

GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

NEVADA'S FEDERAL GRANT RESOURCE

Programmatic Management & Implementation of your Award

General Housekeeping

- **Welcome**
- Training will be recorded and will be stopped during Q&A
- Today's training video and the resources shared will be posted to our website
- If you have a question, drop it in the chat
- Close Captioning is available, please click the CC button at the bottom of your screen





About Us

The Governor's Office of Federal Assistance, or OFA, was created with the passage of Assembly Bill 445 of the 81st Legislative Session

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.

Meet your Trainers



A'Keia Sanders, MBA
Senior Executive Grant Analyst



Mayita Sanchez, MPA
Executive Grant Analyst





Maximizing Effective Federal Funding

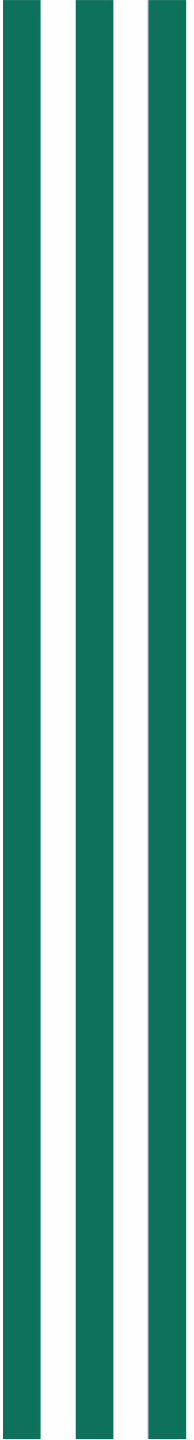
- ✓ Federal Fund Allocation & Maximizing Impact
- ✓ Ensure efficient and effective management of federal funding
- ✓ Deliver essential services to individuals within our communities





