

**The National Endowment for the Arts
ArtsHERE Grant Program Forms
OMB Information Collection Request, New Collection
Justification – Part A Supporting Statement**

Last updated: May 22, 2024

Contents

Overview of Information Collection.....	3
A1. Necessity for Collection	4
A2. Purpose	4
A3. Use of Information Technology to Reduce Burden	12
A5. Impact on Small Businesses	12
A6. Consequences of Less Frequent Collection	12
A7. Now subsumed under 2(b) above and 10 (below)	12
A8. Consultation	13
A9. Tokens of Appreciation	14
A10. Privacy: Procedures to protect privacy of information, while maximizing data sharing	14
A11. Sensitive Information	16
A12. Burden.....	16
A13. Costs	18
A14. Estimated Annualized Costs to the Federal Government.....	18
A15. Reasons for changes in burden	19
A16. Timeline.....	19
A17. Exceptions	20
Table of Attachments.....	20

Overview of Information Collection

- **Type of Request:**

This Information Collection Request is for a new request. We are requesting 3 years of approval.

- **Description of Request:**

This request is for information collection related to a developmental, descriptive study of the national ArtsHERE pilot initiative, which is a new subgrant program investing in a range of projects to strengthen the capacity of organizations that are already engaging with underserved groups/communities to boost arts participation, learn from their experiences in undertaking this work, and connect these organizations to each other and to other relevant entities through technical assistance and peer-learning opportunities. ArtsHERE will offer non-matching project subgrants (referred to as grants) from \$65,000 to \$130,000 to approximately 95 eligible organizations nationwide. Grantees will participate in peer-learning communities, technical assistance, and evaluation. The National Endowment for the Arts will implement its monitoring, evaluation, and learning plan to guide efforts to monitor progress, make midcourse corrections if necessary, and evaluate outcomes of ArtsHERE. Information collection will include 7 instruments (web surveys and forms) to collect information regarding ArtsHERE stakeholder experiences, outcomes, and lessons learned.

The data collected in this study is not intended to be representative of or generalized to a broader population. We do not intend for this information to be used as the principal basis for public policy decisions.

A1. Necessity for Collection

This a request for clearance for the National Endowment for the Arts (NEA) to conduct data collection with application review panelists, planning partners (i.e., Regional Arts Organizations and NEA staff), and grant recipients of the ArtsHERE pilot initiative to identify and monitor indicators of progress toward ArtsHERE goals and objectives (<https://usregionalarts.org/artshere/>). The data to be collected are not available elsewhere unless collected through this information collection. The primary data collection activities are planned for May 2024 through September 2026.

There are no legal or administrative requirements that necessitate or authorize this information collection.

A2. Purpose

Purpose and Use

Program Background. The National Endowment for the Arts (NEA), in partnership with South Arts and in collaboration with the five other U.S. Regional Arts Organizations (RAOs), has launched a new pilot subgrant program, ArtsHERE, to support organizations that have demonstrated a commitment to equity within their practices and programming and have undertaken consistent engagement with underserved groups/communities. “Underserved group/community” refers to those whose opportunities to experience the arts have been limited by factors such as geography, race/ethnicity, economics and/or disability, in alignment with the Arts Endowment’s FY 2022-2026 Strategic Plan.¹

ArtsHERE subgrants, which will be referred to as “grants” throughout this document, are for specific projects that will strengthen the organization’s capacity to sustain meaningful community engagement and increase arts participation for underserved groups/communities. The Cooperator will award approximately 95 eligible organizations across the country grants ranging from \$65,000 to \$130,000 each. The period of grant performance is from October 1, 2024 to June 30, 2026. In addition, the Cooperator has engaged Mid-America Arts Alliance (M-AAA), also an RAO, as the technical assistance provider who will design and facilitate peer-learning and technical assistance opportunities designed to share knowledge and build networks for grantees.

Purpose of Evaluation. As a pilot program, ArtsHERE will be documented and evaluated by the National Endowment for the Arts to better understand the project activities supported through this program and how grantees approached the work, as described in more detail below. The evaluation will result in a summary of lessons learned and may inform the future of the ArtsHERE program. Beyond learning how it might improve its own activities and funding practices and activities, the data will be used to help generate insights to strengthen the arts and culture sector and to inform future practice and national strategy for public funding for the arts.

To identify and monitor indicators of progress toward ArtsHERE goals and objectives, the NEA has developed a monitoring, evaluation, and learning (MEL) plan, available in Attachment E. The purposes of each component of the MEL plan are as follows:

¹ The National Endowment for the Arts Strategic Plan for FY 2022-2026 is available at <https://www.arts.gov/sites/default/files/2022-2026-Strategic-Plan-Feb2022.pdf>.

- The purpose for the monitoring plan is to document and monitor processes and activities contributing to progress toward intended goals and objectives at the NEA, Cooperator, RAO, and organizational services provider levels.
- The purpose for the evaluation plan is to describe implementation of and participation in ArtsHERE and explore feedback for NEA, RAOs, and participating grantee organizations that generate lessons learned for public arts funders and to inform national strategy.
- The purpose of the learning plan is to generate questions that can be used to assess the assumptions of the theory of change and logic model, and to identify any knowledge gaps. Paired with monitoring and evaluation data, the learning plan will support documentation of ArtsHERE implementation and effectiveness.

