

GUIDANCE MEMORANDUM 25-01

To: All State Agencies
From: The Nevada Governor's Office of Federal Assistance *AS*
Date: February 11, 2025
Subject: **Mandatory Compliance with NRS 223.480: Reporting Federal Grants and Awards**

The Governor's Office of Federal Assistance (OFA) serves as Nevada's designated Single Point of Contact (SPoC) for federal grants and assistance, in alignment with Nevada Revised Statute (NRS) 223.480 and Federal Executive Order 12372. This statute mandates that all state agencies must notify OFA of any applications for, receipts of, amendments to, and closure of federal grants. It has come to our attention that many state agencies are not in compliance with this statutory requirement. See **Policy 088-003: State Agency Required Grant Notifications**

The Spirit of Intergovernmental Review

The intergovernmental review process is intended to enhance coordination among federal, state, and local entities. By centralizing the reporting and review of federal grant activities, Nevada can:

1. Ensure effective use of federal funds
2. Avoid duplication of efforts
3. Enhance transparency in grant management, and
4. Foster collaboration across agencies to maximize the impact of federal funding

The purpose of this process is not merely compliance but to support agencies in aligning federal resources with state priorities, promoting accountability, and driving better outcomes for Nevada residents.

Mandatory Reporting Requirements

All state agencies are hereby reminded of their obligation under NRS 223.480 to report federal assistance activities to OFA. This requirement applies to all stages of federal grant engagement, discretionary and formula, including:

- Any application for a federal grant
- Award Notification
- Amendments to an existing award
- Closure of grants and any unexpended funds

Action Items for Compliance

Update Agency Workflows. Agencies must immediately review and update their workflows to incorporate mandatory reporting to OFA as part of their standard grant management practices.

Report New, Amended, and Closed Out Awards for SFY2024 and SFY2025. For any new federal awards received in the previous and current state fiscal year that have not yet been reported, agencies must submit the required information through the Federal Assistance Notification Form. Also, any award that was amended or closed out in SFY2024 or SFY2025, if not already submitted, must be reported.



To submit the required information, use the online Federal Assistance Notification Form (FANF) available online at: [Federal Assistance Notification Form](#)

Further information and details on the submission process can be found on the OFA's SPOC webpage at [single-point-of-contact](#)

Review Transparency Submissions. Agencies are also encouraged to review all current submissions to ensure transparency and accountability. This information is available at [Federal Assistance Notification \(SF-424\) Submissions](#)

After Submission

Once your submission has been reviewed, OFA will notify your agency if it has been selected for further review. Otherwise, you will receive a State Application Identifier (SAI) number. This number can be included in your federal grant proposal SF 424 submission.

All submissions will be posted and made publicly available to ensure transparency and accountability.

Compliance Deadline

Agencies must submit all required reporting moving forward. Any reporting for the previous and current state fiscal year that has not been completed must be submitted no later than **30 days from the date of this memorandum**. Failure to comply with NRS 223.480 may result in heightened oversight or additional reporting requirements.

Support and Questions

For assistance with the reporting process or to address any questions, please contact OFA at grants@ofa.nv.gov. We appreciate your cooperation in ensuring Nevada's compliance with federal and state regulations. Together, we can maximize the impact of federal resources and maintain transparency and accountability in our use of public funds. Please feel free to forward this Guidance Memo as needed.

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 088-003: State Agency Required Grant Notifications

Federal Authority

- **2 CFR 200.208** – Specific Conditions
- **2 CFR 200.331** – Requirements for Pass-Through Entities

State Authority

- **NRS 353A.025** – Internal Accounting and Administrative Controls
- **State Administrative Manual (SAM) 3022** – Award Notification Requirements

Policy Statement

State agencies must issue timely and accurate notifications to relevant stakeholders regarding the receipt, distribution, or amendment of federal or state grant funds. These notifications ensure compliance with federal and state requirements, promote transparency, and facilitate coordination among stakeholders.

Additionally, the Office of Federal Assistance (OFA), as Nevada’s designated Single Point of Contact (SPoC) will conduct an Intergovernmental Review to align federal funding activities with state priorities, avoid duplication of efforts, and maximize the impact of federal funding. This process includes issuing a State Application Identifier (SAI) number for grant applications requiring SPoC review.

This policy applies to all state agencies managing federal or state-funded grants.

Procedure

1. Notification Requirements and Intergovernmental Review

- **Federal Assistance Notification Form (FANF)**
State agencies must submit a FANF for the following activities within 30 days:
 - Grant Application Notification: submission of a federal grant application
 - Award Notification: receipt of a federal award
 - Amendment Notification: changes to budget, scope of work, or period of performance
 - Grant Closure Notification: completion and closure of a grant, including unexpended funds

Agencies must submit the FANF through the official online portal at: [Federal Assistance Notification Form](#)

- **Subaward Notifications:**
 - Within 30 days of issuing a subaward, notify subrecipients and include:
 - Subrecipient name and UEI number.
 - Subaward amount and period of performance.
 - Applicable terms and conditions, including reporting and compliance requirements.

2. Notification Content

Ensure all notifications include the following:

- Grant award or subaward identification numbers.
 - Amount of funding allocated or modified.
 - Performance period and key dates.
 - Terms and conditions, including reporting and compliance requirements.
 - For grant application requiring SPoC review: include the assigned State Application Identifier (SAI) number.
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3. Communication Protocols

- Use official communication channels such as:
 - Federal Assistance Notification Form (FANF), the primary submission method,
 - NEVADAePro, for NOFO reporting and related grant management tasks.
 - Email with confirmation of receipt.
 - Grant management systems specified by federal or state agencies.
 - Retain records of all notifications and acknowledgments for compliance purposes.
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4. Monitoring and Compliance

- **Internal Review:**
 - Periodically review notification procedures to ensure compliance with timelines and content requirements.
- **Training:**
 - Provide regular training to staff involved in grant administration to ensure awareness of notification requirements and best practices.
 - Ensure staff are aware of federal and state requirements, including SPoC review and SAI issuance.

5. Addressing Noncompliance

- **Corrective Actions:**
 - If notifications are delayed or incomplete, implement corrective actions, such as:
 - Revising internal workflows: improve procedures to avoid future delays.
 - Enhancing communication systems: implement systems that ensure timely and accurate reporting.
 - Technical Assistance: OFA will provide guidance and support as needed to ensure compliance.

Compliance Deadlines

- **Federal Grant Application Notifications:** Within 30 days of grant receipt.
- **Award Notifications: Within 30 days of award receipt.**
- **Subaward Notifications:** Within 30 days of issuing a subaward.
- **Amendment Notifications:** Within 30 days of the amendment effective date.
- **Grant Closure Notification: Within 30 days of grant closeout**

Reviewed and Approved: *AS*

February 11, 2025