



# GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

---

NEVADA'S FEDERAL GRANT RESOURCE

State Plan Matrix of Effort Exercise  
Maximizing Grant Success Workshop

# Meet Your Facilitator

---



Mayita Sanchez, MPA  
Deputy Director





# About Us

---

The Governor's Office of Federal Assistance, or OFA, was created with the passage of Assembly Bill 445 of the 81<sup>st</sup> Legislative Session, effective July 1, 2022

## 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.



# Locations

---

Blasdel Building

209 E. Musser Street, Ste., 100

Carson City, NV 89701

Southern Nevada

505 Capovilla Avenue, Ste. 104

Las Vegas, NV 89119

---



# From Today's Presentation we will...

- Engage participants in discussion to identify emerging themes
- Leave with a clearer understanding of how to prioritize tasks in our day-to-day grant management practices
- Gain actionable insights into improving grant administration
- Foster collaborative efforts and shared learning, setting the state for future strategic planning



# Overview

- Introduce the Matrix of Effort
- Review the Four Quadrants
- Gather Immediate Input
- Engage in Discussion
- Identify Emerging Themes
- Discuss how we can apply what we have learned



# The Matrix of Effort

- A Strategic Tool to categorize tasks based on effort and impact
- Uses four quadrants to help prioritize tasks to maximize effectiveness and impact
- Goal
  - Reach consensus on where tasks fall within these quadrants



# Benefits of the Exercise

- Optimize Resource Allocation
- Enhance Decision-Making
- Improve Efficiency
- Strategic Focus on Long-Term Successes
- Collaborative Engagement
- Continuous Improvement





slido

Please download and install the  
Slido app on all computers you use



# How many years of grant experience do you have?

① Start presenting to display the poll results on this slide.

Nevada Governor's Office of Federal Assistance: State  
Processes

# Overview of the Four Quadrants

- Minor-Effort and Limited Benefit (ME & LB)
  - *Busy Work*
- Significant-Effort and Limited Benefit (SE & LB)
  - *Time Drains*
- Minor-Effort & High Benefit (ME & HB)
  - *Quick Wins*
- Significant-Effort & High Benefit (SE & HB)
  - *Strategic Investments*





# Minor-Effort & Limited Benefit

- Busy Work
  - Lower right quadrant
- *Tasks that require minimal effort but contribute little to the organization's goals*
- *Often routine or administrative tasks that do not drive meaningful outcomes*



# Minor-Effort & Limited Benefit: Busy Work Ranking

The screenshot shows a survey interface with a teal background. On the left, there is a QR code and a 'Copy link' button. The main area is titled 'Question' and contains a list of tasks. A vertical scrollbar on the right indicates the list is scrollable. The tasks are:

- Reviewing outdated policies
- Manually updating calendars
- Attending non-essential meetings
- Preparing redundant documentation
- Generating unused reports
- Repetitive data entry

At the bottom of the interface, there are navigation icons: a back arrow, a question mark, and a forward arrow.



# Significant-Effort & Limited Benefit

- Time Drains
- *Tasks that consume a lot of time and resources but provide little return on investment (ROI)*
- *Often tasks that could be re-evaluated or streamlined*



# Significant-Effort & Limited Benefit: Time Drainer Ranking

Scan the QR code to join



<https://forms.gle/5M4W22yT1g>

Copy link

0 responses submitted

In the context of federal grant management, please rank the following tasks based on how much you consider them to be 'time drains'—tasks that require significant effort but provide limited benefit to the overall success of the...

- Overlapping task assignments
- Complex documentation processes
- Performing detailed internal audits on aspects of a grant that are already well document...
- Overly detailed budget justifications
- Redundant approvals
- Manual data reconciliation

1 of 1



# Minor-Effort & High Benefit

- Quick Wins
- *Tasks that are easy to accomplish and offer significant value*
- *Often short-term but can lead to immediate positive outcomes*






# Minor-Effort & High Benefit: Quick Wins

0 responses submitted

In the context of federal grant management, please rank the following tasks based on how much you consider them to be 'quick wins'—tasks that require minimal effort but provide significant benefit to the overall success of the...

Scan the QR code and link to join



Survey of Federal Grant Management/17722282411722

Copy link

- Automating routine reports
- Implementing a notification system
- Updating templates
- Establishing a task tracking system
- Streamlining communication channels
- Early compliance check

1 of 1



# Significant-Effort & High Benefit

- Strategic Investments
- *Major projects that require substantial resources but yield substantial long-term benefits*
- *Crucial tasks for the organization's success and require careful planning*




# Significant-Effort & High Benefit: Strategic Investments

0 response submitted

In the context of federal grant management, please rank the following tasks based on how much you consider them to be 'strategic i...

