



IMPORTANT INFORMATION for ARRA Quarterly Reports due JULY 14, 2010



SUBGRANTING AGENCIES ONLY

ISSUED 6.18.10

Many states use 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.

DEADLINE:

The reporting period **opens Thursday, July 1 and closes at midnight (PT) on Wednesday, July 14**. You cannot report early, but please plan ahead as this reporting period includes the Independence Day holiday.

NEA REVIEW:

Someone from your organization must be available to make corrections, if needed, during the agency review period (July 15-28). Make sure they have a User ID, Password, and FRPIN to log into FederalReporting.gov.

NEW REPORTERS:

All deadline reminders and correction notifications are sent to the e-mail address associated with the submitter's FederalReporting.gov account. If you are a first-time reporter, [create a new account](#) to ensure that all messages are received, and contact the NEA to update your contact information.

FRPIN:

You must have your [FRPIN](#) in order to submit your report.

CCR & DUNS:

Although you can prepare your draft, final submission of your report is contingent upon your active registration in [CCR](#) and a valid [DUNS](#) number. Do not wait until the last day to try to submit, as renewing an expired registration can take five or more business days. See additional information on page 4.

NUMBER OF JOBS:

Remember that the "Number of Jobs" you are reporting is the combined Full Time Equivalent (FTE) of all jobs that were supported (or that will be reimbursed by) your NEA Recovery Act grant between April 1 and June 30. If the grant supported only a portion of a person's salary, your FTE must be prorated to reflect the number of hours that the grant actually covered. Please see instructions on page 3.

DATA WARNINGS:

If you receive warning messages at the final stage of submission (i.e., "if the number of jobs is greater than zero, then the Total Expenditure must be greater than zero", or anything referencing Infrastructure), just disregard them. They are only warnings; click "Submit" again and your report will go through.

FINAL QUARTERLY REPORTS:

If this is to be your Final Quarterly Report, you must:

- submit your last [payment request](#) no later than June 30;
- have received and expended all funds for employment activities occurring prior to June 30;
- have closed out all grants with your sub-awardees, and
- Mark it as "Final," with the project status as "Fully Completed."

TECHNICAL ISSUES:

Contact the [FederalReporting.gov Service Desk](#) at 877-508-7386.

AWARD QUESTIONS:

For jobs calculations questions, final report requirements, payments, or amendments/time extensions, contact the [NEA Grants & Contracts Office](#) at 202-682-5403.



STEP BY STEP INSTRUCTIONS for ARRA Quarterly Reports due JULY 14, 2010 **SUBGRANTING AGENCIES ONLY**



Reporting period opens Tuesday, July 1 and closes Wednesday, July 14 at midnight, Pacific Time

STEP 1 – CONFIRM CCR/DUNS REGISTRATIONS ARE CURRENT:

An expired CCR registration will prevent you from submitting your report, so check your status before the reporting period begins. To do so, go to www.ccr.gov, and click on “CCR Search” at the top of the page. Input your DUNS number. Check your “Current Registration Status.” If it has expired (or will expire within the next 30 days), initiate a renewal immediately. Also check that your CCR Points of Contact are current. If they have changed, you will need to take additional steps to re-instate your registration. For assistance, contact CCR at 866-606-8220.

Likewise, for DUNS, go to www.dnb.com, click on “Advanced Search” in the blue “Find a Company” box on the right, and input your DUNS number. If your organization does not appear in association with the DUNS, it may mean that your number has been flagged as inactive. For assistance, contact D&B at 866-705-5711.

STEP 2 – COPY FORWARD PREVIOUS REPORT:

(Please use this method if you are not reporting via a central state office)

Log into FederalReporting.gov. Click the “Prime Recipient” link in the “Quick Links” box. On the next screen, the search filters default to the current reporting quarter. To access your previous report, change the Quarter from 2 to 1. Click “Search.”

My Reports - Prime Recipient View

Search Filters

Award Type: All | Award Number: | DUNS Number: |

Calendar Year: 2009 | Quarter: 4 | Report Status: All | Review Status: All

Awarding Agency Code: | CFDA Number: | Govt Contracting Office Code: |

Search | [Search Tips](#)

Your report for 2010 Q1 (submitted in April) will appear. Click on the award number to open the report.