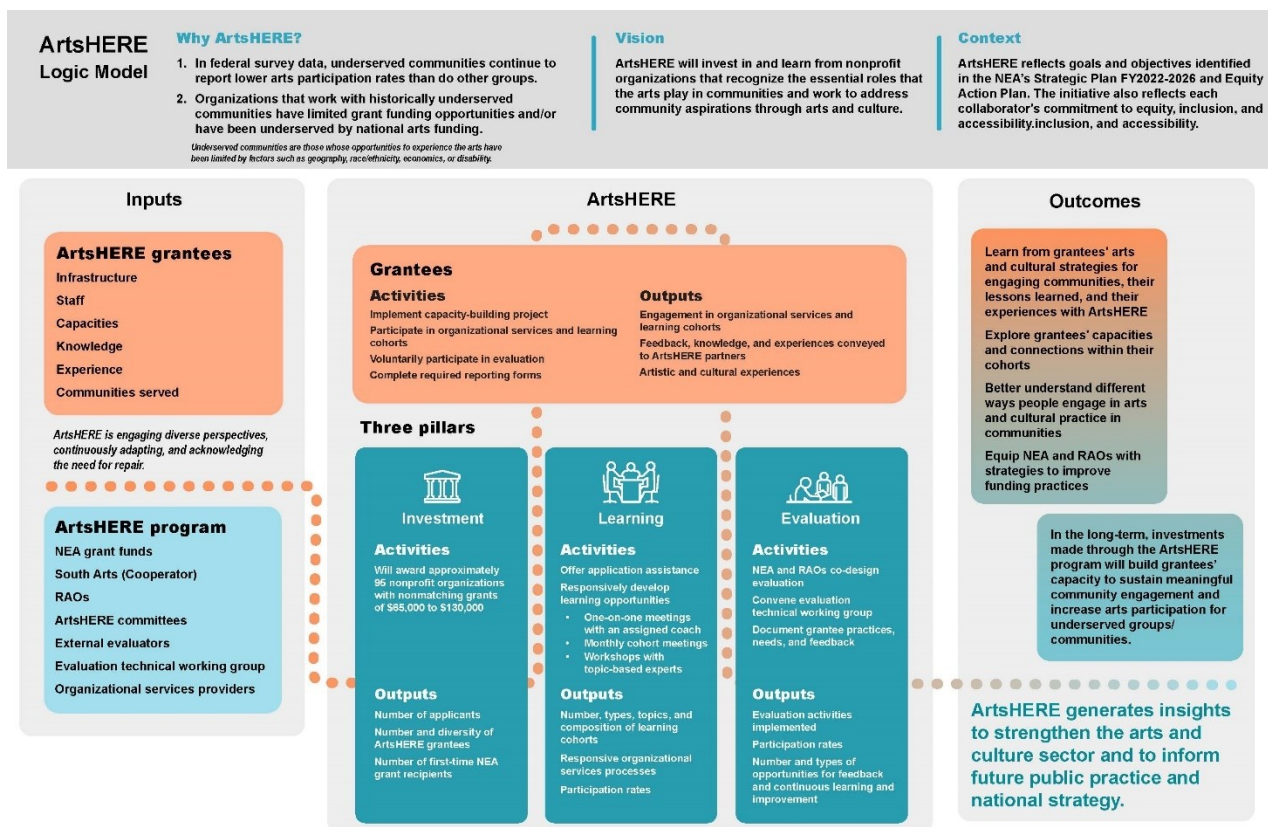
Motivating the MEL plan is an interest in collecting data to learn from this initiative how the NEA might support similar field-building initiatives in other areas of its portfolio. Beyond learning how it might improve its own activities and funding practices and activities, the data will help generate insights to strengthen the arts and culture sector and to inform future practice and national strategy for public funding for the arts. The data will also provide a better understanding of ArtsHERE's role in supporting the development of grantees' local and national connections and organizational capacities.

This request describes the larger developmental, descriptive study of ArtsHERE for context, but this OMB request is for approval of the following seven data collection instruments (see Study Design for additional information, and Exhibit 2. Information collections for frequency and respondents):

- 1) Review Panelist Survey
- 2) Grantee Baseline Survey
- 3) Annual Progress Report
- 4) Grantee Learning Opportunities Quarterly Survey
- 5) Learning Opportunities Tracker
- 6) Learning Logs
- 7) Final Descriptive Report

Exhibit 1 (ArtsHERE Logic Model) shows the outcomes expected, and the resources (inputs), program activities, and products (outputs) that lead to those outcomes.

Exhibit 1. ArtsHERE Logic Model



The information collected through this clearance is meant to contribute to the body of knowledge on NEA programs. It is not intended to be used as the principal basis for a decision by a federal decision-maker, and is not expected to meet the threshold of influential or highly influential scientific information.

Research Questions or Tests

This information collection will explore 21 broad research questions across eight domains of interest:

Domain 1: Organizational characteristics of applicants and grantees

- 1.1 What was the process for determining which organizations receive ArtsHERE funding?
- 1.2 What are the characteristics, at time of application, of organizations that apply for and those that receive ArtsHERE funding? How do they compare by key descriptive characteristics (e.g., high-poverty census tracts, majority race/ethnicity of census tracts, rurality, communities engaged, arts versus non-art organizations)?

Domain 2: Description of communities engaged by grantees

- 2.1 What are the characteristics of communities engaged by grantees by key descriptive characteristics (e.g., high-poverty census tracts, majority race/ethnicity of census tracts, rurality, communities engaged)?