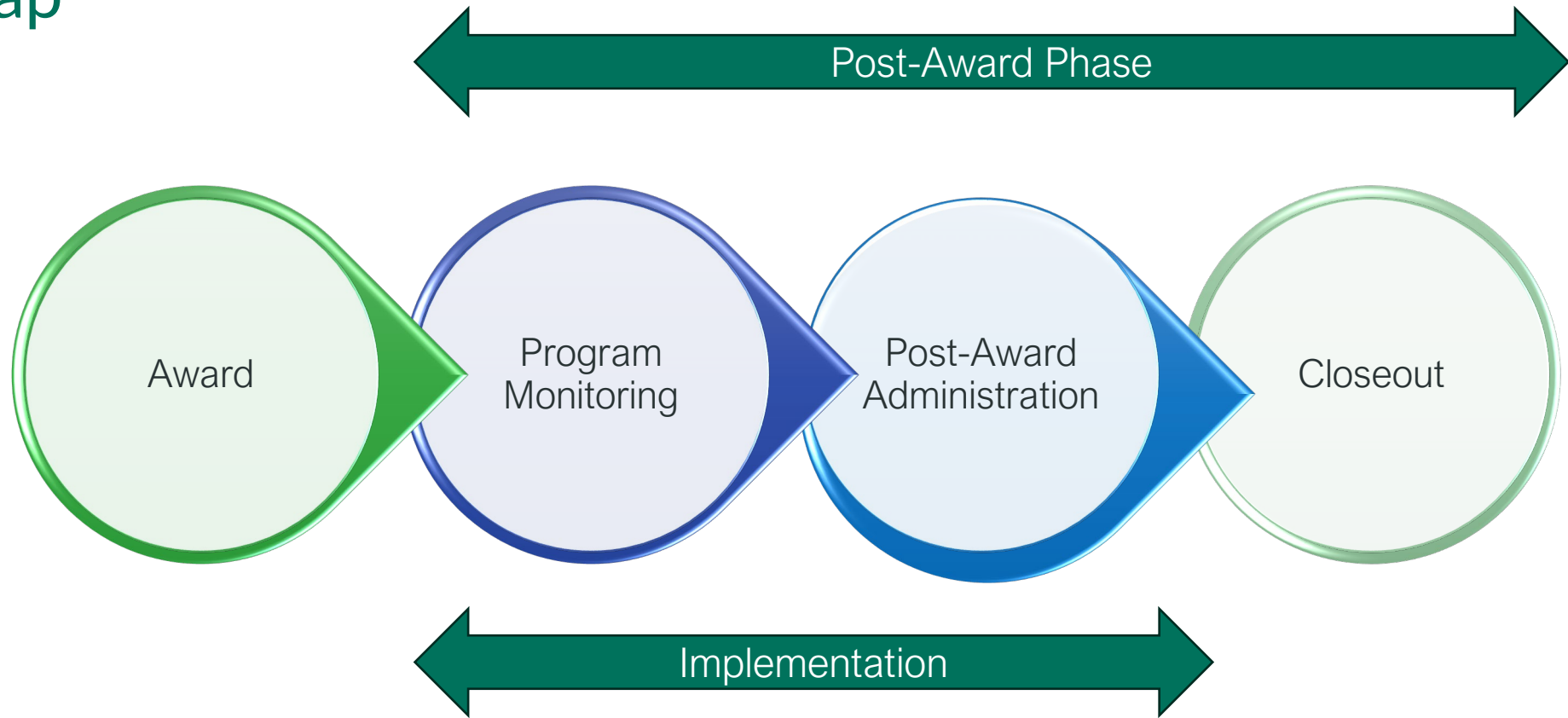
Outcomes

- ✓ An understanding of post-award programmatic management
- ✓ Processes for effective and compliant grant implementation
- ✓ Cost Allowability
- ✓ Review of programmatic reporting including requirements and expectations
- ✓ Best Practices
- ✓ Closeout





Our Map





Polling Question

Which of the following is something that should be found on your Notice of Grant Award (NOGA, NOA)?

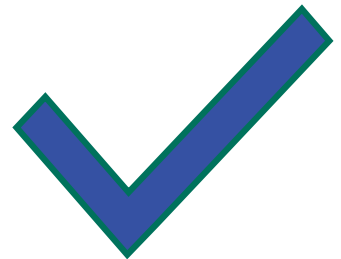
- A. Summary of federal award financial information including budget and project periods
- B. The Federal agency grants management and program contact(s)
- C. The Federal award information including the award number and statutory authority
- D. Recipient information including the UEI and the contact information for the project director and authorized official
- E. All of the above



Running an Effective & Compliant Program

What does this look like?

- Meet and Exceed your Targets
- Provide Quality Services that have IMPACT
- Create Innovative Programs that adapt to changing needs
- Effective fund utilization
- Maintain appropriate programmatic and financial documentation
- Report in a timely manner
- Compliance with regulations
- Building credibility and functionality





Costs

Allowable

- Reasonable
- Given Consistent Treatment

Reasonable

- Must be able to withstand public scrutiny, *they would agree the cost is appropriate*

Allocable

- Incurred solely to support the award *or the processes of assigning the cost must be reasonable*

“A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.”

Tips for Ensuring Compliance

- Know your agreement
- Ask for help, if needed
- Keep your agreement documentation up to date
- Be flexible
- Understand implementation limitations
- Monitor your subrecipients
- Don't lose sight of the end-game

