



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1026
DETROIT, MICHIGAN 48226
PHONE: 313 • 628-2158
FAX: 313 • 224 • 0542
WWW.DETROITMI.GOV

November 22, 2022

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Correction: Request to Accept and Appropriate the Tactical Preservation Design Days Grant

The National Endowment for the Arts has awarded the City of Detroit Planning and Development Department with the Tactical Preservation Design Days Grant for a total of \$30,000.00. The Federal share is 50 percent or \$30,000.00 of the approved amount, and there is a required total match of 50 percent or \$30,000.00. The total project cost is \$60,000.00. The request to accept and appropriate this funding was approved by council on July 26, 2022. This request is to correct the match source of funding for this grant. The required \$30,000.00 cash match will be provided from appropriation 29430.

The objective of the grant is to create a Community Arts Hub. The funding allotted to the department will be utilized to reactivate the vacant City-owned school located at 13000 Dequindre St., Detroit, MI 48212. The project will support arts and design programming that engages local residents to rethink the use of this vacant neighborhood school as a community arts hub. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 21133, with a cash match coming from appropriation 29430.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Donald R Johnson
34F9071313554A4...
Office of Budget

Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Planning and Development Department is requesting authorization to accept a grant of reimbursement from the National Endowment for the Arts, in the amount of \$30,000.00, to create a Community Arts Hub at the vacant City-owned school located at 13000 Dequindre St., Detroit, MI 48212; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

BE IT FURTHER RESOLVED, that the Budget Director is authorized to establish Appropriation number 21133, in the amount of \$60,000.00, which includes a cash match coming from appropriation 29430, for the Tactical Preservation Design Days Grant.



Dear Susan M Burrows:

On behalf of the National Endowment for the Arts, it is a pleasure to inform you that your organization has been awarded a grant. Thank you for your efforts to advance the power of the arts in your community.

To assist you in next steps:

- Please carefully review your award documents, which include the Official Notice of Action with information on the period of performance, the award amount, and the Terms and Conditions that apply to your project.
- Award materials to manage and administer the award are online at <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017>. The General Terms and Conditions, which adopt OMB's Uniform Guidance (2 CFR 200), provide detailed information concerning the National Endowment for the Arts' regulations and procedures, the administrative requirements that apply to your award, and your responsibilities as a recipient.
- Instructions for requesting award funds and reporting on your project are also on our website.

If you have any questions regarding the administrative requirements of this award, our Office of Grants Management staff will be happy to assist you. They may be reached at grants@arts.gov or through the Messages tab in REACH.

Congratulations on your award from the National Endowment for the Arts!

Sincerely,

A handwritten signature in black ink, appearing to read "Maria Rosario Jackson".

Maria Rosario Jackson, Ph.D.
NEA Chair



NATIONAL ENDOWMENT FOR THE ARTS - IMPORTANT INFORMATION

Recipient: City of Detroit, Michigan

Federal Award ID Number (FAIN): 1888820-42-22

Period of Performance: January 1, 2022 to December 31, 2023

Purpose: To support arts and design programming that engages local residents in rethinking the use of a vacant neighborhood school as a community arts hub.

GENERAL TERMS AND CONDITIONS

This award is subject to the *General Terms and Conditions for Grants and Cooperative Agreements to Organizations* (GTCs), which outline the administrative requirements that apply to your award and your obligations as a recipient. You are responsible for reviewing these Terms; failure to comply may result in the disallowance of project expenditures and/or the reduction or withdrawal of National Endowment for the Arts' support for your project.

The administration of this award and the expenditure of award funds are subject to any specific terms and conditions of this award, which may be attached as additional pages of the award notification, the Terms and Conditions/Important Information, and the GTCs (as noted above).

The GTCs implements Title 2 of the Code of Federal Regulations (2 CFR) including Subtitle A-Office of Management and Budget Guidance for Grants and Agreements and Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance, or Part 200), as revised August 13, 2020.

HOW TO MANAGE YOUR AWARD AND NATIONAL ENDOWMENT FOR THE ARTS eGMS REACH HANDBOOK

The *How to Manage Your National Endowment for the Arts Award and eGMS REACH Handbook* is a companion piece to the GTCs. It includes information about reporting requirements, requesting payment, changes to your project, and other important information.

All materials and instructions for managing your award can be found on our website at

www.arts.gov/grants/manage-your-award/awards-after-oct1-2017.

1. **SPECIFIC TERM**

This project requires review by the National Endowment for the Arts for its potential impact on historic properties/districts/sites and the environment. Read the Specific Term document regarding National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA) included on the **Documents Tab** in [REACH](#).

Under the terms of this grant award, no funds can be released, nor should you undertake any project activities, until the National Endowment for the Arts conducts a complete review of your project and notifies you that you may proceed.