Domain 3: Grantees' programs

- 3.1 How have grantees engaged underserved communities prior to their ArtsHERE award?
- 3.2 How do capacity building efforts provided through learning opportunities support grantees' engagement with underserved communities during the ArtsHERE grant? What works well? What challenges or barriers do grantees experience?
- 3.3 In what ways do grantees demonstrate commitment to equity in meeting the needs/interests of their community?
- 3.4 What are organizations doing to integrate arts/culture into programming with their community? How does this vary across NEA-defined disciplines?
- 3.5 What other priorities and/or programs are addressed through ArtsHERE funding?

Domain 4: Organizational capacities of grantees

- 4.1 What are grantees' organizational capacities prior to ArtsHERE?
- 4.2 What do grantees view as community needs/interests that they meet or address through their ArtsHERE capacity building project?
- 4.3 What changes or developments, whether positive or negative, can be attributed to ArtsHERE in terms of organizational or program growth?

Domain 5: Grantee connections

- 5.1 What are the role(s) of grantees in their community's arts ecosystem?
- 5.2. What connections are grantees able to form or strengthen in their communities, within a broader arts ecosystem, with other grantees, and with public funders, including other RAOs and the NEA?
- 5.3. How, if at all, does ArtsHERE support grantees in connecting with their communities, within a broader arts ecosystem, with other grantees, and with public funders, including other RAOs and the NEA?

Domain 6: Grantee learning

- 6.1. What did learning opportunities provision look like under Arts HERE and who participated in services?
- 6.2. How do grantees experience participation in learning opportunities?

Domain 7: Grantee funding

- 7.1. How, if at all, did not requiring a match benefit grantees?
- 7.2. In what ways, if any, did receiving funding support grantees' priorities and programs?

Domain 8: ArtsHERE lessons learned

- 8.1. What overall lessons can be shared with funders and the arts ecosystem about the ArtsHERE pillars (investment, learning, and evaluation)?

- 8.2. What lessons might arise for the NEA’s own grantmaking processes, but also those of RAO partners? (“Grantmaking” can be considered in the widest sense—inclusive of communications/outreach, customer service, technical assistance, etc.)
- 8.3 What opportunities were there to provide input, feedback, and overall thoughts regarding the development of ArtsHERE?

Study Design

A developmental, descriptive study design has been designed for the ArtsHERE pilot initiative to allow for a detailed exploration and documentation of the initiative’s progress, evolution, and outcomes over time, providing valuable insights into its effectiveness, challenges, and potential areas for improvement. To address the ArtsHERE research questions, data will be collected through both primary and secondary data collection. Primary data will be collected using surveys and interviews. Web-based surveys will be developed and administered to regional review panelists, the ArtsHERE planning group (NEA, RAOs, committee chairs, and others), learning opportunities facilitators and coaches, and grantees during the implementation period. This method of data collection ensures that a broader sample of ArtsHERE planners and grantees perspectives are represented in the overall analysis.

Data collection instruments were drafted by a contractor with input from the NEA, the Cooperator, and other RAOs. Following NEA review of these draft instruments, each form/instrument underwent cognitive testing to gain information on time needed to complete the instrument and identify questions and instructions that were confusing or unclear. Six individual volunteers whose characteristics closely match potential grantees (e.g., individuals from arts and cultural organizations and affiliates) participated in cognitive testing of the instruments. Additionally, four RAO representatives from the ArtsHERE Evaluation Committee participated in cognitive testing of the learning logs. No single item was tested with more than six persons. A brief report of the results and implications from cognitive testing was shared with the NEA for review, and subsequent revisions were approved by the NEA. The cognitive testing report can be found in Attachment C.

The specific instruments used to gather data for the MEL plan are outlined in Exhibit 2 below. More information about these instruments and data collection is available in section B3 of Supporting Statement B.

Exhibit 2. Information collections

Data Collection Instrument	Respondent(s)	Content, Purpose of Collection	Mode, Duration (in hours), and Frequency
Review Panelist Survey	100 review panelists who participated in phase 2 of the application review process	<p>Content:</p> <ul style="list-style-type: none"> • Panelists’ demographic characteristics • Experience serving on prior review panels • Perspectives on the panel review process <p>Purpose: To understand the experience of panelists in the panel review process and identify areas for improvement</p>	<p>Mode: Web-based survey</p> <p>Duration: 0.33 hours</p> <p>Frequency: One-time</p>
Grantee Baseline Survey	All 95 grantees	<p>Content:</p> <ul style="list-style-type: none"> • Foundational organizational characteristics and capacities 	<p>Mode: Web-based survey</p> <p>Duration: 0.50 hours</p>

		<ul style="list-style-type: none"> • Community needs and priorities • Program and community demographics <p>Purpose: To understand grantees’ baseline characteristics, including organizational strengths, capacities, community connections, NEA and peer relationships, partner involvement, and capacity building goals.</p>	<p>Frequency: One-time</p>
Annual Progress Report	All 95 grantees	<p>Content:</p> <ul style="list-style-type: none"> • Distinct grantee practices related to arts and culture • Successes and barriers to engaging underserved communities • Description of capacity building activities • Capacity-building successes and challenges • Impact of ArtsHERE participation <p>Purpose: To capture mid-point grantee progress and experiences to inform the ArtsHERE learning plan and selection of case studies</p>	<p>Mode: Electronic submission to a secure website</p> <p>Duration: 2 hours</p> <p>Frequency: One-time</p>
Learning Opportunities Tracker	15 learning opportunities providers (ArtsHERE coaches and facilitators)	<p>Content:</p> <ul style="list-style-type: none"> • Service type(s) and content provided each month • Participating partners • Engagement experience • Facilitators and challenges to service provision <p>Purpose: To capture the supportive services that are provided to grantees, including cohort convenings, one-on-one coaching, and topical expert workshops</p>	<p>Mode: Web-based survey</p> <p>Duration: 0.17 hours</p> <p>Frequency: Monthly x 18 months (November 2024 through April 2026), x 15 monthly sessions per provider, 270 times total</p>
Grantee Learning Opportunities Quarterly Survey	All 95 grantees	<p>Content:</p> <ul style="list-style-type: none"> • Satisfaction with learning opportunities received • Learning opportunities engagement • Quality, relevance, and effectiveness of cohort-based and one-on-one organizational services • How services can be improved <p>Purpose: To understand grantees’ self-assessment of learning opportunities received, including cohort convenings, one-on-one coaching, and topical expert workshops</p>	<p>Mode: Web-based survey</p> <p>Duration: 0.25 hours</p> <p>Frequency: Quarterly (January 2025 through April 2026), six times total</p>

