GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

NEVADA'S FEDERAL GRANT RESOURCE

Department Overview – Who Are We Today?

The Governor's Office of Federal Assistance was created with the passage of AB445

- Transitioned on July 1, 2022, from being the Office of Grant Procurement, Coordination and Management (Nevada Grant Office), within the Department of Administration

Vision

The Governor's Office of Federal Assistance supports our stakeholders in obtaining, increasing, and maximizing federal assistance.

Mission

The Governor's Office of Federal Assistance reduces barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.

Department Overview – Who Are We Today?

AB445 directs the Office of Federal Assistance to do the following:

- *Identify Methods for:*

  - Expanding federal assistance;
  - Streamlining the process for the acquisition of federal assistance;
  - The effective administration of grants;

- *Identify Opportunities for:*

- Coordination between state agencies, local agencies, tribal governments and nonprofit organizations to avoid duplication and achieve common goals;

  - Improvement of tasks in the administration of grants and maximize the amount of federal assistance received by the State;

  - Performance metrics and targets relating to obtaining and maximizing federal assistance;

  - Best practices for responsiveness to grant opportunities

Who Are We Today?

AB445 directs the Office of Federal Assistance to do the following:

- The creation and posting of a State Plan for Maximizing Federal Assistance

- The administration of the Grant Matching Program (formerly a pilot program)

- Oversee and provide support to the Nevada Advisory Council on Federal Assistance

- Oversee a Statewide Grant Management System

Department Operations and Responsibilities

Federal Assistance Notification Form (FANF)

- State agencies are required to report to the Nevada Grant Office at each step of the federal grant award lifecycle, including:
- Intent to Apply
- Grant Award/non-award
- Post-award amendments
- Close Out

Regulatory Authority

- Executive Order 12372 (often cited in federal funding applications)
- NRS 223.480
- SAM 3000

Grant Matching Program

Originally known as the Grant Matching Fund pilot program
- Became a permanent program with the passage of AB445

Program Details
- Grant Matching Program is available for state agencies, local agencies, tribal governments, and nonprofits applying for federal funds, who need matching funds for the federal grant they are pursuing and have exhausted all efforts to find available funding, prior to the awarding of the federal grant.

- The program awards cash grants to satisfy up to 50% of the required match necessary to receive federal funding awards.

- Funding available: $1 Million per Fiscal Years 2023 – 2025

- More information can be found at:

- https://ofa.nv.gov/GMFP/Grant_Matching_Fund_Program/

Support and Resources

The Office of Federal Assistance is available to provide support and resources to statewide stakeholders regarding their federal grants

Reach out to us at
Email: grants@ofa.nv.gov

For support, resources, trainings, & newsletter
Visit our website: https://ofa.nv.gov

Meet your Trainers

Nicole Kelleher

Senior Executive Grant Analyst

Mayita Sanchez, MPA

Executive Grant Analyst

Grants 101

Learning Objectives and Goals

- An understanding of federal compliance and regulations
- An understanding of state rules and regulations
- An understanding of federal grant awards
- How to successfully research a federal grant opportunity
- How to analyze if a grant is a good fit for your organization
- A general understanding of the grant lifecycle

Let's Begin:

- ❑ Know your role
  - ▪ Prime Recipient
  - ▪ Pass-through Entity (PTE)
  - ▪ Subgrantee
- ❑ Where are you in the grant lifecycle?
- ❑ Get ready to read
- ❑ Be a sponge, subject matter expertise takes time

- ❑ Compliance
  - ▪ Why is it important?
  - ▪ What are the risks?
  - ▪ Regulations
    - ✓ Federal
    - ✓ State
    - ✓ Local
    - ✓ Exceptions
- ❑ Organize the resources
- ❑ Control "F"

Compliance, Rules, Regulations, & Resources pt. 1 – SAM.gov

SAM.gov (System for Award Management)

Registration with SAM.gov is required, with annual renewal, and is connected with Grants.gov

It is the Official U. S. Government System for:

1. Contract Opportunities
2. Contract Data
3. Wage Determinations
4. Federal Hierarchy
5. Assistance Listings/CFDA numbers
6. Entity Information
7. Entity Reporting

Provides you with a UEI Number (previously DUNS)

- Existing registered entities can find their UEI by following the steps provided on SAM.gov.
- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.

Compliance, Rules, Regulations, & Resources pt. 2 - Federal

2 CFR 200 – Code of Federal Regulations

- Uniform Guidance "UG" / Super-Circular
- Federal Register's official, codified, and legal publication of permanent rules by the departments and agencies of the Federal Government.
- [The Electronic Code of Federal Regulations (eCFR)](#) is a continuously updated online version of the CFR. It is not an official legal edition of the CFR.
- The Most Current Version is April 2022

Compliance Supplement - Preparing for Audit

- This is what auditors use when performing audits.
- Assists entities for audit preparation.
- [Most recent issue is from April 2022](#).

Compliance, Rules, Regulations, & Resources pt. 3 – Federal

Federal Audit Clearinghouse (FAC)

- Audits are uploaded and stored in [FAC](#).

- Audit submission is required (Tribes have exceptions)

- The primary purpose of the FAC is:
    - To distribute single audit reporting packages to federal agencies
    - To support the OMB oversight and assessment of federal award audit requirements
    - To maintain a public database of completed audits
    - To help auditors and auditees minimize the reporting burden of complying with single audit requirements.

- Contains a list of all cognizant agencies for audit

Office of Management and Budget Circulars (OMB)

- OMB circulars provide instructions or information issued to federal agencies.

- [Circulars](#) are tools used by the Executive Office of the President to exercise managerial and policy direction of federal agencies.

- Circulars promote government effectiveness by providing uniform guidance to agencies.

- Many circulars are what created/replaced the 28 C.F.R parts 66 and 70 as well as majority of the OMB circulars on cost principles and audit requirements.

Compliance, Rules, Regulations, & Resources pt. 4 - State

- [State Administrative Manual](#) (SAM) part 3000

- [Ofa.nv.gov](#)

- [Nevada Revised Statute](#) (NRS)

- [Nevada Controller's office](#)
  - All USA payees must submit a vendor registration form to be paid by a State of Nevada agency.
  - Registration is required to change a Federal Taxpayer Identification Number (TIN) to an existing vendor record.
  - Register Online
    - Preferred and most secure method of registering, complete the online [form.](#)
  - Vendors must also register with [NevadaEPro](#) to comply with State Executive Order 2019-2
  - Direct questions for the NevadaEPro registration to State Purchasing at: [www.nevadaepro.com](#)
  - State Purchasing can be contacted at: (775) 684-0170 or [nevadaepro@admin.nv.gov](#)

