

## MEMORANDUM

**TO:** All State Arts Agency and Regional Arts Organization Grants and Fiscal Officers

**FR:** Kelly Liu, Grants Data Associate  
Ryan Stubbs, Senior Director of Research

**DA:** August 29, 2023

**RE: NEA FY2022 Partnership Agreement Grant Reports (NEA Grant #s xxxxxx-61-22 for SAA and RAO FY2023 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 reports (Final Descriptive Reports, or FDRs, and Federal Financial Reports, or FFRs) to the National Endowment for the Arts (NEA).

**Please review this memo closely, as guidance and instructions have been updated.**

**The National Endowment for the Arts requires you to send copies of your FDR materials to NASAA at the same time as your submission to the NEA.** In cooperation, the NEA and NASAA use your data to show how Partnership Agreement dollars are spent, to describe state arts agency and regional arts organization achievements, and to demonstrate the effectiveness of the partnership. Timely reports help the NEA maintain accountability with Congress and help NASAA and the NEA document the benefits of public funding for the arts. Per the General Terms and Conditions for Partnership Awards, failure to submit reports makes you ineligible for future awards or to draw down funds on existing awards.

**The FFR** should reflect the actual expenditure of costs from your approved Partnership Agreement award budget, and should show you have met the required minimum one-to-one match/cost share. **ALL expenses reported on the FFR must be fully compliant with the award's General Terms and Conditions.**

You must be able to assign the federal and cost share amounts on your FFR to specific expenses listed on your FDR. If you are audited, source documentation of these allocated costs will be required for review.

**Use the FDR** to report on **all** activities conducted under the State Arts Plan or Regional Arts Plan (SAA/RAO Arts Plan) that were approved as part of your NEA Partnership application and that took place within the approved period of performance for this Partnership Agreement.

- All expenditures reported on the FDR that correspond to the cost share/match reported on the FFR **must** be in compliance with the award's General Terms and Conditions.
- Expenditures reported on the FDR that were not supported by the NEA funds and cost share/match reported on your FFR **do not** need to align with the federal requirements outlined in the award's General Terms and Conditions.

The FDR data is used to generate an SAA/RAO database that includes FDR activity representing the entirety of an agency's operations while requiring allowable cost share/match only for those projects designated as cost share/match on the FFR.

The expenses reported on the FDR in most cases will exceed the expenses listed on the FFR, since generally not all SAA/RAO activities are supported by the NEA grant and the required cost share/match.

To add your statistical information to the national database of all state and regional grant awards, please prepare your NEA FY2022 Partnership Agreement grant files as soon as possible and in accordance with your award's final reporting requirements. Contact NASAA or the NEA with any questions.

**Submit the NEA's FDR and FFR by completing the webforms in REACH:**

<https://grants.arts.gov/eGMS-Reach/Login.aspx>. Awardees now access REACH using a login.gov account. A handbook on managing your award in REACH can be downloaded at <https://www.arts.gov/sites/default/files/Handbook-Revised-3.3.23.pdf>.

**You will complete the following in REACH:**

- **Final Descriptive Report SAA-RAO** (webform in REACH to confirm NASAA submission); submitting this to the NEA means you have submitted the DETAIL and PROJECT ACTIVITY LOCATIONS sequencing forms and data to NASAA.
- **Federal Financial Report – FFR** (webform in REACH)
- **Folk Arts Narrative** (upload if applicable)

Do not upload the DETAIL and PROJECT ACTIVITY LOCATIONS sequencing forms and data files. **They must still be emailed to NASAA.**

**Extension requests for your award's period of performance or final reports due dates must be made to the NEA in REACH.** Inform NASAA once your changes are approved; include the new due date for your final reports.

**Email the NASAA package to Grants Data Associate Kelly Liu** at [kelly.liu@nasaa-arts.org](mailto:kelly.liu@nasaa-arts.org) and include the following:

- the DETAIL data export file and data sequencing form
- the PROJECT ACTIVITY LOCATION data export file and data sequencing form
- a message describing any unique formats or contents

If you have any questions about FDR requirements, contact Kelly Liu at [kelly.liu@nasaa-arts.org](mailto:kelly.liu@nasaa-arts.org) or view NASAA's [federal reporting resources](#).