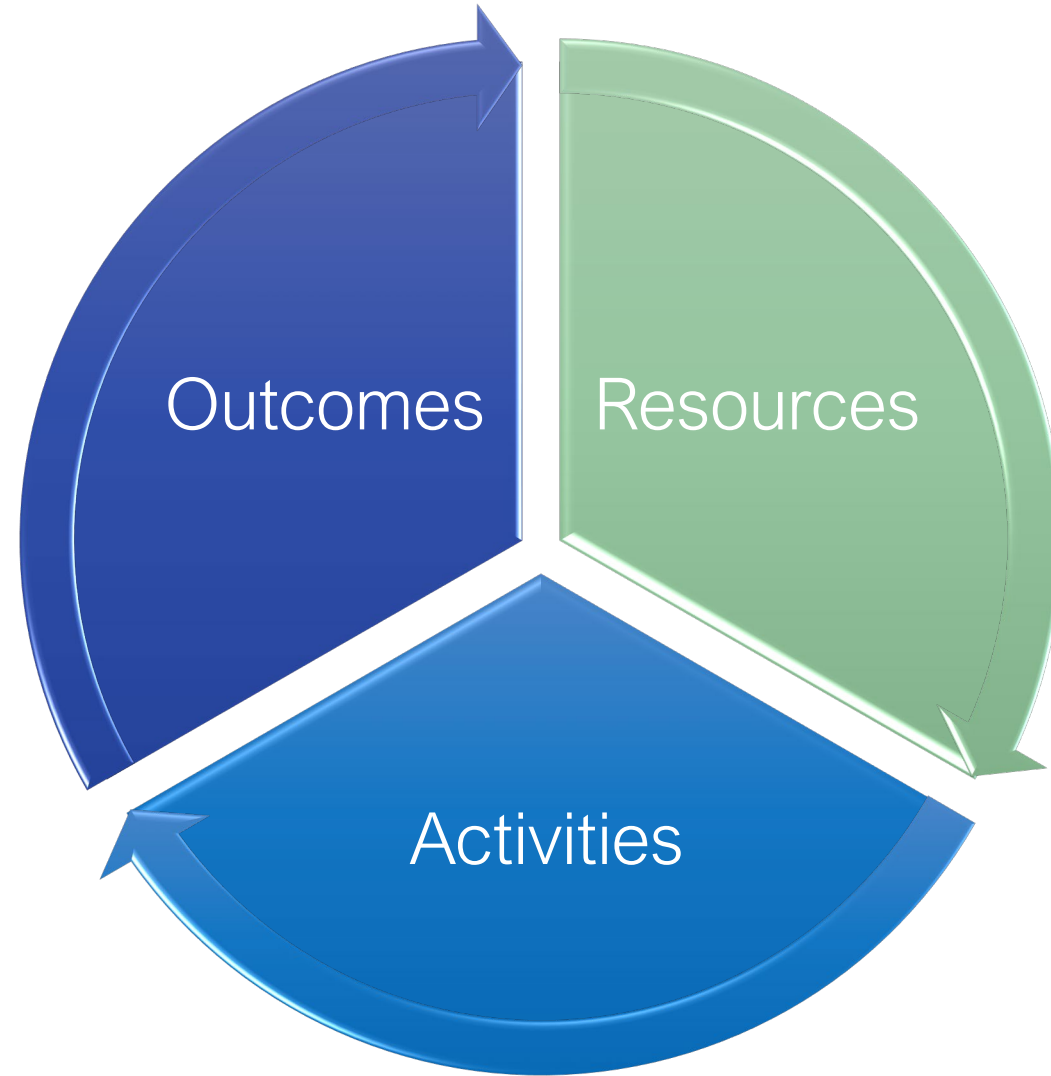


Polling Question

A cost is reasonable if...

- A. It is directly related to entertainment expenses.
- B. Incurred solely to pay for office supplies.
- C. In its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- D. All of the above

Implementation



Work Plan Activities

- What is being done directly?
- What is being done through subrecipients? [June Training]
- What does it take to make this happen?
- What are the expected outcomes?



Polling Question

When am I supposed to perform a risk assessment?

- A. Only if I suspect that funds are not being spent appropriately
- B. Every year
- C. Whenever establishing a new pass-through funding relationships
- D. None of the above



Understand Risk [May Training]

