

STEVE SISOLAK  
Governor

STATE OF NEVADA



Address Reply to:  
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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
COMMISSION FOR CULTURAL CENTERS AND HISTORIC PRESERVATION

May 14, 2019

Andrea Tavener  
Public Information and Development Officer  
Washoe County Library System  
301 S. Center Street, Reno, NV 89501

Re: FY 2017 Commission for Cultural Centers and Historic Preservation Award  
Information for Grant # CCCHP-17-08, Funding Agreement, and Grant Manual.

Dear Andrea:

On April 12, 2018, the Commission for Cultural Centers and Historic Preservation (CCCHP) finished its grant selection for the 2017/2018 grant cycle. The Commission and staff are very pleased that your organization has received an award. I would like to take this opportunity to point out several items of importance.

1. This letter confirms your original CCCHP award of **\$10,000.00** and an additional amount of **\$632.00** from interest and reversions in a prior grant cycle for the **RESTORE AND ENHANCE DOWNTOWN RENO LIBRARY** project. Your CCCHP Project Tracking number is **CCCHP-17-08**. Please remember to use this number on ALL correspondence including e-mails.
2. Project work and/or costs may not commence until a funding agreement has been signed with covenants recorded and the documents returned and processed by this office. We will notify you of this date via an email to the authorized project manager.
3. Your project can begin or continue if you are using non-CCCHP funds, but funds from the 2017 award are unavailable until this office has received a signed funding agreement and recorded covenants for that award.

This package contains the following items:

1. Funding Agreement for the Grant
2. Attachment B: Covenants for the property
3. Attachment C: Civil Rights Assurance
4. Grants Manual, General Administrative Guidelines, Fiscal Year 2017-2018
5. CCCHP FY2017-2018 Important Dates
6. Certification of Authorized Signatories

Andrea Tavener  
May 14, 2019

Please complete and sign all documents. Please return all signed documents to:

CCCHP Grant Program  
State Historic Preservation Office  
901 South Carson Street, Suite 5004  
Carson City, NV 89701-5248

You may keep the grant manual, important dates statement, and this letter for your records.

Remember, the sooner our office receives the above signed documents, the sooner staff can complete the processing of this funding agreement. ***Please allow 30 days for processing.*** If you have project time constraints, please contact SHPO immediately.

All forms may be obtained online at <http://shpo.nv.gov/ccchpfy17> and consist of:

- Financial Requests for Reimbursement – This document is required for any reimbursement requests submitted to the SHPO and must contain an original signature.
- Progress Reports – This report is required and should include pictures to illustrate project progress along with an authorized signature. Please note that SHPO will not process reimbursement requests if you are delinquent on this reporting requirement.
- CCCHP Reimbursement Request Checklist
- Certification of Authorized Signatories
- Value of Donated Material
- Value of Donated Equipment
- Value of Donated Labor
- Property Record Form
- Competitive Negotiation and Small Purchase Contract Documentation
- Travel Expense Reimbursement Claim
- Project Change Request
- Project Change Request Continuation Form
- Final Report Format (Example)

If you have any questions concerning this correspondence, please feel free to contact me at (775) 684-3443 or by e-mail at [rlpalmer@shpo.nv.gov](mailto:rlpalmer@shpo.nv.gov).

Sincerely,



Rebecca L Palmer  
State Historic Preservation Officer

Enclosures