

Blueprint for America Documentation Instructions

The process for reporting is purposefully simple and direct. It includes ten questions that all components will answer over the course of their project, a brief project status report each month, and a statement of expenditures for the month. It is that simple. We have also provided space for each component to upload attachments for storage and communication purposes. The attachments should include process related materials such as agendas, timelines, and project management documents as well as the project outcomes that emerge from your work.

Blueprint for America grant recipients are asked to report the status of their projects for three reasons. First to provide components experiencing difficulties the opportunity to immediately inform the AIA so together we can remedy the situation early. Second, the complete series of monthly reports will serve as a testimonial to the process behind the project and the material contained in the monthly updates will be invaluable data for the final reporting out phase of your project. Third, by providing regular monthly reports you help shape the national mosaic being created by the Blueprint for America committee.

Online Reporting System:

The online reporting is the same software that was used to submit your original grant proposal. Three new sections have been added to the original submission page: *Documentation Questions, Monthly Updates, and Upload Attachments*. This system establishes a single location where all of your project information and outcomes can be stored. This system allows your material to become part of the overall effort to create the national mosaic.

Step 1: Re-enter the Blueprint for America grant application site. You will need to log on to the system using your original username and password. A link to the site can be found in the Blueprint for America section of the AIA150 web page or you can use this link:

<http://precis.preciscentral.com/User/UserLogin.asp?EventID=fa7cdfad&bhcp=1>

Step 2: Click on your approved project abstract. After logging into the system and clicking on your project, you will be taken to the top of your approved proposal.

Step 3: Scroll to the bottom of the proposal to find the three new sections. A separate section for *Documentation Questions, Monthly Updates, and Upload Attachments* has been added.

Step 4: Click on the link under each section (a new page will launch), review the instructions, and begin entering your information in the appropriate field.

Step 5: When you are finished with each entry, please scroll to the bottom of the section and click on the button "Save and Continue".

Step 6: Each time you click "Save and Continue" you will return to the top of your proposal. If you need to enter additional information, you will have to scroll down to the appropriate section as described in Step 3.

New Section Instructions:

1. Documentation Questions

Each component is being asked to respond to ten questions over the life of the project. The documentation questions are similar to those in the original application and have been designed to help track key success metrics and lessons learned. Please respond to the documentation questions as the information becomes available. You may begin responding to any question at any time and edit your response until the project is complete. We advise you to not wait until the very end of the project.

Enter the *Documentation Questions* module through the link provided in the system. Review the directions and select the question you wish to answer by clicking in the field. Your answer is limited to two hundred words to

ensure the reporting is not time consuming. When you are finished with each entry, please scroll to the bottom of the section and click on the button "Save and Continue".

2. Monthly Updates

This section includes two parts and is to be completed by the end of each month. Grant recipients are asked to provide a monthly project update and a financial update. Please supplement your entries with process and product attachments using the attachment module. First round grant recipients should complete the first report by August 31, 2006 and continue each month until the project is finished.

Enter the *Monthly Updates* module through the link provided in the system. Review the directions and select the appropriate month by clicking in the field that corresponds to the time of year and the section of the update you wish to complete.

The **monthly update** should summarize the project activities for the month, highlight accomplishments, and identify lessons learned. Delays in progress or changes in the overall scope should be communicated in the monthly update so remedies can be explored early. You determine the length and format of the report based on your project and personal preferences, however a limit of five hundred words has been set to ensure the reporting is not time consuming. Please upload support materials such as photos, agendas, timelines, reports, news clippings, etc. using the attachment module.

The **financial update** should outline expenditures for the month. Please list total expenditures to date and identify the expenditures being covered under the grant. You determine the length and format of the update based on your project and personal preferences, however a limit of two hundred words has been set to ensure the reporting is not time consuming. If preferable, you may upload a spread sheet or PDF document using the attachment module. If you choose to attach a financial report please place the following text in the financial update field – *Monthly financial report attached, (file name)*

Remember: When you are finished with each entry, please scroll to the bottom of the section and click on "Save and Continue".

3. Upload Attachments

This section has been provided so you can share project materials with the Blueprint for America Committee and establish a cache of key project materials. The attachments should include process related materials such as agendas, timelines, and project management documents as well as the project outcomes that emerge from your work. Individual document uploads may be as large as three megabytes but we ask that your total combined monthly upload not exceed nine megabytes. The system will accept several file types however when possible, please upload your documents in PDF form. Acceptable file types are: .jpeg, .tiff, .xls, .doc, and .pdf.