**Guidelines**

1. **The fields "NEA Primary Strategic Outcome" and "Population Benefited by Race" are eliminated for NEA FY2022/SAA RAO FY2023 and beyond.** They are deleted from the Details field sequence, so do not include them in your FDR.
2. The SAM.gov **Unique Entity Identifier (SAM-UEI) must be reported for each grantee who is not an individual artist.** Individual artists are exempt from this requirement. **The UEI is required only for subgrants made with NEA funds or the cost share/match reported on your FFR.** The SAM-UEI replaced the DUNS on April 4, 2022, and is now reported in the field sequence in your DETAIL data file.

3. We would like grants and fiscal officers to be aware of reporting changes for the upcoming federal fiscal year. Beginning in NEA FY2024/SAA RAO FY2025, two fields will be retired, and one new field will be added:
  - a. The fields "Population Benefited by Age" and "Population Benefited by Distinct Groups" will be retired from NEA FY2024/SAA RAO FY2025 and beyond.
  - b. A new financial field will be added beginning in NEA FY2024/SAA RAO FY2025: "NEA Cost Share/Match," defined as "Amount of Partnership Agreement cost share/match funds included in 'Grant Amount Spent.' *If no Partnership Agreement cost share/match funds were included, enter 0.*" This field will be positioned between NEA Share and SAA/RAO Share. More information about this field will be available next year.
4. Your FDR report should include **grants and activities supported by the NEA FY2022 Partnership grant funds, the state/regional funds used as cost share/matching funds for that NEA grant as reported on your FFR (not grants and activities for other NEA fiscal years), and all nonmatching funds. Make sure to include nongrant programmatic services and activities supported by NEA FY2022 Partnership Agreement funds or by cost share/matching and nonmatching 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's Kelly Liu at [kelly.liu@nasaa-arts.org](mailto:kelly.liu@nasaa-arts.org)
5. **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 fields 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 they have been exported correctly. NASAA prefers text (.txt) delimited files but can accept most file types, including .accdb, .csv, .xls and .xlsx files.
6. Submit your DETAIL and ACTIVITY LOCATION data files along with a **Data Sequencing form for both** (see [Attachment F](#)). The forms help NASAA map your information into our national database.
7. Your report and data files should not include records of unfunded grant applications.
8. **To extend the period of performance for your Partnership award, you must make your request to the NEA in REACH.** Once approved, please inform NASAA of your new extended FDR report date so we know when to expect your data.
9. You must complete the Final Descriptive Report materials for the **NEA via REACH and send the files to NASAA via email** as [outlined above](#).

## Reporting Reminders

### Report the Full Scope of Activities

The FDR should include all grants and nongrant programmatic services and activities conducted under the State/Regional Arts Plan approved as part of your NEA Partnership application, including activities supported by NEA grant funds, state or regional funds used as cost

share/match for the NEA grant (as reported on your FFR), and other state or regional funds/additional sources.

The FFR should reflect the **actual expenditure** of the approved Partnership Agreement award budget. The FFR will show the NEA funds and confirm the final, actual Recipient Share (i.e., state/regional cost share/match) for the federal award. This cost share/match must be at least one to one but may be more, as long as all expenditures reported are in compliance with the award's General Terms and Conditions. **You must be able to assign the federal and cost share/match amounts on your FFR to specific expenses listed on your FDR.**

### **Federal Accountability**

The Federal Funding Accountability and Transparency Act (FFATA) requires SAAs and RAOs to provide special reporting on each grant that includes \$30,000 or more in federal funds. See [Attachment H](#) for a summary of the reporting requirements, and see the NEA FFATA FAQs: <https://www.arts.gov/sites/default/files/FFATA-FAQS-10.5.21.pdf>. In addition, this [NEA webinar](#) offers clarification on uniform administrative requirements, cost principles and audit requirements for federal awards (a.k.a. Part 200) pertaining to NEA Partnership Agreements and subawards.

## Reporting the Full Scope of Your Grants and Programs

Your Final Descriptive Report should include grants and activities supported by National Endowment for the Arts FY2022 Partnership grant funds, the state/regional funds matching the Partnership grant (not grants and activities for other NEA fiscal years) and all nonmatching funds. Make sure to include nongrant programmatic services and activities supported by NEA FY2022 Partnership Agreement funds or by matching and nonmatching funds.

