



**Combined Meeting of the
Utah Arts Advisory Board and the Utah Museums Advisory Board
Agenda**

(To be approved by both board June 15, 2023)

March 16, 2023

12:00 PM - 1:30 PM

Attendance

Utah Museums Advisory Board:

Tim Glenn, Chair
Sharon Johnson, Vice Chair - excused
Susan Adams - excused
Robb Alexander
Nichol Bordeaux
Diana Call
Carl Camp - joined at 1 p.m.
Jessica Kinsey
Laura St. Onge
Rita Wright

LeRoy Transfield

Jenilyn Wilson
Natalie Young

Staff:

Jill Love, Executive Director Cultural &
Community Engagement (CCE)
Kat Potter, Deputy Director (CCE)
Victoria P Bourns, Director
Natalie Petersen, Assistant Director
Laurel Cannon Alder, Grants Manager
Em Cebrowski, Program Support Specialist &

Utah Arts Advisory Board:

Heidi Prokop, Chair - Chair
Kelly Stowell, Vice Chair - excused
Lisa Arnett
Larry Cesspooch
Juan Carlos Claudio
Jansen Davis
Caitlin Gochnour
Amy Jorgensen
Sudha Kargi - excused
Kimi Kawashima
Krista Sorenson - excused

Board Liaison
Emilie Starr, Administrative Assistant
Elliot Clark, Assistant Attorney General
Emily Johnson
Hannah Barrett
Jean Tokuda Irwin
Racquel Cornali
Tory Guilfoyle

I	<p>Opening & Welcome - Tim Glenn</p> <ul style="list-style-type: none"> ● Land Acknowledgment (see attached) - <i>Amy Jorgensen</i> ● Zoom tips - <i>Emilie Starr</i> ● Board Roll Call - <i>Emilie Starr - Arts Board (attendance above) & Museums Board (attendance above)</i> ● Chairs Report Comments <i>Heidi Prokop and Tim Glenn</i> <ul style="list-style-type: none"> ○ Heidi: Last year at this time we had a fund limerick share because our March board meeting was on St. Patrick's Day.. Tomorrow is St. Patrick's day again. Heidi attended an Irish poetry gathering at Finch Lane gallery when she was a child, there she heard poems from the Irish greats like Yates, this week is a good time to reflect on that experience. Have a great St. Patrick's Day and read up some Irish verse or write a limerick. Tim: Utah Museums association is seeking session proposals for the session in Vernal, which closes tomorrow. The Museum of Utah is working on object identification and content design. See link below to a story form to give input on the important stories that the museum of Utah should tell. Feel free to share this form with colleagues as we move through this phase. ● Stories for the Museum of Utah
II	<p>Approval of Minutes - January 12 , 2023 - Heidi Prokop</p> <ul style="list-style-type: none"> ● Utah Arts Advisory Board Minutes from January 2023 - <i>Heidi Prokop</i> Motion to approve minutes made by Caitlin Gochnour, second by Larry Cesspooch. Vote by acclamation to accept the January 12, 2023 meeting minutes passed unanimously. ● Utah Museums Advisory Board Minutes from January 2023 - <i>Tim Glenn</i> Motion to approve minutes made by Robb Alexander, second by Jessica Kinsey. Vote by acclamation to accept the January 12, 2023 meeting minutes passed unanimously.
III	<p>Stellar share - Tim Glenn</p> <p>Film work cradleboard - <i>Larry Cesspooch</i> <i>Through Native Eyes production - Youtube</i> THROUGH NATIVE EYES PRODUCTIONS - You Tube</p>
IV	<p>Administrative Procedures - Heidi Prokop</p> <p>Award Fee Schedule - <i>Natalie Petersen</i> The awards fee schedule will be approved by both boards every year. See attached for schedule.</p>

	<p><i>Roll Call Vote:</i> Arts Board - Motion to approve made by Jansen Davis, second by Lisa Arnett. Voted in the affirmative: Jeni, Juan Carlos, Kimi, Larry, Leroy, Natalie, Caitlin, Amy, Lisa, Janson, Heidi</p> <p>Museum Board - Motion to approve made by Rita Wright, second by Diana Call. Voted in the affirmative: Jessica, Laura, Nichol, Robb, Diana, Rita, Tim</p> <p>General Operating Support Motion- Racquel Cornali This motion was created as part of the division's strategic planning process and required by the National Endowment for the Arts (NEA). This motion was reviewed by both boards executive committees and supported by their positive recommendation.</p> <p><i>Roll Call Vote:</i> Arts Board - Motion to approve made by Catilin Gochnour, seconded by Amy Jorgenson. Voted in the affirmative: Janson, Jeni, Juan Carlos, Kimi, Larry, Leroy, Lisa, Natalie, Caitlin, Amy, Heidi Museum Board - Motion to approve made by Jessica Kinsey, seconded by Rita Wright. Voted in the affirmative: Diana, Laura, Nichol, Robb, Rita, Jessica, Tim</p> <p>Federal Funds Management This is a document required by the NEA as part of our State Partnership Agreement. It outlines how the division handles federal funds. This document was also reviewed by both boards executive committees and supported by their positive recommendation.</p> <p><i>Question from Jansen Davis:</i> Does this need to be an action item if it is part of the funding. If we vote on the NEA funding does it fall under that because it is part of the management? <i>Answer:</i> Elliot Clark recommends we vote on this. (arts board only)</p> <p>Arts Board - Motion to approve made by Jansen Davis, seconded by Lisa Arnett. Voted in the affirmative: Amy, Caitlin, Jeni, Juan Carlos, Kimi, Larry, Leroy, Natlaie, Lisa, Jansen, Heidi</p>
V	<p>Board Discussion - Tim Glenn</p> <p>1. Ideas for 125th Anniversary - Victoria Bourns In preparation for the division's 125th anniversary we would like ideas on how to best celebrate. The following were suggested:</p> <ul style="list-style-type: none"> ○ Highlight the Alice Merrill Horne and the collection and her legacy. ○ Branding, ○ figure out a way to show how it started and where it is now (scope), ○ digital opportunity to show digital art one per year (variance in collections and reach), ○ ask for more money and provide a special grant pool to give people or organizations \$1250 or \$125, stories to launch the next 125 years of Utah artists, ○ Theme the Statewide Annual that year as 125 year celebration,