- Program Specific Compliance
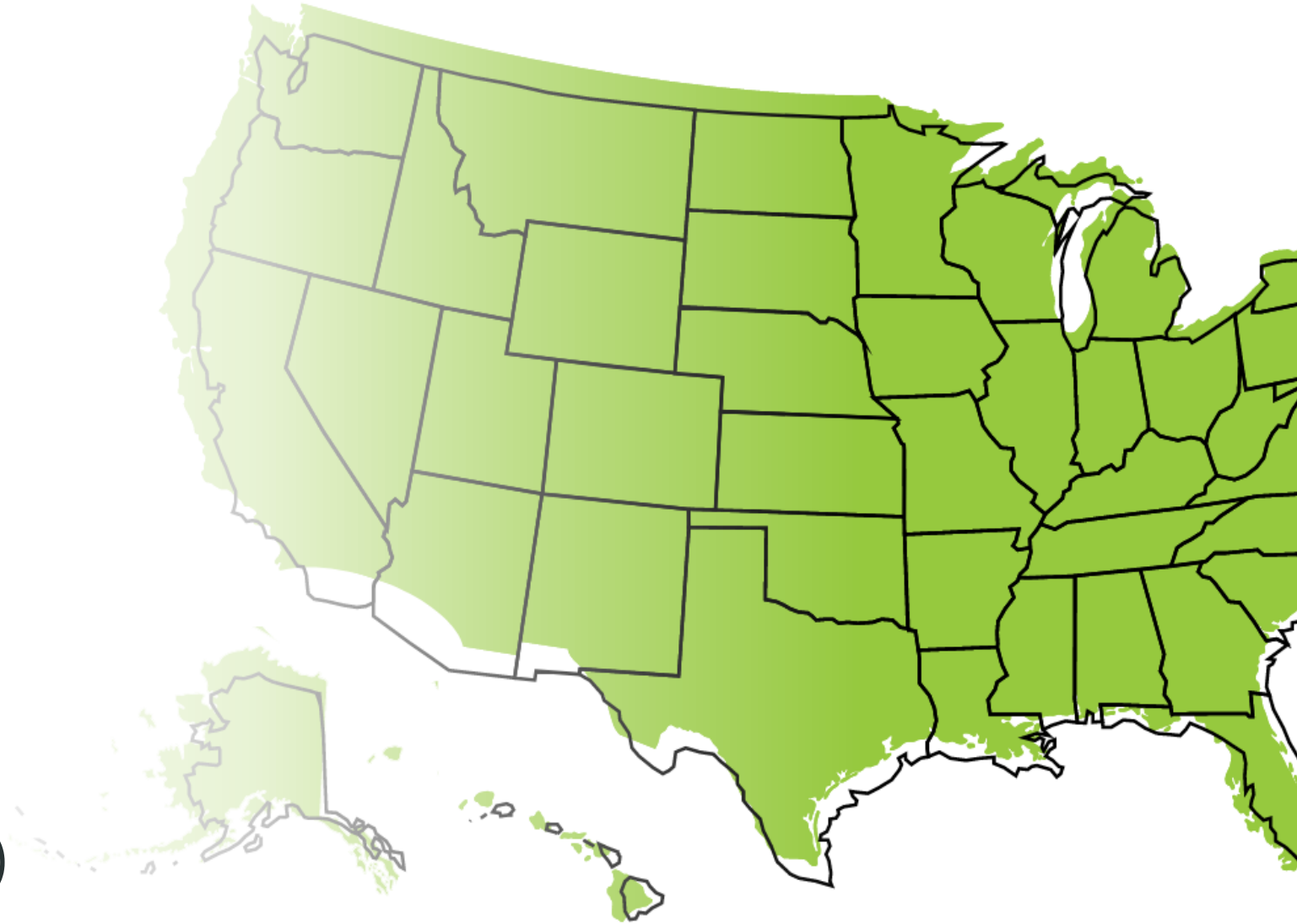
Getting Started

Federal Award Definition

Assistance that a non-federal entity receives directly from a federal awarding agency (2 CFR 200)

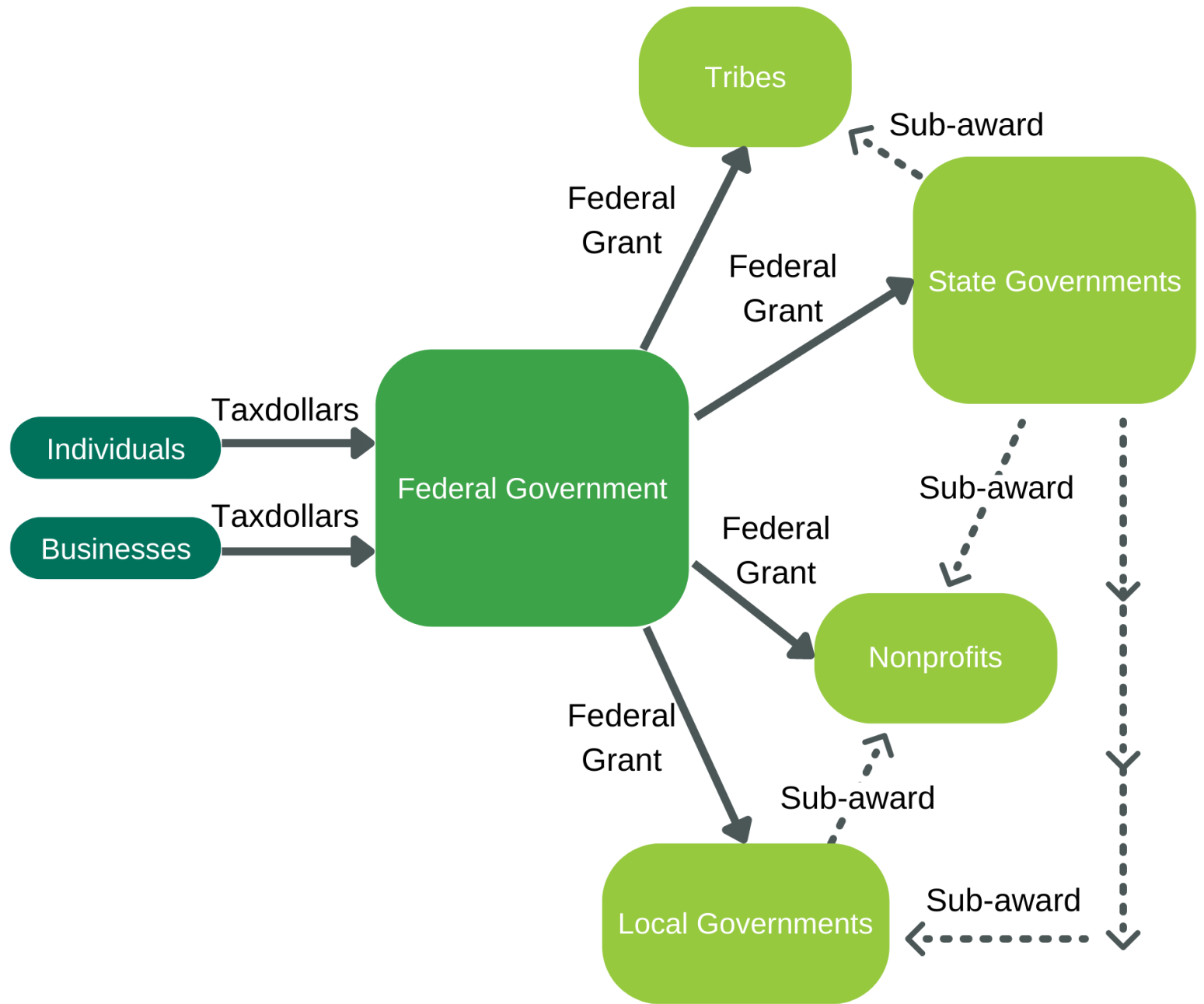## The Catalog of Federal Domestic Assistance or CFDA#

