



**GOVERNOR'S OFFICE OF
FEDERAL ASSISTANCE**

NEVADA'S FEDERAL GRANT RESOURCE

Federal Grant Matching & The Nevada Grant Matching Program

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
- Please mute your microphone when not speaking
- 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

Meet your Trainer



Nicole Kelleher
Senior Executive Grant Analyst



Learning Objectives and Goals

- Understanding of federal match and cost share
- Understanding of the types of federal match
- Provide federal match compliance resources
- Understanding on how to calculate match
- Provide resources in securing federal match
- Provide an overview of the Office of Federal Assistance's (OFA) Grant Matching Program (GMP)



Federal Cost Share and Match

- What is federal cost share/match?
 - Cost sharing or matching is the portion of a project cost that is not paid by federal funds (unless authorized by a federal statute)
- How do I know if my grant *requires, does not require, or recommends* match?
 - Notice of Funding Opportunity (NOFO)
- What is the difference between *required* match versus *recommended* match?
- 2 CFR 200.306
 - Under Federal research proposals, voluntary committed cost sharing is not expected. It cannot be used as a factor during the merit review of applications or proposals but may be considered if it is both in accordance with Federal awarding agency regulations and specified in a notice of funding opportunity. Criteria for considering voluntary committed cost sharing and any other program policy factors that may be used to determine who may receive a Federal award must be explicitly described in the notice of funding opportunity. See also §200.414 and 200.204 and appendix I to this part.



Federal Cost Share & Match



- Many Federal, State, and Foundation grants require a match
- Match requirement is based on a percentage and vary (10%, 20%, 50%)
- Match is calculated from the total project cost
- Many of the rules governing match are consistent but can vary by funding source!
- ALWAYS check with the funding source first!



Federal Match Compliance

Code of Federal Regulation - Quick Key

- Allowability of Costs and Match: §200.403
- Applicable Credits and Match: §200.406(b)
- Contributions/Donations and Match: §200.434
- Cost Principles and Match: 2 CFR 200 Subpart E
- Cost Sharing or Matching: §200.306 (see also §200.414, §200.204, appendix I, §200.420)
- Depreciation and Match: §200.436(c)
- Noncompliance and Match: §200.339(b)
- Donated Land and Match: 42 U.S.C 4601-4655 (Uniform Act), 49 CFR Part 24
- Fixed Amount Award and Match: §200.201(2)
- Indirect Cost and Match: §200.414, §200.434, and §200.434(g)(2)
- Notice of Funding Opportunity and Match: §200.204, Appendix I to Part 200(2)
- Prior Written Approval and Match: §200.407
- Program Income and Match: §200.307(e)(3)
- Revision of Budget and Match: 200.308
- Salaries and Wages as Match: §200.430(4)
- Value of Donations and Match: §200.300

To read the full regulations visit:
[Electronic Code of Federal Regulations](#)



Federal Match Compliance-Criteria

2 CFR 200.306(b) states:

for all Federal awards, any shared costs or matching funds and all contribution, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all the following criteria:

All match must meet the following criteria

1. Verifiable from non-federal entities records
2. Not included as contributions for any other federal award
3. Are necessary and reasonable for accomplishment of project or program objectives
4. Allowable under federal government cost principles (subpart E)
5. Not paid by the federal government through other grant awards (some exceptions apply)
6. Provided for in the approved budget
7. Compliant with other federal provisions on how to determine the contribution value



Types of Federal Match

1. Cash Match

The most common type of match, and the easiest to track, is cash match. Cash match is either the grantee organization's own funds (general revenue) or cash donations from non-federal third parties (i.e., partner organizations), or by non-federal grants. A cash match contribution is an actual cash contribution

2. In-Kind Match

Third-party goods/services/time/expertise. May require prior approval. Additional restrictions may apply based on awarding agency. The fair market value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity

Examples:

- **Voluntary Labor**
- **Donated Goods**
 - Computers, software, furniture, office equipment
- **Donated Services or Property/Space/Land**
 - Mail services, administrative/employee, transportation services

