National Assembly of State Arts Agencies
KNOWLEDGE ★ REPRESENTATION ★ COMMUNITY

MEMORANDUM

TO: All State & Regional Arts Agency Grants and Fiscal Officers

FR: Kelly Liu, Grants Data Associate
National Assembly of State Arts Agencies

Ryan Stubbs, Director of Research
National Assembly of State Arts Agencies

DA: August 26, 2016

RE: NEA FY2015 Partnership Agreement Grant Reports (NEA Grant #s 15-6100-2XXX for SAA/RAO FY2016 activities) FDR Reporting Requirement Reminder Memo

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 National Endowment for the Arts (NEA). Federal reporting guidelines 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 state and regional arts agency achievements and to demonstrate the effectiveness of the partnership. Timely reports help the NEA maintain accountability with Congress and help NASAA document the benefits of public funding for the arts.

To add your statistical information to the national database of all state and regional grant awards, please prepare your NEA fiscal year 2015 Partnership Agreement grant files as soon as possible. Contact NASAA or the NEA with any questions.

New for NEA FY2015/SAA and RAO FY2016

Partnership Agreement Grant reporting requirements have been revised for NEA FY2015/SAA and RAO FY2016. Please review the FY2015 NEA Final Descriptive Report Instructions which shows all required fields for NEA FY2015, SAA/RAO FY2016. Below is a summarized list of these changes.

The Totals Section has been eliminated. State and regions are no longer required to submit a totals page as part of their final descriptive report requirements.

There is a new section for Project Activity Location.

New, Revised and Deleted fields for NEA FY2015-SAA/RAO FY2016:

Revised field: 9. Applicant Discipline
Code 04 Theatre – add *storytelling as performance* to the definition for theatre.

Revised field: 11. Project Discipline
Code 04 Theatre – add *storytelling as performance* to the definition for theatre.

Revised field: 12. Type of Activity
Add new code 37 for *Public Art/Percent for Art.*

Revised field: 13. Arts Education
Eliminate the subcodes A, B, C, D used to describe education age levels. Use only the numeric codes 01, 02 or 99 to describe the amount of arts education in the funded activities. (Age levels will now be entered in the new Population Benefited by Age field.)

New field: 14a. Adults Engaged in "In-Person" Arts Experiences
For the **number** of adults who directly engaged with the arts, not including those reached through TV, radio or cable broadcast, the Internet, or other media. This replaces the field *Individuals Benefiting*.

New field: 14b. Children/Youth Engaged (0-18 years old) in "In-Person" Arts Experiences
For the **number** of children/youth who directly engaged with the arts, not including those reached through TV, radio or cable broadcast, the Internet, or other media. This replaces the field *Youth Benefiting*.

New field: 15. Artists Directly Involved
For the **number** of artists directly involved in providing artistic services specifically identified with the award. This replaces the field *Artists Participating*.

New field: 16. Population Benefited by Race / Ethnicity
For all races/ethnicity that comprised 25% or more of the target population. This replaces the field *Project Race*.

New field: 17. Population Benefited by Age
For all age groups that comprised 25% or more of the target population.

New field: 18. Population Benefited by Distinct Groups
For all special groups that comprised 25% or more of the target population.

Retired field: Project Descriptors
This field is eliminated.

Retired field: Individuals Benefiting
This field is superseded by the new *Adults Engaged in "In-Person" Arts Experiences*.

Retired field: Youth Benefiting
This field is superseded by the new *Children/Youth Engaged in "In-Person" Arts Experiences*.

Retired field: Project Race
This field is superseded by the new *Population Benefited by Race / Ethnicity*.

New Project Activity Location section for NEA FY2015 / SAA and RAO FY2016

Activity Location data will help each state arts agency and regional arts organization better communicate its geographic reach with information on multiple activity locations instead of only the applicant address. Addresses or GPS coordinates of venues are required only for selected funded activities. See Attachment C for a list of project Activity Types that require accompanying venue locations. Consult this document for additional guidance and frequently asked questions.

A separate data file must be submitted for reporting Activity Locations. It must include the following fields:

New field: 1. Venue Address (Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip)
Street address or Rural Route Number of venue. Provide mailing address only if street address is not currently being collected. Venues based at an individual's home address can be omitted.