A number that is assigned to a federal program by the federal government

Federal Fund Types

- Cooperative Agreement

- Interagency Agreements

- Other Types of Assistance

- **Grants**

  - **Formula**

  - **Block**

  - **Discretionary**

  - **Fixed Amount Award**

- Contractual (Procurement)

Federal Grant Flow

Federal Grant Research

- OFA.nv.gov
- Grants.gov
- Subscriptions Options
  - Foundation Directory
  - Grant Station

HOME   LEARN GRANTS ▾   SEARCH GRANTS

GRANTS.GOV ⟩ Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s): [　　　　　　　　 ⊗]

Opportunity Number: [　　　　　　　　 ⊗]

CFDA: [　　　　　　　　 ⊗]

[SEARCH]

OPPORTUNITY STATUS:
- ☑ Forecasted (491)
- ☑ Posted (1,986)
- ☐ Closed (5,347)
- ☐ Archived (62,759)

▾ FUNDING INSTRUMENT TYPE:
- ☑ All Funding Instruments
  - ☐ Cooperative Agreement (850)
  - ☐ Grant (1,640)
  - ☐ Other (159)
  - ☐ Procurement Contract (41)

▾ ELIGIBILITY:
- ☑ All Eligibilities
  - ☐ City or township governments (1,097)

▾ ELIGIBILITY:
- ☑ All Eligibilities
  - ☐ City or township governments (1,097)
  - ☐ County governments (1,127)
  - ☐ For profit organizations other than small businesses (997)
  - ☐ Independent school districts (998)

▾ CATEGORY:
- ☑ All Categories
  - ☐ Agriculture (48)
  - ☐ Arts (see 'Cultural Affairs' in CFDA) (25)
  - ☐ Business and Commerce (36)
  - ☐ Community Development (41)

▾ AGENCY:
- ☑ All Agencies
  - ⊞ ☐ All Agency for International Development [USAID] (238)
  - ☐ All AmeriCorps [AC] (6)
  - ⊞ ☐ All Department of Agriculture [USDA] (39)
  - ⊞ ☐ All Department of Commerce [DOC] (42)
  - ⊞ ☐ All Department of Defense [DOD] (73)
  - ☐ All Department of Education [ED] (7)
  - ⊞ ☐ All Department of Energy [DOE] (42)
  - ⊞ ☐ All Department of Energy - Office of Science [PAMS] (12)

Grants.gov search continued

Search Tips | Export Detailed Data | **Save Search »**

SORT BY: Posted Date (Descending) [Update Sort]   DATE RANGE: All Available [Update Date Range]

1 - 25 OF 2477 MATCHING RESULTS:

« Previous **1** 2 3 4 5 6 ... 100 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
CDC-RFA-DP-23-0001	State Public Health Approaches to Addressing Arthritis	HHS-CDC-NCCDPHP	Posted	12/13/2022	04/03/2023
G23AS00110	Cooperative Agreement for CESU-affiliated with Rocky Mountain Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	12/13/2022	01/13/2023
G23AS00112	Cooperative Agreement for CESU-affiliated with Great Lakes Northern Forests Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	12/13/2022	01/13/2023
G23AS00114	Cooperative Agreement for CESU-affiliated Partner with Great Plains Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	12/13/2022	01/13/2023

Federal Opportunity Announcements

❑ **Key Components**

- Program Purpose, Goals and Measurement
- Catalog of Federal Domestic Assistance Number (CFDA)
- Type of Award
- Due Date
- Funding Opportunity Number
- Reporting Requirements
- Text of Announcement
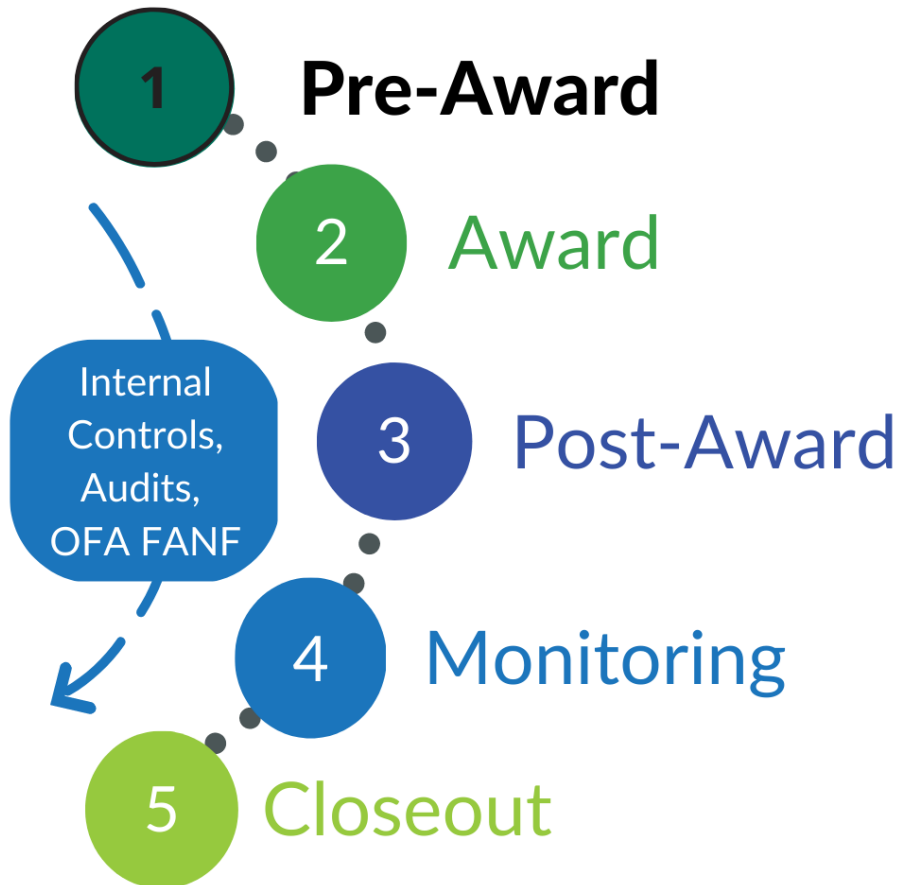- Application Instructions

Grant Fit Check!

