



April 6, 2018

Dear Francine Burge:

Congratulations! We are happy to inform you that the following application to the National Endowment for the Arts Our Town program is recommended for funding in the amount of \$50,000.00. This tentative funding recommendation is not the official award notice, which is contingent upon final NEA review. Please read this entire document carefully, as it includes important legal requirements and time-sensitive instructions for completing your proposal review.

Applicant: City of Sparks, Nevada

Application: 1809521-42

Period of Performance: August 1, 2018 to June 1, 2020

Recommended Amount: \$50,000.00

Project: To support a public art and cultural district plan for downtown Sparks.

IMPORTANT NOTES

NHPA/NEPA COMPLIANCE: Your project requires National Historic Preservation Act (NHPA) and/or National Environmental Policy Act (NEPA) review. Please submit the NHPA/NEPA Questionnaire form, available in REACH under the Instructions Tab of the Offer. Be sure to 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 guidance are available for review.

PROJECT PARTICIPANTS & REACH: You are currently the only person at your organization authorized to access REACH and manage this award. We strongly suggest adding another authorized staff member to this award when you complete the Project Budget.

IMPORTANT PROJECT NOTE: Funding is targeted to support community engagement and master planning activities. Please revise the project budget accordingly.

This tentative funding offer may be withdrawn if you fail to respond by Thursday, April 26, 2018

A copy of this Offer Letter is viewable through eGMS | Reach (REACH), the NEA's electronic management system for application review and award management at <https://grants.arts.gov/eGMS-Reach/Login.aspx>. Submit required forms and updates through REACH. User names are provided below.

Authorizing Official User Name: FBurge

Project Director User Name: FBurge

Grants Administrator User Name: FBurge

If this is your first time accessing REACH, follow the instructions on NEA's [REACH home page](#).

Please do not make any public announcements of this offer until Wednesday, May 9, 2018, when the NEA issues its press release. In advance of this date, you will receive more information from the NEA's Office of Public Affairs regarding the announcement.

REQUIRED FORMS TO BE UPLOADED: In order to proceed to final review, your organization must complete the following forms and upload them to the Documents tab under MY OFFER in REACH. After all documents are uploaded, go to the Accept/Decline tab and click ACCEPT. Do this no later than April 26, 2018. This offer may be withdrawn if you fail to respond by the deadline.

(1) **PROJECT BUDGET:** Submit an updated Project Budget reflecting the recommended funding amount

of \$50,000.00. This is your opportunity to adjust activities, participants, costs, and/or timeline/Period of Performance based on the available funding.

(2) ACCESSIBILITY: Submit the Accessibility Questions form. Federal regulations require that all NEA-funded projects be accessible to people with disabilities, inclusive of physical and programmatic access.

Your organization must have an active registration in SAM.gov and be clear of all Federal debt in order for the NEA to make this award. To check your organization's status, go to www.sam.gov. If you need assistance, visit the Federal Service Desk at www.fsd.gov.

The NEA Grants & Contracts Office must conduct a final review to ensure compliance with Federal rules and regulations before issuing the award. Program or Grants Staff may contact you for additional information. This review generally takes between two to six months, depending on a variety of factors.

The FY2019 Our Town funding guidelines will be available on the NEA website in April 2018. Should you wish to apply again, you may review the guidelines, guidance on registering with SAM.gov and Grants.gov, and other information from www.arts.gov. Please note that the deadline for Our Town has shifted to a month earlier than last year. The Our Town deadline for Part 1 will be August 9, 2018. Part 2 materials must be submitted between August 14 and 21, 2018.

Additionally, NEA Our Town staff will be providing guidance for successful Our Town applications through an online webinar in June 2018. Please see <https://www.arts.gov/videos/webinars> for more information.

We look forward to working with you to complete this final stage of the NEA review process. If you have questions, contact OT@arts.gov, and a staff member will respond promptly.

Sincerely,



Jen Hughes
Acting Design and Creative Placemaking Director