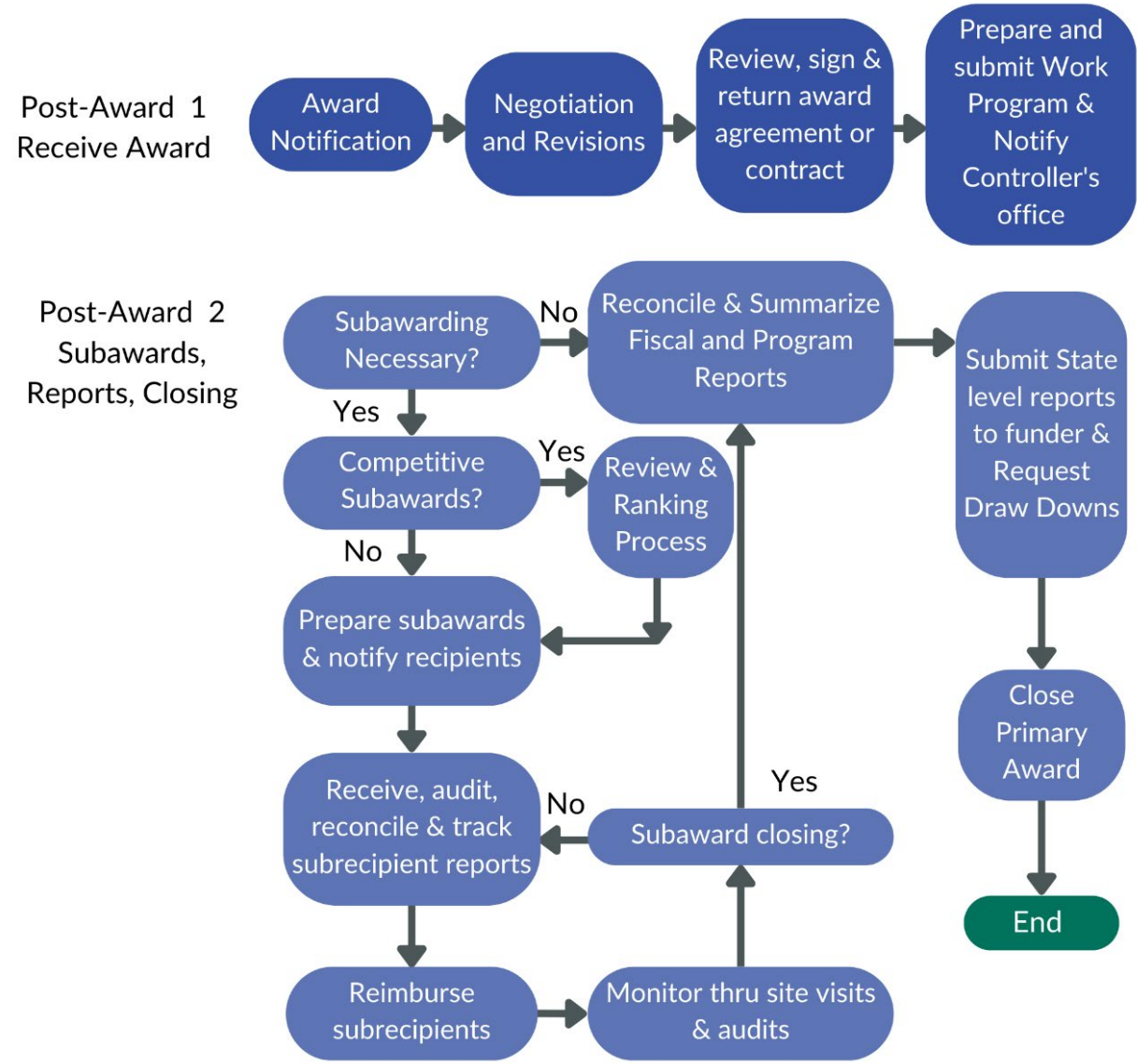
- An important step in award determination as it informs monitoring expectations
 - High-Risk, requires more monitoring
 - Moderate Risk, must be monitored to review for changes in level of risk
 - Low Risk, requires less monitoring
- Federal Awardee Performance and Integration Information System: any contractor, including a subrecipient, must be reviewed for debarment to see if they are eligible to receive federal funds





SUBAWARDING

- Many state agencies in Nevada function as a PTE or Prime Recipient distributing awarded funding to subrecipients for implementation.
- The agency may distribute the funds to subrecipients through a competitive process for implementation
- The agency may distribute funds to subrecipients in a non-competitive manner





Success as a Pass-Through Entity

- A non-federal entity that has received a federal award as a prime recipient may choose to distribute funds to subrecipients through a competitive process for implementation of portions of the federal award
- The non-federal entity may choose to distribute funds to subrecipients in a non-competitive manner