3. Indirect Costs Match

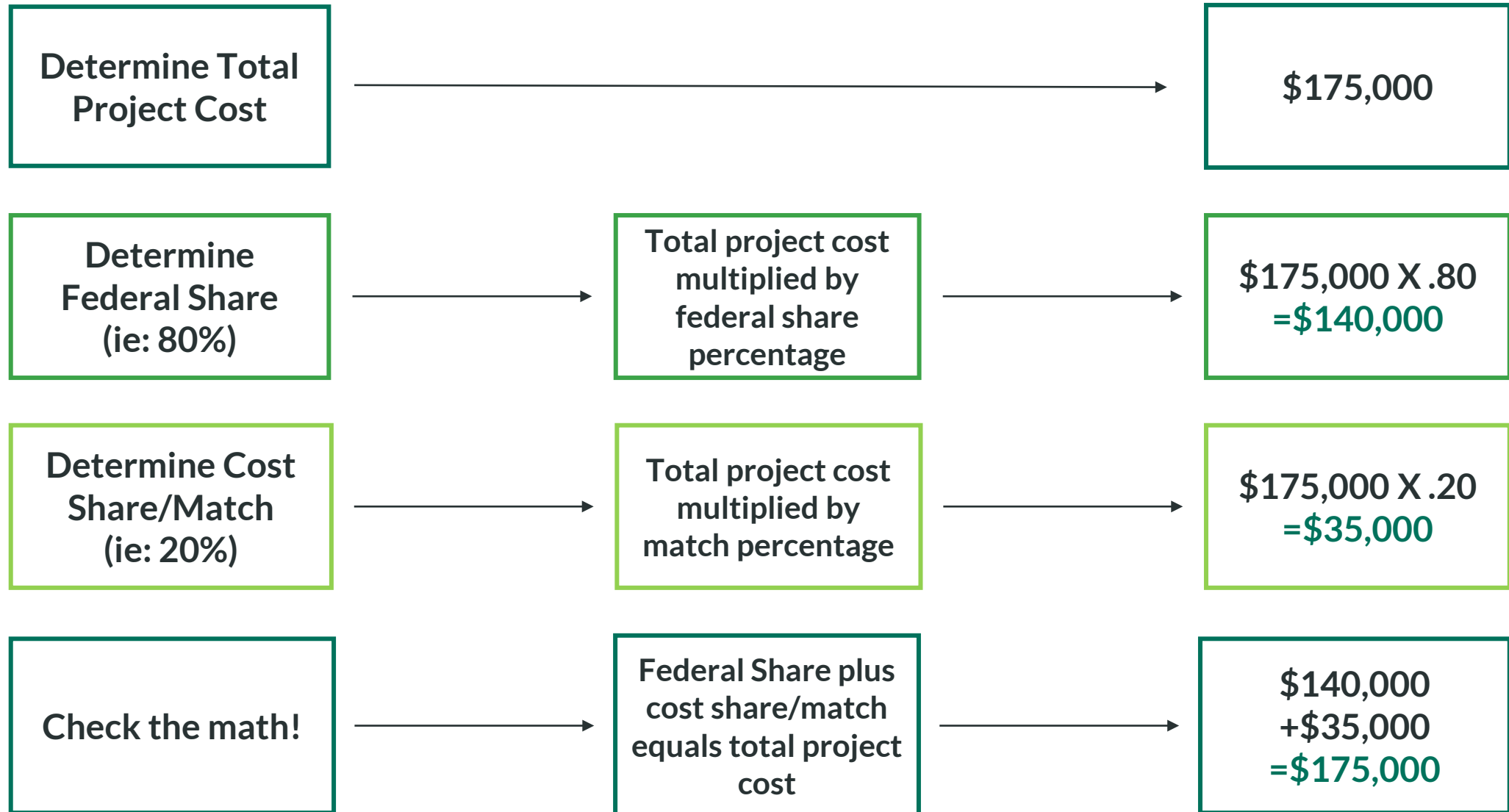
4. Program Income Match

5. Over Match

Once the total match requirements have been met, any additional matching funds are considered overmatch. Note that if you choose to track overmatch, it is subject to audit



Sample Grant Match Calculations



In Kind Match-Volunteers Example

Where to start?

- Get organized
- Do not count routine activities of partners that would occur otherwise as match
- Be sure to list all volunteers and the type of work they are completing
- Provide back up to the determined rates or valuation



In Kind Match-Volunteers Example

Volunteer Valuation

- Based off the general volunteer rates (unless specialized)
 - [The Grantsmanship Center](#)
 - [Independent Sector](#)
- Based off of the granting agency
 - Allowable volunteer wage rates *may* be determined by the granting agency-always check first!
 - If not set by granting agency rates for volunteer services should be those paid for similar work performed by paid staff, or the federal rate, or the state rate
- If no comparison is possible, rates should be consistent with those paid for similar work in the labor market
 - [U.S. Bureau of Labor Statistics \(bls.gov\)](#)



In Kind Match-Volunteers Example

Tracking

Think...Who, What, When, Where, and How

- **Who is the source** – demonstrate that the contribution is from an acceptable donor source, this is especially important for audit purposes.
- **What was donated** – demonstrate that what is being used as match is suitable for match. Be specific and show how it related to the management plan and work plan.
- **How was the value determined** – the donor generally/may determine the value, or the awarding agency *and* it should be based on standard objective sources rather than best guesses.
- **Who verified the information**– who certified that the information is correct? Is there a responsible party who is prepared to sign that the information is true and correct?