Learning Logs	15 NEA, South Arts, and RAO representatives	<p>Content:</p> <ul style="list-style-type: none"> • ArtsHERE planning group reflections on the following: <ul style="list-style-type: none"> ○ Panel/selection process ○ Application and award data ○ Grantee Learning Opportunities Quarterly Survey data ○ Mid-pilot, APR reactions/reflections <p>Purpose: To capture the reflections of ArtsHERE planners on the processes and learning at key milestones of the initiative. Reflection results will also inform group discussions and MEL plan changes.</p>	<p>Mode: Electronic submission to a secure website</p> <p>Duration: 0.50 hours</p> <p>Frequency: Seven times total</p>
Final Descriptive Report	All 95 grantees	<p>Content:</p> <ul style="list-style-type: none"> • Description of capacity-building project activities • ArtsHERE-supported practice enhancements • Early indications of change • Relationships with key partners <p>Purpose: To gather information on grantees' organizational characteristics, perceptions, experiences, and outcomes during the grant award period.</p>	<p>Mode: Electronic submission to a secure website</p> <p>Duration: 2.5 hours</p> <p>Frequency: One-time</p>
TOTAL PER YEAR	225 respondents		<p>1,093 total hours annually 4.86 average hours per respondent</p>
GRAND TOTAL	225 respondents		<p>1,391 total hours 6.18 average hours per respondent</p>

The proposed developmental evaluation approach is a flexible method that is designed to be adapted in future evaluation phases as the initial information gathered and analyzed helps generate new thinking.² The research design and planning process is designed to incorporate input from a variety of stakeholders, including the NEA, the Cooperator (South Arts), RAOs (through representatives on internal committees), external experts (through the Technical Working Group, or TWG), and grantees themselves, as described in the MEL plan. By embedding equity-focused prompts across data collection tools, evaluators will obtain insights about who is (and is not) invited to participate in the grant opportunity, how responsive are capacity-building supports (i.e., one-on-one coaching, cohort learning, and topic-based support), who has (and who should have) decision-making powers, etc.

The purpose of this study is to monitor progress, make midcourse corrections if necessary, and evaluate outcomes of ArtsHERE, with an interest in learning how the NEA might support similar field-building

² Michael Quinn Patton, *Developmental Evaluation*.

initiatives in other areas of its portfolio. However, results are not intended to promote statistical generalization to other service populations.

Other Data Sources and Uses of Information

Secondary data analyses. Additional data will be tracked and collected using a variety of existing data sources. This method helps reduce grantee burden and leverages the wealth of existing information created and tracked for the purposes of ArtsHERE implementation. Some of the information needed to answer research questions about ArtsHERE implementation will be captured through program data sources. These are data that will be tracked and/or reviewed regarding overall ArtsHERE activities, awarding the ArtsHERE subgrants, and learning opportunities design and implementation. The secondary data sources and the information they will provide are described in Exhibit 3 below.

Exhibit 3. Secondary Data Sources

Data Source	Information Provided
Cooperator Program Data	Number and type of organizations applying and awarded
Learning Opportunities Provider Data	Schedule of planned learning opportunities, attendance/roster sheets for learning opportunities participation

Future information requests. Future information collection requests will cover remaining components of the ArtsHERE equity pilot study. In alignment with the developmental nature of this pilot and study, additional data collection instruments will be developed for administration during the second (and final) year of the ArtsHERE awards. A second PRA clearance package or amendment to the first PRA package will be prepared based on the information learned from the data gathered above. The second package or amendment will be submitted by the first contractor in March 2025 and will include the following instruments: Final Grantee Survey and Grantee Interview Protocol. Additionally, a separate generic clearance package, under our existing Generic Clearance Protocol (OMB Co. Number 3135-0130) will be completed by NEA for the ArtsHERE planning group discussion topics and grantee reflective prompts using Mentimeter. The instruments to be developed for the second PRA clearance package and the information they will provide are described in Exhibit 4 below.

Exhibit 4. Additional Instruments Submitted in Second PRA Package

Data Source	Information Provided
Grantee Final Survey	Grantee self-assessment of the following potential topics: experiences with engaging in the feedback process, most useful supports for building capacity, what has worked well in engaging underserved populations, accomplishments and challenges in engaging underserved populations, program commitment to equity, how grantees center arts and cultural activities, and their role(s) in their arts ecosystem.
Grantee Interview Protocol	Key topics explored during interviews will include staffing, resources, challenges, community-based relationships, and grantee experiences.