Subrecipient	Contractor
Carries out a portion of a federal award and creates a federal assistance relationship with the subrecipient	Obtains goods or provides services for the non-federal entity and creates a procurement relationship
Determines who is eligible to receive federal assistance	Provides goods/services within normal business operations
Measures performance to determine if the federal program objectives were met	Provides similar goods/services to many different purchasers
Responsible for programmatic decision-making	Normally operates in a competitive environment
Responsible for adherence to program requirements specified in the federal award	Provides goods/services ancillary to federal program
Utilize federal funds to carry out the program for the benefit of the public as specified in the award/statute, etc.	Not subject to compliance requirements because of the agreement but may have other requirements related to state procurement rules

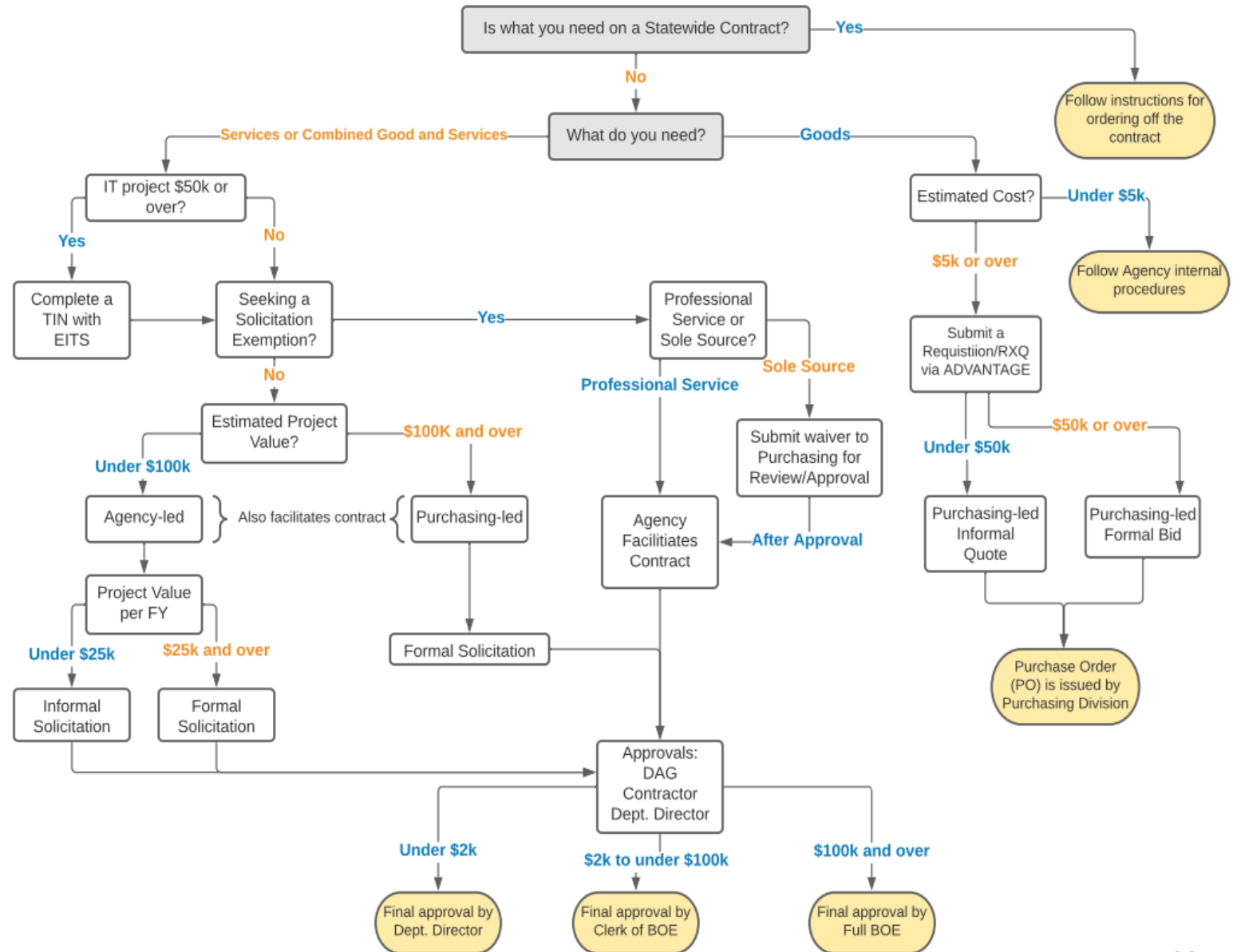
BOARD OF EXAMINERS & CALENDAR

- Created by NRS 353.010
- Purpose: Review claims for payment pursuant to an appropriation or authorization by the Legislature
- Members
 - Governor
 - Secretary of State
 - Attorney General
 - Budget Director (GFO) an ex officio Clerk of the BOE (NRS 353.033)
- SUBSCRIBE TO [NOTICES LISTSERV](#)