My Reports - Prime Recipient View

Search Filters

Award Type: All | Award Number: | DUNS Number: |

Calendar Year: 2009 | Quarter: 4 | Report Status: All | Review Status: All

Awarding Agency Code: | CFDA Number: | Govt Contracting Office Code: |

Search | [Search Tips](#)

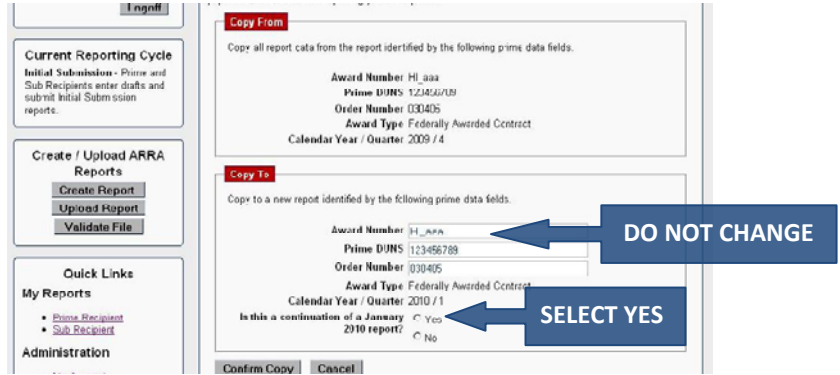
Search Results

14 reports found, displaying 6 to 10. [Search Results Legend](#) [First/Prev/1/2/3/Next/Last]

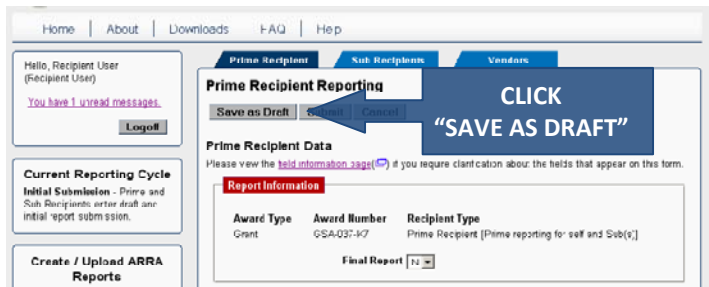
Award Type	Prime Award # / Order #	Prime DUNS #	Status
G	primegrant01142010-158a	001325314	...

DO NOT MAKE ANY CHANGES AT THIS POINT. Just click “Copy Forward.”

You will be asked: “Are you sure you want to leave this report?” Click “Yes.” (This does not mean you will lose any data from your old report.) Click “OK” to continue to the Copy Report Forward page. In the “Copy To” box, the award information has been pre-populated. Do not change this information. Select “Yes” to answer “Is this a continuation of a January 2010 report?”



Click “Confirm Copy.” **BEFORE YOU MAKE ANY EDITS**, click “Save as Draft.”



You are now ready to edit your report.

STEP 3 – EDIT CURRENT REPORT:

Click on “Prime Recipient” in the “Quick Links” box again. On the “My Reports – Prime Recipient View” screen, your draft 2010 Q2 report will appear. Click on the award number to open the report. Edit only the fields that may have changed. Do not edit fields marked in gray below.

Report Information	
Prime Award Number	Carried forward from previous report.
Prime DUNS	Carried forward from previous report.
Award Type	Carried forward from previous report.
Recipient Type	Carried forward from previous report.
Final Report	If this is your Final Quarterly Report (see criteria on page 1), you must change this from the default "No" to "Yes."

Award Recipient Information	
All information carried forward from previous report.	

Project/Award Information	
All coding carried forward from previous report.	

Project/Award Information (continued)	
Total Number and Amount of Sub-awards to Individuals	Enter "0." Unallowable for NEA awards.
Total Number and 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.
Number of Sub-awards less than \$25,000/award	Enter the number of Sub-awards of <u>\$24,999 or less</u> 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.
Amount of Sub-awards less than \$25,000/award	Enter the <u>aggregate amount</u> of Sub-awards of <u>\$24,999 or less</u> . Again, awards reported here should not also be included on the Sub-recipient tabs, as that will result in double counting.