❑ Does it fit current priorities, needs, mission, vision, goals?

❑ Existing relationships you can capitalize on?

❑ Previous relationship or connection with the funder?

❑ Is the grant application deadline feasible for your organization?

❑ Are the grant related activities manageable?
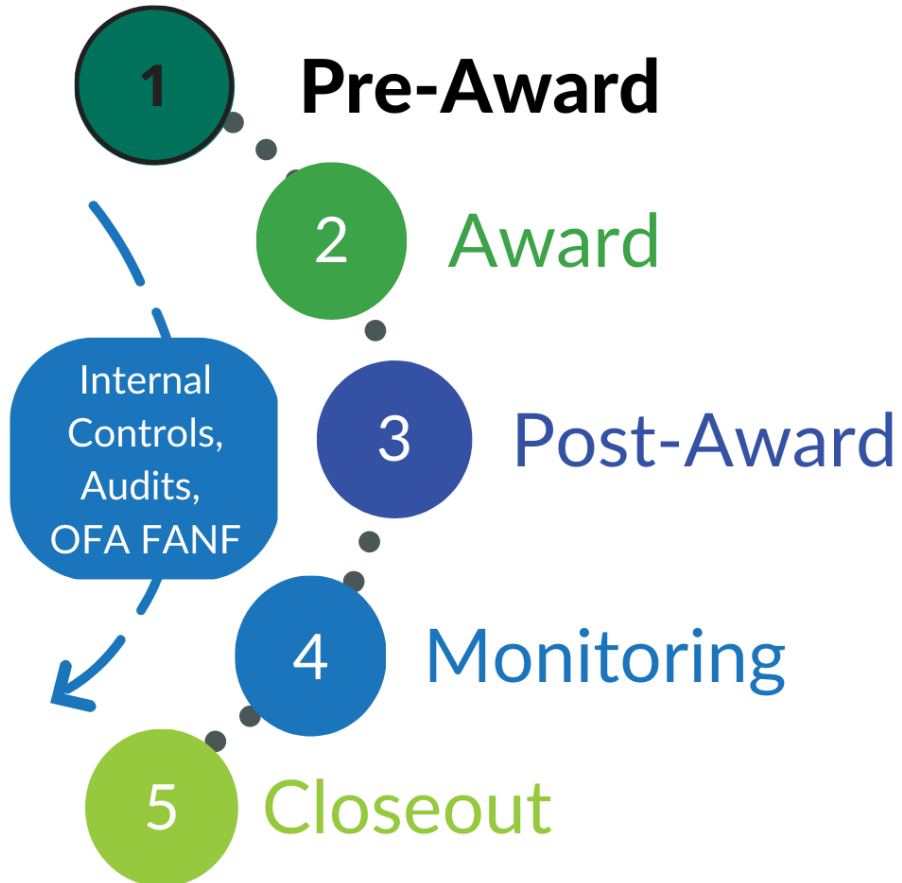
❑ Is the project ready to go?

Post-Award

3

Award

2

Monitoring

4

Internal Controls, Audits, OFA FANF

Pre-Award

1

5 Closeout

Grants Management Lifecycle

As You Begin:

1. **Pre-Award**
2. Award
3. Post-Award
4. Monitoring
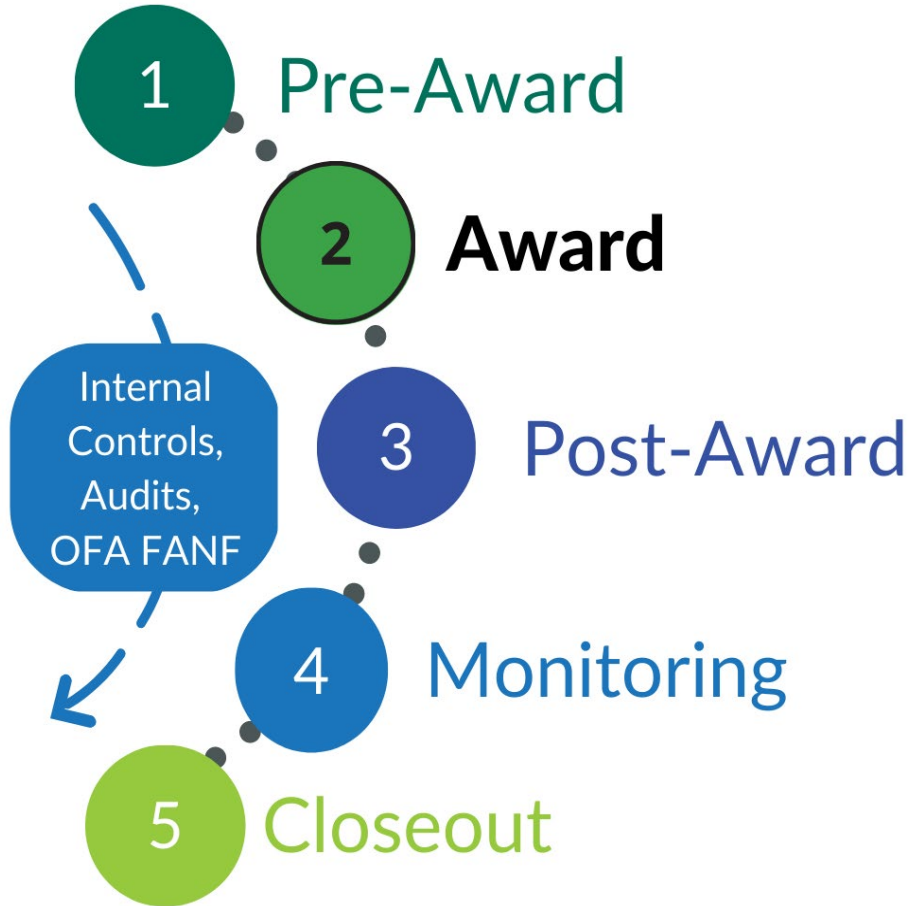5. Closeout

Internal Controls, Audits, OFA FANF

❑ Work in Tandem

❑ Create a List

   ❑ Identify Roles and Responsibilities

   ❑ Set internal deadlines

❑ Internal Controls 2 CFR 200

   ❑ Non-Federal Entities MUST establish and maintain effective internal controls

   ❑ Detect Fraud

   ❑ Prevent Waste

   ❑ Mitigate Abuse of Federal Funds

❑ Single Point of Contact Agency (SPoC)

   ❑ Federal Executive Order 12372 Intergovernmental Review

      ❑ Coordinate in-state grant applications

      ❑ Foster intergovernmental partnerships

   ❑ Nevada Revised Statute, (NRS) 223.480 and State Administrative Manual (SAM) 3000