Meeting Date*	Agency Deadline
January 9th	December 5th, 2023 at 5 pm
February 13th	January 9th, 2024 at 5 pm
March 12th	February 6th at 5 pm
April 9th	March 5th at 5 pm
May 14th	April 9th at 5 pm
June 11th	May 7th at 5 pm
July 9th	June 4th at 5 pm
August 13th	July 9th at 5 pm
September 10th	August 6th at 5 pm
October 8th	September 3rd at 5 pm
November 12th	October 8th at 5 pm
December 10th	November 5th at 5 pm

CONTRACTING AND THE BOARD OF EXAMINERS (BOE)

- If a contractor to vendor relationship refer to Nevada's Procurement Policy
- [NRS 332](#) Purchasing: Local Governments
- [NRS 333](#) Purchasing: State
- [NRS 334](#) Purchasing: Generally
- [CONTRACTING TOOLBOX](#)





Polling Question

How often are we supposed to monitor subrecipients?

- A. Only when we are having problems with compliance
- B. Yearly
- C. Monthly
- D. Quarterly
- E. None of the above



Implementation

- Create and understand your Work Plan
 - Detailed Narrative outlining your plan to implement that first year of your program
 - Based on the program description submitted in your proposal
 - Key to internal project-management success
 - Activities and descriptions
- Implementation Plan
 - Provides Details and Specifics
 - Can include adjustments to stay on target
 - Can look different depending on your organization and the structure or your activities



Work Plan Examples

Agreement	Year 1	Year 2																																													
Program Descriptions Multi-Year Project																																															
Strategic Objective 1	Strategic Objective 1 Activity A Timeline/Targets...	Strategic Objective 1 Activity A Timeline/Targets...																																													
Strategic Objective 2	Activity B Timeline/Targets...	Activity B Timeline/Targets...																																													
Strategic Objective 3																																															
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		<table border="1"> <thead> <tr> <th>Activity</th> <th>Outputs 3 Month</th> <th>Outputs 6 Month</th> <th>Outputs 9 Month</th> <th>Outputs 12 Month</th> <th>Target</th> <th>Indicators</th> <th>Sub- recipients</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td colspan="9">Kenya</td> </tr> <tr> <td colspan="9">Strategic Objective 1: Empower women through income-generating associations.</td> </tr> <tr> <td>Activity 1: Formation of Women's Associations</td> <td>Establish 3 associations of 10 women each</td> <td>Add 3 associations (total 6) of 10 women each</td> <td>Add 3 associations (total 9) of 10 women each</td> <td>Add 3 associations (total 12) of 10 women each</td> <td>Engage 120 women through community outreach to form 12 income- generating associations</td> <td># of women engaged</td> <td>Nairobi Youth Alliance</td> <td>Nairobi</td> </tr> <tr> <td>Activity 2: Best Business Practices Leaders</td> <td>Train 10 female community leaders</td> <td>Train +10 female community leaders</td> <td>Train +10 female community leaders</td> <td>Train +10 female community leaders (total 40)</td> <td>Train 40 women in effective business practices and vocational</td> <td># of women trained</td> <td>Global Grassroots</td> <td>Nairobi</td> </tr> </tbody> </table>	Activity	Outputs 3 Month	Outputs 6 Month	Outputs 9 Month	Outputs 12 Month	Target	Indicators	Sub- recipients	Location	Kenya									Strategic Objective 1: Empower women through income-generating associations.									Activity 1: Formation of Women's Associations	Establish 3 associations of 10 women each	Add 3 associations (total 6) of 10 women each	Add 3 associations (total 9) of 10 women each	Add 3 associations (total 12) of 10 women each	Engage 120 women through community outreach to form 12 income- generating associations	# of women engaged	Nairobi Youth Alliance	Nairobi	Activity 2: Best Business Practices Leaders	Train 10 female community leaders	Train +10 female community leaders	Train +10 female community leaders	Train +10 female community leaders (total 40)	Train 40 women in effective business practices and vocational	# of women trained	Global Grassroots	Nairobi
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Monitoring & Evaluating Progress