	<ul style="list-style-type: none"> ○ Travel exhibition could do something with the 125 years Arch of the collection- traveling and could reach a lot of destinations ○ Local museums could borrow something from collection and have a year long program about getting the work out all around the state ○ Public state might want to put together some programming to give the history and celebrate it ○ Tim glenn could write a song ○ List of 125 points of value (what UAM brings to residents) ○ Ask Sundance Film festival to acknowledge ○ New coffee mugs, hats, pins, swag ○ 125 artist t-shirts from the collections commissioned by current artists ○ Sponsor initiative: businesses donate \$125 to favorite arts orgs <p>2. Board Development/Merger - Ask for broader ideas/representation - <i>Caitlin</i></p> <p>The discussion for this merger idea comes from the fact that UAM is one division and should be represented by one board. A smaller working board could better collaborate and current board members would only leave through attrition. One board for the division would help remove the confusion associated with voting and allow the board to hold shorter, more efficient meetings. One goal behind merging the two boards is creating a balance of representation across disciplines and rural and urban representation.</p> <p>Comments:</p> <p>Jansen: Different disciplines have different needs so all disciplines should be represented on the board. Any number under 20 should be okay.</p> <p>Jessica: How will the disciplines be represented in the executive committee?</p> <p>Answer: The executive committee Chair and Vice Chair would be from different disciplines or one may be from the community At Large to create well rounded leadership and equitable representation across arts and museums.</p> <p>Heidi: Appreciates the interaction between board members who represent both arts and museums. The perspective of many is best, supporting the 17 member design.</p> <p>Tim: In agreement with Heidi, it is important to have diverse representation. Supports the merger despite past misgivings. A merged board creates opportunities to invite artists into museum conversations and vice versa.</p> <p>Amy: Supports the idea to merge the two boards into a smaller board, this could reduce staff workload, and a smaller more noble board is more effective. It will be important to specify disciplines and locations in the combined board format.</p> <p>Laura: Suggested that museum representation is designated similar to the arts.</p>
VI	<p>FY23 Legislative Session - What Happened? - Heidi Prokop</p> <p>Jill: It was great to see arts and museums at the hill advocating during the session.</p>

Kat Potter presented an overview of legislation impacting our department by thanking the board and division leadership.

- The forty five day session introduced 924 bills, 575 passed, over 1000 were filed but never got to the introduction stage. More bills impacted our department Cultural and Community Engagement (CCE) than time permits during this meeting, you can reach out to me at any time to get more information.
- Highlighting bills that impacts the department:
 - Officially established the Museum of Utah in state code.
 - Renamed the Division of State History to the Utah Historical Society
 - The new State Flag initiative passed, effective next flag day.
 - SB138: Passed, this bill provides protection for ticket buyers through resellers to minimize fraud.
 - SB223: Passed, nonprofit capacity fund, to support nonprofits, CCE will oversee that fund.
 - HN119: Passed, allows nonprofit organizations to apply for state grants without having charitable solicitations permit making grants more accessible.
 - HB396: Passed, allows cities/counties that have a paleontologist on staff to curate their own finds.
- Budget:
 - Approved state employee 5% cola and target increase for some positions
 - Approved 2.5% salary increase for pay for performance
 - \$350K ongoing was given to UAM for the State of Utah Alice Merrill Horne Art collection. This will be used for the content management system, acquisitions, and other items.
 - Funding for the Museum of Utah was made more accessible, funding was also made available for acquisition of objects for the museum.