COST SHARE

A non-federal cost share of 100% (1:1 match) is required unless otherwise indicated below.

- **Total Amount of Federal Award:** \$30,000.00
- **Total Approved Cost Share as Required by 20 USC 954(e):** \$30,000.00
- **Total Amount of the Federal Project including Approved Cost Share:** \$60,000.00

BUDGET AND OTHER NOTES

The project budget submitted 2/8/2022 is approved, with the following exceptions:

CASH increased to balance budget.

The approved project budget is derived from your application, revised budget, and/or other communication. All costs must be incurred within the period of performance listed on your award Notice of Action. It is understood that the approved budget reflects estimated expenditures and that actual, allowable expenditures will be reported on all financial reports.

Unallowable costs that have been removed from your budget cannot be supported with Federal or cost share/matching funds and should not be included on any future reports for this award.

The budget cannot include overlapping project costs with any other direct Federal grant including awards made directly by the National Endowment for the Arts or another Federal Agency (e.g., NEH, HUD, etc.) per 2 CFR §200.306 and Arts Endowment's Legislation. Arts Endowment funds that are sub-granted to you through a state or regional arts agency, or a local arts organization, or supporting your project through a partner, cannot be claimed as cost share/match on this award per 2 CFR §200.306 and NEA Legislation.

All activities supported with Arts Endowment or cost share/matching funds, including performance/touring activities as well as publications, websites, or other media projects, must be made accessible to people with disabilities in compliance with Section 504 and the ADA.

Any airfare charged to the award, whether domestic or foreign, may not exceed the value of the basic least expensive unrestricted accommodations class offered by a commercial carrier (2 CFR §200.475(d)). You are required to follow the provisions of the Fly America Act. See the General Terms & Conditions for additional information. Payments to foreign nationals and/or non-compliant travel to or from countries sanctioned by the U.S. Treasury Department's Office of Foreign Asset Control are unallowable.

Proper documentation must be maintained for all costs in the budget, including all salaries charged, in whole or in part, to this award (per 2 CFR §200.302, .334, .430(i)), as well as for all in-kind contributions claimed (per 2 CFR §200.302 and .334).

NON-DISCRIMINATION POLICIES

As a condition of receipt of Federal financial assistance, you acknowledge and agree to execute your project, and require any contractors, successors, transferees, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

1.a Title VI of the Civil Rights Act of 1964, as amended, and implemented by the National Endowment for the Arts at 45 USC 1110, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency (42 USC 2000d et seq.)

1.b As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.

1.c Title IX of the Education Amendments of 1972, as amended, provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance (20 USC

1.d The Age Discrimination Act of 1975, as amended, provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (42 USC 6101 et seq.)

1.e The Americans with Disabilities Act of 1990 (ADA), as amended, prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III) (42 USC 12101-12213).

1.f Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (29 USC 794).

OFFICIAL NOTICE OF ACTION

National Endowment for the Arts

Action Taken: Award**Date of Action:** 5/10/2022**Award Date:** 5/10/2022**FEDERAL AWARD INFORMATION**

Federal Award ID Number (FAIN)	1888820-42-22
Award Recipient	City of Detroit, Michigan
Award Recipient Unique Entity Identifier	GS94M2VMNMJ3
Period of Performance	1/1/2022 - 12/31/2023
Budget Period	1/1/2022 - 12/31/2023
Assistance Listing Number/Title	45.024 Promotion of the Arts_Grants to Organizations and Individuals
Does the award support Research & Development?	No
Award Description	Purpose: To support arts and design programming that engages local residents in rethinking the use of a vacant neighborhood school as a community arts hub.
Grant Program and Office	Grants for Arts Projects, Design

AWARD AMOUNTS

Amount of Federal Funds Obligated by this Action	\$30,000.00
Total Amount of Federal Funds Obligated	\$30,000.00
Total Amount of the Federal Award	\$30,000.00

RECIPIENT CONTACTS

Role	Name
Authorizing Official	Susan M Burrows (User Name - SBurrows) burrowss@detroitmi.gov
Grant Administrator	Shelby Holmes (User Name - SHolmes) shelby.holmes@detroitmi.gov
Project Director	Garrick Landsberg (User Name - GLandsberg) landsbergg@detroitmi.gov

REMARKS

- COST SHARE:** A non-federal cost share of 100% (1:1 match) is required unless otherwise indicated in the *Terms and Conditions/Important Information* document (20 USC § 954(e)).
- The National Endowment for the Arts provides this award support pursuant to 20 USC §954-955.
- ACCEPTANCE OF AWARD:** Submission of a *Payment Request* constitutes your agreement to comply with all the terms and conditions of the award and indicates your acceptance of this award.
- GENERAL TERMS AND CONDITIONS:** This award is subject to the *General Terms and Conditions for Grants and Cooperative Agreements to Organizations* (GTCs), which outline the administrative requirements that apply to your award and your obligations as a recipient. **You are responsible for reviewing these GTCs; failure to comply may result in the disallowance of project expenditures and/or the reduction or withdrawal of National Endowment for the Arts support for your project.**

The administration of this award and the expenditure of award funds are subject to any specific terms and conditions of this award, which may be attached as additional pages of the award notification, the *Terms and Conditions/Important Information*, and the GTCs (as noted above).