      ❑ Federal Assistance Notification Form Submission

         ❑ Intent to Apply

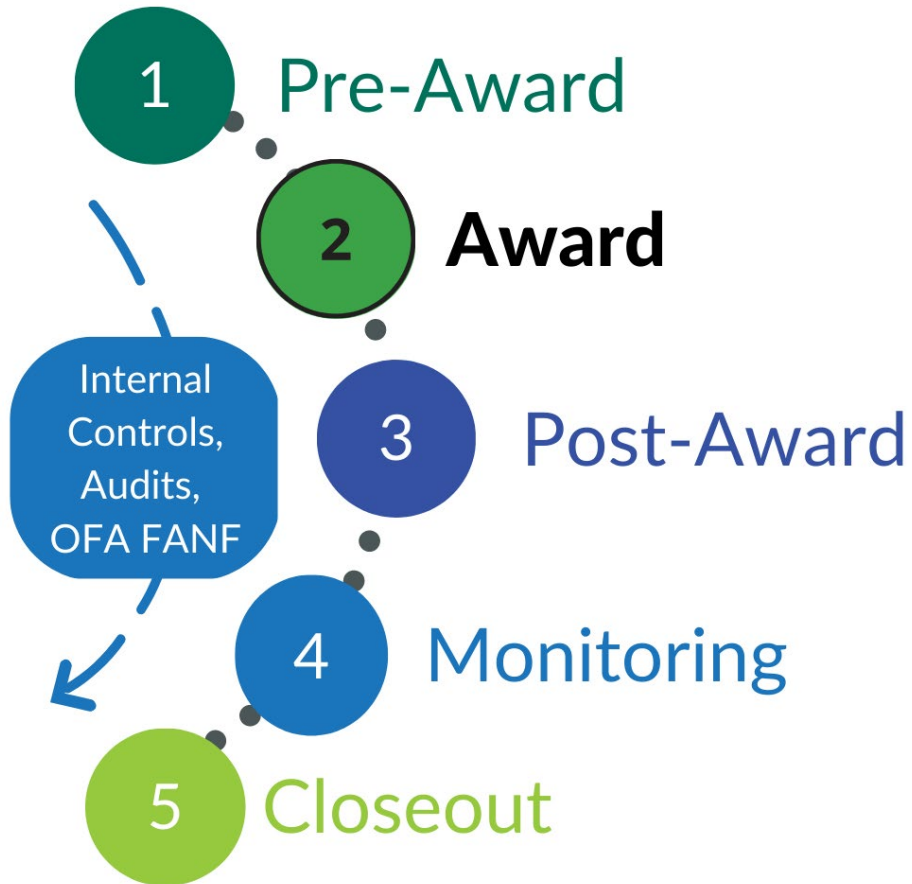   ❑ Notice of Application

Pre-Award Phase:

1. **Pre-Award**
2. Award
3. Post-Award
4. Monitoring
5. Closeout

Internal Controls, Audits, OFA FANF

❏ Proposal and Application Development
  ❏ Create Alignment
  ❏ Be Competitive
  ❏ Leverage relationships and partnerships
❏ Budget Builds
  ❏ Align with your proposal
  ❏ Build in lead time
  ❏ Understand indirect and administrative costs
❏ Grant Write
  ❏ Narrative
  ❏ Performance Measures
  ❏ Provide a solution
❏ Submission
  ❏ Triple Check Requirements
  ❏ Be registered with grants.gov and SAM.gov
  ❏ Identify key documents for upload

Notice of Grant Award Components:

1 Pre-Award

2 Award

Internal Controls, Audits, OFA FANF

3 Post-Award

4 Monitoring

5 Closeout

- ❑ Recipient Name (does it match the name associated with its Unique Entity Identifier, UEI?)
- ❑ Recipients UEI
- ❑ Unique Federal Award Identification Number (FAIN)
- ❑ Federal Award Date
- ❑ Period of Performance Start and End Date
- ❑ Budget Period End and Start Date
- ❑ Amount of Federal Award
- ❑ Cost Sharing or Matching, if applicable
- ❑ Your Approved Budget
- ❑ Project Description
- ❑ Name of Awarding Agency and their contact information
- ❑ Assistance Listings Number and Title
- ❑ Whether to award is for research and development; and
- ❑ Indirect Cost Rate for the award, or de minimis, if applicable

NOGA Sample:

Notice of Award

SAMPLE-PROGRAM
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Treatment

Issue Date: 09/10/2016

Grant Number: 1H80T5012345-01
FAIN: T5012345
Program Director: Jane Doe

Project Title: THIS IS A SAMPLE PROJECT TITLE (TISPT)

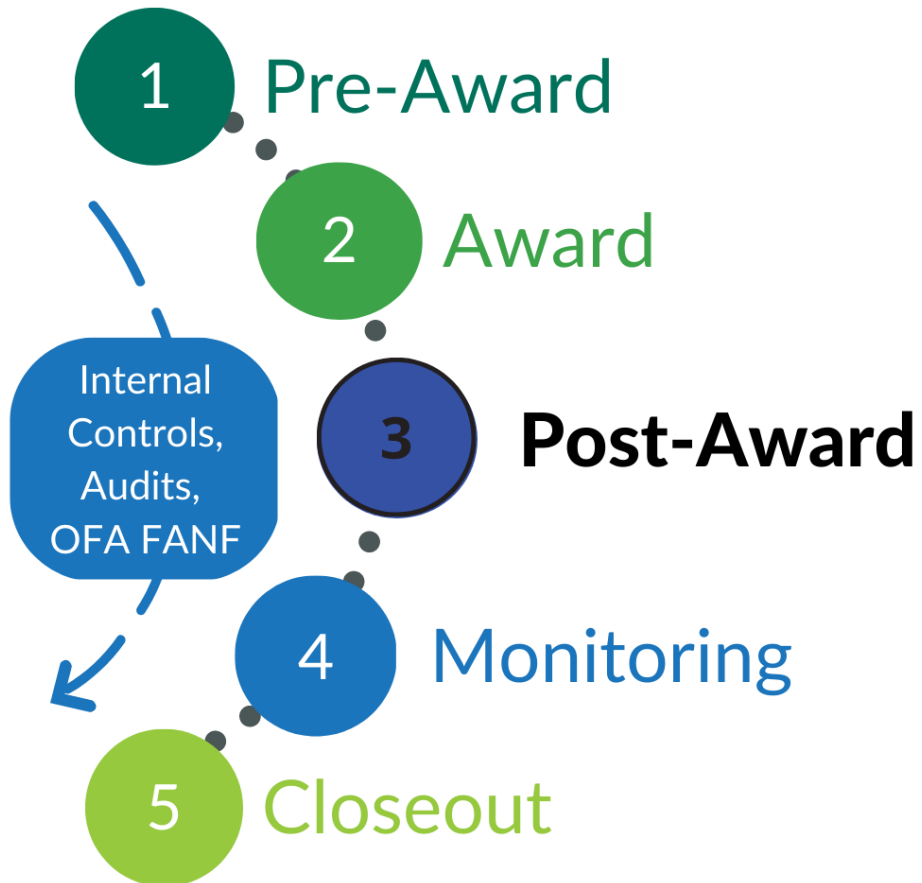| Grantee Address	Business Address
RECOVERY HEALTH CENTER President & Chief Executive Officer 100 Healthy Living Way Bran, MT 12345	RECOVERY HEALTH CENTER President & CEO 100 Healthy Living Way Bran, MT 12345