New field: 2. Venue City
City where the venue is located.

New field: 3. Venue State
State where the venue is located.

New field: 4. Venue Zip
ZIP Code for address of the venue. Leave this field blank if the venue is outside the United States.

New field: 5. Venue Latitude (Venue address can be provided in lieu of Latitude and Longitude)
Geographic coordinate for the latitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the latitude of the NEA's current building is 38.88367.

New field: 6. Venue Longitude (Venue address can be provided in lieu of Latitude and Longitude)
Geographic coordinate for the longitude of the venue. Use Decimal Degrees, without the degree symbol (DDD.DDDDD). For example, the longitude of the NEA's current building is -77.02143.

New field: 7. Number of days on which activities occurred
Estimated number of days during the funded grant period on which activities occurred at this venue. For projects that involve a permanent installation, enter 999.

New field: 8. SAA / RAO Unique Identifier
Agency's in-house application/grant identifier for each record. This must be the same ID as its DETAIL record so it can be used to join the Project ACTIVITY LOCATION data to the FDR DETAIL data.

1. Your FDR report should include **grants and activities supported by the NEA FY 2015 Partnership grant funds, the state/region funds matching the NEA grant (not grants and activities for other NEA fiscal years) and all non-matching funds. Make sure to include non-grant programmatic services and activities supported by NEA FY2015 Partnership Agreement funds or matching and non-matching funds (see Attachment A for guidance).** The report should detail how your agency used state/regional, federal or other dollars to support all programs and services. Examples of how to report special cases (nongrant 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. **NASAA collects, cleans and maintains data submitted for the FDR DETAIL and ACTIVITY LOCATION sections. The FDR DETAIL and ACTIVITY LOCATION are exported data files of all your grant-making and programmatic activities**. Make sure that your data file lists all of the required data elements in the correct sequence, as described in Attachment B for DETAIL and Attachment C for ACTIVITY LOCATION. Compare your files to the models provided in Attachment D to confirm that your data files have been exported correctly. NASAA prefers text delimited files for

your DETAIL section, but can accept most file types including .accdb, .mdb, .csv, .xls and.xlsx files. **Paper DETAIL page forms are no longer accepted.**

3. Submit your DETAIL and ACTIVITY LOCATION data files along with a **Data Sequencing form for both** (see Attachment E-1 and Attachment E-2). The forms certify the contents of your data files for the NEA and helps NASAA to map your information into our national database.

4. Your report and data files need not include records of unfunded grant applications.

5. **To extend your grant, you must request and receive NEA Grants Office approval.** States and Regions receiving extensions on their NEA grants are **no longer required to submit an interim report. Please inform NASAA on your new extended FDR report date** so we know when to expect your data.

6. Email your completed Final Descriptive Report materials **to the NEA's Grants Office at finalreports@arts.gov (not the State & Regional Partnerships Office) and to NASAA.** The NEA package should contain:

- your FFR (Federal Financial Report),
- the DETAIL data sequencing form,
- the DETAIL data file,
- the ACTIVITY LOCATION data sequencing form,
- the ACTIVITY LOCATION data file,
- the narrative report for Folk Arts Partnership, if applicable.

The NASAA package should be emailed to Kelly Liu kelly.liu@nasaa-arts.org and needs to include the following:

- the DETAIL data sequencing form,
- the DETAIL data file,
- the ACTIVITY LOCATION data sequencing form,
- the ACTIVITY LOCATION data file,
- a message describing any unique formats or contents.

NASAA can accept all the components of your FDR package via e-mail. If you have any problems creating your report or data file, contact Kelly Liu at 202-347-6352 x101 or kelly.liu@nasaa-arts.org. Thank you!

To view the Quick and Easy Guide or examples of how FDR data is used, consult NASAA's National Standard Reference Center.

Reporting Reminders

Report the Full Scope of Activities
The FDR should include all grants and non-grant programmatic services and activities conducted under the State/Regional Arts Plan that was approved as part of your NEA Partnership application, including activities funded by NEA grant funds, state or regional funds used to match the NEA grant, and other state or regional funds/additional sources.

The FFR should reflect the actual expenditure of NEA funds and confirm the final, actual Recipient Share (i.e. state/regional match) for the Federal award. This match must be at least one to one, but may be more, so long as all expenditures reported here are in compliance with the General Terms and Conditions for the award.