The GTCs implements *Title 2 of the Code of Federal Regulations* (2 CFR) including *Subtitle A-Office of Management and Budget Guidance for Grants and Agreements* and *Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance, or Part 200), as revised August 13, 2020.

5. HOW TO MANAGE YOUR AWARD AND eGMS REACH HANDBOOK: The *How to Manage Your National Endowment for the Arts Award and eGMS REACH Handbook* is a companion piece to the GTCs. It includes information about reporting requirements, requesting payment, changes to your project, and other important information.

6. All material can be found on our website at <https://www.arts.gov/grants/manage-your-award/awards-after-oct1-2017>.

7. CONTACT INFORMATION: Email: grants@arts.gov | Phone (202) 682-5403.

OFFICIAL NOTICE OF ACTION

National Endowment for the Arts

AWARDING OFFICIAL



Meg Kowalik
Lead Grants Management Specialist

AWARD REPORTING REQUIREMENTS

National Endowment for the Arts

Award Number: 1888820-42

Award Recipient: City of Detroit, Michigan

The following is a listing of the due dates of the reports required for this award. A copy of this listing should be forwarded to those individuals responsible for the submission of the required reports.

Report	Special Instructions	Due Date	Period to be Covered
Federal Financial Report	No special instructions	4/29/2024	1/1/2022 - 12/31/2023
Final Descriptive Report - Standard	No special instructions	4/29/2024	1/1/2022 - 12/31/2023
Geographic Location of Project Activity (GEO)	No special instructions	4/29/2024	1/1/2022 - 12/31/2023

All reports must be submitted using **eGMS Reach**, the online award management system located at <https://grants.arts.gov/eGMS-Reach>.

When accessing Reach for the first time, click the "Sign in Help" link and follow instructions to activate your account and create a password.

Document date: 5/3/2022



Specific Terms and Conditions

National Historic Preservation Act & National Environmental Policy Act

SPECIFIC TERM

The National Endowment for the Arts (Arts Endowment) reviews each grant project for its potential impact on historic properties/districts/sites and the environment to fulfill our responsibilities and obligations under the **National Historic Preservation Act (NHPA)** and the **National Environmental Policy Act (NEPA)**, respectively.

Under the terms of this grant award, no funds can be released, nor should you undertake any project activities, until the Arts Endowment conducts a complete review of your project in accordance with NHPA/NEPA

The Historic Preservation Officer or the Arts Endowment Program Staff will be contacting, or may have already contacted, your organization regarding NHPA/NEPA compliance and what you need to do.

Information that we request of you must be submitted by September 1, 2022. If you do not respond by this date, your grant will be terminated.

All NHPA/NEPA related documentation must be emailed to NEAhistoricreview@arts.gov.

To summarize,

- Receipt of this award package in **no way** implies your Arts Endowment project is in compliance with NHPA and/or NEPA and until a determination is made by the Arts Endowment as to whether compliance standards have been met, your award is subject to review in accordance with NHPA/NEPA.
- Be aware that you cannot begin any project activities until Arts Endowment completes its NHPA and/or NEPA review and notifies you that you may proceed.
- Should you choose to proceed without having been notified that you are in compliance with NHPA/NEPA, you risk being unable to obtain any grant funds associated with your award and possible termination of your award.
- Failure to adhere to this specific term of your award will jeopardize collecting any funds under your grant award.

For more information and the questionnaire on the National Historic Preservation Act and the National Environmental Policy Act see,

- www.arts.gov/grants/manage-your-award and the "NHPA/NEPA Compliance" section.

Project Budget Form

This form can be used to submit your initial application budget and any subsequent budget revisions.

Detailed instructions for this form are available on our website at www.arts.gov/manageaward. Unless you are informed otherwise, you must match the National Endowment for the Arts funds dollar for dollar.

