



JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF CULTURAL AFFAIRS

State Historic Preservation Office

100 N. Stewart Street

Carson City, Nevada 89701

(775) 684-3448 • Fax (775) 684-3442

www.nvshpo.org

MICHAEL E. FISCHER
Department Director

RONALD M. JAMES
State Historic Preservation Officer

January 23, 2008

Courtney Mooney
Urban Design Coordinator/HPO
Planning and Development Department
Las Vegas (City of)
731 S. Fourth St.
Las Vegas, NV 89104

Re: 2008 Historic Preservation Fund (HPF) Grant Award, Kick-off Meeting and Request for Information

Dear ~~Ms. Mooney~~ *Courtney*:

The State Historic Preservation Office finished its HPF grant selection for the 2008 calendar year and is pleased to announce that your organization has been awarded \$45,000.00. Enclosed is the official list of awarded projects for the 2008 grant cycle.

As administrator of this program, the State Historic Preservation Office would like to take this opportunity to point out several items of importance.

1. The HPF award is from the National Park Service (NPS) and requires a minimum 40% contribution from the grantee. Note: This represents 40% of the entire project not of the federal grant funds;
2. Each grant has been assigned an HPF project tracking number and SHPO grant reviewer (see below):
 - **Your HPF Project Tracking Number is: 32-08-21733(4)**
Since we are dealing with multiple HPF grant years, it is very important to include your project number with all of your correspondence - emails, faxes, letters, memos, progress reports, and reimbursement requests.
 - **Your SHPO Grant Reviewer is: Rebecca R. Ossa**
This individual is your primary contact regarding this grant and *all* project communication should be directed to him/her.
3. Project work as well as project costs should not be incurred or obligated until all participants have signed the funding agreement;

4. Your HPF award of \$45,000.00 will be available as soon as the following items have been completed:

a. Mandatory Attendance at an HPF 2008 Kick-off Meeting or Conference Call

This is a requirement for 2008 with the goal of providing both your organization and our office an opportunity to discuss the funded project and the fiscal and technical expectations before work commences. It is geared for the day-to-day project managers, although project principals are welcome to attend. Attendees from the SHPO may include the fiscal officer, your organization's assigned grant reviewer, and others as appropriate to your project. In addition, a new 2008 HPF Grant Manager's Manual will be provided at this time. Please contact Rebecca R. Ossa, HPF Grant Program Manager/Reviewer, to schedule a date and time.

b. Submission of a Revised Scope of Work (*if your grant award is less than originally requested*)

This should include the items your organization is planning on accomplishing with your HPF award. Please be as detailed as possible and include it in a list format.

c. Submission of a Revised Itemized Budget (*if your grant award is less than originally requested*)

This should reflect your HPF award and should be as detailed as possible. If the HPF award is part of a larger budget (e.g., if you are combining several funding sources), please make sure to identify the items that will be paid for by the HPF funds. The remainder will be considered match.

If your grant award equals the amount requested in your application, please let your grant reviewer that the scope of work and budget has not changed.

d. A Legal Property Description (*only if working on a historic property*)

This is the legal description of the historic property where the work will be done and may be obtained from your local recorder's office.

e. Main Project Contact Person

If changes have been made since the application was submitted to our office, please let your grant reviewer know as soon as possible.

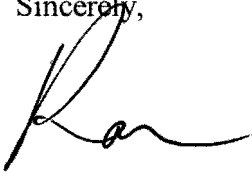
Please mail items (b) through (d) to: Rebecca R. Ossa
HPF Grant Program
State Historic Preservation Office
100 N. Stewart St., 2nd Floor
Carson City, NV 89701

Courtney Mooney
January 23, 2008
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If you have any questions, please do not hesitate to contact your grant reviewer at the number and email listed below:

Ronald M. James, State Historic Pres. Officer	775-684-3440	rjames@nevadaculture.org
Alice M. Baldrice, Deputy SHPO	775-684-3444	abaldrice@nevadaculture.org
Kelly Osborne, Fiscal Officer	775-684-3446	kosborne@nevadaculture.org
Rebecca R. Ossa, Architectural Historian	775-684-3441	rossa@nevadaculture.org

Sincerely,



Ronald M. James
State Historic Preservation Officer