

April 17, 2020

Dear Russ Stokes :

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 \$100,000.00. This tentative funding recommendation is **not** the official award notice, which is contingent upon final Arts Endowment review.

We at the Arts Endowment understand that the worldwide COVID-19 pandemic is greatly impacting many of our arts organizations and are committed to continuing our work of awarding grant funding throughout our nation. Therefore, we will work with you to get your application through this final review.

IMPORTANT: If your project has changed significantly since you submitted your original application due to the COVID-19 pandemic, our staff will work with you to determine the appropriate course of action to include adjusting your project activities and budget.

The change of scope and budget still must meet federal and agency requirements, including the requirement to fund projects only. Therefore, we urge you to consider focusing the new project activities on planning for the future. Your new project could include planning for a future production, festival, conference, residency program, exhibition, or educational program, etc. It could be to develop a new strategic plan for your organization. Your new budget could include staff costs, artist fees, and administrative costs (rent/utilities/supplies, etc.) related to these planning activities. 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 and/or your ability to draw down funds on the award.

All changes made to your project at this stage are subject to approval by Arts Endowment staff. However, we are committed to working with you to find a path forward during these difficult times. **If you have questions, please contact your Arts Endowment program specialist.**

The deadlines below are meant as target dates so that we can process your response to this offer and issue your award as quickly as possible. However, if you cannot return the requested information by the deadlines noted below due to the pandemic, please contact the Arts Endowment program specialist indicated in the final paragraph to work out alternatives.

Read this entire document carefully, as it includes important legal requirements and time-sensitive instructions for completing your proposal review. **Do not click "Accept" in REACH until you have uploaded all the required documents.**

Applicant: City of Cherokee Village, Arkansas

Application: 1863220-42

Period of Performance: July 1, 2020 to January 1, 2022

Recommended Amount: \$100,000.00

Project: To support cultural asset mapping, master planning, and an artist residency program for the City of Cherokee Village, Arkansas.

IMPORTANT NOTES

National Environmental Policy Act (NEPA) review. 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 Arts Endowment's review process and a description of required information, a short webinar and additional guidance are available for review at <https://www.arts.gov/grants/manage-your-award>.

Please try to respond to this offer no later than Friday, May 29, 2020. If you are unable to meet this deadline due to the current COVID-19 pandemic, please contact your program specialist to discuss available options.

A copy of this Offer Letter is viewable through eGMS I Reach (REACH), the Arts Endowment'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.

Authorized Representative: **Graycen Colbert Bigger**
User Name: **GBigger**

Project Director: **Russ Stokes**
User Name: **RussStokes**

Primary Contact/Grants Administrator: **Graycen Colbert Bigger**
User Name: **GBigger**

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

The Office of Public Affairs will be in touch in early May with more information about the public grant announcement. Until then, publicity concerning this recommended award is embargoed. Please do not make any public announcements, including social media mention, about this funding until you are contacted by the Arts Endowment's Office of Public Affairs.

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.

DO NOT CLICK ACCEPT OFFER UNTIL ALL DOCUMENTS ARE UPLOADED.

Try to upload these documents no later than May 29, 2020. If you cannot meet this deadline due to the COVID-19 pandemic, please contact your Arts Endowment program specialist.

(1) PROJECT BUDGET: You must submit an updated Project Budget reflecting the recommended funding amount of \$100,000.00.

If your project has changed significantly since you submitted your original application due to the COVID-19 pandemic, our staff will work with you to determine the appropriate course of action. Please review our COVID-19 FAQs at <https://www.arts.gov/COVID-19-FAQs> for more information.

Total project costs are required to be at least twice this amount and no more than 10 times this amount. Use this as opportunity to adjust activities, participants, costs, and/or the timeline/period of performance based on the award size and your organization's current situation. Right-sizing your project budget in response to the recommended funding amount will lessen the administrative burden of managing a federal award.

Reminder: all costs in this budget are subject to federal regulations and you must maintain documentation of all costs included in your budget during the period of performance, as these costs may be required by the Arts Endowment for audit at any time.

(2) ACCESSIBILITY COMPLIANCE: Submit the Accessibility Questions form. Federal regulations require that all National Endowment for the Arts' funded projects be physically and programmatically

(3) NHPA/NEPA Compliance (if applicable): If this offer letter contains a note above regarding NHPA/NEPA Compliance (under the heading: Important Notes) the NHPA/NEPA Questionnaire form is also required.

Your organization must have an active registration in SAM.gov and be clear of all Federal debt in order for the National Endowment for the Arts 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 Arts Endowment's Office of Grants Management 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. While we will strive to issue awards as quickly as possible, this review generally takes between two to six months, depending on a variety of factors, including processing of CARES Act applications and awards. 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.

The Fiscal Year 2021 Our Town funding guidelines will be available on the Endowment's website later this spring. 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.

IMPORTANT NOTE: You are also eligible to apply for Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. Visit www.arts.gov for CARES Act guidelines and application deadlines.

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

Sincerely,



Jen Hughes
Design and Creative Placemaking Director