- All costs included in this budget, whether paid for with National Endowment for the Arts (Arts Endowment) funds or your cost share, must be directly allocable to the project activity, allowable, and adequately documented per the General Terms and Conditions. Actual, allowable expenditures must be reported on all payment requests and financial reports.
- Only include costs expected to be incurred within the period of performance, which can begin no earlier than the earliest allowable start date noted in the guidelines for this Arts Endowment funding opportunity. Costs such as salaries, wages, fringe benefits, and administrative overhead may need to be pro-rated to reflect this period.
- Provide a detailed breakdown of any large line items.
- For equipment, clearly note items to be rented or leased versus those to be purchased. For purchases, you must provide specific written justification for items with a unit value of \$5,000 or more, and a useful life of more than one year.
- Do not include unallowable costs such as receptions/parties, alcoholic beverages, cash prizes, construction, visa fees paid to the U.S. Government, unspecified foreign travel, or miscellaneous.
- **Unallowable costs cannot be supported with Arts Endowment funds OR with matching funds.** Learn more about unallowable costs in the How to Manage Your National Endowment for the Arts Award and eGMS Reach Handbook.
- This budget cannot include overlapping project costs with any other Federal award, or include matching funds originating from a Federal source.

If you are revising your initial application, consider streamlining your project budget to help ease your administrative burden associated with managing a Federal award. See the Project Description block on the next page for more information. Form begins on next page.

IMPORTANT: All changes are subject to National Endowment for the Arts approval.

Paperwork Reduction Act Statement

The public reporting burden for this collection of information is estimated at an average of one hour per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome any suggestions that you might have on improving the guidelines and making them as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: webmgr@arts.gov, Attention: Reporting Burden. Note: applicant/awardees are not required to respond to the collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

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 Detroit, Michigan Address: 2 Woodward Ave., Suite 808 Detroit, MI 48226		APPLICATION / AWARD # 1888820-42 Date 11/29/21 PERIOD OF PERFORMANCE REQUESTED (MM/DD/YYYY) From To 1 / 1 / 2022 12 / 31 / 2023	
PROJECT DESCRIPTION. APPLICANTS/OFFEREES: (1) If you are responding to a notice of recommended/offered funding, describe any change(s) from your original application, including changes in project activity. If there are NO changes to the original scope of project activities, 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: First review How to Manage Your National Endowment for the Arts Award and eGMS Reach Handbook for more information on requesting changes. If needed, attach additional pages. No changes.			
PARTICIPANTS: These 3 individuals will have access to the Arts Endowment'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) Burrows, Susan Title Director of Administration, PDD <input type="checkbox"/> Cell <input checked="" type="checkbox"/> Work <input type="checkbox"/> Home E-mail burrowsS@detroitmi.gov Telephone (313) 224 - 2399			
Project Director. Identify the person who can answer specific questions about this project. Name (Last, First) Landsberg, Garrick Title Director of Historic Preservation <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Work <input type="checkbox"/> Home E-mail landsbergg@detroitmi.gov Telephone (917) 881 - 3882			
Primary Contact. Identify the person who can answer specific questions about this budget. Name (Last, First) Phillips Ann Title Architect - Historic Preservation Planner <input type="checkbox"/> Cell <input checked="" type="checkbox"/> Work <input type="checkbox"/> Home E-mail phillipsann@detroitmi.gov Telephone (313) 224 - 1762			

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
1 City FTE	1		20%	\$ 21,216
1 City FTE	1		2.5%	\$ 2,419

Total Salaries and Wages \$ \$ 23,635

Fringe Benefits (%) 30

Total Fringe Benefits \$ \$ 6,365

Total Salaries, Wages, and Fringe Benefits \$ \$ 30,000

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
N/A			

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
Program Lead (Lead 5 design workshops, coordinate 6 art workshops, lead event team)	\$ 7,700
Event Team (Site set up and take down, outreach, photography)	\$ 3,000
Artist Commission for Community Art Installation	\$ 2,600
Community Art Installation Materials (stage, signage, boards)	\$ 3,400
Workshop fees for 6 art workshops	\$ 3,600
Equipment and Supplies (speakers/microphone, workshop materials, posters)	\$ 8,700
Program Admin Fee (Third-Party Billing)	\$ 1,000

Total Other COSTS \$ \$ 30,000

Total DIRECT COSTS (Total Salaries, Wages, and Fringe Benefits + Total Travel + Total Other COSTS) **\$** \$ 60,000

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 (%)

Effective Period (From/To)

Base \$

Total INDIRECT COSTS

\$

0

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

\$

\$ 60,000

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

Amount

1 City FTE - Planning + Implementation (8hrs/week, 75 weeks)

\$ 27,581

1 City FTE - Supervise + Support (2hrs/month)

\$ 2,419

Total Cash \$

\$ 30,000

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

Fair Market Value

Total In-Kind \$

\$ 0

Total Recipient Share for this Project \$

\$ 30,000

NEA AMOUNT

\$

\$ 30,000

TOTAL PROJECT INCOME (RECIPIENT SHARE + NEA AMOUNT)

\$

\$ 60,000

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