

April 13, 2023

Dear Megan Marie Berner:

We are happy to inform you that the following application to the National Endowment for the Arts is recommended for Grants for Arts Projects funding.

**Applicant:** City of Reno, Nevada

**Application:** 1912588-62

**Period of Performance:** June 1, 2023 to May 31, 2025

**Recommended Amount:** \$35,000.00

Purpose: To support the planning and design process for a public art installation at the North Valleys Regional Park roundabout.

This tentative funding recommendation is **not** the official award notice, which is contingent upon final NEA review.

The National Endowment for the Arts anticipates making a grant announcement on or around May 24, 2023. You will receive an email prior to that date with information about publicizing your award, including a template release that you may use with local media to share your story. Please do not make any public announcements, including social media mention, about this funding until you are contacted by the NEA's Office of Public Affairs.

**Read this entire document carefully, as it includes important legal requirements and time-sensitive instructions for submitting required forms by May 5, 2023.**

### **CHANGES AND UPDATES TO YOUR APPLICATION**

If your proposal has changed significantly since you submitted your application, please contact us immediately. Our staff will work with you to determine the appropriate course of action. **All changes** made to your project at this stage are subject to approval by NEA staff.

### **IMPORTANT NOTES**

**OVERLAP WITH OTHER FEDERAL AWARDS:** There can be no overlapping project costs with other Federal awards. This includes other NEA awards, CARES Act or American Rescue Plan awards, or awards from other federal agencies such as the National Endowment for the Humanities, U.S. Department of Education, Corporation for National and Community Service, etc. **This also includes NEA funds subgranted to you by a state or regional arts agency or a local arts organization.** Do not include costs already funded by other federal sources in your Project Budget.

**NHPA/NEPA COMPLIANCE:** Your project activities require National Historic Preservation Act (NHPA) and/or National Environmental Policy Act (NEPA) review. **Submit the NHPA/NEPA Questionnaire form, available in REACH under the Instructions Tab of the Offer.** You must identify the exact location(s) of the activity and the exact type(s) of activity with as much specificity as possible. For an overview of the NEA's review process and a description of required information, a short webinar and additional NHPA/NEPA guidance are available for review at <https://www.arts.gov/grants/manage-your->

[award](#).

Projects requiring NHPA and/or NEPA review may require extra processing time, which could delay issuance of your award notice and/or your ability to draw down funds on the award.

### **REACH LOGIN INFORMATION**

**IMPORTANT NOTICE: You will use your Login.gov credentials to access REACH.** Please see the Login.gov guidance at <https://www.arts.gov/grants/manage-your-award> for instructions. Login.gov accounts are specific to an individual and are not to be shared with others, even within the same organization. Using another person's email address and password to access REACH through Login.gov is strictly prohibited and may result in loss of access to REACH for the account holder.

**Authorized Representative & Primary Email:** Doug Thornley; thornleyd@reno.gov

**Project Director & Primary Email:** Megan Marie Berner; bernerm@reno.gov

**Primary Contact/Grants Administrator & Primary Email:** Megan Marie Berner; bernerm@reno.gov

### **UPLOAD THE FOLLOWING REQUIRED FORMS**

In order to proceed to final application review, your organization must complete the following forms and upload them to the Documents tab under MY OFFER in REACH. Upload all required documents **BEFORE** clicking "Accept" in REACH. Documents must be uploaded no later than May 5, 2023. If you are unable to meet this deadline, contact your program specialist for assistance.

Notice to Mac computer users: You must complete the PDF forms using Adobe. You cannot use Preview or any other PDF software. You may download a free copy of the latest version: <https://get.adobe.com/reader/>.

#### **(1) PROJECT BUDGET:**

You must submit an updated Project Budget reflecting the recommended funding amount of \$35,000.00.

Total project costs are required to be:

- (a) At least twice the recommended funding amount of \$35,000.00 in order to meet the required 1:1 cost share/match, and
- (b) No more than 10 times the recommended funding amount of \$35,000.00.

This is your opportunity to adjust activities, participants, costs, and/or the timeline/period of performance based on the recommended funding and your organization's current fiscal situation and project management capacity. Right-sizing your project budget will lessen the administrative burden of managing a Federal award as every cost in your budget must comply with federal laws and regulations. We encourage you to keep your updated project budgets as simple as possible with easy-to-document allowable costs that are allocable to your project.

#### **(2) ACCESSIBILITY COMPLIANCE QUESTIONS:**

All recommended applicants are required to complete and submit the Accessibility Questions form. Federal regulations require that all projects funded by the NEA be physically and programmatically accessible to people with disabilities. A webinar and an accessibility checklist are available for review at <https://www.arts.gov/grants/manage-your-award>.

Do not request project changes on this form; all project changes must be submitted on the Project Budget Form. Your answers should be directly related to the accessibility of the funded project activities.

#### **(3) If applicable, NHPA/NEPA COMPLIANCE:**

The NHPA/NEPA Questionnaire form is required only if this Offer Letter contains a note regarding NHPA/NEPA Compliance in the section preceding your REACH Login Information. **Do not submit the**

**NHPA/NEPA Questionnaire if your letter does not include such notice.**

### **SAM.GOV IMPORTANT INFORMATION**

It is a federal requirement that applicants and awardees maintain current registrations with SAM throughout the application and award processes. Therefore, all NEA awards are contingent on active SAM registration. **If you fail to have an active SAM.gov entity registration by September 1, 2023, the NEA will withdraw your recommended funding.** To check your organization's SAM.gov record, go to [www.sam.gov](http://www.sam.gov). If you need assistance with your entity's SAM.gov registration, visit the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov).

(1) You must answer "Yes" to the Financial Assistance Representation and Certification question in SAM.gov with your registration or renewal. The Grants Certifications are a common set of certifications and representations required by federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). Non-Federal entities who intend to apply for, or are already recipients of, federal grants or agreements must read and agree to the certifications and representations. Registrants who reply "Yes" are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

(2) In addition, your entity must have no Federal debt or exclusions by September 1 in order for the NEA to issue an award.

### **AFTER YOU ACCEPT THE OFFER**

After you submit your project updates and required documents in REACH, the NEA's Office of Grants Management must conduct a final review to ensure compliance with federal rules and regulations before issuing the formal award notice. **Your MY OFFER record will not be visible to you in REACH while your documents are undergoing this review.**

You will receive an email notification from REACH when the award is issued or if additional information is needed to complete the review. While we strive to issue award notices as quickly as possible, this final review generally takes between two to six months, depending on a variety of factors. While we are constantly monitoring our internal operations and will make all necessary adjustments to ensure we are processing applications as expeditiously as possible, we appreciate your patience.

We look forward to working with you to complete this final stage of the grant review process.

### **CONTACT**

If you have questions, contact Program Specialist at or .

Sincerely,



Michael Orlove  
Director of State, Regional, and Local Partnerships, and International Activities