Jill presented session information about grants:

Last year the legislature created two new grant programs through CCE, one was for capital for arts and culture and other as for non profits. A second pot was legislated for heritage and event grants. As CCE reported back on those two grant programs it was clear that the legislature had different goals than the outcomes these grants produced. As the session progressed, we became concerned that the Arts program may be impacted by the discrepancy between goals and outcomes. We asked the legislature to take those two grants off the program for a year so we could work more on aligning those two grants as we evaluated the outcome and goals. As the session progressed the legislature's concerns did bubble over to the Arts and Museums grant program. We found as we visited with

	<p>legislatures there were varying goals. At some point in the last few days of the session they shared with us some draft legislation that would have impacted our stalwart institutions and given us a lot more legislative oversight on the outcome of our grant programs. We pushed back and the governor's office supported us but we were running out of time. If we would have had more time we would have gotten to where we needed to be.</p> <p>The EAC took away some of our grant money. It was a signal to us that they were unhappy with where things stood in our conversation and we were very disappointed by that. In the final hours they put \$2 million into the Governor's Office for Economic Opportunity (GOEO), as a signal to how they were feeling. In calls with legislative leadership since the session closed we heard that they do support us but want changes in how we run the grant program going forward. We will work with them, Jill had a call after the session closed to work with them to find a solution. We will work hard to get that aligned and there will be an openness to increase that grant fun and raise the dollar amount we can award.</p> <p>Vicki: We will coordinate with GOEO on getting funding out. Our goal is to reduce overlap so the greatest number of organizations can be funded. I did not want any organizations to panic or feel like they needed to contact their elected representatives. I am confident in our goal to get this to work for our arts and museums communities. I feel that we can get there, and thank Jill for facilitating these meetings going forward.</p> <p>Jansen asked if it would be useful or appropriate to put together an ad hoc group to filter through and address a plan going forward.</p> <p>Jill answered in the affirmative that this is a great thought that we will consider as we move forward.</p> <p>Amy asked for the monetary difference between last year and this year?</p> <p>Jill answered that \$ 6 Million went to UAM last year for General Operating Support (GOS) grants, this year UAM has \$4 Million and GOEO has \$2 Million. Direct appropriations went away, so large organizations will need to enter the grant pool, impacting the number of organizations asking for funding. We were hoping to get the festival grant to free up dollars from the regular grant pull to make up for some of this. This did not happen and resulted in the huge philosophical discussion about how those funds should be used.</p> <p>Ending on the positive, Jeni is on this call and Speaker Wilson expressed over and over his confidence in us and he is the person responsible for the money we received for the Alice Merrill Horne Art collection. There were also warm conversations recognizing the need, but there are just many who have a different idea of how we address those needs.</p>
VII	<p>Strategic Planning - Tim Glenn</p> <ul style="list-style-type: none"> • Update - <i>Natalie Petersen</i> - We are working with Pathway Associates to create our strategic plan. We had a kick off meeting and the CCE graphic design team put together beautiful

	<p>branding. We are having a strategy creation session for staff and board members on June 6. From July to October 2023 we will be developing and integrating the plan. Things have changed over the last 3 years and we want to be responsive to that.</p> <p>Rita was impressed with the strategic planning team and their experience.</p> <p>Jansen commented that the process is fantastic and Pathways goal is to get a wide collection of staff ideas.</p>
VIII	<p>Department & Division Updates - Heidi Prokop</p> <ul style="list-style-type: none"> ● CCE updates, <i>Jill Love or Kat Potter</i> <ul style="list-style-type: none"> ○ History Day Judges Needed ○ The Rio Grande building is in the process of being seismically upgraded; the plan is to make it a community building, not just government offices. Kat joins a meetings every two weeks with a design team. The most recent construction schedule has The Rio complete by Fall 2026. ● Staff Transitions, <i>Natalie Petersen</i> <ul style="list-style-type: none"> ○ Nancy Rivera, our visual arts coordinator, has moved to director of Utah Museum of Fine Arts. ○ Michelle Mileham accepted a new position at the Portland Zoo. ○ Jenna Ehlinger accepted our Chase Home Administrator position. <p>Exciting share Courtney Miller and Adam Ruschul had their baby Isaac Ruschal Miller.</p> <ul style="list-style-type: none"> ● Poetry Out Loud Winner Announced, <i>Jean Tokuda Irwin</i> - This year the National Endowment for the Art (NEA) Poetry OutLoud (POL) competition was held at Westminster College in their new Jones Recital Hall. Seven regional finalists competed and two additional students performed their award winning original poems. Dixie High School senior Aeva Dye-DelToro won first place for the second time in a row. Tony Trunnell, a senior from Springville High, came in 2nd place . Kellan Honeycutt- was the winner of the original poem competition and Brynn Patterson was the runner up. The winners will be featured at the Utah Arts Festival. UAM would like to encourage board members to work with staff to feature these students' performances at any events they are involved with in the coming months. ● Reminder - board staff bios - Please review and update as needed ● Other
IX	<p><u>Next Board Meeting</u> - <i>Em Cebrowski</i></p> <p>Board Meeting: In Person: June 15, 2023 12-2PM - Fillmore</p> <p>Carpooling?</p> <p>Executive Committee: Wednesday, May 24, 2023 12-130PM</p> <p>Schedule for FY23 Board Meetings</p>

	Note: we are planning to hold the June meeting in Fillmore Utah at the Territorial Statehouse. So save the entire day
X	Adjourn -

Land Acknowledgement

It is our honor and responsibility to acknowledge to all who meet with us today, that we gather on land that is sacred to all indigenous people who came before us in this vast crossroad for the Utes, Goshutes, Paiutes, Shoshone, Navajo and Hopi peoples and their ancestors. It has been their stewardship for time immemorial to care for this land and all of its inhabitants, both two-and-four-legged, winged and water-bound. We honor their memory, their physical presence in our state today, their ancestor's presence here in spirit, and we do so in our reverence for their resilience in preserving their connections to the Creator. We Honor the People, We Honor the Land.