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

## Reporting Multiyear Grants

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

## Reporting Nongrant Programmatic Activities

In addition to grants, state arts agencies and regional arts organizations should record programmatic activities in their FDRs. Although these activities are not grants to other organizations/individuals, reporting this activity allows the Arts Endowment and NASAA to better understand the scope of SAA and 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

SAAs and RAOs 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. While not required by the Arts Endowment, NASAA collects regranting data into a separate table as service to state arts agencies for the purpose of research and analysis.

## Reporting Fiscal Agents

SAAs and RAOs may not use federal funds or funds that match their federal funds to support awards to organizations that use fiscal agents. SAAs and RAOs may utilize funds over and above their NEA grant and any matching funds to make such awards. SAAs and RAOs that provide grants to organizations that use fiscal agents are required to report on the fiscal agents as if they are grantees. While the grantee name and location in the FDR should reflect the fiscal agent, all other data in the FDR and the Activity Location table should reflect actual project activities. Please note that the National Standard includes fields for Payee and Provider of Services that may be helpful to include in your database to track these situations.

## 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 SAM-UEI <sup>4</sup>	text	12 characters
8 Applicant Institution	text	2 characters
9 Applicant Discipline	text	3 characters
10 Project Discipline	text	3 characters
11 Activity Type	text	2 characters
12 Arts Education	text	2 characters
13a Adults engaged: In-person arts experience	numeric	8 digits
13b Children engaged: In-person arts experience	numeric	8 digits
14 Artists Directly Involved	numeric	8 digits
15 Population Benefited by Age <sup>1</sup>	text	8 characters
16 Population Benefited by Distinct Group <sup>1</sup>	text	6 characters
17 Amount Requested	numeric	8 digits
18 Amount Awarded	numeric	8 digits
19 Amount Spent	numeric	8 digits
20 Total Project Expenses	numeric	8 digits
21 Total Project Income	numeric	8 digits
22 Total Project In-Kind	numeric	8 digits
23 NEA Share	numeric	8 digits
24 SAA or RAO Share	numeric	8 digits
25 Other Share	numeric	8 digits
26 SAA or RAO Unique Identifier <sup>2</sup>	text/numeric	9 characters
27 Constituent ID <sup>3</sup>	text/numeric	10 characters

## NOTES

<sup>1</sup> Multiple selections are allowed for this field.

<sup>2</sup> Indicates each agency's unique system of grant identification numbers for each record.

<sup>3</sup> 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 is voluntary, agencies are strongly encouraged to include this information.

<sup>4</sup> SAM-UEI replaces DUNS for all FDRs submitted after 4/4/2022, regardless of when the awards were issued or closed. Individual artists are exempt – enter IND.

## Project Activity Location Information

Though it is preferable to report Project Activity Locations for all grants and non-grant program records in the DETAILS section, it is only mandatory for a select number of activities below. These activities correspond to the Arts Endowment's column A activities in their FDR [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	20 School Residency
04 Artwork Creation	21 Other Residency
05 Concert/Performance/Reading	22 Seminar/Conference
06 Exhibition	24 Distribution of Art
07 Facility Construction/Maintenance	25 Apprenticeship
08 Fair/Festival	29 Professional Development/Training
10 Organization Establishment	33 Building Public Awareness
12 Arts Instruction	34 Technical Assistance
16 Recording/Filming/Taping	37 Public Art/Percent for Art
18 Repair/Restoration/Conservation	

### ACTIVITY LOCATION Section Data Fields and Sequence

(Do not include the name of the venue in street address)

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

#### NOTES

<sup>1</sup> Latitude and Longitude can be provided in lieu of Venue Address, City, State & Zip

<sup>2</sup> The four fields of Venue street address, Venue city, Venue state, Venue Zip can be provided in lieu of Latitude and Longitude

<sup>3</sup> Must be the same grant identification number as its DETAIL record so they can be joined.

