PRIVACY IMPACT ASSESSMENT

Instructions: As per the E-Government Act of 2002, the agency must perform a Privacy Impact Assessment (PIA) before (a) developing or procuring IT systems or projects that collect, maintain or disseminate information in identifiable form from or about members of the public, or (b) initiating, consistent with the Paperwork Reduction Act, a new electronic collection of information in identifiable form for IO or more persons (excluding agencies, instrumentalities or employees of the federal government). As per OMB M03-22, this PIA should be updated when major changes are made to an existing system. The key to a successful PIA is to ensure that the public is informed of exactly what we will be doing with their private information.

1	Name of System:	NEA Electronic Grants Management System (NEA eGMS)
2	Date of this PIA :	October 30, 2017
3	System Overview	The NEA eGMS completed an assessment of its security posture per NIST SP 800-37 and NIST SP 800-53 Rev 4. The NEA eGMS is a cloud-based grants management system used through all 5 phases of the grants lifecycle; from planning, pre-award, making the award, grant operations, and closeout.
4	Name and Office of Person	Information System Owner: Joseph Smith Information System Security Officer: Dirick Muhammad
5	What specific legal authority allows for the collection, maintenance, or dissemination of information	The Privacy Act is implemented at the National Endowment for the Arts, please see **45 C.F.R. § 1159**. CHAPTER XI--NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES PART 1159--IMPLEMENTATION OF THE PRIVACY ACT OF 1974-

6	Data Types (categories of PII elements)	Identifiability –
		  • Applicant information: name, address, birth date, SSN, email, education, organizational affiliations, expertise
		Quantity of PII:
		  • PII associated with every application/grant and person record

7	Data Sources	Grant applicants, project co-directors, panelists, people expressing interest in being panelists
		Grant applicants submit information for contact and payment
8	Data Use	NEA collects this information so that it may effectively review applications for federal financial assistance. This includes coordinating the peer review of applications by panelists, and the administration of grant awards.
9	With whom will the information be shared (e.g., another agency for a	The information is used by NEA internal staff to process grants and awards.

1	Name of System:	NEA Electronic Grants Management System (NEA eGMS)
	specified programmatic purpose or another NEA office?)	The panelists use the information to review grants applications.
10	Does the system describe to the audience exactly what we will do with the information we collect from them? Does the system provide assurances to the audience that we will not use their information for anything other than the clearly stated purpose?	This information is provided in the NEA program guidelines for each opportunity.
12	What opportunities do individuals have to decline to provide information or to consent to particular uses of the information?	Consent happens during the application submission process in the grants.gov portal.
13	How will the information be secured (e.g., describe any administrative and technological controls? Separation of duties, etc.)?	Access to PII is limited by interface and role. The set of permissions that exist have been defined to allow access to data for which a person has a need to know role.
14	Is a system of records being created under the Privacy Act, 5 U.S.C. 552a? Has a SORN been published in the Federal Register? If so, what is the SORN number?	The NEA list of official systems of records is being updated to reflect the new NEA eGMS system to include the Applicant Portal. The NEA SORN will be publish in the Federal Register when the internal agency revision has been completed.
15	Are federal records being created by this system?	Yes
16	If so, are these records scheduled with NARA and is there a plan to store and process these records?	Yes
18	Signature and date of NEA Staff Member who performed this PIA.	Carolyn J. Sanders, CISO *Carolyn J. Sanders* Jeanette M. Duncan, CIO
		This system is (Mark X below): ✓ **Approved** _____ **Not approved**