Final ArtsHERE Program Planner Interview Protocol	ArtsHERE planning group reflections on lessons learned related to planning and implementation.
---	--

A3. Use of Information Technology to Reduce Burden

The NEA takes its responsibility to minimize burden on respondents very seriously and has designed this project with that goal in mind. Wherever possible and appropriate, information technology will be used to capture information and reduce burden relative to alternative methods of data collection. Administration of most evaluation surveys will be web-based, utilizing email notification and Internet-based survey technologies creating efficiencies for survey administrators, allowing flexibility and convenience for recipients, and ideally resulting in a user-friendly experience for respondents. Survey respondents will receive an email notification inviting them to complete the appropriate survey instrument by accessing a web-link to an online survey. Nearly all targeted respondents are expected to be able to access the web-link or online surveys. We anticipate that these formats will provide the lowest burden on the respondent.

A4. Use of Existing Data: Efforts to reduce duplication, minimize burden, and increase utility and government efficiency

Data collected for this study cannot be found anywhere else. The proposed instruments are intended to uniformly collect data that will allow for the understanding of cross-cutting research questions posed by the NEA. Project stakeholders, including the NEA, South Arts, M-AAA, the Technical Working Group (TWG), and RAO representatives on the Evaluation Committee, have reviewed the research plan and data collection instruments. The instruments have been revised to address potential overlap and reduce collection frequency, and the timing of data collection activities will be closely coordinated to further minimize burden.

A5. Impact on Small Businesses

The study will be conducted primarily with grant recipients of nonprofit organizations. These grantees will likely include smaller organizations. To minimize the burden on these organizations, the study will be coordinated and administered by a contractor.

A6. Consequences of Less Frequent Collection

To improve ArtsHERE services and supports to grantees, the NEA, South Arts, and RAOs need timely data on the provision of learning opportunities and implementation of ArtsHERE, grantee experiences of these services, the perceived benefits and challenges of participating in this initiative, and the lessons learned from grantees as well as ArtsHERE planning group members. Less frequent data collection would hinder the funder’s timely utilization of this information for service enhancement and decision-making.

A7. Now subsumed under 2(b) above and 10 (below)

A8. Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), NEA published a 60-day notice in the Federal Register announcing the agency’s intention to request an OMB review of this information collection activity. This notice was published on February 22, 2023, Volume 88, Number 35, page 10940, and provided a 60-day period for public comment. During the notice and comment period, no comments were received. Cognitive testing of the 7 instruments included in this PRA package was conducted in February 2024, with 6 respondents for one set of instruments and 4 respondents for a separate set; no single instrument had more than 6 testers.

On May 22, 2024, a 30-day Federal Register Notice was published in 89 FR 45031 Volume 89, Number 100, pages 45031-45032.

Consultation with Experts Outside of the Study

Numerous opportunities were provided for direct stakeholders to review the proposed instruments and to contribute to their development throughout the evaluation design phase. The evaluation contractors were responsive to stakeholders’ comments whenever possible and used their feedback in revising the data collection instruments. In preparation of the OMB clearance package, instruments were pilot tested with individuals who were knowledgeable of the topics and constructs addressed and who have expertise and experience in the arts and cultural sector. Six testers reviewed one set of instruments (up to 6 instruments), and four reviewed another set (1 instrument). Their diverse backgrounds encompassed various roles such as artists, administrators, researchers, educators, and evaluators, ensuring the perspectives of grantees and the technical assistance/learning opportunity providers are reflected in the testing of the data collection instruments. Following stakeholder review and pilot testing, revisions were made to instruments based on comments to improve clarity of instructions and items and, in some cases, to shorten instruments. By incorporating the suggestions and recommendations provided by the reviewers, the instruments were refined to better serve the needs of stakeholders within the arts and cultural sector.

The evaluation contractor consulted with NEA program office staff, South Arts, RAOs, and TWG members throughout the MEL plan development. These consultations focused on the study design, study aims and questions, data collection protocol and instruments. A list of TWG members is provided in Exhibit 5.

Exhibit 5. Outside Experts from the TWG Consulting on the Study

Name	Affiliation
Michelle Ramos, Ph.D.	Executive Director at Alternate ROOTS
Andy Arias	Policy Advisor at the US DOL/Georgetown University Faculty
Jara Dean-Coffey	CEO and Founder jdcPARTNERSHIPS, Founder + Lead Facilitator, Luminare Group and Founder + Director, Equitable Evaluation Initiative
Asali DeVan Ecclesiastes	Executive Director at Ashé Cultural Arts Center, Efforts of Grace
Lulani Arquette	President/CEO, Native Arts and Cultures Foundation
Antonio C. Cuyler, Ph.D.	University of Michigan/ Antonio Cuyler Consulting
Brea Heidelberg, Ph.D.	Professor Drexel University/Consultant

A9. Tokens of Appreciation

No tokens of appreciation are proposed for this information collection request.

A10. Privacy: Procedures to protect privacy of information, while maximizing data sharing

Personally Identifiable Information

This effort does not request any personally identifiable information, or PII (per OMB Circular No. A-130). Grant award numbers will be collected rather than individual names. Email addresses will be used to administer and manage completion of the surveys, but email addresses will not be connected to survey data files. Access to email addresses is restricted to only those evaluation contractors working on the study.

Privacy Act of 1974

This collection does not request any personally identifiable information, and does not require a Privacy Act Statement (per 5 U.S.C. §552a(e)(3)). As determined by an initial study review by WCG IRB (see Attachment D), both the primary data collection and record review portions of the study including recording of information “in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects, the investigator does not contact the subjects, and the investigator will not re-identify subjects”.