<sup>4</sup> Do not include the name of the venue in Venue Street Address

## 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","ABC123XYZ987","15","14","14","11","99",5500,180,24,"0103","G",5000,3886,3886,13831,15062,3020,3886,0,0,"ID855"  
"Ctr for Children","52 Maple Ave","Anahiem","AK","99401","9211","02","ABC123XYZ987","25","14","12","20","01",95,18,9,"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" "ABC123XYZ987" "15" "14" "14" "11" "99" 5500 180 240 "0103" "G" 5000 3886 3886 13831 15062 3020 3886 0 0 "ID855"  
"Ctr for Children" "52 Maple Ave" "Anahiem" "AK" "99401" "9211" "02" "ABC123XYZ987" "25" "14" "12" "20" "01" 95 18 9 "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



## HOW TO SUBMIT THE FINAL REPORTS

Failure to submit the required final reports renders you ineligible to receive National Endowment for the Arts funding for five years following the final report due date of the award(s) or until the delinquent final reports are submitted, whichever occurs first.

### 1. TO THE NEA:

Submit reports via REACH at <https://grants.arts.gov/eGMS-Reach/Login.aspx>.

Go to the Forms & Reports Tab of your award and click the “pen” next to the report to open the online form. You are able to edit each report until the status changes to "Under Review" in REACH.

The FDR form in REACH is simply a confirmation that you have submitted all required DETAILS and PROJECT ACTIVITY LOCATION forms to NASAA, completed in their entirety.

Submit the following directly to the NEA through REACH,

**FINAL DESCRIPTIVE REPORT SAA-RAO** (complete webform to confirm NASAA submission)

**FOLK ARTS PARTNERSHIP NARRATIVE** (upload file, if applicable), and

**FEDERAL FINANCIAL REPORT** or FFR (complete webform)

### 2. TO THE NATIONAL ASSEMBLY OF STATE ARTS AGENCIES (NASAA):

Submit the following to NASAA,

**DETAILS Data Sequencing Form**

**DETAILS** Section (electronic format)

**PROJECT ACTIVITY LOCATION Data Sequencing Form** (if applicable)

**PROJECT ACTIVITY LOCATION** Section (if applicable)

For additional instructions on how to submit data to NASAA see [nasaa-arts.org/research/federal-reporting/](https://nasaa-arts.org/research/federal-reporting/).

- **NOTE:** NASAA does not need the Folk Arts Partnership narrative or the FFR.
- **IMPORTANT:** Retain a copy of the entire FDR and FFR for your records.
- See the General Terms and Conditions for Partnership Agreements and 2 CFR 200 for record retention requirements.

**NEA FINAL DESCRIPTIVE REPORT: DETAIL DATA SEQUENCING FORM**

SAA / RAO:

NEA Grant #:

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		FieldName	Type*	MaxLength
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7							
8							
9							
10							
11							
12							
13a							
13b							
14							
15							
16							
17							
18							
19							
20							

\*Text/character, numeric, or logical

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

Name:

Title:

Phone:

E-mail:

**NEA FINAL DESCRIPTIVE REPORT: PROJECT ACTIVITY LOCATION DATA SEQUENCING FORM**

SAA / RAO:

NEA Grant #:

Total # of locations/records in file:

Name of File:

Software used to produce the file:

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:

Export Format of File--select one

ASCII text delimited (preferred)

ASCII tab delimited

Access

Excel

Other:

# “Cheat Sheet” for FY2023 and later Final Descriptive Report Codes

## ATTACHMENT G

### 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; & optional sub-disciplines)

- 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

### Disciplines (Continued)

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

### Population 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.

### Population 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



## FFATA FAQs: THE TRANSPARENCY ACT and SUB-AWARD REPORTING REQUIREMENTS

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

Updated 10/5/21

### (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](http://www.USASpending.gov). The National Endowment for the Arts reports all awards issued by the Agency to [USASpending.gov](http://USASpending.gov).

The Transparency Act's definition of "federal awards" includes not only grants, cooperative agreements, loans, and contracts, made directly to a non-Federal entity by the Federal government, but also your subawards made with federal funds.

- You must report any allowable subawards that you make with NEA funds to [USASpending.gov](http://USASpending.gov).

As an NEA grantee, your agency or organization may be termed the "prime" or "direct" recipient in different databases.

### (2) What is a subaward?

OMB guidance defines a subaward as a monetary award made as a result of a federal award to a grant recipient that is then disbursed to a subrecipient. (See the glossary at the end of the document)

Regardless of whether you call your subawards grants or contracts, they are considered subawards for purposes of this reporting.