Only the expenditures reported on the FDR that correspond to the match reported on the FFR must be in compliance with the General Terms and Conditions for the award. Expenditures reported on the FDR that exceed the reported matching amount do not need to align with the federal requirements..

Federal Accountability
The Federal Funding Accountability and Transparency Act requires SAAs and RAOs to provide special reporting on each grant that includes $25,000 or more in federal funds. See Attachment G for a summary of the reporting requirements. In addition, this NEA webinar offers clarification on uniform administrative requirements, cost principles and audit requirements for federal awards (aka Part 200) pertaining to NEA Partnership agreements and subawards.

Instructions for SAA/RAO FY2016/NEA FY2015 Reporting Requirement Changes!
For in-depth instructions, consult the NEA FY2015 FDR Instructions and the NASAA SAA/RAO FY2016/NEA FY2015 Quick and Easy Guide.

Attachment A

Reporting the Full Scope of Your Grants and Programs

Your FDR report should include grants and activities supported by the NEA FY 2015 Partnership grant funds, the state/region funds matching the NEA grant (not grants and activities for other NEA fiscal years) and all non-matching funds. Make sure to include non-grant programmatic services and activities supported by NEA FY2015 Partnership Agreement funds or matching and non-matching funds.

The FFR should reflect the actual expenditure of NEA funds and confirm the final, actual Recipient Share (state/region match) for the Federal award. This match must be at least one to one, but may be more, so long as all expenditures reported here are in compliance with the General Terms and Conditions for the award.

Reporting Multi-Year Grants

Do not include carry-over funds for grants and activities supported by a previous year's NEA Partnership and match. Those expenditures should be amended on that previous year's FDR and re-sent to the NEA and NASAA.

Reporting Non-Grant Programmatic Activities

In addition to grants, state and regional 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 & RAO programs and services. Examples of this include artist rosters, technical assistance workshops and exhibitions produced in-house.

Each activity should be reported as a separate record with Applicant Name listed as "SAA/RAO-Program Name". All records for these programs and services should be reported with Applicant Status = 05 for SAAs or 02 for RAOs, 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, and Total Project Income). All other fields should be coded to reflect the activity in a manner similar to other grant records.

Contracted services, where the SAA/RAO 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 or RAO.

Reporting Regranting Activities

State and Regional 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.

Reporting Fiscal Agents

State and Regional arts agencies that provide grants to organizations that use fiscal agents are required to report on the fiscal agents as if they are grantees.

Attachment B

DETAILS Section Data Fields and Sequence

	Field Name and Order	Data Type	Recommended Length
1	Applicant Name	text	100 characters
2	Applicant Street Address	text	No specification
3	Applicant City	text	25 characters
4	Applicant State	text	2 characters
5	Applicant Zip	text	5 characters
6	Applicant Status	text	2 characters
7	Applicant DUNS	text	11 characters
8	Applicant Institution	text	2 characters
9	Applicant Discipline	text	3 characters
10	NEA Primary Strategic Outcome	text	1 character
11	Project Discipline	text	3 characters
12	Activity Type	text	2 characters
13	Arts Education	text	2 characters
14a	**Adults engaged: In-person arts experience**	numeric	8 digits
14b	**Children engaged: In-person arts experience**	numeric	8 digits
15	**Artists Directly Involved**	numeric	8 digits
16	**Population Benefited by Race**[1]	text	6 characters
17	**Population Benefited by Age**[1]	text	8 characters
18	**Population Benefited by Distinct Group**[1]	text	6 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
25	NEA Share	numeric	8 digits
26	SAA or RAO Share	numeric	8 digits
27	Other Share	numeric	8 digits
28	SAA or RAO Unique Identifier[2]	text/numeric	9 characters
29	Constituent ID[3]	text/numeric	10 characters

NOTES

Field names in **bold** were new for NEA FY2015-SAA/RAO FY2016.

[1] Multiple selections are allowed for this field.

[2] Indicates each agency's unique system of grant identification numbers for each record.

[3] Indicates each agency's unique identification number used in its constituent list or mailing list database. 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.