In Kind Match-Volunteers Example

Tracking

- Volunteer services need to be documented and, to the extent feasible, supported by the same methods used by the recipient for its own employees' time and attendance records
- Do not allocate donated time or other resources to more than one grant – this practice is known as “double-dipping.” Time or resources spent on one project should only be counted as in-kind match for a single grant.
- Remember to document these areas when tracking in-kind contributions



Federal Accountability & Match

2 CFR 200. 333 requires that recipients of federal funds retain records in order to: Provide historical evidence and proof of accomplishments, verify matching share requirements are met and document the exact sources of match, track and review information for future reference and program evaluation, Prepare for an audit and other accountability measures

All volunteer hours used as in-kind match should be supported by signed timesheets and/or attendance records. The most important information to track is the number of hours of work completed and the kind of work being done. Also, it is important to have a defensible system for calculating the monetary value of volunteer time.

Documents to keep include:

- Event sign-in sheets that track actual time and attendance OR signed timesheets with supervisors' signature
- Documentation of how you calculate the monetary value of volunteer time
- Volunteer position descriptions, if applicable
- Volunteer personnel files, if applicable



Monthly Time Sheet

Program Name

Month, Year

Job Title/Function *

Cost Center

Print Name
Volunteer

Print Name
Supervisor

	Job Function		Job Function			
Day of Month	Job Function / Notes	Hours Worked(1)	Time in/out (Optional)	Hours Worked (2)	Time in/out (Optional)2	Notes/Total:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						



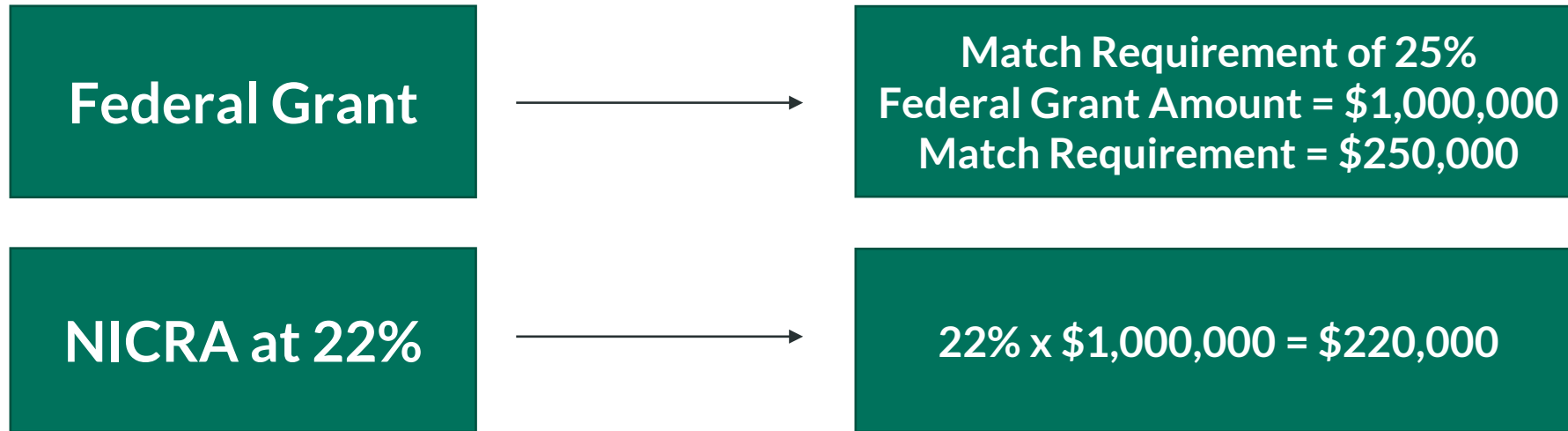
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
	Total hours					
Reserved for Supervisor	Rate per hour *					
Reserved for Accounting	Total In-Kind					

<i>* Rates should be provided or approved by HR after HR representative evaluates job description</i>	Employee signature	Date
	X	
<i>HR representative evaluates job description</i>	Supervisor signature	Date
	X	



Negotiated Indirect Cost Rate Agreement & Match

Using Indirect Cost Rates via a Negotiated Indirect Cost Rate Agreement (NICRA) to meet Federal Match Requirements



Your Match requirement can be fulfilled by using indirect cost!