Assurances of Privacy

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation in all evaluation activities is voluntary, and that their information will be kept private to the extent permitted by law. As specified in the contract, the evaluation contractors will comply with all Federal and Departmental regulations for private information. The evaluation contractors shall ensure that all their employees, subcontractors (at all tiers), and employees of each subcontractor, who perform work under this contract/subcontract, are trained on data privacy issues and comply with the above requirements.

Data Security and Monitoring

For evaluation materials, the evaluation contractor has an established firm-wide System Security Plan that assesses all data security measures and monitoring procedures to ensure secure storage and transmittal of information. This plan is updated at least annually.

Primary data collected for the ArtsHERE evaluation will be stored on a secure OneDrive site. Secondary data will be stored on a secure SharePoint site. The contractor is a subscriber to the FedRAMP ATO-holding Microsoft Online 365 Service with both Business and Enterprise licenses. The contractor maintains multiple SharePoint and OneDrive sites to separate data between projects and access requirements within those projects. In addition to operating with Microsoft best practices for security, SharePoint and OneDrive will use the following additional controls that fall within the contractor’s

responsibilities for management. Additional documentation pertaining to the security of SharePoint and OneDrive can be found within Microsoft's approved FedRAMP package.

Two of the data collection instruments in this request (the Annual Progress Report and the Final Descriptive Report) are grant reporting forms, and will be administered through the GO Smart platform. GO Smart is the grant administration Software as a Service (SaaS) platform previously used for the ArtsHERE statement of interest, application, and collection of additional supplemental materials. GO Smart encrypts collected data in two ways. At rest, data stored in the GO Smart system is encrypted using the industry standard AES-256 encryption algorithm. In transit, every connection between users and GO Smart is encrypted using Transport Layer Security.

Access Controls

For evaluation data:

- Contractor's SharePoint and OneDrive requires users to authenticate using multi-factor authentication for all users.
- Contractor's SharePoint and OneDrive uses role-based access permissions to limit access to sensitive data and separate access based on assigned roles.
- Only Administrators have access to modify the security policies, sharing permissions or role-based access permissions. Permissions granted to a user account are based on the principle of least privilege so that users are not afforded access to the system greater than their minimum requirements.
- Passwords used by user and administrative accounts require a minimum of 16 characters and must be complex, meaning that they must contain at least one number, one capital letter, and one symbol.

For grant reporting forms (Annual Progress Report and Final Descriptive Report):

- Access to the GO Smart system and data is controlled by a robust access control system. Administrators are only able to see data that belongs to their agency, pre-determined during the creation of their administrative account.
- Access to collected information is restricted to authorized individuals only; developers and management teams of the SaaS platform, designated ArtsHERE grant administrators of the participating RAOs, and the evaluation contractors. Applicant users are only able to access data that belongs to their user account(s), created by them at the time of submitting the statement of interest.
- System access is logged and tracked for auditing purposes.

Remote Access

For evaluation data:

- Contractor's systems only permit users with a valid account access to the managed SharePoint sites. Anonymous or sharing links are prohibited.
- Contractor's SharePoint Online is hosted on the FedRamp-approved Microsoft Office 365 SharePoint online service. Microsoft controls remote access to the SharePoint Platform.

Contractor's controls user access into the contractor owned and operated sites. Security related to the transmission to and from SharePoint online is documented in the Microsoft FedRamp package available to the government at <https://www.fedramp.gov>.

For grant reporting forms (Annual Progress Report and Final Descriptive Report):

- Administrator accounts are added to the system by GO Smart team members, according to contractual permissions; in this case, approved by South Arts and each participating RAO or partner (NEA, JBA, etc.) Administrators are only able to see data that belongs to their agency, in this case USRAO, and each USRAO administrator can see applicant data for all six RAOs. Admin have access to all features of the system by default, but in this case, all administrators, with the exception of the cooperator agency admin, have restricted access only allowing them to see the grant manager dashboard, the communication tools, and the report builders. Further restrictions can be placed on a per-account basis.
- Applicant accounts are created by individual applicants and access is restricted to users with that account's username, password, and email account access. Applicant users are only able to create and access data that belongs to their user accounts. USRAO Administrators can access applicants' accounts via a tool on the admin portal and can view, modify, and submit forms on behalf of the applicant.

A11. Sensitive Information³

No questions of a sensitive nature are included in this information collection. As determined by an initial study review by WCG IRB (see Attachment D), "because the research only includes interactions involving educational tests, survey procedures, interview procedures, or observations of public behavior; and any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation."

A12. Burden

Explanation of Burden Estimates

The total annual response burden for all instruments is estimated to be 1,093 hours for all new information collection. Estimates for burden hours per instrument are derived from the cognitive testing process. The total estimated burden is 1,394 hours. The estimated number of respondents is 210. The estimated number of respondents is 210. A total of 100 review panelists will be invited to complete a

³ Examples of sensitive topics include (but not limited to): social security number; sex behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close relationships, e.g., family, pupil-teacher, employee-supervisor; mental and psychological problems potentially embarrassing to respondents; religion and indicators of religion; community activities which indicate political affiliation and attitudes; legally recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; records describing how an individual exercises rights guaranteed by the First Amendment; receipt of economic assistance from the government (e.g., unemployment or WIC or SNAP); immigration/citizenship status.

one-time, voluntary Review Panelist Survey for evaluation purposes. All 95 grantees will be required to complete the one-time Grantee Baseline Survey and the Grantee Learning Opportunities Quarterly Survey (administrated 6 times total) for the evaluation. Additionally, all 95 grantees will be required to complete the one-time Annual Progress Report and Final Descriptive Report for grant reporting purposes. Fifteen ArtsHERE coaches and facilitators will be required to complete the Learning Opportunities Tracker to document the support provided to 15 grantees on a monthly basis for 18 months (270 times total). Fifteen ArtsHERE planners representing the NEA, South Arts, and RAO representatives will complete learning logs at key milestones of the initiative (seven times total). Exhibit 2 details mode, duration, and frequency by instrument, and Exhibit 6 details the estimates of response burden by instrument.