Attachment C

Project Activity Location Information

Grants and non-grant program records in the DETAILS section for the following activities will require accompanying Project Activity Location information about their venues and duration. These activities correspond to the NEA's column A activities in their instructions. For additional guidance and answers to frequently asked question about activity location reporting, consult this document.

Type of Activity Requiring Location Information

02 Audience Services
04 Artwork Creation
05 Concert/Performance/Reading
06 Exhibition
07 Facility Construction/Maintenance
08 Fair/Festival
10 Organization Establishment
12 Arts Instruction
16 Recording/Filming/Taping
18 Repair/Restoration/Conservation
20 School Residency
21 Other Residency
22 Seminar/Conference
24 Distribution of Art
25 Apprenticeship
29 Professional Development/Training
33 Building Public Awareness
34 Technical Assistance
37 Public Art/Percent for Art

ACTIVITY LOCATION Section Data Fields and Sequence

Field Name and Order	Field Type	Recommended Length
1 Venue Street Address[1]	text	No specification
2 Venue City[1]	text	25 characters
3 Venue State[1]	text	2 characters
4 Venue Zip[1]	text	5 characters
5 Venue Latitude[2]	double/float	5 decimal places
6 Venue Longitude[2]	double/float	5 decimal places
7 Number of Days	numeric	3 digits
8 SAA or RAO Unique Identifier[3]	text/numeric	9 characters

NOTES

[1] Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip

[2] Venue address can be provided in lieu of Latitude and Longitude

[3] Must be the same grant identification number as its DETAIL record so they can be joined.

NASAA guidance is based on NEA instructions and requirements. For questions about NEA requirements, contact Andi Mathis at the NEA at 202-682-5430 or mathisa@arts.gov. For technical implementation questions and guidance, contact Kelly Liu at NASAA at (202) 347-6352 x101 or kelly.liu@nasaa-arts.org.

The Electronic DETAIL and ACTIVITY LOCATION Sections

DETAIL and ACTIVITY LOCATION records should only be exported to an electronic file in a database-ready format. Database-ready formats can be text files delimited by comma, tab, or space; in an Excel spreadsheet; or in an Access .accdb or .mdb database table.

A text delimited file is a file where each grant record appears on its own single line. Fields are separated by commas, tabs, or spaces. **Please include the field names as the first line in the file**. Field names help us map each data element into its proper field in the national database of all SAA and RAO grants. When you have finished exporting your DETAIL and ACTIVITY LOCATION data, check to see that it is in a delimited format and that all information appears in the sequence shown in Attachment B for DETAILS and Attachment C for LOCATIONS.

You should export your DETAIL data so that the file looks like this:

In a comma delimited format

```
"Artspace",”123 Main St”,"Anahiem","AK","99072","02",”990753121”,"15","14","A","14","11","99",5500,180,24,”NW”,”0103”,”G”,5000,3886,3886,13831,15062,3020,3886,0,0,"ID855"
"Ctr for Children",”52 Maple Ave”,"Anahiem","AK","99401","9211","02",”07511250”,"25","14","C","12","20","01",95,18,9,”W”,”01”,”Y”,677,525,525,1554,1810,256,225,300,0,"Y1077"
```

In a tab delimited format

```
"Artspace"  “123 Main St”  "Anahiem"  "AK" "99072"  "7175" "02" “990753121”  "15" "14" "A"  "14" "11" "99" 5500  180 240 “NW”  “0103” “G”  5000  3886  3886  13831 15062 3020  3886  0 0 "ID855"
"Ctr for Children" “52 Maple Ave”  "Anahiem"  "AK" "99401"  "9211" "02" “07511250” "25" "14" "C"  "12" "20" "01" 95  18  9 “W”  “01” “Y”  677 525 525 1554  1810  256 225 300 0 "Y1077"
```

You should export your ACTIVITY LOCATION data so that the file looks like this:

In a comma delimited format

```
”321 Elm St”,"Anahiem","AK","99072",35.973655,-75.183301,14,"ID855"
”52 Maple Ave”,"Anahiem","AK","99401",32.011057,-72.48025,3,"Y1077"
```

In a tab delimited format

```
“321 Elm St”  "Anahiem"  "AK" "99072"  "7175" 35.973655  -75.183301 14  "ID855"
\“52 Maple Ave”  "Anahiem"  "AK" "99401"  "9211" 32.011057  -72.48025  3 "Y1077"
```

If you have questions regarding these formats, please contact Kelly Liu at NASAA for assistance.

