



STATE OF NEVADA
NEVADA ADVISORY COUNCIL ON FEDERAL ASSISTANCE
Meeting Minutes

Prepared by the Governor's Office of Federal Assistance
505 Capovilla Ave Suite 104 Las Vegas NV 89119 | 775-684-0156 <https://ofa.nv.gov/>

April 16, 2025, at 5:00 PM
Virtual Meeting (Microsoft Teams)

Meeting ID: 274 654 844 794
Passcode: J8Dy6Av2
(775) 321-6111 (audio only)
Phone Conference ID: 210 222 842#

1. CALL TO ORDER

Chair Zach Conine called the meeting to order at 5:00 pm.

2. ROLL CALL

Members in Attendance: Zach Conine (Treasurer), Megan Cortney, Lisa Corrado, Eric Brown, Dian Vanderwell, Andy Matthews (Controller), Daniele Monroe-Moreno (Assembly), (Senate). Non-voting members in attendance: Tiffany Greenameyer (GFO), A'Keia Sanders (OFA).

Absent: Audra Hamernik, Julie Pazina.

A quorum was established.

Others present: Casey J. Quinn, Deputy Attorney General, Mayita Sanchez (OFA), Shana Rhinehart (OFA), Phoebe McKnight (OFA), Lety Chavez (OFA), Miles Dickson, Divya Narala, Jamie Ross, Henry Rosas, John Etzell.

3. PUBLIC COMMENT

No public comment.

4. APPROVAL OF MINUTES (*For Possible Action*)

A. Review and approval of minutes of meeting held January 27, 2025.

Chair Conine asked for a motion to approve the minutes. Controller Andy Matthews made motion to approve minutes, Dian Vanderwell seconded. Motion passed unanimously.

5. REMARKS FROM THE CHAIR (*For Discussion and Information Only*) *Chair's goals for the council for the next year.*

A. Chair Conine expressed his appreciation to everyone for attending the meeting.

6. GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE Update (*For Discussion and Information Only*) *The Office will provide an update of recent activities including the Silver State Grant Conference, and other initiatives.*

- A. Director Sanders reported that the second annual **Silver State Grants Conference**, co-hosted with Washoe County in February 2024, was a sold-out success with over 330 attendees. The event featured keynote speakers and breakout sessions on key grant topics such as **grant readiness, internal controls, and cost principles**. Planning is already in progress for the **2026 conference in Las Vegas**, in collaboration with the **Nevada Grant Lab** and **State Purchasing Division**.
- B. Director Sanders informed the Council that the **Office of Federal Assistance (OFA)** collaborated with **State Procurement** to centralize all **Notice of Funding Opportunities (NOFOs)** in **NEVADAePro**, simplifying access to state funding opportunities. This eliminates the need to visit multiple agency websites. The rollout has been supported through **guidance memos, webinars, and training sessions**.
- C. Director Sanders provided an update on the **Federal Financial Assistance Data Collection** initiative. OFA began collecting data from state agencies to support the development of the centralized grant lifecycle system, **CORE.NV**. A webinar held on **April 7** guided agencies through completing the required workbook, which has received **positive initial feedback**. Additionally, an **internal website**, created by **Mayita Sanchez**, offers executive branch staff step-by-step instructions and support for submitting the necessary data.
- D. Director Sanders delivered an update following OFA's budget hearing, sharing that the office worked with the Joint Committee on Ways and Means and the Senate Finance Committee to propose an amendment to **NRS 223.492**. The proposed change would make the **Nevada Grant Matching Fund** a **revolving fund**, allowing unspent funds to carry over into the next fiscal year instead of reverting to the General Fund.
- E. Director Sanders informed that OFA submitted research on similar grant matching programs in other states and conducted a small survey of state

agencies. The survey identified **lack of awareness** and **insufficient funding** as the primary barriers to accessing grant match funds.

- F. Director Sanders highlighted recent collaborations since January, including participation in the Western Nevada Development District federal funding panel, Tech Day, and nonprofit day. OFA has supported the Northeastern Nevada Rural Development Authority and the Wells Rail project—submitting a grant application with Nevada Grant Lab. OFA is working with the Governor's Office of Energy, supporting tribal initiatives, and collaborating closely with the GFO.
- G. Director Sanders shared that on April 30, OFA will host two Uniform Guidance training sessions. The morning session (9:30 AM–2:00 PM) at the Old Assembly Chambers is geared toward GFO and fiscal staff, while the afternoon session at the Legislative Building (Room 2200) is intended for elected officials. Both sessions will feature attorney Phillip Escoriza from Feldesman Leifer LLP, a D.C.-based firm specializing in grant compliance law.