Project Information	
Project Name	Carried forward from previous report.
Quarterly Activities/ Project Description	Describe <u>briefly</u> the activity that has been supported by your award, including subgrants and any positions that were preserved in your own organization (as approved in your application and any amendments). <u>Example 1:</u> To date, we have awarded grants totaling \$100,000, which are supporting 12 awards at \$5,000 each and four awards at \$10,000 each. ARRA funding is supporting jobs for 23 people at 16 organizations this quarter. <u>Example 2:</u> During the quarter, partial or full salary support preserved a total of 82 jobs in our state. Twenty positions were maintained at 14 organizations. Ten previously-scheduled performances that were slated to be either cancelled were able to continue as planned, allowing salary preservation for 52 artists. Jobs were preserved for 12 artists-in-residence working in 10 schools.
Project Status	Select one of the status options. Select "Fully Completed" only if you have received and expended all grant funds prior to the close of the quarter AND if all subgrantees have closed out their awards with you.
Total Federal ARRA Funds Received/Invoiced	Report the <u>cumulative</u> total of NEA federal grant funds received and/or requested up through June 30. If you submitted a payment request on July 1 or after, do not report those funds as received or invoiced.
Number of Jobs	Report the "Number of Jobs" supported by your NEA grant as expressed in terms of a "Full Time Equivalent." See Step 4 for details.
Description of Jobs Created/Preserved	Confirm the number and type of jobs that were preserved (identified as Artistic, Administrative, Educational, or Technical).
Activity Codes	Carried forward from previous report.
Total Federal Amount of ARRA Expenditure	Report the <u>cumulative</u> amount of grant money that you have spent through June 30. This may be different than the amount received, depending on whether you are on a cash or accrual accounting basis. Generally, if you have advanced your own agency's money you would count it as expended <u>only</u> if you have an accounting policy that defines this as an accrued federal expense. The amount expended cannot exceed the amount of your award. <u>Example 1:</u> You spent \$100,000 up through June 30, and requested \$25,000 in late June, which will be spent in July. Report only expenditures of \$100,000. <u>Example 2:</u> You requested final payment in May for employment activity concluding prior to June 30. Report all grant funds as received and spent.
Infrastructure Expenditure	Carried forward from previous report. Should be zero.
Infrastructure Purpose	Carried forward from previous report. Should be blank.

Infrastructure Contact Information

Carried forward from previous report. Should be blank.

Primary Place of Performance

Carried forward from previous report.

Recipient Highly Compensated Officers

Carried forward from previous report. Should be blank.

Click "Save as Draft" to save your report. We recommend saving frequently as the system can time out. When you are ready to submit your report, click "Submit." Disregard any warnings relating to number of jobs, expenditure, or infrastructure. Input your FRPIN number. You will receive an e-mail confirming your submission. *(Make sure the e-mail confirms your Initial Submission, not that you have saved a Draft.)*

STEP 4 – DOUBLE CHECK NUMBER OF JOBS:

The "Number of Jobs" field reflects employment activity that has been supported by your grant between April 1 and June 30, expressed as a Full Time Equivalent (FTE).

To calculate the FTE:

1. Gather your time and effort reports for the reporting quarter. Make sure you have distinguished how many hours were supported with NEA ARRA funds versus hours that were supported by other funding.
2. Add together all of the hours that were (or will be) funded with NEA Recovery Act money during that period, regardless of whether or not you have requested or received funds.
3. Divide this number by the total number of hours that a Full Time person would work in the quarter. For most administrative personnel, this is 520 (40 hours/week x 13 weeks). A Part Time employee would generally work 20 hours per week, so 260 for the quarter. If the jobs you are reporting are artistic, you may use the definition of Full Time that is standard for your field or defined by the union. (For example, dancers may consider 30 hours/week as Full Time, or 390 hours for the quarter).

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

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 2	Total Hours	ARRA Hours		
Employee 1	520	520	1,300	= 2.5 FTE
Employee 2	520	520		
Employee 3	260	260	520	
	<u>1,300</u>	<u>1,300</u>		

Example 2: Now, assume that ARRA funds provided only partial salary support during the quarter. In this case, first calculate as described above, but then assess the actual number of hours supported with Recovery Act funds.

<i>2010 Quarter 2</i>	<i>Total Hours</i>	<i>ARRA Hours</i>		
Employee 1	520	520	780	= 1.5 FTE
Employee 2	520	130	520	
Employee 3	260	130		
	1,300	780		

Example 3: It is possible for the FTE to decrease over the life of the grant, or even be zero, if all grant funds were applied toward previous quarters. This is perfectly fine. In this example, the recipient had only a small portion of funding remaining for 2010 Q2; therefore, the FTE reported is much lower. Likewise, if your remaining grant funds were sufficient to support only a portion of the quarter (i.e. 3 of 13 weeks), the FTE must be pro-rated accordingly.

	<i>2009 - Q3</i>	<i>2009 - Q4</i>	<i>2010 - Q1</i>	<i>2010 - Q2</i>
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