Attachment D

ATTACHMENT E-1

NEA FINAL DESCRIPTIVE REPORT: DETAIL DATA SEQUENCING FORM

SAA / RAO:

NEA Grant #: - 6100 - 2

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 file:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14a			
14b			
15			
16			
17			
18			
19			
20			

	FieldName	Type*	MaxLength
21			
22			
23			
24			
25			
26			
27			
28			

*Text/character, numeric, or logical

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

Name:
Title:
Phone: ( ) -
E-mail:

SAMPLE
https://www.arts.gov/grants/manage-your-award/partnership-agreements-fy15-and-later

NEA FINAL DESCRIPTIVE REPORT:
PROJECT ACTIVITY LOCATION DATA SEQUENCING FORM

SAA / RAO:

NEA Grant #: - 6100 - 2

Total # of locations/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 file:

	FieldName	Type*	MaxLength
1			
2			
3			
4			
5			
6			
7			
8			

*Text/character, numeric, or logical

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

Name:

Title:

Phone: ( ) -

E-mail:

SAMPLE
https://www.arts.gov/grants/manage-your-award/partnership-agreements-fy15-and-later

"Cheat Sheet" for SAA/RAO FY16 Final Descriptive Report Codes

ATTACHMENT F

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
37 Public Art/Percent for Art
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
- F Storytelling

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

10 Literature
- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

11 Interdisciplinary

Disciplines (Continued)

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

NEA Primary Strategic Outcome

A Creation
B Engagement
C Learning
D Livability
E Understanding

Arts Education

01 50% or more of funded activities are arts education
02 Less than 50% of funded activities are arts education
99 None of this project involves arts education

Populations Benefited by Race/Ethnicity

A Asian
B Black/African American
H Hispanic/Latino
N American Indian/Alaska Native
P Native Hawaiian/Pacific Islander
W White
G No single race/ethic group listed above made up more than 25% of the population directly benefited.

Populations Benefited by Age

01 Children/Youth (0-18 years)
02 Young Adults (19-24 years)
03 Adults (25-64 years)
04 Older Adults (65+ years)
09 No single age group listed above made up more than 25% of the population directly benefitted.

Populations Benefited by Distinct Groups

D Individuals with Disabilities
I Individuals in Institutions
P Individuals below the Poverty line
E Individuals with limited English proficiency
M Military veterans/Active duty personnel
Y Youth at risk
G No single distinct group listed above made up more than 25% of the population directly benefitted

ART WORKS. | National Endowment for the Arts arts.gov

THE TRANSPARENCY ACT and SUB-GRANTING REPORTING REQUIREMENTS

Information for State Arts Agencies, Regional Arts Organizations, and designated Local Arts Agencies

Updated 7/22/16

(1) What is the Transparency Act?

The Federal Funding Accountability and Transparency Act *(FFATA or Transparency Act - P.L. 109-282, as amended by section 6202(a) of P.L. 110-252)* requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on Federal awards. That site is www.USASpending.gov.

The Transparency Act's definition of "Federal awards" included not only prime awards for grants, cooperative agreements, loans, and contracts, but also sub-awards. Prime awards are reported to USASpending.gov by Federal agencies; sub-awards made under these prime awards are then reported by the prime award recipient, further enhancing the transparency of federal spending.

(2) What is a sub-award?

OMB guidance defines a sub-award as a monetary award made as a result of a Federal award to a grant recipient that is then disbursed to a sub-recipient**.** Note: regardless of whether you call your awards grants or contracts, they are considered grants for purposes of this reporting.

(3) What Federal awards are subject to these reporting requirements?

NEA awards issued after October 1, 2010 are subject to FFATA reporting requirements. This includes all grants and cooperative agreements issued since FY11 (i.e., award numbers beginning with 11-XXXX-XXXX or later and cooperative agreements numbers beginning with DCA-2011-XX or later) that are approved for sub-granting activity.

