pearl Software

1. Open Pearl so that the Pearl Navigator is displayed, then drop down the Window menu and choose "Unhide"
2. Click the OK button on the unhide window, and the Access database window will appear
3. Click the queries tab, then find the query called "qryFY07 FDR export" (or similar)
 - If you find it, skip to step 4
 - If you don't find it, but you find a query called "qryFY07 FDR export" (or similar), go to step 14
 - If you don't find it, and you don't find a query called "qryFY07 FDR export" (or similar) call our office at (877) 767-6701 x3. We can estimate the cost to configure the basic query for your system.
4. Double click the query "qryFY08 FDR export", then drop down the File menu and choose "Export."
5. In the "Save qryFY08 FDR export in..." window, navigate to your Pearl folder
6. Drop down the code list for the "Save As Type" field at the bottom of the window and choose "Microsoft Word merge (*.txt)"
7. Type **XXFY08.txt** in the "file name" field (use the two-digit abbreviation for **your state** for XX, such as NYFY08.txt)
8. Click the "Export" button, then if the Export Text wizard appears, go on to the next step; otherwise skip to step 13.
9. Select "delimited – characters such as comma or tab separate each field", then click the "Next" button
10. In the section called "choose the delimiter that separates your fields" select "comma"
11. In the "Text qualifier" field drop down the code list and choose the double-quotes ("), then click the "Finished" button
12. Click OK to the window that tells you it's finished exporting.
13. You can attach the file to an email and send it to kliu@nasaa-arts.org or you can insert a diskette and save it there.

14. Click once on the query called "qryFY07 FDR export" (or similar) to select it
15. Click the "design" button at the right of the database window
16. Drop down the "view" menu and choose SQL view. A lot of text will display, and it will all be selected.
17. Drop down the edit menu and choose "copy", then minimize Pearl and open a new document in Microsoft Word
18. Drop down the edit menu and choose "paste", then drop down the edit menu again and choose "select all"
19. Drop down the edit menu again and choose "replace". The "Find and Replace" window will display
20. In the "Find what" field, type FY07, and in the "Replace with" field, type FY08.
21. Click the "Replace All" button. Click OK when it tells you how many replacements it made, then click the "Close" button.
22. Drop down the edit menu again and choose "copy." Then exit Microsoft Word, you don't need to save the new document.
23. Maximize Pearl, make sure the query's SQL text is still selected, then go to the Edit menu and choose "paste"
24. Close the query and save the changes
25. Right-click on the query and choose "rename", and change the 07 to 08 then press Enter.
26. Go back and follow steps 4-14, in section B. above.

Call our office at (877) 767-6703 with questions, or for help with any of the steps above.

Final Descriptive Report Part 1: Data Sequencing Form

Point and click or tab to each space and enter data.

SAA: _____

NEA Grant #: 0_ - 6100 - 2____ **Final** or **Interim?** Final to be sent (date) _____.

Total # of grants/records in file: _____

Name of File: _____

Software used to produce the file:

Export Format of File--select one

- ASCII text delimited (preferred)
- ASCII tab delimited
- Access Excel
- Other: _____

List of fields IN THE EXACT ORDER in which they appear in the data dump:

	Field Name	Type*	Max Length
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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10.			
11.			
12.			
13.			
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19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			

*Text/character, numeric, or logical

Contact information for questions about the content or format of the data file:

Name: _____

Title: _____

Phone: () -

E-mail:

Codes for “NEA Funding Purpose” Field

Every grant record using “NEA Share” funds must contain a reference to the purpose(s) being addressed through the use of the NEA funds. Select code(s) from the list provided below and enter in the “NEA Funding Purpose” field to identify the purpose of the award. (If the grant in question addresses more than one purpose, enter all codes in the field.)

List of Valid “NEA Funding Purpose” Codes for State Arts Agencies**Partnership Agreement Grants – State Arts Agencies**

- SAP State Arts Plan Priorities
- PAE Arts Education
- PAU Underserved Communities
- PAC Challenge America
- PAM American Masterpieces
- FAI Folk & Traditional Arts Infrastructure
- POL Poetry Out Loud

INTERIM REPORTING REQUIREMENTS ON EXTENDED GRANTS

(grant numbers beginning 07-6100-2XXX, 08-6100-2XXX, etc.)

