



October 10, 2023

Melissa Hafey, Management Assistant
Arts and Culture Department
City of Reno
1 E. 1st Street
Reno, NV 89501

Re: Historic Preservation Fund (HPF) Sub-Grant Funding Agreement for the
*National Alliance of Preservation Commissions (NAPC) Commission
Assistance and Mentoring Program (CAMP) training.*

Dear Ms. Hafey:

The State Historic Preservation Office finished its HPF grant selection for the FY2023 subgrant cycle and is pleased to announce that your organization has been awarded **\$5,500.00.**

Your grant has been assigned an HPF project tracking number:

- Your HPF Project Tracking Number is: **NV-23-10010**

Since we have multiple HPF grant years open at any time, it is very important to include your project number with all of your correspondence, such as emails, faxes, letters, memos, and reimbursement requests.

Enclosed is the Draft Subgrant Award between the State Historic Preservation Office (SHPO) and your organization for the above subgrant. Project work as well as project costs should not be incurred or obligated until all participants have signed the document. This legally binding document outlines your organization's legal obligations regarding the subgrant. Among the items included are the grant amount, grant termination date, reversion clauses, financial and reimbursement procedures. Please be sure to review the reporting requirements for the tenure of the subgrant.

Upon receipt of the above this packet, please do the following:

- Read the Notice of Subgrant Award
Please make sure it accurately reflects your project. If you have any questions, comments, or corrections, contact the SHPO as soon as possible. If your organization agrees with the terms of the document, please fill out and have the appropriate authorized entity sign each of the forms in the designated areas.
- Please retain a copy of the Notice of Subgrant Award for your organization's records. The cover letter is yours to keep for your project file.

Mail the signed Notice of Subgrant Award with original signatures to:

State Historic Preservation Office
901 S. Stewart St. Suite 5004
Carson City, NV 89706

When we have signed the document, our office will send you a copy of the executed Subgrant Award for your files.

As always, our office looks forward to working with you. If you have any questions, please contact me at 775.684.3441 or by email at ccloud@shpo.nv.gov.

Sincerely,



Carla Cloud
Grants and Projects Analyst I