One of Utah Arts & Museums purpose statements in statute indicates, has been working to integrate



Award Fee Schedule*

Cumulative Amount to be Approved by Board

(March 16, 2023 approved)

Awards: Total of \$12,350

Statewide Annual - \$8,200 total

- \$1,000 Best in Show (1)
- \$3,600 Jurors Awards (6 @ \$600)
- \$400 Honorable Mention (2 @ \$200)
- \$200 People's Choice Award (1)
- \$3,000 Artist Participation fee (up to 30 artists @ \$100 each)

Traveling Exhibitions Program (TEP) Awards for All State High School Show

\$3,000 \$1,400 (up to 30 @ \$100)

Poetry Out Loud - \$1,150 Total

- \$200 Winner of the Competition (1)
- \$200 Runner Up (2 @ \$100)
- \$450 Finalists (6 @ \$75)
- \$200 Original Writing Winner (1)
- \$100 Original Writing Runner Up (1)

*Pursuant to the Utah Division of Purchasing and General Services, Limited Purchasing Delegation for the Utah Division of Arts & Museums, and in accordance with the Utah Procurement Code 63G-6a-303(5) the award amount for competitions is determined by the board of directors.

General Operating Support Proposed Motion

This is being submitted for board approval, in order to align with National Endowment for the Arts partnership grant requirements. This allows UA&M to utilize and match NEA funding with our General Operating Support grants.

"The Utah Arts & Museums Boards formally express their support of Utah Arts & Museums grant money being used primarily (80% or more) for general operating support grants. This has been identified as a primary need for arts and museum organizations in the state of Utah. General Operating Support grant funding should be listed as an organizational priority in the 2024-2028 Strategic Plan. Until the new plan is finalized, this notice shall be considered an addendum to the current strategic plan."



Policies & Procedures for Managing Federal Awards

**Utah Division of Arts and Museums
Millcreek, Utah**

(last updated 2/14/23)

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INTRODUCTION

The following manual is intended to provide an overview of the policies and procedures for managing federal awards, applicable to the Utah Division of Arts & Museums which shall be referred to as “UA&M” or “the division” throughout this manual.

UA&M is a state agency under the Utah Department of Cultural & Community Engagement (CCE), part of the Governor’s executive branch. UA&M is accountable to the Utah State Legislature and the Governor's Office, is governed by two advisory boards, and receives funding resources primarily through the Utah State Legislature. Additional support comes from the National Endowment for the Arts (NEA), Institute for Museums & Library Services (IMLS), and the National Endowment for the Humanities (NEH). UA&M operates on the state fiscal year that begins on July 1 and ends on June 30. This document addresses the management of NEA funds. This manual will be approved by the UA&M Director, UA&M Board Executive Committee, UA&M Board, and CCE Finance Director on an annual basis. UA&M staff are bound by the policies and procedures contained in this manual.

DEFINITIONS & BACKGROUND

UA&M may receive financial assistance from grantor agencies in the form of grants; financial assistance awards given to carry out its programmatic purpose, including portions of the grants intended to be distributed to subgrantees. Throughout this document, federal assistance received in any of this form will be referred to as a federal “award.” UA&M has a continuing State Partnership Agreement from the NEA. The coding utilized by UA&M and CCE is consistent from year to year. The grant amount is different every year depending on the Federal Allocation from the NEA. There are four components to the Agreement; the General Partnership, Arts Education, Underserved Communities and Folk Partnership. Funds received in the last few years from IMLS & NEH represent federal funding for specific, time-bound initiatives.

ENVIRONMENT

UA&M and CCE work under the direction of the Utah Division of Finance to maintain a system of internal controls and appropriate segregation of duties in managing all state and federal funds. Access to the federal eGMS Reach portal is requested by the NEA Project Director and granted by the appropriate federal agency for staff who need to work within the portal for management of the award.

COMPLIANCE WITH REQUIRED REGISTRATIONS & REPORTING

The NEA Project Director in coordination with support staff maintains current agency registrations through Grants.gov, Sam.gov, FFATA, and the state of UT federal funds record. UA&M and CCE staff strive to follow all federal and state guidelines in the management of federal funds as outlined in the NEA General Terms & Conditions for Awards (GTC’s), and the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards outlined by the Office of Inspector General (OIG).

RESPONSIBLE PARTIES

Utah Division of Arts & Museums (UA&M) is a state division under the Utah Department of Cultural & Community Engagement (CCE), part of the Governor's executive branch. Jill Remington Love, Executive Director of the Department Cultural & Community Engagement, serves in the Governor's cabinet. UA&M is accountable to the Utah State Legislature which provides the bulk of agency funding, and is governed by two boards: the Utah Arts Advisory Board & the Utah Museums Advisory Board.

The Division Officers Responsible for federal grant management are as follows:

Victoria Panella Bourns, UA&M Director (NEA Authorizing Official)

Natalie Petersen, UA&M Assistant Director (NEA Project Director)

Kimberlee Willette, CCE Finance Manager (NEA Grant Administrator)

Emily Cebrowski, UA&M Program Support Specialist (NEA Additional Participant)

Laurel Cannon Alder, UA&M Grants Manager (NEA Additional Participant)

Racquel Cornali, UA&M Grants Coordinator

ADMINISTRATION OF FEDERAL AWARDS

Preparation & Review of Proposals

The NEA Project Director in coordination with the Program Support Specialist, prepare the annual NEA grant application with input from the Director. The NEA Project Director notifies the CCE Finance Team so they may request legislature authority to collect federal funding for proposed grants.

