



Step by Step Instructions for Quarterly Reports due APRIL 10, 2010 SUBGRANTING AGENCIES ONLY



UPDATED 3.9.2010

DEADLINE: Federalreporting.gov will accept submissions **beginning on April 1, up through the deadline at midnight, Pacific Time on April 10, 2010.** Please note that you cannot report early. Prior to April 1, you can access your 2009 Quarter 4 report to make final corrections – but PLEASE DO NOT MAKE ANY CHANGES UNLESS THE NEA SPECIFICALLY REQUESTS YOU TO DO SO. NEA staff will review your 2010 Quarter 1 report and request necessary corrections between April 12 and 28. Please be sure that someone from your organization is available to answer questions during this time period, and that they have all the relevant information (user ID, password, FRPIN) to be able to log into the system.

REGISTRATION: If the person who filed the previous Quarterly Report has left your organization, make sure their replacement is [registered](#) in FederalReporting.gov as soon as possible. Although you can log in under a previous reporter's user ID and password, all system-generated e-mails, deadline reminders, and correction notifications will be sent to the e-mail address associated with the previous user's FederalReporting.gov account. We recommend you create a new account for the current authorized user to ensure that all messages are received.

PASSWORDS/FRPIN: You will continue to use the [FRPIN](#) that you used in previous reporting cycles. Please have it ready.

CCR & DUNS REGISTRATIONS: FederalReporting.gov pulls data associated with your [DUNS](#) number and submission of your report is contingent upon your active registration in CCR ([Central Contractor Registration](#)). Both of these registrations **must be current**, and all information (legal name, address, etc.) must be consistent with that entered into FederalReporting.gov. Please check your status well in advance of the deadline. Do not wait until the last day to try to submit, as updating this information, if necessary, can take several business days.

ENTERING YOUR DATA: Many states are submitting reports via a centralized batch reporting process. If this is the case in your state, please prepare your data according to the attached guidance, but follow the instructions provided by your state Recovery Office for submitting your report. If your report is not being filed as part of a state batch upload, we encourage grantees to use the [Copy Forward](#) function to submit their 2010 Quarter 1 reports. As always, please remember to save drafts of your report frequently; the system times out quickly and will not automatically save your work. Also remember that your report will be published on Recovery.gov exactly as entered. Check your spelling and grammar before submitting.

JOBS CALCULATIONS: Remember that in December 2009, the Office of Management and Budget issued [revised jobs calculation guidance](#), and you are now required to report on job hours that have been or **will eventually be** reimbursed with Recovery Act funding. So, whether or not you've requested or received funds during the reporting quarter; or, in turn, whether or not you have disbursed funds to your sub-grantees, the quarterly report will reflect the number of hours worked in the quarter that **will ultimately be funded** by this Recovery Act grant. The hours reported should correspond to those that are documented on recipient [time-and-effort reports](#).

DATA ERROR ALERTS: You may receive various error alerts at the final stages of submission. For example, you may see a message that if the number of jobs is greater than zero, then the "Total Federal ARRA Expenditure" must be greater than zero; or that if the number of jobs is greater than zero, the "Total Federal ARRA Infrastructure Expenditure" must also be greater than zero. These are simply warnings; click "Submit" again and your report should go through. NEA staff will review each report carefully and be in contact with you if there is indeed something to be corrected.

SUBMITTING YOUR FINAL QUARTERLY REPORT: If you are planning to submit your Final Quarterly Report in April, please be sure you have submitted a [payment request](#) to the NEA no later than March 31. Remember, all grant funds must have been received **and expended** for employment activities occurring prior to March 31, and your Sub recipients must have closed out their grants with you. If your request includes an advance to cover hours worked April 1 or later, you will need to submit an additional Quarterly Report in July 2010.

TECHNICAL QUESTIONS: For technical issues, please call the [FederalReporting.gov Service Desk](#) at 877-508-7386.

CONTENT/JOBS CALCULATION QUESTIONS: For all other questions (award information, jobs calculations, final reports, payments, amendments, etc.) contact the [NEA Grants & Contracts Office](#) at 202-682-5403.



Step by Step Instructions for Quarterly Reports due JANUARY 15, 2010

SUBGRANTING AGENCIES ONLY

UPDATED 3.9.2010



**** Reporting period opens April 1 and ends April 10 at midnight, Pacific Time. ****

You cannot submit your report early.

*Although you can access your 2009 Quarter 4 report to make corrections,
please do not make any changes unless the NEA has specifically asked you to do so.*

This document replaces all previous versions of the Step by Step Instructions.

The fields in gray below should not change from your previous report.

Report Information		
1	Prime Award Number	Use the correct grant format, <u>including dashes</u> : 09-XX88-XXXX
2	Prime DUNS	Enter your nine-digit DUNS number.
3	Award Type	Select " G " only . Your Recovery Act award is a grant, not a contract.
4	Recipient Type	Click "Prime Recipient (Prime reporting for self and Sub(s))" OR "Sub Recipient (Sub Only)"
5	Final Report	You cannot close out your grant from the NEA until your Sub recipients have closed out their ARRA grants with you. If this is the case, and you have requested and received all ARRA grant funds, applied them towards employment activity occurring prior to March 31, and will <u>not</u> be paying out funds in April, answer "Y." If not, answer "N."