Budget Period: 09/30/2016 – 09/29/2017
Project Period: 09/30/2016 – 09/29/2019

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of $250,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to
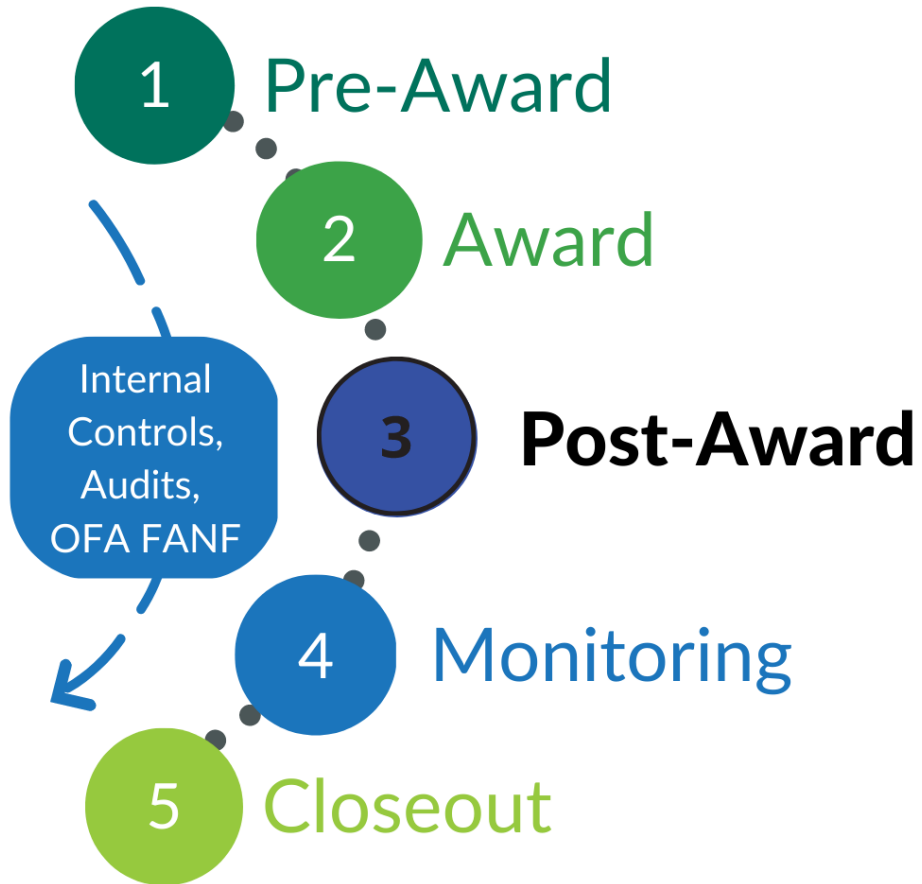
❑ State Budget Authority
   ▪ Work Programs (SAM 2524)
❑ Interim Finance Committee (IFC)
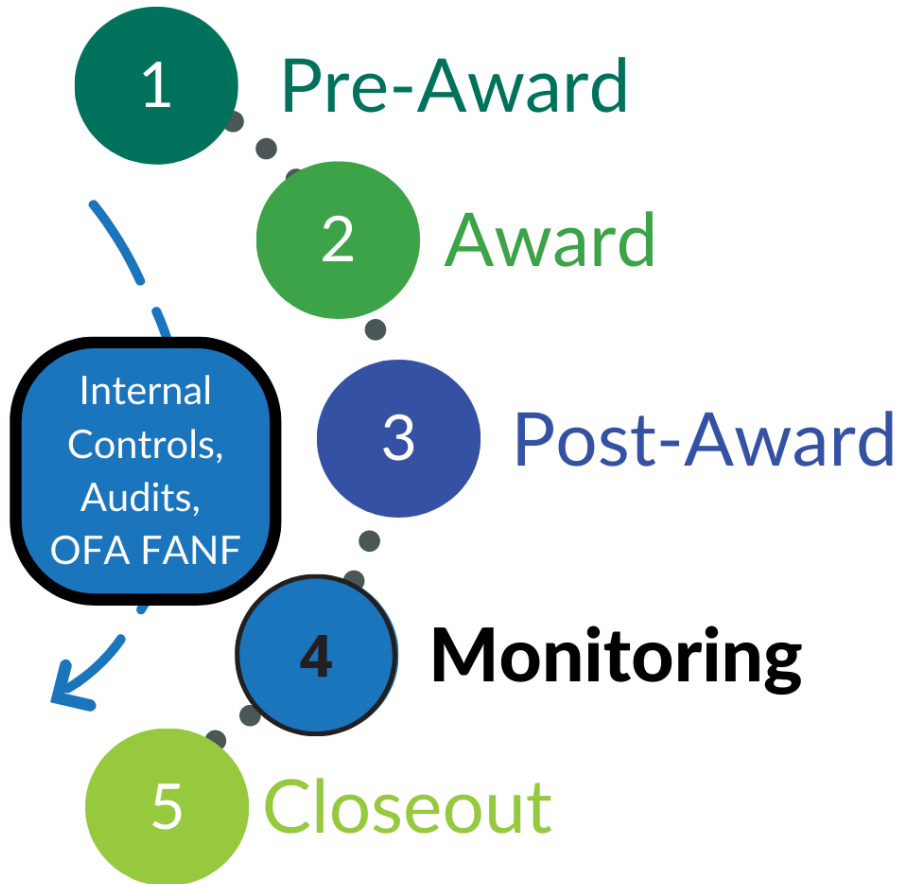❑ State Administrative Manual (SAM) 3000

Post-Award

❑Establish a job number

❑Understand your role
- ❑Prime Recipient
- ❑Pass-Through Entity (PTE)
- ❑Subrecipient

❑Prepare for single audit (if applicable)
- ▪ $750,000 or more (2 CFR 200)
- ▪ Single Audit Report Forms (SARFS)