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

All NEA grants and cooperative agreements currently approved for subaward activity are subject to FFATA reporting requirements

The FFATA reporting requirements apply only to subawards that include \$30,000 or more in federal funds regardless of the fiscal year of the NEA award that supports such activity (2 CFR 170, Appendix A).

- (a) Only those subawards that include \$30,000 or more in NEA funds must be reported to [USASpending.gov](http://USASpending.gov).
- (b) This requirement does not apply to the following:
  - Subawards equal to or greater than \$30,000, if the amount of NEA funding in the subaward is less than \$30,000 per award. For example, you issue a subaward for \$40,000, which includes \$20,000 in non-federal funds and \$20,000 in NEA funds.
  - Subawards that do not equal or exceed \$30,000. For example, you issue a subaward for \$25,000.

- (c) If a subaward that did not initially trigger the FFATA reporting threshold is later amended so that the amount of federal funding subsequently DOES equal or exceed \$30,000, then the subaward must be reported at the time of the amendment.
- (d) If a subaward that initially equaled or exceeded \$30,000 is subsequently amended so that the total award amount falls below \$30,000, the award continues to be subject to the reporting requirement

**(4) IMPORTANT: Change in Reporting Threshold**

- (a) All Subawards issued on or after October 1, 2020, have a reporting threshold of **\$30,000** or more in federal funds per subaward regardless of the fiscal year of your NEA award.
- (b) Subawards issued on or prior to September 30, 2020, have a reporting threshold of **\$25,000** or more in federal funds per subaward regardless of the fiscal year of your NEA award.
- **For example, your organization issued an award for \$32,000 in federal funds on June 1, 2021, from your NEA award with a grant number ending in -19. Does this subaward need to be reported?**  
 You must report \$32,000 this subaward because the subaward was issued with more than \$30,000 in NEA funds after October 1, 2020.

**(5) Where is this information reported?**

As the federal recipient, or what FSRS terms the "Prime Awardee," you must report on subawards that meet the reporting threshold using the Federal Funding Accountability and Transparency Act Subaward Reporting System (or FSRS) at [www.fsr.gov](http://www.fsr.gov).

**(6) How do I do this?**

Go to the website [www.fsr.gov](http://www.fsr.gov). A user guide and FAQs are available on the home page for the website. The user guide also includes registration information for new users.

**The following is a brief summary of how to access the [www.fsr.gov](http://www.fsr.gov) website and the expected data you will need to enter.**

Enter your National Endowment for the Arts award number (exactly as it appears on your Official Notice of Action, including letters and hyphens).

This is an example of an award number or Federal Award ID Number (FAIN). Your Official Notice of Action will include numbers where the X's are and the fiscal year (FY) at the end of the number.

<b>OFFICIAL NOTICE OF ACTION</b> National Endowment for the Arts		
Action Taken: Award	Date of Action:	Award Date:
<b>FEDERAL AWARD INFORMATION</b>		
Federal Award ID Number (FAIN)	XXXXXXXX-XX-FY	
Award Recipient		

The award number (FAIN) links the report to the information that the NEA has already reported about your prime award.

Other data that exists in databases such as the System for Award Management (SAM.gov) will be pre-populated.

**NOTE:** Only you as the prime awardee can submit FSRS data; subawardees do not report their own information.

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

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

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▪ Federal Agency Name/ID	=	National Endowment for the Arts/5920
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▪ Assistance Listings number (formerly the Federal CFDA number)	=	45.025 for Partnership awards, or 45.024 for all other grants
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▪ Project Description	=	the "award description" listed on your official National Endowment for the Arts' Notice of Action
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▪ Total Federal Funding Amount	=	your NEA award amount
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▪ Prime Awardee Name, Address, and Unique Entity Identifier (UEI)	=	as listed on your official NEA Notice of Action; if any of this information is not correct, please let us know by e-mailing <a href="mailto:grants@arts.gov">grants@arts.gov</a>
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▪ Obligation Action Date	=	the "award date" on the official NEA Notice of Action
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Next, you will provide the following information about your own agency/organization:

- **Principal Place of Performance for the "Prime" award.** This may be the same or different from your address in SAM.gov and Dun & Bradstreet (D&B).
- **Executive Compensation** - responses to the questions about this.\*\*