All proposals are approved by the NEA Authorizing Official prior to submission to ensure that:

- The agency can effectively implement any required assurances
- The proposed budget can be appropriately implemented & documented
- The proposed budget can be reflected in the agency's overall state budget & allocations systems
- UA&M has the capacity to oversee the grant with existing or hired employees

Post-Award Procedures

After UA&M has received an award, the following steps are taken:

1. Verify the specifications of the award. The individual(s) managing the award, the NEA Project Director & Program Support Specialist shall review the terms, time periods, award amounts and expected expenditures associated with the award.
2. Gather documentation. A file is established for each award by the Project Director. The file serves as a repository for the proposal, the final signed award documentation, and all reports submitted to the funding source. Correspondence regarding the award is kept within the federal eGMS Reach system for reference and archival purposes. The NEA Project Director is responsible for alerting staff as to reporting dates, coordinating the production of necessary reporting documents, and submitting them in a timely fashion.

Upon notice of a new federal award, the NEA Project Director:

- Reviews the award & any associated requirements to assure that it can be properly implemented
- Provides the award detail & coordinates with the NEA Authorizing Official, Grants Manager, Program Support Specialist, Program Managers as needed, & CCE Finance Team to review allocation categories & verify tracking codes for the award at the appropriate level of detail are implemented
- Shares the relevant codes with staff involved in payment coding
- Assures that the Communications Manager, Grants team, and UA&M staff utilizing the funds are aware of responsibilities related to acknowledgment of federal support & that a related provision is included in subrecipient contracts
- Assures proper implementation of the federal funds according to federal allocations
- Coordinates with the Grants Manager for subrecipient grants, & with staff utilizing federal funds according to allocations within their program areas

Utah Arts & Museums Grant Management Procedures for Federal NEA Funds regranted to subrecipients from the general portion of the NEA grant to UA&M

Order of Operations:

- Obtain budget allocation for federal funds from the NEA Authorizing Official (UA&M Director).
- Run a competitive grant process following UA&M and the NEA guidelines.
- Send award letters to subrecipients that include all federally required information, including award amount, period of performance, UEI number, award number, and any other required information.
- Gather interim or final reports from all grant recipients and provide that information to the NEA through the Federal Descriptive Report (FDR).
- Ensure that if NEA grants are used for general operating support for subrecipients, the UA&M strategic plan must include intent language for regranting in this way.

Definitions:

- Subrecipients could also be considered grantees or awardees.

Grant Eligibility:

- Review criteria for art organizations applications must include elements of artistic merit & artistic excellence. Artistic excellence demonstrates an organization's potential to: create art that meets the highest standards of excellence; engage the public with diverse art forms; enable participants to acquire knowledge or skills in the arts; and/or strengthen communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience, and community. Artistic excellence and artistic merit are the criteria by which artwork will be considered, taking into account general standards of decency and respect for the diverse beliefs and values of the people of this state.

- Title VI non-discrimination compliance: The State of Utah must follow all federal laws and regulations regarding discrimination, including making sure that all grants are open to all applicants, and all subrecipient programming must be open and available to all.
- Section 504 Compliance
 - Applicants must self-affirm in the application that they are following federal Section 504 Compliance standards.
- Debarment:
 - Review subgrant recipients and cost match recipients on Sam.gov when the application is reviewed prior to entering into a contract. An organization that has been debarred may not receive NEA funding.
 - Include self-certification language about debarment in both the application and contract.
- All subrecipients are required to obtain a UEI through SAM.gov and certify in the application that they have not been debarred.
- Application to state that federally-negotiated indirect cost rate or the de minimis cost rate (not to exceed 10%) for facilities, administration, or other overhead is acceptable.

Grant Review:

- Eligible applications will be reviewed by UA&M staff & a panel of citizen professionals. Each review panel will evaluate applications based on the criteria in the guidelines. All grant allocations are approved by either the Utah Museums Advisory Board or the Utah Arts Advisory Board. The appropriate board reviews & approves final funding recommendations. The following language is communicated to subrecipients:

The Utah Division of Arts & Museums (UA&M) is a state agency involved in public funding for arts & museums. As a public entity, it reserves the right to make final decisions on the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or board. No organization or individual is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available, number of applications, quality of the written application, & meeting specified criteria. UA&M takes the responsibility of awarding public funding seriously, carefully following federal guidelines and grant review & award procedures as determined by state statute & board policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary. The revocation of any public funds will be taken under consideration by the appropriate state board. (<https://docs.google.com/document/d/1LaFhI99HrynRJj1h8N-6hu062F2q3Tx6/edit>)

Contracting:

- Grants staff shall follow the state of Utah contracting process by working with the assigned staff member from the Utah Attorney General's office as well as the Utah State Division of Finance. The Contract for Federal Awards must include the following:

- Required federal award language, including a debarment statement
- NEA and UA&M acknowledgement language
- Grants Staff oversee the development, routing & approval of subrecipient contracts that are consistent with state procurement policy and ensure grant packages include the following: official notice of federal award to relevant subrecipients; requirement to acknowledge NEA support; record retention requirements; & certification related to debarment.
- Allowable expenditures and or nonallowable expenditures will be identified in the guidelines and contracting documents.

