

REQUEST FOR ADDITIONAL APPROPRIATION

Instructions: Complete all information in Parts A and B. Have Director/ Department Head sign and date on appropriate lines in Part C. Forward original to OPM Director, 10th Floor. OPM Director will forward to the Boards. Submit to OPM by the 20th of the month in order to be included on the next Board of Finance and Representatives meeting agendas.

Part A - Account Information

		Grant Year	FY23-24
Project #	F32NEW	Dept. Name	Mayor's Office - Arts
Revenue #	243S0003322000	Account Title	Federal Assistance
Expend. #	244XNEW5218	Account Title	National Endowment of the Arts
Source:	100% Grant Funded		

Request Amount \$25,000

Previous Year's Expenditure	_____
Department Request	_____
Approved by Mayor	_____
Approved by Finance Board	_____
Approved by Board of Reps.	_____
Revised Budget	_____
Balance in Account	_____
Projected Exp. & Enc.	_____


Part B - Request Description and Supporting Calculations


The City of Stamford Arts Commission has been awarded a grant from the National Endowment for the Arts. The grant will provide funding to procure an artist to design and paint a mural at the state parking garage by the Transit Center. The grant funds are a 1:1 match with \$25,000 in matching funds coming from in-kind contributions and cash match in the city's operating budget for the Program Manager's time and effort on the project.


TAX IMPACT 0.000 Mills

Part C - Approvals


Anita Carpenter (Feb 23, 2023 16:50 EST)
Feb 23, 2023
Anita Carpenter, Grants Officer


Elda Sinani (Feb 24, 2023 12:44 EST)
Feb 24, 2023
Elda Sinani, Director of OPM


Sandra Dennies (Feb 24, 2023 13:07 EST)
Feb 24, 2023
Sandra Dennies, Director of Administration


Caroline Simmons (Feb 24, 2023 16:07 EST)
Feb 24, 2023
Caroline Simmons, Mayor

November 10, 2022

Dear John Varamo:

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 Stamford, Connecticut

Application: 1904564-62

Period of Performance: January 1, 2023 to April 30, 2024

Recommended Amount: \$25,000.00

Purpose: To support the installation of a mural at the Stamford Transportation Center in Stamford, Connecticut.

This tentative funding recommendation is **not** the official award notice, which is contingent upon final NEA review and the NEA's FY 2023 appropriation pending Congressional action and Presidential approval.

Please hold on any public statements, press releases, or social media about this recommended FY 2023 award. The NEA's Office of Public Affairs will contact you in the near future with more information about public announcements. Your cooperation is greatly appreciated.

Read this entire document carefully, as it includes important legal requirements and time-sensitive instructions for submitting required forms by December 1, 2022.

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

NHPA/NEPA COMPLIANCE: Your project requires 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. 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 at <https://www.arts.gov/grants/manage-your-award>.

REACH USER NAMES

Authorized Representative: Anita Carpenter

User Name: ACarpenter

Email: acarpenter@stamfordct.gov

Project Director: John Varamo
User Name: JVaramo
Email: jvaramo@stamfordct.gov

Primary Contact/Grants Administrator: Anita Carpenter
User Name: ACarpenter
Email: acar Carpenter@stamfordct.gov

IMPORTANT NOTICE: The NEA will transition to Login.gov to access REACH in mid-December 2022. Please see the Login.gov guidance at <https://www.arts.gov/grants/manage-your-award> to prepare for the transition.

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 December 1, 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 at <http://get.adobe.com/reader/>.

(1) PROJECT BUDGET:

You must submit an updated Project Budget reflecting the recommended funding amount of \$25,000.00.

Total project costs are required to be:

- (a) At least twice the recommended funding amount of \$25,000.00 in order to meet the required 1:1 cost share/match, and
- (b) No more than 10 times the recommended funding amount of \$25,000.00.

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 updated 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, as source documentation of these costs may be required by the NEA for audit at any time.

(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.

Do not request project changes on the Accessibility Questions form; all project changes must be submitted on the Project Budget Form. Your answers should only pertain to accessibility of the funded project activities.

REMINDER: All NEA applicants and grantees are required to certify that they are in compliance with the civil rights statutes that govern nondiscrimination in Federally assisted programs. Learn more at <https://www.arts.gov/about/civil-rights-office/applicants-recipients-of-federal-financial-assistance/what-we-do/FAQs>.

(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

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 renew your entity's SAM.gov registration by September 1, 2023, the NEA must withdraw your recommended funding.** To check your organization's SAM.gov record, go to www.sam.gov.

(A) If your SAM registration is expired or will expire in the next 4 months, immediately begin the renewal process to help ensure that your registration is active when we are ready to make your award. Concurrently, complete and submit your required Offer documents by the Offer response date.

(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) In addition to an active SAM.gov registration, your entity must have no Federal debt or exclusions in order for the NEA to issue an award. **If you need assistance with your entity's SAM.gov registration, visit the Federal Service Desk at www.fsd.gov.**

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. **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

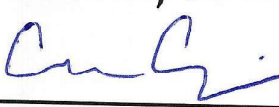
If you have questions, contact Program Specialist Eleanor Billington at billington@arts.gov or (202) 682-5728.

Sincerely,

A handwritten signature in black ink that reads "Michael Orlove". The script is fluid and cursive, with the first name and last name clearly distinguishable.