Finally, for all subawards obligated with \$30,000 or more in federal funds, you will provide the following data:

- **Subawardee Name, Address, and Unique Entity Identifier** (UEI, currently a D&B number known as a DUNS number). Remember, all subawardees (except individuals) must have a UEI; this is used to pre-populate information in FSRS; if the UEI information is not correct, the subawardee must update the information in SAM.gov and D&B. **See the glossary for important information about a change to the UEI of record that will occur on April 4, 2022.**
- **Amount of the Subaward.**
- **Subaward Obligation Action Date.** This is the date that your agency/organization uses for the official subaward obligation date, and can vary depending on your internal policies

- **Subaward Project Description.** As determined by your organization
- **Place of Performance for the activity supported by the subaward.** May be the same or different than the subawardee's DUNS UEI physical address.
- **Subaward Number.** As determined by your organization
- **Responses to the questions about Executive Compensation.**

**\*\*Note:** We do not expect that most NEA grantees or subawardees are required to report on executive compensation. This is required only if the award recipient receives more than 80% of annual gross revenues from the federal government in your organization's preceding fiscal year, and those revenues are greater than \$25 million annually (2 CFR 170); 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.

**(8) What is the deadline for reporting the subawards?**

You have until the end of the month plus one additional month after a subaward 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 subaward was made on August 15, 20xx, you have until September 30, 20xx to report the sub-award information.

**NOTICE: You are responsible for ensuring your organization's compliance with this reporting requirement (2 CFR 200.300(b)).**

**(9) Is this report data displayed to the public?**

Yes. Report data is displayed to the public via [www.USASpending.gov](http://www.USASpending.gov) under the "Sub-Award Spending Data" section.

**(10) General Terms and Conditions for National Endowment for the Arts awards.**

Transparency Act subrecipient reporting requirements are included in the *General Terms and Conditions* for your award (in the *Specific Terms and Conditions* for designated Local Arts Agencies).

**Remember that as a prime recipient, you are responsible for monitoring your subrecipient organizations to ensure compliance with all other federal and agency requirements as outlined and/or referenced in the *General Terms*.**

**(11) Additional Information and Online FAQs at FSRs.gov.**

Detailed reporting guidance can be found on the FSRs website [www.fsr.gov](http://www.fsr.gov).

- For technical assistance, refer to the Federal Service Desk online Answer Center at [www.fsd.gov](http://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](mailto:grants@arts.gov).

## (12) GLOSSARY

Term	Definition
Pass-through entity	<p>A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.</p> <p>For the Arts Endowment, this includes all State Arts Agencies, Regional Arts Organizations, and designated Local Arts Agencies that are issued NEA awards currently approved for subaward activity, who then issue subawards using NEA funds</p> <p>The pass-through entity issues subawards as dictated by the award terms and conditions and the NEA's authorizing legislation.</p> <ul style="list-style-type: none"> <li>▪ Note that the FSRS website uses the term "prime recipient" for a pass-through entity.</li> <li>▪ The secondary recipients are referred to as "subrecipients."</li> </ul>
Prime Awardee	<p>This term is used by the FSRS website.</p> <p>It is a non-federal entity that receives funds in the form of a grant or cooperative agreement, directly from the Federal Government. It is financially accountable for the use of federal funds and is legally responsible for carrying out the terms and condition of the award.</p>
Subaward	<p>An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out a project or activity identified as part of a federal award.</p> <p>A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.</p>
Subrecipient	<p>A non-federal entity that receives a subaward from a pass-through entity to carry out a project or activity identified with the federal program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.</p>
Unique Entity Identifier	<p>A Unique Entity Identifier (UEI) is a unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the federal government.</p> <ul style="list-style-type: none"> <li>▪ Since 2010, a Dun &amp; Bradstreet (DUNS) number has been required as the unique entity identifier for applying for, and obtaining, federal funds.</li> <li>▪ As of May 2021, existing entities registered in SAM.gov will automatically be assigned a new UEI which will be displayed in SAM.gov alongside the DUNS.</li> <li>▪ <b>IMPORTANT: On April 4, 2022, the federal government will switch from the DUNS number to a UEI generated by SAM.gov (SAM UEI) as the UEI of record.</b></li> </ul>