Example: If the match requirement is 25% on a \$1,000,000 grant, the required match would be \$250,000. If the negotiated indirect cost rate agreement (NICRA) was 22%. The entity can take 22% times \$1,000,000 which equals \$220,000 to fulfill part of the match requirement. The difference needed is \$30,000 to fulfill the total match requirement. This can free up \$220,000 of match that might have been direct cost and maximized in other ways.



Strategies in Acquiring Match

Tips for Acquiring Cash Match

- Seek specific grants and donations that are designated for that purpose
- Donors/repeat funders may give gifts more willingly when the contributions are leveraged
- Non-federal governmental contracts
 - *can be used as non-federal match*
 - Tribes
 - Indian Self-Determination funds
 - Self-Governance program funds



Strategies in Acquiring Match

Tips for Acquiring In-Kind Match

- Select the best partners in alignment with the federal funding
 - Universities
 - Corporate Partners
 - Business partners
 - Non-profit partners
 - Tribes
 - Governmental departments
 - Community partners
 - Individuals



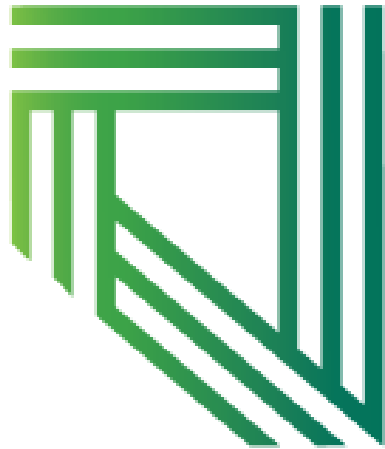
Resources for Securing Federal Match

Finding sources of federal match and meeting required match can be a barrier to receiving federal award dollars. Below is a list of some potential federal match resources to seek out as applicable



- Program Income
 - *45 CFR 75.307: Cost sharing or matching. With prior approval of the HHS awarding agency, program income may be used to meet the cost sharing or matching requirement of the Federal award. The amount of the Federal award remains the same.*
- Nevada Infrastructure Bank
- Nevada Clean Energy Fund (NCEF)
- Safe Drinking Water Revolving Loan Fund (DWSRF, CWSRF)
- Foundations (The Foundation Center)
- USDA
- Brownfields – EPA
- OFA’s Grant Matching Program (GMP)





GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

NEVADA'S FEDERAL GRANT RESOURCE

The Nevada Grant Matching Program

The Nevada Grant Matching Program

General Overview

- *GMP's goal is to increase federal funding to the great State of Nevada!*
- All GMP Resources are located online at ofa.nv.gov [Grant Matching Fund Program \(nv.gov\)](https://ofa.nv.gov/Grant-Matching-Fund-Program)
- The program awards cash grants on a first-come, first-serve basis **to satisfy up to 50% of the required match** necessary to receive federal funding awards
- All efforts to find available funding must have been exhausted
- Applicants applying between March and June of any given year should contact grants@ofa.nv.gov to learn more about the upcoming deadlines due to the Nevada State Fiscal year and Biennial fiscal process
- GMP is for *required* match only. It is not available for subawards or passed-through funds and is provided for the Recipient of the federal opportunity



The Nevada Grant Matching Program

Eligibility Part 1

Applicants Must

- Be a state agency, local government, tribal government, or nonprofit organization
- Registered or be eligible to register as a vendor with the State of Nevada Controllers Office
- Have a Unique Entity ID (UEI) Number
- Attempt to secure match funding through their own budget or in-kind resources
- Exhaust all potential sources of match
- Complete and submit a GMP Online Application
- Be able to fully expend any awarded GMP program money in accordance with federal grant award guidelines

Supporting Documentation

- Signed Self Certification Form
- Most recent legislatively approved or organizational operating budget
- Organizational chart(s)
 - Include proposed staff additions for the identified grant opportunity
- Letters of commitment for supplemental match
- Submit the federal proposal/application to the Office of Federal Assistance
- ✓ **Submit via email to grants@ofa.nv.gov**



