

GUIDANCE MEMORANDUM 25-04

To: All State Agencies
From: The Nevada Governor's Office of Federal Assistance *AS*
Date: April 2, 2025
Subject: **Statewide Federal Financial Assistance Data Collection Initiative**

As part of our continued efforts to improve the transparency, coordination, and effectiveness of grant management in Nevada, the Governor's Office of Federal Assistance (OFA), in collaboration with the Office of Project Management, OPM, is requesting all state agencies managing any form of federal financial assistance to complete and return the Nevada Federal Assistance Catalog (NFAC).

This initiative is in support of the development of the State's Centralized Grant Management System. The data collected will provide a statewide baseline of current federal financial assistance activities and inform future design and functionality of the system.

Action Required

- **Who Needs to Respond:** All state agencies that manage any federal financial assistance.
- **What to Complete:** The Nevada Federal Assistance Catalog (NFAC) workbook.
- **Deadline:** Please complete and upload completed documents no later than **May 27, 2025**.

Purpose and Importance

The data collected through the NFAC will be instrumental in:

- Providing a comprehensive overview of federal financial assistance received across state agencies.
- Informing the design and development of the centralized grant management system to improve efficiency and transparency.
- Enhancing the state's ability to maximize federal funding opportunities while ensuring compliance with federal regulations.

Directions and Guidance

See attached "INSTRUCTIONS for completing the Nevada Federal Assistance Catalog" for step-by-step guidance.

Then Visit [Nevada Governor's Office of Federal Assistance](#) Data Collection Internal Website and download the NFAC workbook.

Once complete, please upload completed documentation to the appropriate state agency shared folder.

Lastly, email a notification to OFA at grants@ofa.nv.gov, subject line: Completion of NFAC: State Agency Name

If there are questions, please contact our team for technical assistance.



Directions and Guidance

We will be hosting a walk-through webinar on April 7, 2025 at 11 AM PST, to review the NFAC workbook and answer any questions. If you would like to attend please register [ONLINE](#). You will receive a calendar invite with the virtual meeting link on the morning of the event.

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.