However, please note that the FFATA reporting requirements apply **only to sub-awards including $25,000 or more in Federal funds**. If your sub-awards do not exceed $25,000, this requirement does not apply. If you make sub-awards greater than $25,000 but the amount of NEA funding is less than $25,000 per award, this requirement does not apply. Only those sub-awards that include $25,000 or more in NEA funds must be reported. If a sub-award doesn't initially trigger the reporting threshold but is amended so that so that the amount of Federal funding DOES exceed $25,000, then the award must be reported at the time of the amendment.

(4) How and where is this information reported?

As the "Prime Awardee", you will report on sub-awards that meet the reporting threshold using the FFATA Sub-award Reporting System (FSRS) at www.fsrs.gov. You begin by entering your NEA award number (exactly as it appears on your award letter, including letters and hyphens); this links the report to the information the NEA has already reported about your award. Other data that already exists in databases such as the System for Award Management (SAM) and DUNS will be pre-populated. Please note that only you can submit FSRS data; your sub-awardees do not report their own information.

(5) What information do I need to have in order to report?

Once you have linked to the relevant NEA award number in FSRS (*also called the "Federal Award Identification Number", or FAIN)*, certain award information will pre-populate, including:

- The Federal Agency Name/ID *(National Endowment for the Arts/5920)*
- Federal CFDA program number *(45.025 for Partnership awards, or 45.024 for other grants)*
- Project Description *(same as listed on your award letter)*
- Total Federal Funding Amount *(your NEA grant amount)*
- Prime Awardee Name, Address and DUNS *(as listed on your award letter; if any of this information is not correct, please let us know by e-mailing grants@arts.gov)*
- Obligation Action Date *(the date the NEA made the award to you)*

Next, you will provide:

- The Principle Place of Performance for the Prime award *(may be the same or different from your address in DUNS)*
- Responses to the questions about Executive Compensation **

Finally, you'll provide the following data for all sub-awards obligated with $25,000 or more in Federal funds:

- Sub-awardee Name, Address, and DUNS *(remember, all sub-recipients must have a DUNS number; this is used to pre-populate information in FSRS; if the information is not correct, the sub-awardee must update the information in DUNS)*
- Amount of the Sub-award
- Sub-award Obligation Action Date *(this is the date that your agency/organization uses for the official award obligation date, and can vary depending on your internal policies)*
- Sub-award Project Description *(as determined by your organization)*
- The Place of Performance for the activity supported by the Sub-award *(may be the same or different than the sub-awardee's physical address as provided to DUNS)*
- Sub-award Number *(as determined by your organization)*
- Responses to the questions about Executive Compensation **

(6) What is the deadline for reporting this information?

You have until the end of the month plus one additional month after a sub-award is obligated *(again, this is the date that your agency/organization uses for the official award date, and can vary depending on your internal policies)* to fulfill the reporting requirement. For example, if a sub-award was made on August 15, 2016, you have until September 30, 2016 to report the sub-award information.

The NEA does not know when you make your sub-awards; therefore, we do not send reporting reminders. You are responsible for ensuring your organization's compliance with this reporting requirement. We may from time-to-time check in with you about reporting.

(7) Is this data displayed to the public?

Yes. Report data is displayed to the public via www.USASpending.gov under the "Sub-Award Spending Data" section.

(8) General Terms and Conditions for NEA awards

These Transparency Act sub-recipient reporting requirements are included in the General Terms and Conditions for your award. Remember that as a prime recipient, you are responsible for monitoring your sub-recipient organizations to ensure compliance with all other Federal and agency requirements as outlined and/or referenced in the General Terms.

(9) Additional Information

Detailed reporting guidance can be found in the Resources section of the FSRS website. For technical assistance, refer to the Federal Service Desk online Answer Center at www.fsd.gov, or call 866-606-8220.

If you have program-related questions or concerns regarding Transparency Act reporting, please contact grants@arts.gov.

** Note: We do not expect our grantees or sub-awardees to have to report on executive compensation. If you believe otherwise, please contact us prior to reporting. Remember, this is required only if the award recipient receives more than 80% of annual gross revenues from the federal government, and those revenues are greater than $25 million annually; and the public doesn't have access to information about the compensation of the top five executives through periodic reports filed under section 6104 of the Internal Revenue Code of 1986 (e.g., 990s); 13(a) or 15(d) of the Securities Exchange Act of 1934 (15USC 78m(a), 78o(d)); or through reports made available for state, local or county governments.