Sub-Recipient Payment:

- All subrecipients who are receiving federal sub-grants will receive an award letter with the required federal sub-award language following this example:
 - Your organization UEI: {{GRANT__FUNDING_APPLICATION_APPLICANT_UEI}}
 - Federal Award ID/NEA Grant Number: 1903716-61-22
 - CFDA Number and Name: 45.025 Promotion of the Arts Partnership Agreements
 - Federal Award Date: 7/5/2022
 - Total Amount of Award to Utah from the NEA: \$857,400
 - Subaward Period of Performance: July 1, 2022 to June 30, 2024
 - Federal award project description: To support arts programs, services, and activities associated with carrying out the agency's National Endowment for the arts-approved strategic plan
- Subrecipient grants: the grant team will identify the organizations that will be coded to NEA originating and matching amounts to assure compliance with federal requirements.
- Work with CCE Finance team to review & approve the coding of the grant award to assure that payments against the contracts will be charged to the appropriate federal grant project.
- All contract payments are sent to CCE finance via a Request for Payment (RFP). Requests for payment are reviewed for: Correct award amount, subrecipient contact information, and correct grant award coding. Contracts include a requirement for acknowledgement of the NEA as a funder.
- Date of payment must be provided within the grant contract period

Subrecipient Reporting:

- An interim or final report is required to be submitted annually.
- The UA&M grants office is responsible for review of final evaluations through the online grants management system.
- Final reports are reviewed for:
 - NEA standard requested data
 - Completeness
 - Reasonableness of reported outcomes
 - Financial report/budget
 - Acknowledgment of support
 - Letter of thanks to local legislator

UAM Reporting on Federal Funds:

- FFATA Report is submitted on sam.gov 30 days after sub-recipients receiving \$30,000 or greater have been notified of their award
- UAM submits an FDR (Federal Descriptive Report) and FFR (Federal Financial Report) at the required reporting time per NEA guidelines.
- All data for the FDR is collected and stored in the UA&M grants management system
- The FDR and Project Activity Locations are sent to NASAA

COMPLIANCE WITH LAWS, REGULATIONS AND PROVISIONS OF AWARDS

1. UA&M recognizes that as a recipient of federal funds, it is responsible for compliance with all applicable laws, regulations, and provisions of awards.
2. UA&M Staff strive to take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of awards.
3. The NEA Project Director in coordination with the Program Support Specialist and Grants Manager strive to identify and communicate any special changes in policies and procedures necessitated by federal awards as a result of the review of each award.

FINANCIAL REPORTING

The CCE Finance Team provides timely and accurate financial reports applicable to federal awards. These reports include monthly and cumulative expenditures and a project budget.

FEDERAL REPORTING

The NEA Project Director, Program Support Specialist, and the Grants Coordinator prepare & submit required reporting to the NEA through the eGMS Reach system.

The Folk Partnership and Poetry Out Loud (POL) Program each have separate final reports to be completed. The Folk Partnership Report is prepared by the Folk Arts Coordinator and submitted as part of the State Partnership, and the POL report is prepared and submitted by the Education Program Manager each year, per reporting guidelines and timeframes.

All other final reports are due no later than 90 days after the period of performance end date.

Required final reports may include the following:

- Final Descriptive Report (FDR). Narrative and statistical data about award activities
- Federal Financial Report (FFR). Final accounting of allowable project expenditures including required cost share/match
- Geographic Location of Project Activity Report (GEO). List of addresses where significant project activity took place (this report assists the NEA in reporting to Congress on the geographic reach of its programs)

PROCUREMENT UNDER FEDERAL AWARDS

Procurement of goods and services whose costs are charged to federal awards are subject to State of Utah Purchasing Policies.

DISBARMENT & SUSPENSION POLICIES & PROCEDURES

In order to ensure that UA&M does not make payment to recipients who are barred from receiving federal funds, UA&M staff shall check the System for Award Management (SAM) prior to executing contracts.

BUDGET & PROGRAM REVISIONS

It is UA&M policy to request prior approval from federal awarding agencies for program or budget revisions as required by the funding agency.

CLOSE OUT OF FEDERAL AWARDS

UA&M and CCE shall follow the close out procedures as established by the state, and federal granting agency for the award. UA&M shall liquidate all obligations incurred under the award within 90 days of the end of the award agreement.

DRAWDOWNS

UA&M Program Support Specialist and NEA Project Director will coordinate with UA&M Staff & CCE Finance to monitor federal expenditures, & request drawdown reimbursement through the eGMS Reach system. FINET (a centralized statewide accounting system) is utilized to collect payments charged toward federal funds. Reports are generated and reviewed with program managers before the drawdown is requested. The NEA Project Director and Program Support Specialist monitor that drawdowns are occurring in a reasonable timeframe.

CHARGING OF COSTS TO FEDERAL AWARDS

UA&M follows NEA policy that only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to federal awards.