As a condition of the grant extension on your NEA Partnership Agreement grant **you must submit an interim descriptive report at the time the original final descriptive report (FDR) would have been due.** The interim data allow us to keep our state/regional grant database current and respond to Congressional and media inquiries with more complete and up-to-date facts while enabling us to approve your request for additional time.

The FDR consists of two parts: Statistical Information and a Narrative Requirement. **Interim reporting is needed for both Parts I and II.**

For Part I: Statistical, i.e., the computer listing of your activities in National Standard format, the interim report should *include all of the fields for which you have data* at the time the interim report is due. The *share field information is critical* because it allows us to document the reach of Federal funds. *In addition, you must answer the five questions on the next page about the status of the data on which you are reporting.* **For Part II: Narrative Requirement.** The interim narrative should respond to the questions posed in the Final Descriptive Report Instructions on our Web site.

STEP 1: Document the contents of your report thoroughly as per NASAA's annual memo on this subject. **Send the following to NASAA:** (1) a diskette with an ASCII dump of your Statistical information, (2) a Totals Page, (3) Data Sequence Form and (4) answers to the five questions (on the next page) about the status of your data. Send to:

Kelly Liu
National Assembly of State Arts Agencies
1029 Vermont Avenue NW 2nd Floor
Washington, DC 20005
Phone: 202/347-6352 Email: kliu@nasaa-arts.org

STEP 2: Complete the grant number and signature block below and **fax this sheet, the interim narrative, and the answers** to the five questions on the following page to:

Andi Mathis
State & Regional
National Endowment for the Arts
Phone: 202/682-5430 Fax: 202/682-5613

The interim descriptive report for the Partnership Agreement grant 0_ - 6 1 0 0 - 2 _ _ _ (please complete 10-digit grant number) has been completed and sent to NASAA at the above address.

Name: _____
Signature: _____ Date: ____ / ____ / ____
Agency: _____

INTERIM REPORTING REQUIREMENTS ON EXTENDED GRANTS (cont.)

(grant numbers beginning 07-6100-2XXX, 08-6100-2XXX, etc.)

In order to measure performance in accordance with the Government Performance and results Act, the Arts Endowment needs extensive and timely information on activities supported by its state and regional partners. Fortunately, the National Standard Final Descriptive reporting fields cover much of the information that is currently needed. However, frequent delays in reporting, due to grant period extensions and reporting deadline extensions, have often made it impossible to get the information when needed. By the time the Arts Endowment is able to provide a complete picture of activities supported in all states, the information may be three or four years old. Such outdated information is not adequate to meet new requirements.

To address this problem while continuing to remain responsive to requests for grant period extensions, State Partnership Agreement awards will be subject to the following reporting policy:

- A An agency that receives a grant period extension or an extension of its final report deadline will be required to submit an interim report no later than 90 days after the original end date of the grant. The interim report must include all available National Standard data on activities supported under the grant. On activities for which grants have been awarded, but not completed, agencies should provide information from fields 1-13, 17-21, and 25-29 (from the list of reporting conventions).
- B An agency submitting an Interim Report must respond to the following questions:
1. What percentage of your total agency program budget (Federal and non-Federal funds) is covered by this Interim Report? This percentage should include all grants for which awards have been made. (This question refers to percent of dollars.)
 2. What percentage of this total is Federal?
 3. Of the total number of grants and funded activities to be included in your FDR, what percentage does this report contain? (This question refers to percent of grant(s) activity.)
 4. How many of the grants and funded activities reported in #3, above, include Federal dollars?
 5. Are there any categories for which data are not yet available and are excluded from this report?

Endowment grants will not be awarded to State Arts Agencies that are delinquent with respect to this interim reporting requirement. Your understanding and cooperation are greatly appreciated.