7. SITE MONITORING REVIEW AND RECOMMENDATIONS (For Discussion and Possible)

- A. Director Sanders provided an update on the **site monitoring pilot program** in collaboration with the **Governor's Office of Energy** and the **Governor's Finance Office, Division of Internal Audits**. The pilot is in the **pre-monitoring stage**, with a **site visit scheduled for May 7**. The agency has completed a **self-assessment questionnaire**, though some information is still pending. OFA is currently reviewing submitted documentation using a **scoring rubric**. The **Governor's Office of Energy has been assessed as a high-risk agency** (scoring 120 points), based on the number of awards and amount of funding managed. She emphasized that the **Nevada Advisory Council on Federal Assistance (NACFA)** will be informed of each agency's **risk score** (low, medium, or high) to help guide which agencies should be monitored next. The goal is to monitor **one state agency per quarter** (four per year), coordinating with the Division of Internal Audits to avoid duplication.
- B. Mayita Sanchez added that after the May site visit, OFA will provide a **final report within 30 days**, including findings and recommendations. Following that, there will be a **statewide rollout of the self-assessment questionnaire** to assess other agencies' risk levels and build the **annual monitoring calendar**. NACFA will be involved in finalizing that calendar, and monitoring reports will be shared with Council members. The full monitoring process is expected to begin at the **start of the new fiscal year**.
- C. Chair **Conine** asked if it would be helpful for the board to support the rollout of the **Pre-Self-Assessment Questionnaire (PSAQ)** to state agencies. **Director**

Sanders confirmed that it would be very helpful and explained the plan to conduct a **training session** during the **May 14th Monthly State Grant Management Professionals meeting**, followed by distribution of the PSAQ and related guidance. PSAQ will be rolled out following that session.

Chair Conine asked for a motion to roll out the PSAQ to agencies. Dian Vanderwell made motion to roll out the PSAQ. Assemblywoman Daniele Monroe-Moreno seconded. Motion passed unanimously.

8. LEGISLATIVE UPDATES (For Discussion and Possible Action) *Miles Dickson, CEO of Nevada GrantLab and Assemblymember Mosca will give an update and overview of AB442 and AB254.*

- A. Assemblymember Erica Mosca, representing District 14 in East Las Vegas, spoke about *Assembly Bill 254*, a bipartisan bill she is sponsoring along with Assemblymembers Monroe-Moreno, Gonzalez, and Kasama. The bill aims to establish a competitive grant process within the state's Office of Federal Assistance (OFA). The process would allow nonprofits of various sizes to apply for grants using a rubric-based evaluation, with final approval from the Interim Finance Committee. While the bill has passed the Committee on Legislative Operations and Elections, it is awaiting amendments before it can go to the floor. If not voted on by Tuesday, the bill will not advance. Mosca expressed hope for its continuation.
- B. Miles Dickson, CEO of *Nevada GrantLab*, provided an update on *Assembly Bill 442*, which aims to improve funding processes for nonprofits partnering with the state. His organization helps nonprofits and public agencies across Nevada access and manage federal funds. AB 442 seeks to **codify policies** around **advance and prompt payments** for nonprofit subrecipients of state and federal grants. Currently, most grants are **reimbursement-based**, forcing nonprofits to front costs, which can be a financial burden. The bill proposes allowing **advance payments** in some cases and **requires payment within 30 days** of receiving a valid invoice. Dickson acknowledged extensive collaboration with stakeholders and incorporation of feedback into the bill. He expressed optimism about its progress in the legislative session and appreciation for the opportunity to present an update.
- C. Chair Conine suggested that the NACFA send letters of support for both **AB254** and **AB442**, recognizing the significance of each bill. He proposed a motion for staff to draft and send the letters of support for both bills as quickly as possible, pending consensus from the group.

Chair Conine formally called for a motion. **Dian Vanderwell** moved that staff draft and send letters of support for bills **AB254** and **AB442** as soon as possible. **Controller Andy Matthews** seconded the motion. The motion **passed unanimously**.

9. FUTURE MEETING DATES (*For Discussion and information Only*)

A. Calendar Meetings (Quarterly)

- i. July 17th @ 5pm
- ii. October 15th @ 5pm

10. PUBLIC COMMENT

No public comment.

11. ADJOURNMENT (*For Possible Action*)

Chair Conine adjourned the meeting at 5:31 pm.

Supporting Material To obtain a copy of the supporting materials, you may contact the Office of Federal Assistance at 775-684-0156 or at grants@ofa.nv.gov. We are able to provide **reasonable accommodation** for individuals who wish to attend this meeting. If special arrangements are necessary, please notify the OFA at 209 E. Musser Street, Suite 100, Carson City, Nevada 89701, by email at grants@ofa.nv.gov, or by phone at 775-684-0156 at least one working day prior to the meeting.

Persons may send written comments by email to grants@ofa.nv.gov.

Notice of this meeting has been posted in the following locations on the 3rd working day before the meeting at:

Lander Building 505 Capovilla Ave Suite 104, Las Vegas NV 89119

Nevada State Library & Archives Building 100 N Stewart St, Carson City NV 89701

Notice of this meeting was posted on the following websites not later than 9:00 am on the 3rd working day before the meeting:

<http://ofa.nv.gov> and <http://notice.nv.gov>