

APPENDIX A: Required Data Elements for Subaward Notices under 2 CFR 200.332

Pass-through entities are required to provide subrecipients with the following information any time a subaward is made with federal ARP funds. You do not need to provide this information in any particular order or format; the important thing is that the subrecipient is aware of the federal source of funding and informed of the applicable award requirements. You must also ensure that all subawards to which federal funds are obligated are in compliance with all other Terms and Conditions for the NEA award.

Although these are the data elements required for making subawards, you may also have other data elements and information that you provide to them based on your own policies and procedures.

(1) In the case of subawards made only partially with federal funds, your award notification should reflect the total amount awarded to the subrecipient, and then identify the federal portion as required below.

**** NOTE:** For items (vii), (viii), and (ix) in the table below, if you have not determined the allocation of Federal/matching funds at the time the subaward is made, you must make provisions to convey this information to the subrecipient at the time that Federal or matching funds are obligated to their subaward.

Also, if these three data elements are all the same (e.g. you are obligating all Federal funds at one time), you can simply report (ix), "Total Amount of the Federal Award."

Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. (2 CFR 200.332 (a))

2 CFR 200.332	SAMPLE RESPONSE	NOTES
(i) Subrecipient name (which must match the name associated with its unique entity identifier)	<i>Dance Council of Birmingham</i>	Legal name of the subrecipient; must match the entity's name in their D&B record (until April 4, 2022) and their SAM.gov UEI record (on/after April 4, 2022.)
(ii) Subrecipient's unique entity identifier (UEI)	Until April 4, 2022: <i>Subrecipient's DUNS UEI</i> On or after April 4, 2022: <i>Subrecipient's SAM UEI</i>	The subrecipient's UEI; must reflect legal name and current address.
(iii) Federal Award Identification Number (FAIN)	<i>xxxxxxx-66-22</i>	The NEA award number as included on the LAA's Arts Endowment award document.
(iv) Federal Award Date of award to the recipient by the federal agency	<i>May 15, 2022</i>	The award date on the NEA's Official Notice of Action (NOA) for your Federal award.

2 CFR 200.332	SAMPLE RESPONSE	NOTES
(v) and (vi) Subaward Period of Performance and Budget Period	<i>July 1, 2022 - May 31, 2023</i>	The start and end dates for the subaward grant period during which expenses must be incurred; must be <u>within</u> the period of performance for the LAA's NEA award.
Total amount of subaward (non-federal and federal , if applicable)	<i>\$15,000</i>	This is the total amount of the subaward to the subrecipient.
The next three items are <i>usually</i> the same amount.		
(vii) Amount of federal funds obligated by this action by the pass-through entity to the subrecipient	<i>\$10,000</i>	This is the amount of federal funds obligated by you, if any, to the subrecipient for the subaward.
(viii) Total amount of federal funds obligated to the subrecipient by the pass-through entity, including the current financial obligation	<i>\$10,000</i>	Usually, the same amount as the row above, unless, as the pass-through, you amended the previously awarded federal subaward with additional federal funds.
(ix) Total amount of the federal award committed to the subrecipient by the pass-through entity	<i>\$10,000</i>	Total amount of federal funds from your NEA grant that are included in the subaward.
(x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	<i>Purpose: To support subgranting to the nonprofit arts sector in response to and recovery from the COVID-19 pandemic.</i>	The project description included on the NEA's Official Notice of Action (NOA) for your federal award.
(xi) Name of federal awarding agency, pass-through entity, and contact information for awarding official	<ul style="list-style-type: none"> • <i>National Endowment for the Arts</i> • <i>Birmingham Arts Council</i> • <i>John Doe, BAC Exec. Director</i> • <i>555-333-5555</i> • <i>email@BAC.gov</i> 	The NEA's name, the LAA's name, and name and contact information for the person authorizing the subaward on the LAA's behalf.
(xii) Assistance Listings number and Title (previously the CFDA Number and Name); the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement.	<i>45.024 Promotion of the Arts - Grants to Organizations and Individuals</i>	The NEA's Assistance Listings number and title as provided on the Official Notice of Action for your NEA award.
(xiii) Identification of whether the federal award is Research & Development (R&D)	<i>Yes/No.</i>	Identify whether your NEA award supports Research & Development activities. This information is provided on the Official Notice of Action for your Arts Endowment award. For ARP awards, the answer is No.

2 CFR 200.332	SAMPLE RESPONSE	NOTES
(xiv) Indirect cost rate for the <u>federal award</u> (including if the de minimis rate is charged per 2 CFR 200.414)		The indirect cost rate, if any, charged to the approved project budget for your NEA award.
(xv) Indirect cost rate for the <u>subaward</u> (including if the de minimis rate is charged per 2 CFR 200.414)	<i>The de minimis indirect cost rate is approved.</i>	The indirect cost rate you approve for the subaward if any. See 3.6 for more detail.
All requirements imposed by the <u>pass-through entity</u> on the subrecipient so that the federal award is used in accordance with federal statutes, regulations and the terms and conditions of the federal award.		
Any additional requirements that the <u>pass-through entity</u> imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the federal awarding agency including identification of any required financial and performance reports	<i>Your performance and final financial reports are due MM/DD/YYYY.</i>	Provide your subrecipients with a list of required final reports for the subaward and the <i>deadline for receipt</i> . Subrecipients must submit their required final reports to you no later than 90 days from the end of the period of performance for the subaward.
A requirement that the subrecipient permit the <u>pass-through entity</u> and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part.		
Appropriate terms and conditions concerning closeout of the subaward.		