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

Project Budget Form

Applicants, Offerees, and Current Awardees:	Submit this form via REACH. For awards issued <i>before</i> 9/30/2017, email to grants@arts.gov
ORGANIZATION: Legal name and SAM.gov address. Legal Name: City of Stamford Address: 888 Washington Boulevard Stamford, CT 06901	APPLICATION / AWARD # 1904564-62
	Date 11/21/22
	PERIOD OF PERFORMANCE REQUESTED (MM/DD/YYYY) From 01/01/23 To 12/31/23
PROJECT DESCRIPTION. APPLICANTS/OFFEREES: (1) If you are responding to an offer of funding, describe any change(s) from your original application, including changes in project activity. <u>If there are NO changes to the original scope of project activities</u> , indicate that there are no changes here. (2) For certain organizations, if this form is part of your initial application package, provide a brief summary of your project here and/or include a narrative outlining your project activity as a PDF. CURRENT AWARDEES REQUESTING AN AMENDMENT/CHANGE: First review <u>How to Manage Your National Endowment for the Arts Award and eGMS Reach Handbook</u> for more information on requesting changes. If needed, attach additional pages. The reduction in the award amount has resulted in a request to scale down the scope of the mural project. The City is proposing to work with a local artist procured through a competitive rfp process that will significantly reduce the costs and support the promotion of the local arts community. The Project Manager will contribute significantly more time to the project than originally anticipated to help reduce the costs overall for outside marketing and promotion.	
PARTICIPANTS: These 3 individuals will have access to the NEA's REACH system for this specific offer or award. Authorizing Official. Identify the person who has the legal authority to approve this budget on behalf of your organization. Name (Last, First) Simmons, Caroline Title Mayor E-mail  <div style="text-align: right;"><input type="checkbox"/> Cell <input checked="" type="checkbox"/> Work <input type="checkbox"/> Home Telephone (203) 977-4150 Mayers office @stamfordct.gov</div>	
Project Director. Identify the person who can answer specific questions about this project. Name (Last, First) Miller, Aaron Title Arts and Culture Program Manager E-mail amiller1@stamfordct.gov <div style="text-align: right;"><input type="checkbox"/> Cell <input checked="" type="checkbox"/> Work <input type="checkbox"/> Home Telephone (203) 977-1193</div>	
Primary Contact. Identify the person who can answer specific questions about this budget. Name (Last, First) Carpenter, Anita Title Grants Officer E-mail acarpenter@stamfordct.gov <div style="text-align: right;"><input type="checkbox"/> Cell <input checked="" type="checkbox"/> Work <input type="checkbox"/> Home Telephone (203) 977-4911</div>	

Project Budget Form

PROJECT COSTS

A. DIRECT COSTS

Salaries and Wages. Include salaried employees. Pro-rate salaries to reflect only those incurred within the period of performance. (List artists, consultants, and contractors under Other Costs.)

Title/Type of personnel	# of personnel	Annual salary/range	% of time allocated	Amount
Aaron Miller, Project Manager	1	94000	20	\$ 18,800

Fringe Benefits (%)

Total Salaries and Wages \$ 18,800

Total Fringe Benefits \$

Total Salaries, Wages, and Fringe Benefits \$ 18,800

Travel. Include transportation, lodging, and required subsistence during travel. Airfare charged to the award may not exceed the value of the least expensive class (e.g. coach) available. All foreign travel must be identified by country of origin/destination.

Travelers (name, role, or number of people)	Origin	Destination	Amount

Total Travel \$ 0

Other COSTS. Include all other direct project costs here and continuing on the next page, such as artist or consultant fees, marketing/promotion, supplies and materials, publications, distribution, access accommodations such as sign language interpretation or braille (no construction/renovation costs), shipping/cartage, rental of venues or equipment etc. If you are not claiming Indirect Costs below, you may also include a pro-rated portion of administrative overhead.

Item	Amount
Artist Fee for mural	\$ 22,000
Anti-graffiti coating	\$ 3,000
Site prep for mural surface	\$ 2,000
Promotional Expense	\$ 3,000
Community Workshop	\$ 1,200

Total Other COSTS \$ 31,200

Total DIRECT COSTS (Total Salaries, Wages, and Fringe Benefits + Total Travel + Total Other COSTS) \$ 50,000

Project Budget Form

B. INDIRECT COSTS.

If applicable, include indirect costs as,

- ☐ A **de minimis rate**, not to exceed 10% of modified total direct costs. See 2 CFR 200.414 (f) for eligibility.
- ☐ Approved as part of a **current Federally-negotiated Indirect Cost Rate Agreement** (provide copy of agreement).

Cognizant Agency:

Type: [select]

Rate (%):

Base: \$

Effective Period - From:

To:

Total INDIRECT COSTS

\$

TOTAL PROJECT COSTS (Total DIRECT COSTS + Total INDIRECT COSTS)

\$

\$ 50,000

PROJECT INCOME

ORGANIZATION SHARE: CASH. Include your organization's contributions, cash donations, non-Federal grants, and revenues such as ticket income or tuition fees. Federal funds subgranted from a state arts agency, regional arts organization, or local arts agency cannot be used as match.

Source

Salary

Amount

\$ 18,800

Site Prep

\$ 2,000

Total Cash \$ 20,800

THIRD-PARTY IN-KIND. Include goods or services provided by individuals/entities outside of your organization (third-party contributions). All items listed here must correspond directly to a project cost line item to determine allowability.

Item and Source

Partner Promotional

Fair Market Value

\$ 3,000

Community Workshop

\$ 1,200

Total In-Kind \$ 4,200

Total Recipient Share for this Project \$ 25,000

NEA AMOUNT \$ 25,000

TOTAL PROJECT INCOME (RECIPIENT SHARE + NEA AMOUNT)

\$

\$ 50,000