To upload documents:

1. From the File Upload Manager page, click the "Browse" button to select files for uploading and provide a description next to each selection.
2. When selections are complete, click the "Upload Files" button.
3. The files should upload and then get added to the "Current Attachments" list.
4. You can edit the "description" fields by clicking the "Edit" link.
5. Click the "Save and Continue" button. If you need to upload additional documents you will need to re-enter the upload manager.

AIA Blueprint for America

Guidelines for Using Grant Funds, Collecting Project Materials, and Retaining Original Source Files

Prohibited Uses of AIA150 Blueprint for America Supplemental Grant Funds

AIA Legacy, Inc., the corporation that manages the Blueprint funds, has applied to the IRS for designation as a 501(c)3 organization. According to this designation, the activities of the organization must be “charitable or educational.” Therefore, certain activities cannot be funded by Blueprint grants, including the following:

- Participation in or funding of political campaigns
- Unjust enrichment of Board members, officers, or other insiders
- Lobbying activities*
- Activities that further the interests of or benefit any other noncharitable organization more than insubstantially (i.e., advertising or paying for staff or equipment that would benefit an AIA component)

*Organizations may be involved in issues of public policy without being engaged in legislative activity (e.g., organizations may conduct educational meetings or prepare and distribute educational materials).

Collecting Project Materials for the Blueprint for America

Blueprint initiatives will benefit not only local communities but also communities nationwide by presenting a body of knowledge that illustrates both the final outcomes and the journey taken by the project team. Communicating this combination of the design outcome and the role of AIA architects in delivering that outcome is the essence of the national Blueprint for America. It is therefore imperative that components collect and maintain a complete record of their project from the beginning, including documents that record the process as well as the final product. See the list below for examples of documents that should be retained.

Process

- Agendas, meeting notes, timelines, Gantt charts, action plans, and budgets
- Community resolutions
- Lists of participants including the team, stakeholders, community participants, sponsors, etc.
- Copyright permission forms
- Marketing and communication pieces
- Audio and video of key public meetings
- Participant surveys on the role of the architect in the Blueprint process
- Testimonials
- Media clips
- Recommendations for transferable elements of the initiative

Products

- Plans, sections, renderings
- Photographs (places and people)
- Reports and executive summaries of the findings
- 3-dimensional animations
- Slide presentations
- Project Web sites
- Podcasts

Guidelines for Blueprint Documentation

The following guidelines will help ensure that your documentation materials are suitable for use in a wide range of formats (print, Web, and multimedia). All files (text and images) should be maintained on a PC-compatible CD-ROM.

Text

- Text files must be submitted in Microsoft Word or RTF.
- Use Windows/PC-compatible media.

Images

All images should be submitted in two formats: .tif (for printing) and .jpg (for the Web). Original images are customarily processed as .tifs, since .jpgs can be made from .tifs but not vice versa; .jpgs are generally not suitable for high-quality printing.

- Provide .tifs at 300 dpi resolution.
- .gifs and .pdfs are not acceptable as original source files.
- Vector-based files should be maintained in an .eps format
- Recommended image size is 8 x 10 inches (1024 x 468 pixels).
- The submitter must own the publication rights, or have procured the publication rights to the material, before submission to the AIA for publication.
- All photographs must include a photo credit with notice of copyright holder.
- Ensure that captions and photo credits are keyed to the correct image.

Black-and-white art

- Supply as Illustrator .eps files.
- Outline all text within the files to avoid font conflicts.
- .jpgs are not acceptable.

MS PowerPoint presentations

- 72 dpi resolution is suitable for images and graphics; higher resolution photos will slow down your presentation.
- Maintain high resolution copies in a separate folder.
- Provide speaker notes in all final presentations.

Audio

- Original digital source material is best and should be optimized for podcasting.

Video

The following recommendations apply to video source files shot with a digital camera. Nondigital video should be converted to .avi or .mpeg format.

- MPEG4 (mp3 or mp4 audio) at 2 mbps
- MPEG2 (mp3 or mp4 audio) at 5 mbps
- 30 frames per second
- 640x480 resolution
- 4:3 frame
- noninterlaced

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