- Precise definitions for measuring targets
- Track your project's progress and analyze the effectiveness of each activity
- Evaluate: actual project impacts versus agreed-on award or plan
- Understand your overall objectives
- Identify how you will track activities and the progress being made towards your goals
- Have a timeline and know key dates
- Have an appropriate data collection method
- Streamline and Automate when you can
- Make sure staff know how to collect and report data
- Share back that data analysis and information to your communities and ask for feedback



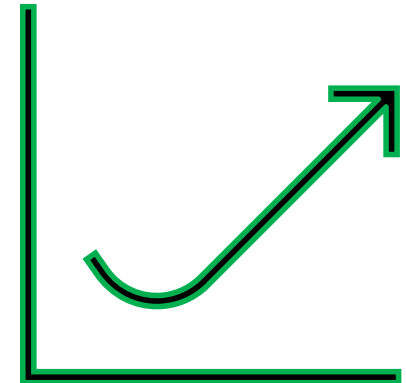
Reporting

- Program Reporting
 - 5 tips for outstanding reporting
 - Do not be afraid to tell the truth
 - Develop a reporting calendar and timeline
 - Engage subrecipients early
 - Tell a consistent story in all of your reports
 - Do not surprise your Grant Management Officer
- Timing
 - Monthly
 - Quarterly
 - Yearly
 - Closeout
- Review the Notice of Award for instructions as to how to submit and when to submit required reporting



Know When to Pivot

- Most of the work is done in the post-award phase and through understanding risk and continuous monitoring those who manage federal dollars can make decisions that require that an organization make a change to meet goals and deliverables set forth within an agreement
- A non-federal entity can typically request an:
 - Amendment, Project Change Request or Budget Revision
 - No-Cost Extension
 - or Technical Assistance



Closeout

- Non-federal entities must submit a final financial, performance, and other reports required under the awarded grant *and* meet the award conditions of their grant, within 120 days after the grant award expires (or is terminated) (2 CFR 200.344)
- Preparation for closeout should start 3 months prior to the end date of your award
- Purpose of closeout is to ensure–
 - Final reports are submitted in a timely manner for review and evaluation
 - Allowable costs are determined
 - Final amounts due are identified and payment arrangements are made
 - Any real or tangible personal property is accounted for

...those final reports

- Post-Award Reporting [Forms](#)
- Final FFR (Federal Financial Report), SF-425
 - Submitted via your PMS (always check your NOGA)
 - Verify that your report is accurate before hitting that SUBMIT button!
- Final Progress Report (FPR)
 - No template, see NOGA
 - Should cover entire project period and at a minimum include an overview of the goals and objectives in your grant application that were accomplished during the funding period
- Tangible Personal Property Report (TPPR) SF-428-B (or, if applicable SF-428-S)
 - Completed by recipients to account for tangible personal property
 - Acknowledge equipment acquired under the award if it will be retained for use as originally approved
 - Or – request the federal agency for disposition instruction if no longer needed for original purpose
 - IF you did not acquire personal property – still submit your report and indicate that no property was acquired



Polling Question

What is the name of the report that is submitted on SF-425?

- A. Final Progress Report
- B. Tangible Personal Property Report
- C. Federal Financial Report
- D. None of the above

HOW OFA CAN SUPPORT YOU

- [Notice of Funding Opportunity](#)
- [Federal Grant Discovery](#)
- [Updated Grant Manual](#)
- Risk management in Post Award Phase: How to Mitigate Risk Strategies as Part of Your Audit Finding Prevention Protocols
 - Wednesday, May 22nd, 2024, at 10:00 AM
 - Register to Attend [HERE](#)
- <https://OFA.nv.gov> & [OFA Newsletter](#)
- [Request Technical Assistance](#)



Programmatic Management & Implementation of your Award