Scan the QR or use link to join



<https://forms.office.com/g/Ht3LnYBjgm>

Copy link

- Detailed risk management plans
- Building strategic partnerships
- Creating a strategic communications plan
- In-depth needs assessment
- Comprehensive Grant Audits

< 1 of 1 >



Significant-Effort and  
Limited Benefit  
BUSY WORK

1. ONE
2. TWO
3. THREE

Significant-Effort and High  
Benefit  
STRATEGIC INVESTMENTS

1. ONE
2. TWO
3. THREE

1. ONE
2. TWO
3. THREE

1. ONE
2. TWO
3. THREE

Minor-Effort and Limited  
Benefit  
TIME DRAINS

Minor-Effort and High  
Benefit  
QUICK WINS



[LINK](#)

# Open Discussion

- How did you determine how tasks were ranked in each quadrant?
- *Challenges in prioritizing tasks?*
- *What tasks were missing?*





What are some strategies for dealing with busy work or time drainer tasks? Which strategies will you implement in your organization?

① Start presenting to display the poll results on this slide.

# Applied Learning

- How can we apply what we've learned today?
- *What tasks can be re-prioritized?*
- *Commit to revisit tasks --*



[LINK](#)

# Matrix of Effort Action Planning Template

## Matrix of Effort Action Planning Template

Based on the Matrix of Effort exercise, please use this template to identify and prioritize tasks that you will revisit or adjust. This exercise will help you apply what you've learned to optimize your workflow and maximize impact.

### Step 1: Task Re-Prioritization

List one or two tasks that you will re-prioritize based on the Matrix of Effort exercise. Indicate the quadrant (Busy Work, Time Drains, Quick Wins, or Strategic Investments) you initially placed the task in, and explain how you will adjust your approach to this task.

Task 1: \_\_\_\_\_

Initial Quadrant: \_\_\_\_\_

New Approach: \_\_\_\_\_

Task 2: \_\_\_\_\_

Initial Quadrant: \_\_\_\_\_

New Approach: \_\_\_\_\_

### Step 2: Commitment to Action

Describe the steps you will take to implement the new approach to the tasks you've identified. Include a timeline and any resources or support you may need.

Action Steps: \_\_\_\_\_

Timeline: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

### Step 3: Sharing & Collaboration

Commit to sharing your action plan with your team or in a follow-up session. Use this opportunity to collaborate with colleagues and refine your strategies.

Team/Platform for Sharing: \_\_\_\_\_ Follow-Up Date: \_\_\_\_\_



# Technical Assistance

- Free technical assistance (TA) to all stakeholders
- We answer questions about grants during all phases of the grant lifecycle
- Technical Assistance includes (but is not limited to):
  - Grant Discovery
  - Grant Writing Mentorship & Review
  - Grant Management & Monitoring
- Email us at [grants@ofa.nv.gov](mailto:grants@ofa.nv.gov)
- Call us at (775) 684-0156



# Single Point of Contact & Intergovernmental Review

OMB Number: 4040-0004  
Expiration Date: 03/31/2012

- FEDERAL EXECUTIVE ORDER (E.O) 12372
- Also referred to as the Intergovernmental Review
- Purpose is to coordinate in-state grant applications
- Fosters intergovernmental partnerships
- The Grant Application and Submission information (SF-424) will inform the applicant that an Intergovernmental Review is Required, and the SPOC must be notified to comply with the State’s process under EO 12372
- Submit through the OFA online automated form –our team will conduct the review, log, and generate the required information for compliance

	parentheses.
19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include



slido

Please download and install the  
Slido app on all computers you use



## Audience Q&A

① Start presenting to display the audience questions on this slide.

*Please provide us feedback on today's presentation*

link: <https://forms.office.com/g/xRMixHrrwF>



# Contact Information

Email: [Grants@ofa.nv.gov](mailto:Grants@ofa.nv.gov)

Office: 775.684.0156

Website: <https://ofa.nv.gov>

Northern Office: 209 E. Musser Street, Ste. 100  
Carson City, NV 89701

Southern Office: 505 Capovilla Avenue, Ste. 104  
Las Vegas, NV 89119