SEGREGATING UNALLOWABLE FROM ALLOWABLE COSTS

The budget and grant or contract for each federal award shall be reviewed for costs specifically allowable or unallowable, in accordance with 2 CFR 200 and the NEA's General Terms & Conditions.

The NEA Project Director, Program Support Specialist, and Grants Manager shall be familiar with the allowability of costs provisions.

No costs shall be charged directly to any federal award until the cost has been determined to be allowable under the terms of the award and criteria for federal allowability, according to NEA guidelines and 2 CFR 200.

DIRECT COSTS

Direct costs include those costs that are incurred specifically for a federal award or for a non-federal function. UA&M identifies and charges these costs exclusively to each award or program.

Each invoice shall be coded with the appropriate code reflecting which program received direct benefit from the expenditure. Invoices are approved by the appropriate staff member and NEA Project Director, and processed through CCE and State Finance.

RECORDS RETENTION

All records pertaining to federal awards shall be retained according to the NEA General Terms & Conditions, 2 CFR 200, and State of Utah Archives retention schedules and policies.

POLICY AWARENESS

Policies are monitored by the Division Officers through NEA eGMS REACH, NEA website, email, webinars, & verbal communication with NEA staff. Policy changes are disseminated through email, electronic message, general announcement, staff or board meetings, and face to face communication.

Additionally, the NEA Project Director in coordination with the Program Support Specialist shall:

- Review & monitor relevant policies & guidelines related to federal grants received by the agency
- Assure that employees who implement the policies understand their responsibilities
- Assess any policy changes & implement changes in procedures & internal controls to implement those policies, if warranted

FEDERAL POLICY REFERENCES

2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

NEA GENERAL TERMS & CONDITIONS FOR AWARDS (GTCs)

- For awards issued as of October 2020 (with an award date after October 1, 2020)
[General Terms & Conditions for Grants & Cooperative Agreements to organizations Incorporating Title 2 of the Code of Federal Regulations \(2 CFR\), Including updates effective November 12, 2020 \(issued AFTER October 2020\)](#)
- For awards issued October 2014 through September 2020
[General Terms & Conditions for Awards \(Updated June 2018\)](#)

NEA HOW TO MANAGE YOUR AWARD & eGMS REACH HANDBOOK

- For awards issued as of October 2020 (with an award date after October 1, 2020)
[How to Manage Your National Endowment for the Arts Award & eGMS Reach Handbook \(11.2020\)](#)
- For awards issued October 2017 through September 2020
[How to Manage Your NEA Award & eGMS REACH Handbook \(4.2019\)](#)

Utilize the NEA's [REACH](#) grants management portal for information & communication regarding state awards as directed.

STATE POLICY REFERENCES

- UT Division of Finance accounting standards, policies & procedures according to [State of Utah procurement code](#)
- UA&M Board policy and requirements regarding Conflict of Interest for all staff, board members and grant panelists
- State of Utah Federal funds Request Summary (FFRS) completed annually in accordance to legislative code



Strategic Planning Initial Kickoff Meeting

February 2023



THE CONSULTING TEAM



JULIE DELONG IS A CERTIFIED FOCUSED MOMENTUM STRATEGIST AND MANAGING PARTNER AT PATHWAY ASSOCIATES.

She has spent 25 years in the nonprofit and government sector as staff, executive, fundraiser, board leader, volunteer, mentor, and consultant. She is grounded in ethical, efficient, and collaborative leadership using her years of management, program and fundraising to achieve intended goals and objectives.

Julie is a strategic planning Focused Momentum Certified Strategist and brings a high level of expertise and positive engagement with participants. She has led many staff and board teams through strategic planning processes, and governance and fundraising trainings. She has vast experience in designing surveys, conducting focus groups, interviews, training, and facilitating staff and community volunteer groups. Most of her projects are in the area of strategic planning, capital campaigns, interim executive roles, and board development and governance. She currently serves on the Advancement Board of the College of Social and Behavioral Science at the University of Utah. Julie earned a Masters of Public Administration and Master's Certificate in Urban Planning from the University of Utah, and a BS in Community Development from Penn State University.

JOELLE KANSHEPOLSKY IS A CERTIFIED FOCUSED MOMENTUM STRATEGIST AND PARTNER AT PATHWAY ASSOCIATES.

Joelle Kanshepolksy, MM is a highly successful consultant, change-maker, fundraiser, and inspiring executive leader with 25 years of professional nonprofit experience in: fundraising, donor communications; leadership; interim support; strategy development; governance and board relations; and executive search/transitions. Most recently, Joelle served as Director of Development and Communications at The Children's Center, as well as Interim CEO. Between 2011 and 2014, Joelle taught nonprofit management as an Adjunct Professor at Westminster College in the Gore School of Business.

Joelle is a strategic planning Focused Momentum Certified Strategist. In addition, she supports local nonprofits in the leadership realm conducting executive searches, providing executive coaching, working with Boards, serving in interim roles, and supporting executive transitions. Joelle is a first generation American, conversational in Spanish, and an avid adventurer of the world- she has lived and volunteered in four different countries and has traveled to an additional 50. Joelle received her master's degree from the Heller School of Management at Brandeis University and her BA from Tufts University. Joelle moved to Salt Lake City from Boston in 2008.



THE STRATEGIC PLANNING COMMITTEE'S ROLE

The Strategic Planning Committee will consist of a small team, 3 -6 senior leaders, representing board and staff.

