

## GUIDANCE MEMORANDUM 25-02

**To:** All State Agencies  
**From:** The Nevada Governor's Office of Federal Assistance *AS*  
**Date:** February 12, 2025  
**Subject:** Leveraging NEVADAePro for NOFO Reporting and Centralized Access

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The Governor's Office of Federal Assistance (OFA) is committed to enhancing transparency, efficiency, and accessibility in federal and state funding opportunities across Nevada. To streamline the reporting and availability of Notices of Funding Opportunities (NOFOs), all state agencies and local governments must now utilize NEVADAePro to submit and manage NOFOs. This new process will ensure all funding opportunities are collected in one centralized location, improving accessibility for partners and stakeholders statewide.

### Action Required

Effective immediately, all NOFOs must be reported through NEVADAePro. This requirement applies to all agencies and entities issuing subawards using federal or state funds.

To comply with this update, agencies must follow the step-by-step process outlined in the Tango guide – [Creating a Grant Subaward in NEVADAePro](#)

### Why NEVADAePro for NOFO Reporting?

These updates mark a significant step toward streamlining grant management and ensuring all funding opportunities are easily accessible. This includes:

#### Improved Access and Transparency

*Centralized NOFO collection ensures funding opportunities are visible to a broader range of stakeholders*

#### Efficiency and Compliance

*Standardized NOFO reporting reduces duplication and ensures compliance with federal and state grant management best practices*

#### Enhanced Collaboration

*State agencies, local government, and nonprofit partners can more easily identify and align funding opportunities for coordinated impact*

### Next Steps

To ensure a seamless transition to this new process, agencies should take the following actions:

- 1. Immediate Implementation**  
Agencies should begin using NEVADAePro for NOFO reporting as of the date of this guidance memo.
- 2. Training and Support**  
OFA is available to provide technical assistance and answer questions regarding the new process.



### 3. Ongoing Compliance

Agencies must ensure all NOFOs are submitted through NEVADAePro moving forward.

OFA wants to ensure that all NOFOs are collected, shared, and managed efficiently in one place, benefiting applicants and funding agencies alike.

#### Support and Questions

For assistance and further guidance or to address any questions, please contact OFA at [grants@ofa.nv.gov](mailto:grants@ofa.nv.gov). Thank you for your cooperation in making Nevada's grant ecosystem more transparent, efficient, and accessible to our partners and stakeholders.

#### Reference

**Policy 088-005:** Notice of Funding Opportunity (NOFO)

#### About the Nevada Governor's Office of Federal Assistance (OFA)

The OFA is the centralized hub for both federal and non-federal funding, ensuring that the State of Nevada maximizes the resources available to support our communities and programs (Reference NRS 232.460-486). The OFA serves as the primary agency responsible for ensuring compliance with federal regulations, helping state agencies navigate the complex landscape of federal requirements. As the designated Single Point of Contact (SPOC) per Federal Executive Order 12372, our office ensures that all federal funding applications align with state priorities. OFA works to ensure that funding opportunities are fully leveraged and strategically deployed to benefit Nevadans across all sectors.

## Policy 088-005: Notice of Funding Opportunity (NOFO)

### Federal Authority

- **2 CFR 200.203** – Notices of Funding Opportunities
- **2 CFR 200.331** – Requirements for Pass-Through Entities

### State Authority

- **NRS 353A.025** – Internal Accounting and Administrative Controls
  - **State Administrative Manual (SAM) 3022** – Grant Award Procedures
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## Policy Statement

State agencies are issuing federal or state-funded subawards must develop and publish a Notice of Funding Opportunity (NOFO) to promote transparency, fairness, and compliance with grant regulations. A NOFO provides potential applicants with essential details about the funding opportunity, eligibility, and application process.

To enhance accessibility and streamline grant funding processes, all state agencies are required to submit and publish NOFOs through NEVADAePro. This centralized platform ensures that all funding opportunities are collected in one location and are easily accessible to all stakeholders across the state.

This policy applies to all state agencies issuing subawards of federal or state funds.

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## Procedure

### 1. NOFO Development

- **Required Elements:**
  - Include the following in the NOFO:
    - **Program Description:** Summary of program objectives and funding purpose.
    - **Eligibility Criteria:** Specify who can apply (e.g., nonprofits, local governments).
    - **Award Information:** Include funding amount, period of performance, and anticipated number of awards.
    - **Application Process:** Provide instructions for submitting applications, including deadlines and formats.
    - **Evaluation Criteria:** Outline the criteria and process for evaluating and selecting applications.

- **Reporting Requirements:** State performance and financial reporting obligations.
  - **Contact Information:** Provide a point of contact for questions or clarifications.
  - **Approval:**
    - Ensure the NOFO is reviewed and approved by the program manager or designated authority before publication.
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## 2. Publication and Distribution

- **Public Availability:**
    - All state agencies issuing NOFOs must submit and publish them through NEVADAePro to ensure accessibility and transparency
      - The NEVADAePro submission process is outlined here: [Creating a Grant Subaward in NEVADAePro](#)
    - Once submitted in NEVADAePro, NOFOs will be accessible to eligible organizations and potential applicants. Agencies may also publish the NOFO on appropriate platforms, such as:
      - Nevada state grant portals.
      - Federal websites (e.g., Grants.gov) for federally funded opportunities, if applicable.
  - **Communication:**
    - Notify eligible organizations or stakeholders directly to ensure broad awareness of the funding opportunity.
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## 3. Application Period

- **Duration:**
    - Provide a reasonable timeframe for applicants to prepare and submit their applications (typically 30–60 days).
  - **Amendments:**
    - If changes are necessary, issue amendments to the NOFO in NEVADAePro and notify applicants promptly.
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## 4. Evaluation and Selection

- **Application Review:**
  - Establish a review committee to evaluate applications based on published criteria.
  - Use standardized scoring sheets to ensure consistency and fairness.

- **Selection Process:**
    - Document the selection process, including justifications for award decisions.
    - Notify applicants of award decisions and provide feedback upon request.
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## 5. Recordkeeping

- Retain all documentation related to the NOFO, including:
    - Published versions.
    - Amendments or any modifications.
    - Applicant communications.
    - Evaluation and selection records.
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## Compliance Deadlines

- **NOFO Publication:** At least 15 days before the application deadline.
- **Application Review and Awards:** Completed within 60 days of the application deadline.
- **Documentation Retention:** Maintained for at least three years after grant closeout.

Reviewed and Approved: *AS*

February 12, 2025