National Standard “Cheat Sheet”

Applicant Status

- 01 Individual
- 02 Organization - Non-Profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal
- 09 Government - Tribal
- 99 None of the Above

Type of Activity

- 01 Acquisition
- 02 Audience Services
- 03 Fellowships
- 04 Artwork Creation
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction/Maintenance
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Organization Establishment
- 11 Operating Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Acquisition
- 24 Distribution of Art
- 25 Apprenticeship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

Applicant Institution

- 01 Individual Artist
- 02 Individual Non-Artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group - Youth
- 07 Performance Facility
- 08 Art Museum
- 09 Other Museum
- 10 Gallery/Exhibit Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 Parent-Teacher Organization
- 21 Elementary School
- 22 Middle School
- 23 Secondary School
- 24 Vocational/Technical School
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society
- 29 Humanities Council
- 30 Foundation
- 31 Corporation
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - TV
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute
- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the Above

Disciplines (Applicant & Project)

- 01 Dance
 - A Ballet
 - B Ethnic/Jazz
 - C Modern
- 02 Music
 - A Band
 - B Chamber
 - C Choral
 - D New
 - E Ethnic
 - F Jazz
 - G Popular
 - H Solo/Recital
 - I Orchestral
- 03 Opera/Musical Theatre
 - A Opera
 - B Musical Theatre
- 04 Theatre
 - A General
 - B Mime
 - D Puppet
 - E Theatre for Young Audiences
- 05 Visual Arts
 - A Experimental
 - B Graphics
 - D Painting
 - F Sculpture
- 06 Design Arts
 - A Architecture
 - B Fashion
 - C Graphic
 - D Industrial
 - E Interior
 - F Landscape Architecture
 - G Urban/Metropolitan
- 07 Crafts
 - A Clay
 - B Fiber
 - C Glass
 - D Leather
 - E Metal
 - F Paper
 - G Plastic
 - H Wood
 - I Mixed Media
- 08 Photography
- 09 Media Arts
 - A Film
 - B Audio
 - C Video
 - D Technology/Experimental

Disciplines (Continued)

- 10 Literature
 - A Fiction
 - B Non-Fiction
 - C Playwriting
 - D Poetry
- 11 Interdisciplinary
- 12 Folklife/Traditional Arts
 - A Folk/Traditional Dance
 - B Folk/Traditional Music
 - C Folk/Traditional Crafts & Visual Arts
 - D Oral Traditions (include folk/traditional storytelling)
- 13 Humanities
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

Arts Education

- 01 50% or more of project activities are arts education directed to:
 - A K-12
 - B Higher education
 - C Pre-kindergarten
 - D Adult learners
- 02 Less than 50% of project activities are arts education directed to:
 - A K-12
 - B Higher education
 - C Pre-kindergarten
 - D Adult learners
- 99 No arts education

Project Descriptors

- A Accessibility
- I International
- P Presenting/Touring
- T Technology
- Y Youth at Risk

Grantee Race

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group (organizations only)

Project Race

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White
- 99 No single group

Federal Funding Accountability and Transparency Act (FFATA)

Beginning January 1, 2009 federal subawards (i.e., grants that state arts agencies award that contain federal funds) will be required to comply with the Federal Funding Accountability and Transparency Act (FFATA). The FFATA specifies data on federal awards that must be made available to the general public. Details on reporting requirements for subawards are still being finalized. Information presented here is accurate as of August 2008.

Who does this affect?

State arts agency grantees receiving more than \$25,000 in federal funds.

What is required of state arts agencies?

The specifics of how federal grantees will need to report their subawards is still being determined. Agencies interested in participating in a pilot program to test out the reporting process should contact Andrea Brandon at the USDA, abrandon@csrees.usda.gov or (202) 401-6021

What is required of SAA grantees receiving more than \$25,000 in federal funds?

1. A Dun & Bradstreet DUNS number. This unique nine-digit identifier is free to obtain through Dun & Bradstreet. Grantees may request a DUNS number by going to <http://fedgov.dnb.com/webform/displayHomePage.do>.
2. Registration in the Central Contractor Registration (CCR) system. Grantees can register into the system by going to <http://www.ccr.gov>.

What will be done with this information?

Information on federal contracting dollars and grant awards collected through the FFATA is posted to <http://www.usaspending.gov>.

Where can I go for more information?

Federal Registers detailing the proposed reporting requirements can be accessed here:

<http://edocket.access.gpo.gov/2008/pdf/E8-12558.pdf>

<http://edocket.access.gpo.gov/2008/pdf/E8-12560.pdf>

For further information contact Nicki Jacobs, NEA Director of Grants and Contracts, at (202) 682-5400 or jacobsn@arts.endow.gov.