❑Pass-through entities (PTEs)
- ▪ Prepare for subaward (if applicable)
- ▪ Federal Funding Accountability and Transparency Act (FFATA)
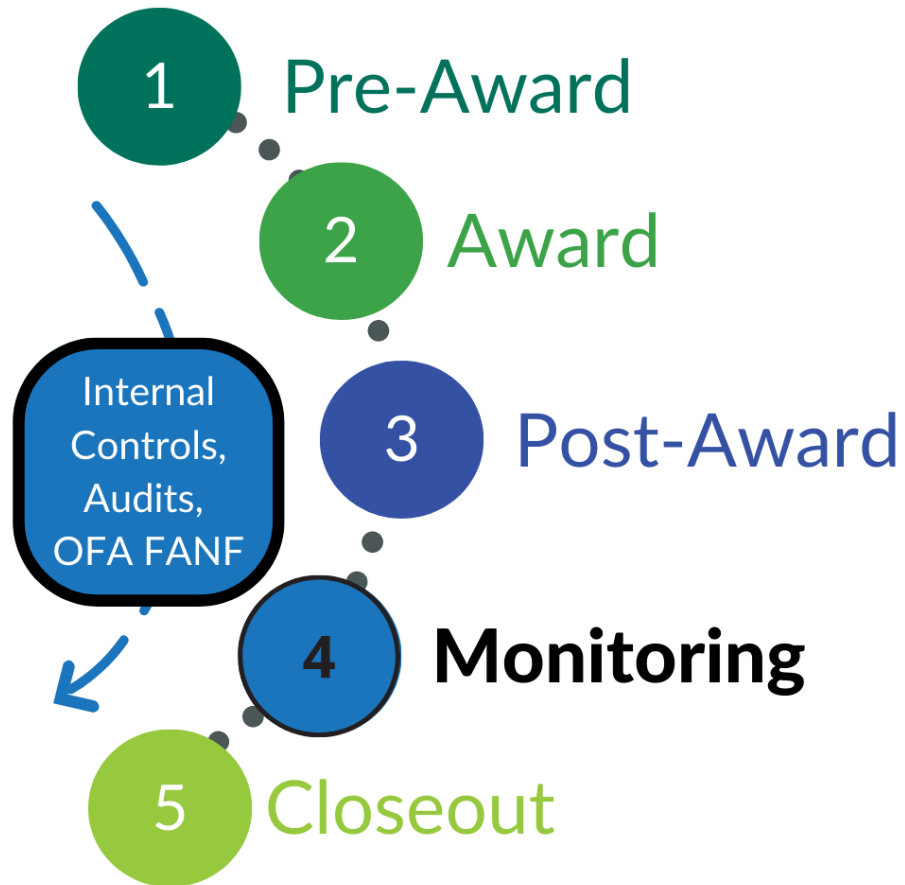 - ✓Federal Subaward Reporting System (FSRS)

Post-Award Continued:

1. Pre-Award
2. Award

Internal Controls, Audits, OFA FANF

3. **Post-Award**
4. Monitoring
5. Closeout

❑ Prime Recipient and Subrecipient reporting
  ▪ Fiscal
  ▪ Programmatic
❑ Quick Tips
  ▪ Make checklists
  ▪ Track Everything
  ▪ Stay on top of your timeline
    ▪ Budget modifications
    ▪ Extension Requests
❑ Internal Controls
  ▪ Compliance
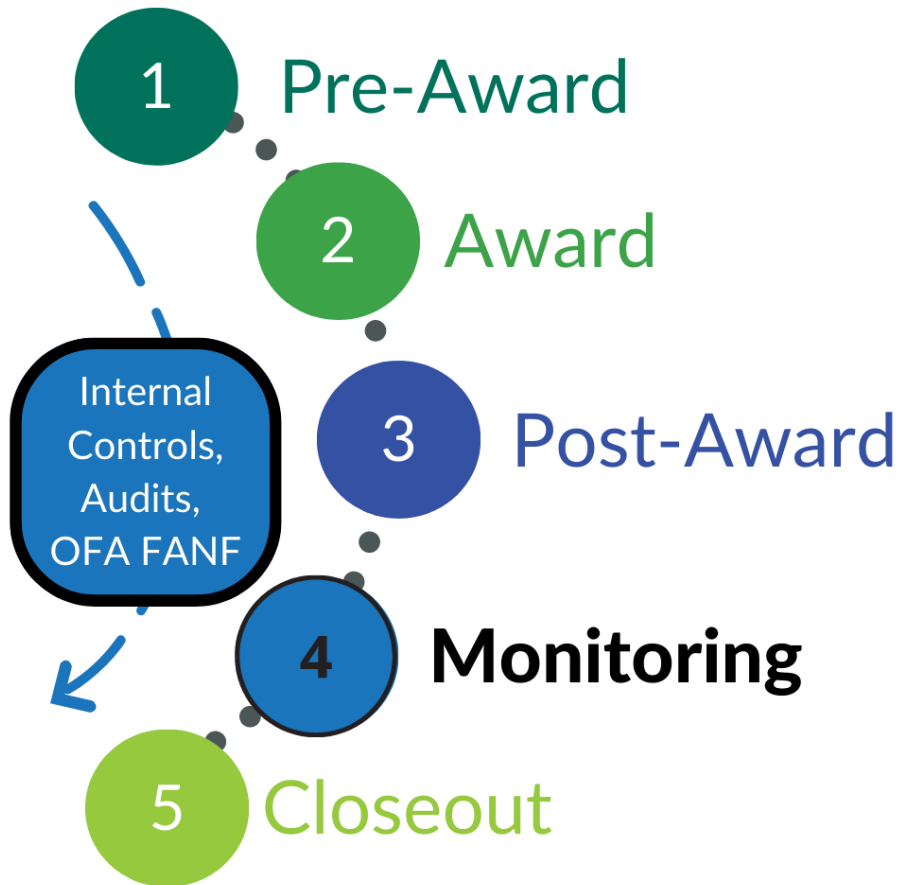   ✓ Federal
    ✓ State
    ✓ Local
    ✓ Individual

Monitoring Overview:

❑ How are we doing?

❑ What can we do better?

❑ What are our needs?
   ❑ Technical Assistance
   ❑ Training

Monitoring as a Pass-Through Entity (PTE):

❑2 CFR 200, details the responsibilities

❑Responsible for the activities supported by the federal award.

❑Responsible for the non-federal entity (eg: PTE must monitor its subrecipients activities).