Award Recipient Information		
6	Recipient Account Number	Optional - Complete only if <i>you</i> have assigned an internal number to the grant.
7	Recipient Congressional District	Enter the two-digit Congressional District of your organization.
8	Parent DUNS Number	The system will pull this information from your Recipient DUNS number.
9	Recipient Type	
10	Recipient Legal Name	
11	Recipient DBA Name	
12	Recipient Address	
13	Recipient Address 2	
14	Recipient City	
15	Recipient State	
16	Recipient ZIP Code	
17	Recipient Country	

Project/Award Information		
18	Funding Agency Code	5920 (National Foundation for the Arts & Humanities)
19	Awarding Agency Code	5920
20	Program Source Code (TAS)	59-0102
21	Sub Account Number	Leave this field blank.
22	CFDA	SAAs, RAOs, and NASAA use only 45.025 . LAAs use 45.024 .
23	Amount of Award	Award amount on your NEA Recovery Act Award Letter
24	Award Date	Date stamped on Award Letter
25	Award Description	To support the preservation of jobs that are threatened by declines in philanthropic and other support during the current economic downturn.

Project/Award Information (continued)		
26	Total Number of Sub-awards to Individuals	Enter "0." Unallowable for NEA awards.
27	Total Amount of Sub-awards to individuals	Enter "0." Unallowable for NEA awards.
28	Total Number of Payments to Vendors less than \$25,000/award	CALL US if you think you may need to report here, as we don't expect this to be used for our grants.
29	Total Amount of Payments to Vendors less than \$25,000/award	CALL US if you think you may need to report here, as we don't expect this to be used for our grants.
30	Total Number of Sub-awards less than \$25,000/award	Enter the number of Sub-awards of <u>\$24,999</u> or less that you've made SINCE THE START DATE OF YOUR NEA RECOVERY GRANT. Remember, if you report them here, you should not also report them separately on the Sub-recipient tabs, as that will result in double counting.
31	Total Amount of Sub-awards less than \$25,000/award	Enter the <u>aggregate amount of those Sub-awards you identified in item 30</u> . Again, awards reported here should not also be included on the Sub-recipient tabs, as that will result in double counting.

Project Information		
32	Project Name	Arts and the American Recovery & Reinvestment Act of 2009
33	Quarterly Activities/Project Description	<p>NEA grants are limited to the "preservation" of jobs so your reporting should focus on preserved positions, consistent with the job(s) approved for funding support by the NEA. Provide brief, specific, quantitative descriptions of quarterly activity summarized in five sentences or fewer. The jobs described here must correspond to the approved jobs per your Sub-awards and any amendment(s) during the reporting quarter. If the Recovery Act grant provides job support at your organization, as well, include that data here.</p> <p>Example 1: Awards were made in the previous quarter to preserve or restore staffing at non-profit arts organizations within our county. Grants totaling \$100,000 are supporting 12 awards at \$5,000 each and four awards at \$10,000 each. NEA Recovery Act funding is supporting jobs for 23 people at 16 organizations this quarter.</p> <p>Example 2: During the quarter, partial or full salary support preserved a total of 151 jobs in our state. Seventy-six positions were maintained at 50 organizations. Seventeen previously-scheduled performances that were slated to be either cancelled or whose performance run was shortened were able to continue as planned, allowing salary preservation for 63 artists. Jobs were preserved for 12 artists-in-residence working in 14 schools.</p>
34	Project Status	Pick one: Not Started, Less than 50% Completed, Completed 50% or More, Fully Completed (Select Fully Completed only if your grant meets the criteria indicated in number 5, above.)
35	Total Federal ARRA Funds RECEIVED/INVOICED (NOTE: our invoices are called Payment Requests)	This field represents the total, <u>cumulative</u> amount of NEA grant funds that you've received and/or invoiced between your award date and March 31 . We must have received a Payment Request for these costs by March 31, 2009 for you to report funds as "invoiced" here. If you have spent your own money but have <u>not</u> yet requested a reimbursement since the start of the grant, this amount will be \$0.
36	Number of Jobs	In December 2009, the Recovery Board issued a change to the method in which jobs are counted. Jobs are counted on a quarterly basis ONLY and may also now be counted even if you or the Sub recipients for which you are reporting have not yet requested reimbursement for work done in the reporting quarter . Please see the detailed instructions at the end of this document, and feel free to contact the NEA if you have questions.
37	Description of Jobs Created (and Preserved)	Confirm the number and type of jobs that were preserved (identified as Artistic, Administrative, Educational, or Technical). Do NOT explain what people "do" in this section.
38	Activity Codes	Use these only: J01, A01.
39	Total Federal Amount of ARRA Expenditure	<p>This field represents the <u>cumulative</u> amount of grant money that you have <u>spent</u> between your grant start date and March 31. In some cases, this may be different than the amount RECEIVED/INVOICED. If you use an ACCRUAL method of accounting, expenses are recorded when incurred. For a CASH method of accounting, expenses are recorded when they are paid. If you have advanced your own agency's money you may count it as "expended" if state budget policy defines this as a federal expense. The amount expended cannot exceed the amount of your award.</p> <p>If you RECEIVED and EXPENDED \$150,000 in 2009 and requested an additional \$30,000 in March 2010 but are going to expend it in April, you should report \$150,000. On your last Quarterly Report, which will be your Final, you should be showing that all draw downs (receipts) match expenditures.</p>

