

April 7, 2022

Dear Cindy Ornstein:

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 in the amount of \$40,000.00. This tentative funding recommendation is not the official award notice, which is contingent upon final NEA review.

**Applicant:** City of Mesa, Arizona

**Application:** 1895070-62

**Period of Performance:** June 1, 2022 to December 31, 2023

**Recommended Amount:** \$40,000.00

Purpose: To support a new media festival for high school and college students.

The National Endowment for the Arts anticipates making a grant announcement on or around May 18, 2022. 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.

**IMPORTANT: 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. If you have questions or require guidance, please contact your NEA program specialist.

**Read this entire document carefully, as it includes important legal requirements and time-sensitive instructions for completing your application review.**

**Upload all required documents BEFORE clicking "Accept" in eGMS | Reach (REACH).** If you click "Accept" prematurely, contact your NEA program specialist for assistance.

**You must respond to this funding offer and submit all required forms no later than Thursday, April 28, 2022. If you are unable to meet this deadline, contact your program specialist.**

REACH User Names are provided below.

**Authorized Representative:** Cindy Ornstein

**User Name:** COrnstein

**Project Director:** Cindy Ornstein

**User Name:** COrnstein

**Primary Contact/Grants Administrator:** Hillary West

**User Name:** HillaryWest

## **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 April 28, 2022.** 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, <http://get.adobe.com/reader/>.

**(1) PROJECT BUDGET:**

You must submit an updated Project Budget reflecting the recommended funding amount of \$40,000.00.

**Total project costs are required to be at least twice the recommended funding amount of \$40,000.00 in order to meet the required 1:1 cost share/match and no more than 10 times the recommended funding amount of \$40,000.00.** Use this 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. Right-sizing your project budget in response to the recommended funding amount will lessen the administrative burden of managing a Federal award. Please note that you may continue to submit larger project budgets with your initial proposal in future applications to the NEA. **We encourage you to keep your project budgets as simple as possible with easy to document, allowable, and allocable costs.**

**Reminder: ALL costs in this budget are subject to Federal regulations.** You must maintain accurate documentation of all costs included in your budget during the Period of Performance, as source documentation of these costs may be required by the NEA for audit at any time.

**(2) ACCESSIBILITY COMPLIANCE:**

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.

Do not request project changes on the Accessibility Questions form; all project changes must be submitted on the Project Budget Form.

**(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 User Names. **If your letter does not include such notice, do not submit this form.**

Please note that projects requiring review for compliance with the National Historic Preservation Act (NHPA) and/or National Environmental Policy Act (NEPA) may require extra processing time, which could delay issuance of your award notice and/or your ability to draw down funds on the award.

**SAM.GOV IMPORTANT INFORMATION**

**(A)** Your organization must have an active registration in SAM.gov and no federal debt in order for the NEA to issue an award. To check your organization's registration status, go to [www.sam.gov](http://www.sam.gov).

**(B)** 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.

**(C)** If you need assistance with your entity's SAM.gov registration, visit the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov).

## **AFTER YOU ACCEPT THE OFFER**

After you submit your project updates and required documents, 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. **Note that access to your MY OFFER record will be turned off 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 Lara Holman Garritano at [garritano@arts.gov](mailto:garritano@arts.gov) or 202-682-5586.

Sincerely,

A handwritten signature in black ink that reads "Michael Orlove". The signature is written in a cursive, flowing style.

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