Estimated Annualized Cost to Respondents

The estimated annual cost to respondents is \$44,469.10. To compute the total estimated annual cost for the data collection instruments, the average hourly wage was calculated for review panelists, grantees (nonprofit organizations), service providers, and ArtsHERE planners (the NEA, South Arts, and RAOs). The average hourly wage for the Review Panelist Feedback Survey was determined according to ArtsHERE guidelines for the panel review process. This guidance specifies that panelists can allocate up to 60 hours for their review duties. Each panelist will receive a stipend ranging from \$500 to \$1000, contingent upon their specific role in the process. Data from the 2023 Bureau of Labor Statistics’ Occupational Employment and Wages were used to determine mean hourly wages for the Grantee Baseline Survey, Annual Progress Report, Learning Opportunities Tracker, Grantee Learning Opportunities Quarterly Survey, and Final Descriptive Report. Costs were estimated based on the job code 11-9151 (Social and Community Service Managers and Social Advocacy Organization). Nationally, the hourly rate for social and community service managers and social advocacy organization staff is \$41.23. For the Learning Logs, the average hourly wage based on the 2023 National Industry-Specific Occupational Employment and Wage Estimates. Costs were estimated based on the job code 11-9151 (Social and Community Service Managers- Grantmaking and Giving Services). Nationally, the hourly rate for giving services staff was \$48.37.

Exhibit 6. Estimated Annualized Burden and Costs to Respondents

Instrument	No. of Respondents (total over request period)	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Total Burden (in hours)	Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
Review Panelist Feedback Survey	100	1	.33	33	33	\$16.70 ^a	\$551.10
Grantee Baseline Survey	95	1	.50	48	48	\$41.23 ^b	\$1,979.04
Annual Progress Report	95	1	2	190	190	\$41.23 ^b	\$7,833.70
Grantee Learning Opportunities Quarterly Survey	95	6	.25	143	95	\$41.23 ^b	\$3,916.85

Learning Opportunities Tracker	15	270	.17	689	459	\$41.23 ^b	\$18,924.57
Learning Logs	15	7	.50	53	30	\$48.37 ^c	\$1,451.10
Final Descriptive Report	95	1	2.5	238	238	\$41.23 ^b	\$9,812.74
Total				1,394	1,093		\$44,469.10

^a Average hourly wage for review panelists is based on ArtsHERE guidance on the panel review process overview, which outlines that panelists may devote up to 60 hours to their review, and each will be offered a stipend of between \$500-\$1000, depending on their role.

^b U.S. Bureau of Labor Statistics, Occupational Employment and Wages, 11-9151 Social and Community Service Managers, Social Advocacy Organizations industry rate May 2023. <https://www.bls.gov/oes/current/oes119151.htm>.

^c U.S. Bureau of Labor Statistics, Occupational Employment and Wages, 11-9151 Social and Community Service Managers, Grantmaking and Giving Services industry rate May 2023. <https://www.bls.gov/oes/current/oes119151.htm>.

A13. Costs

There are no additional costs to respondents.

A14. Estimated Annualized Costs to the Federal Government

The estimated costs for the data collection for the study are noted in Exhibit 7. The estimates include the loaded costs and fees of study team staff time on instrument development, piloting, and OMB clearance; obtaining IRB approval; data collection; analysis; and report writing and dissemination. As applicable, the estimates also include other direct costs associated with these activities, such as costs for survey administration software, conference calls, recording and transcription services, and qualitative and quantitative software packages. The request is for 3 years of approval. If needed, a request for an extension will be submitted to complete data collection.

The total annual cost to the federal government for all activities associated with this collection is \$73,860.41. Instrument development costs are based on the evaluation contractor’s line-item budget for instrument development, which included a total of \$18,537.70 for direct staff labor for developing instruments across the span of the ArtsHERE initiative. Half of these costs (\$9,268.85) have been apportioned for this OMB submission for the seven instruments under review. The other half will be reflected in the second OMB package to be submitted in Year 2 of the project. Similarly, the contractor’s line-item budget included \$40,537.56 for obtaining OMB and IRB approval. Half of these costs (\$20,268.78) have been apportioned for this OMB submission and the other half will be reflected in the second OMB package submitted in Year 2. Seventy-five percent of the labor costs for these activities were then apportioned to obtaining OMB approval (\$15,201.59) due to the overlapping nature of the tasks. This left \$5,067.20 for developing materials to obtain IRB approval, including WCG IRB initial study review costs (\$1,791). Data collection and survey administration costs (\$21,894.06) were calculated based on an estimate of 186 labor hours over 18 months for managing data collected in the instruments included in this review. Data analysis and reporting costs (\$39,315.14) are based on an estimate of 334 labor hours over 18 months. Dissemination and feedback costs (\$56,973.98) are based on an estimate of 246 labor hours for preparing materials to present findings on the instruments included in this review over 24 months. To calculate the annual costs, the estimated expenses for all tasks were added together and divided by the two years of the evaluation activities in order to calculate the total annual cost.