❑Responsible in evaluating risk through risk assessments

1 Pre-Award

2 Award

Internal Controls, Audits, OFA FANF

3 Post-Award

4 **Monitoring**

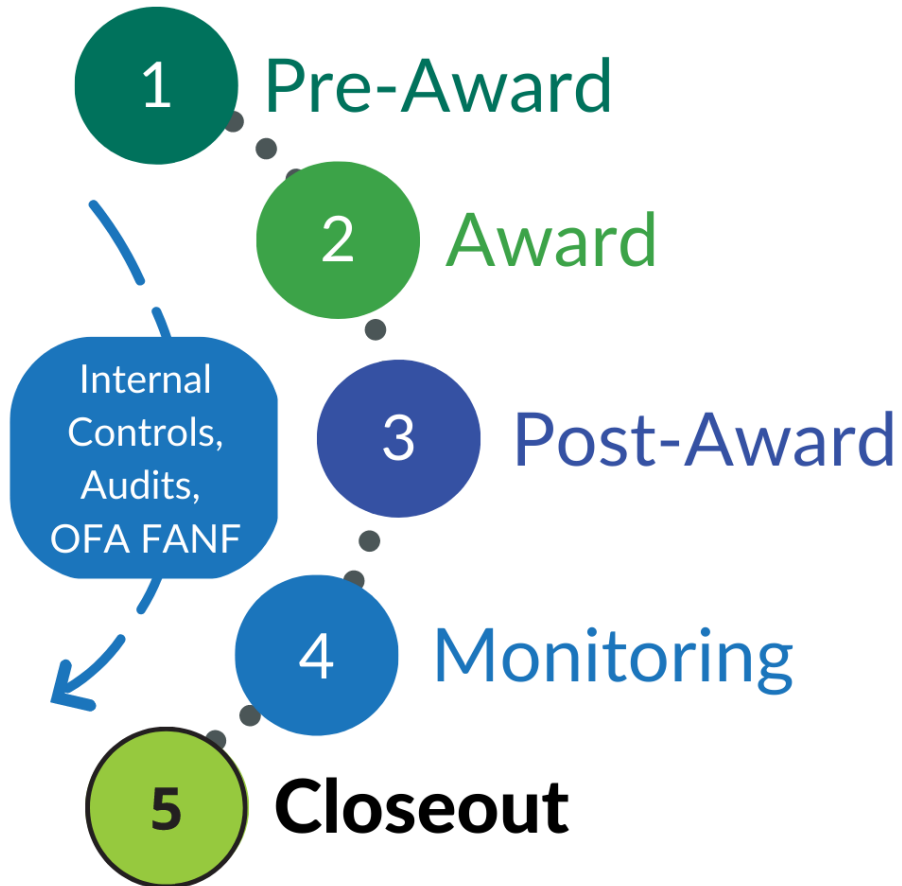**5** Closeout

Audits in Monitoring:

❑ Different Types of Audits
  ▪ Financial
  ▪ Single
  ▪ Program-specific
  ▪ Agreed-upon procedures

❑ The Compliance Supplement Resource
  ▪ Compliment to CFR
  ▪ Auditors resource

Close Out:

1. Pre-Award
2. Award
3. Post-Award
4. Monitoring
5. **Closeout**

Internal Controls, Audits, OFA FANF

Know your Responsibilities
- ❑ Prime Recipient
- ❑ Subrecipient

Reasons for Closeout
- ❑ Period of Performance (POP) ends
- ❑ Project completion by subrecipient
- ❑ Non-compliance by subrecipient
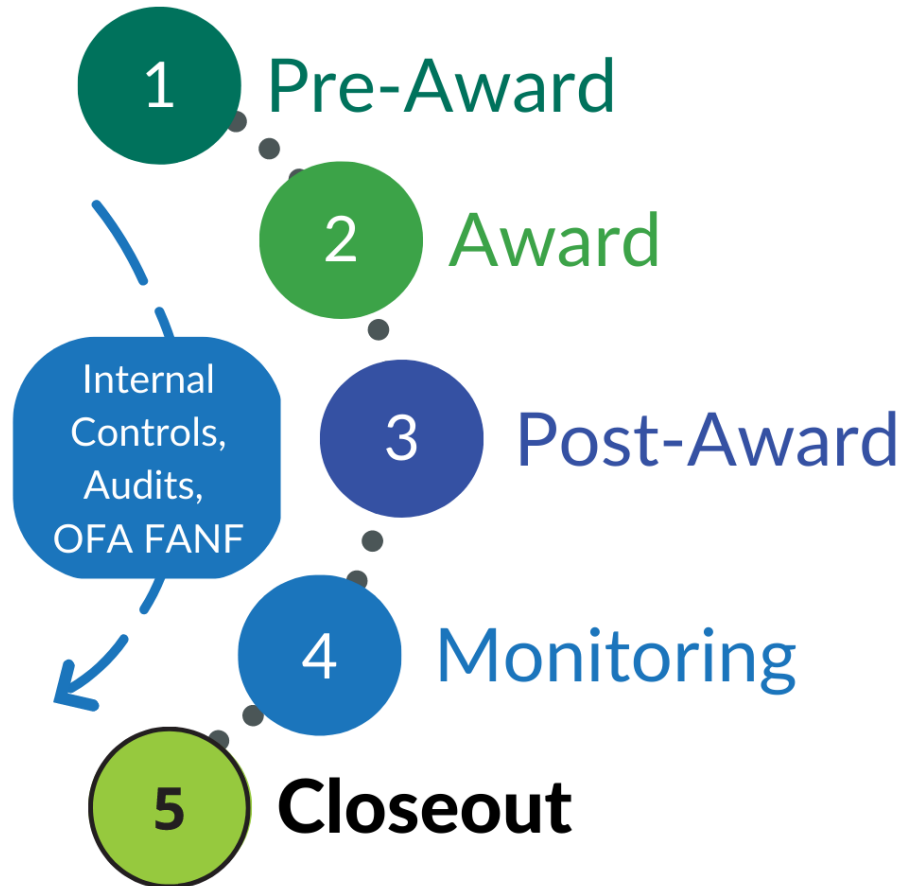- ❑ Both PTE and subrecipient agree to terminate the award

Compliance
- ❑ Reference 2 CFR 200.344
- ❑ Timeline
  - ▪ 90 days-subrecipients
  - ▪ 120 days-prime recipients
  - ▪ Request for extensions (if applicable)

Helpful Tips
- ❑ Be Organized
- ❑ Document and track
- ❑ Read
- ❑ Ask questions

Close Out Quick Guide:
as applicable

- 1 **Pre-Award**
- 2 **Award**
- Internal Controls, Audits, OFA FANF
- 3 **Post-Award**
- 4 **Monitoring**
- 5 **Closeout**

- ❑ Know your deadlines, prepare for extensions
- ❑ Timely submission of financial, programmatic, and other reports
- ❑ Reconcile all financials (to the penny!)
- ❑ Ensure all backup documentation is collected and accurate
- ❑ Collect all subrecipient reports with final submission
- ❑ Property disposition
- ❑ Final Performance Report
- ❑ Final Federal Financial Report (SF-425)
- ❑ Final Tangible Personal Property Report (SF-428B)
- ❑ Final Real Property Status Report (SF-429B)
- ❑ Timely response to inquiries
- ❑ Close out letter
- ❑ Prime recipient required notifications: Controller's Office, Governor's Finance Office, and Office of Federal Assistance

Contact Information

Email: Grants@ofa.nv.gov

Office: 775.684.0156

Website: https://ofa.nv.gov

Northern Office: 100 N. Stewart Street, Ste. 200

Carson City, NV 89701

Southern Office: 555 E. Washington Avenue, Ste. 5300

Las Vegas, NV 89101

Training Survey