This team's purpose is to co-design this planning project.

- Finalize the design of the planning project, including **who** participates in each step, **when** the strategy sessions are scheduled, and **how** these sessions will be conducted by approving the agenda drafted by the consulting team.
- **Review and approve** all participants' briefing materials prior to distribution to help ensure participants are well prepared for the fast-paced group strategy development sessions.

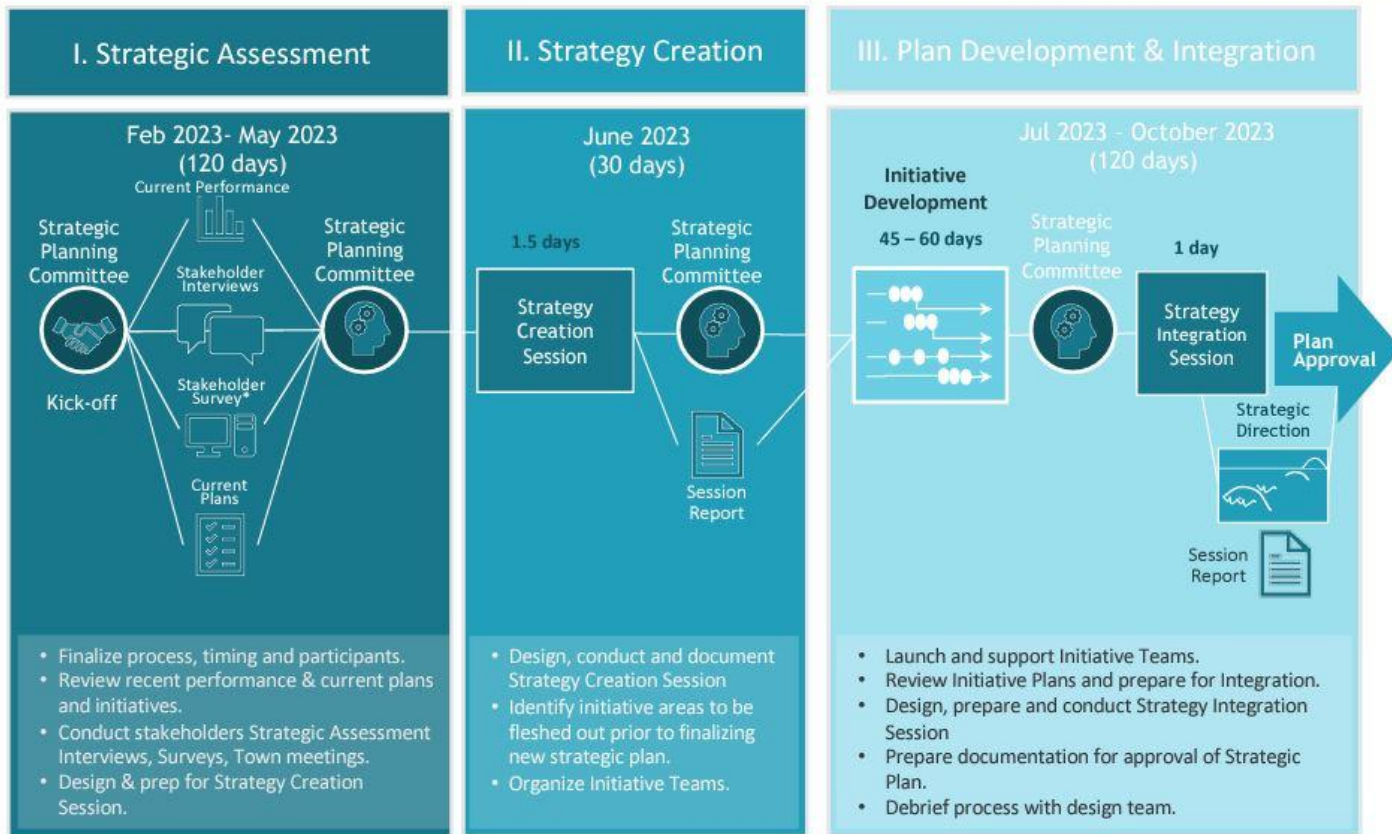
This team meets as a group a minimum of five times during the planning project (see the project flow) for up to 2 hrs. These meeting will be virtual unless otherwise stated. The specific times and lengths of each meeting will be determined as the project plan is finalized.

Members of the Strategic Planning Committee:

Vicki Bourns, Natalie Petersen, Rita Wright, Jansen Davis, Jessica Kinsey

THREE PHASES OF STRATEGIC PLANNING

PROJECT WORKFLOW: STATE OF UTAH DIVISION OF ARTS AND MUSEUMS





POETRY OUT LOUD
ARTS
Elizabeth R...

POETRY OUT LOUD
ARTS
Alexis Bailey

POETRY OUT LOUD
ARTS
Jackson Shemwell

POETRY OUT LOUD
ARTS
Aliya Pasc...

POETRY OUT LOUD
ARTS
Del Jara

POETRY OUT LOUD
ARTS
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POETRY OUT LOUD
ARTS
Kellana Te'itu

POETRY OUT LOUD
ARTS
Brynn Patterson

POETRY OUT LOUD
ARTS
Ellen Hunicut