Exhibit 7. Estimated Costs to the Federal Government

Cost Category	Estimated Costs
Instrument Development	\$9,268.85
Obtaining OMB Approval	\$15,201.59
Obtaining IRB Approval	\$5,067.20
Data Collection and Survey Administration	\$21,894.06
Data Analysis and Reporting	\$39,315.14
Dissemination and Feedback Loops with Stakeholders	\$56,973.98
Total costs over the request period	\$147,720.82
Annual costs	\$73,860.41

A15. Reasons for changes in burden

This is a new information collection request.

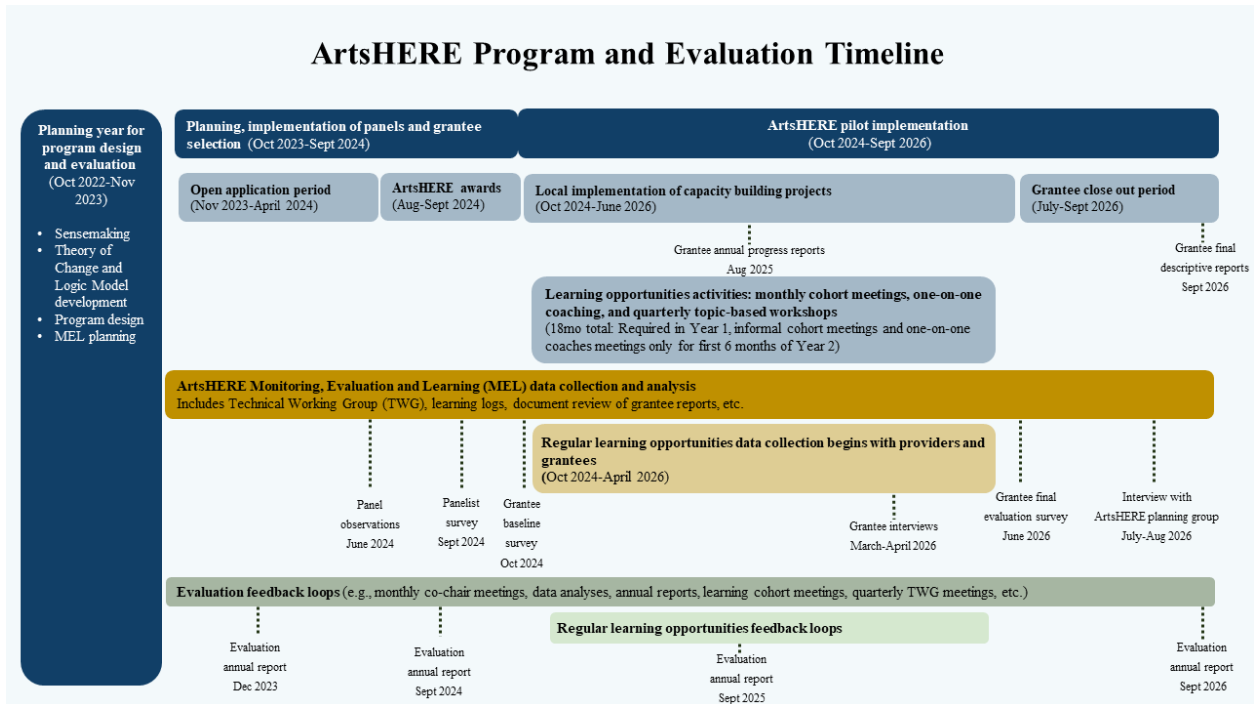
A16. Timeline

Data collection will take place following Institutional Review Board (IRB) and OMB approval, beginning with Learning Logs with ArtsHERE planners on or after May 2024. Preliminary analysis of review panelist and grantee data will begin during or immediately after ArtsHERE awards are granted with the administration of the Review Panelist Survey (September 2024) and the Grantee Baseline Survey (October 2024), respectively. Final data collection are expected to end in September 2026 upon grantee submission of Final Descriptive Reports.

Internal reporting will be ongoing through monthly and quarterly meetings and briefings. NEA evaluation contractors will also complete annual evaluation reports to summarize MEL plan lessons learned. These reports are intended for internal ArtsHERE planning group and NEA leadership use, but may be shared with the TWG and relevant stakeholders and will inform the development of toolkits and other materials shared with the arts sector. The contractor will prepare a final evaluation report that synthesizes analysis and findings, including lessons from this initiative that might be applied to other NEA programs and initiatives that can be used to inform other public arts funders. The report is expected to incorporate case studies, resources, and tools that capture and facilitate best practices for various types of arts and cultural organizations seeking to engage more effectively with underserved groups/communities.

Data collected do not lend themselves to secondary analysis, and there are no plans for datasets to be shared publicly. Exhibit 8 presents the timeline for data collection, feedback loops, and reporting for the study during the ArtsHERE program implementation.

Exhibit 8. Timeline



A17. Exceptions

No exceptions are necessary for this information collection.

Table of Attachments

Attachment A: Instruments

- Instrument 1: Review Panelist Survey
- Instrument 2: Grantee Baseline Survey
- Instrument 3: Annual Progress Report
- Instrument 4: Grantee Learning Opportunities Quarterly Survey
- Instrument 5: Learning Opportunities Tracker
- Instrument 6: Learning Logs
- Instrument 7: Final Descriptive Report

Attachment B: Email Invitation and Reminder Language

- Template 1: Review Panelist Survey Email Template
- Template 2: Grantee Baseline Survey Email Template
- Template 3: Grantee Learning Opportunities Quarterly Survey Email Template
- Template 4: Learning Opportunities Tracker Email Template
- Template 5: Learning Logs Email Template

Attachment C: Cognitive Testing Report

Attachment D: IRB Determination Letter

Attachment E: MEL Plan