Project Information (continued)

40	Total Federal ARRA Infrastructure Expenditure	This field should default to "0.00." Do not change it.
41	Infrastructure Purpose and Rationale	Leave this field completely blank.

Infrastructure Contact Information

42	Leave these fields completely blank.
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Primary Place of Performance

43	In the majority of cases this will be the address of your organization. If your Recovery grant supports positions at both your organization and elsewhere, use the location where the majority of the activity will occur. If your grant is solely for salaries and/or artist fees for activity that takes place at a venue not located at your address, put in the address of that venue.
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Recipient Highly Compensated Officers

44	The "Prime Recipient Indication of Reporting Applicability" should default to "No." Do not change it. Leave the remaining fields in this section blank.
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How to Calculate the Number of Jobs Supported by your NEA Recovery Act Grant



In the "Number of Jobs" field, you are reporting the jobs that have been or will be supported by your grant during the quarter in question, as expressed in terms of the number of Full Time Equivalents (FTEs). This does not necessarily equal the total number of people whose salaries are supported, in whole or in part, by the Recovery Act. For most administrative, full-time positions, one FTE is equal to 40 hours per week, or 520 hours per quarter. If your artistic field uses a different definition of "Full Time" in terms of hours per week/quarter, as defined by a union, etc., you may use that number as the basis for your calculation instead of 520.

TO CALCULATE THE QUARTERLY FTE: 1) Your Weekly Time and Effort Reports must document the actual hours supported by your Recovery Act grant. Refer to them to gather the hours for each Recovery-supported position. *Statistical sampling will not be accepted.* 2) Add together all Recovery Act grant hours worked between January 1 - March 31 only, regardless of whether or not you have requested or received funds. 3) Divide the hours supported by the grant by the total number of hours it is possible to work in the quarter (520 for a standard schedule, or as defined by the union, etc.) to determine the quarterly FTE. Reminder: if you were awarded funding to support 50% of a salary over the course of a year, but drew down a higher percentage of funding during the quarter on which you are reporting, you'll use the actual hours supported.

In summary:

- 1) For each supported position, add the total number of Recovery grant hours worked during the quarter.
- 2) Add together everyone's hours to get a total.
- 3) Divide by the number of hours in a quarter to find the total FTE.

$$\frac{\text{Total Number of Hours Worked and Funded by Recovery Act within Reporting Quarter}}{\text{Quarterly Hours in a Full-Time Schedule}} = \text{FTE}$$

Example 1: Recovery Act funds paid for two full-time employees and one part-time employee working half days for the quarter. In this case, a full-time schedule is the standard 520 hours (indicating a 40-hour work week, and 2,080 total hours in a work year). To convert hours worked to number of FTE, add all hours worked that were paid for with Recovery funds, and divide by the number of quarterly hours in a full-time schedule.

2010 Quarter 1	Total Hours	
Employee 1	520	$\frac{1,300}{520} = 2.5 \text{ FTE}$
Employee 2	520	
Employee 3	260	
	1,300	

Example 2: Using the same employees as above, assume that Recovery Act funds provided only partial salary support during the quarter. In this case, grantees should first do the calculation described above, but then assess the actual number of hours supported with Recovery Act funds.

2010 Quarter 1	Total Hours	Hours Funded by ARRA	
Employee 1	520	520	$\frac{780}{520} = 1.5 \text{ FTE}$
Employee 2	520	130	
Employee 3	260	130	
	1,300	780	

Example 3: This example illustrates how it is possible for your FTE to increase or decrease from quarter to quarter, depending on changes in the number of employees supported (new hires, etc.) or once you max out your grant funds.

	2009 - Q3	2009 - Q4	2010 - Q1	2010 - Q2
Employee 1	520	520	260	0
Employee 2	520	520	260	0
Employee 3	260	260	260	260
TOTAL	1,300	1,300	780	260
FTE	2.5	2.5	1.5	0.5

Example 4: This example illustrates how multiple positions were funded for work over a short period of time. In this case, funds supported one week of performances for a company of 20 dancers (for whom full time is defined as 30 hours per week.)

2010 Quarter 1	Per Week	Total Hours	
20 Dancers	30	600	$\frac{600}{390} = 1.54 \text{ FTE}$

Please contact the Grants & Contracts office at 202-682-5403 if you have any questions about these calculations.