The Nevada Grant Matching Program

Eligibility Part 2

Identified grant opportunities must:

- Be a federal grant for which your organization is eligible as required by the notice of funding opportunity (NOFO)
- Be within the scope of your organization
- Be a discretionary grant
- Identify the place of performance for the services to be in Nevada
- Be a current, active grant solicitation demonstrated by a NOFO



The Nevada Grant Matching Program

Eligibility Part 3

Match requests applications must:

- Not request more than 50% of the *required* (may not be voluntary) match necessary to receive a federal funding award from the GMP program
- Specify cash and/or in-kind match within the NOFO as a type of required match funding
- Not be used as an emergency match for grants/awards already accepted



The Nevada Grant Matching Program

Eligibility Part 4

Preference is given to applicants for grants that prioritize

- Additional services to constituents
- Alignment with the documented priorities of the state agency, local agency, tribal government or nonprofit organization
- The needs of underserved or frontier communities
- State agencies, local agencies, tribal governments, and nonprofit organizations build capacity for future grant opportunities
- A state agency, local agency, tribal government, or nonprofit organization to sustain the grant within its next budget cycle



The Nevada Grant Matching Program

6 STEP PROCESS

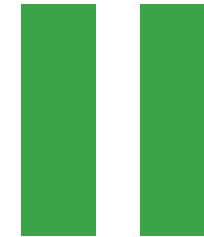
1. Application
2. Review
3. Pre-Award
4. Award
5. Post Award
6. Close Out



The Nevada Grant Matching Program

Step 1 | Application

- Application Guide
- Online Form to Apply
- Backup Document Submission
 - grants@ofa.nv.gov
 - Self-Certification Form
 - Operational Budget
 - Organizational Chart
 - Additional Letters of Commitment



Pause. Before you click submit, make sure that your application is fully complete!



The Nevada Grant Matching Program

Step 2 | Review

Review – Part One - Technical

Performed by the Program Manager

- Pre-risk assessment
 - UEI/SAM.gov
 - Vendor Check with State of Nevada
 - Federal Opportunity
 - Backup document verification
- Status: Complete, Incomplete, or Disqualified.

Review – Part Two - Anonymous

Performed by 3 anonymous reviewers

- Review package and scoring sheet

Final Review Scoring

- 60% or higher to pass

Secondary Evaluation Request

- 3 Additional Reviewers
- 60% less will notify applicant
- May provide additional information by request

- Comments and Scores



The Nevada Grant Matching Program

Step 3 | Pre-Award

- Letter(s) of Commitment Issued
- Letter(s) of Commitment Signed by all parties (fully executed)
- Funding status updated on website/tracking sheet
- Federal Application Submitted to OFA



The Nevada Grant Matching Program

Step 4 | Award

- Risk Assessment Questionnaire
- Fully executed copy of the Federal Award
 - Applicant must notify OFA of receipt of award within 2 business days of receipt
 - If not awarded, encumbered funds are released, website and tracker are updated
- GMP Grant Award Agreement
 - Signed by all, fully executed



The Nevada Grant Matching Program

Step 5 | Post-Award

- Transfer Funds-Single Lump Sum
- Quarterly Reporting Template Package
- Reporting
 - Quarterly
 - Expenditures with backup documentation
 - Monitoring
 - Annual (due by June 15th)
 - Populations served, success stories, how state improved
 - Audit
 - All Single or program audits are to be provided within 2 business days
 - GMP awards subject to audit up to 3 years after the federal period of performance



The Nevada Grant Matching Program

The Nevada Grant Matching Program Reporting Table

Quarter Number	Quarter Beginning	Quarter Ending	Report Deadline
First	July 1 st	September 30 th	30 Days After Quarter Ending
Second	October 1 st	December 31 st	
Third	January 1 st	March 31 st	
Fourth	April 1 st	June 30 th <i>*annual report</i>	



The Nevada Grant Matching Program

Step 6 | Close Out Terms and Conditions

The Awardee has thirty (30) days following the end of the federal period of performance final close out to submit a final report to the Grant Matching Program manager at grants@ofa.nv.gov along with all federal close out reporting documents. This is in addition to a final quarterly report. Including but not limited to:

- Grant project summary, including goals and performance measures;
- Financial summary of grant expenditures, including how the grant matching program award was used; and
- How Nevada has been improved by the grant matching program award, including
 - Measurable project outcomes
 - Populations served
 - Success story/stories

The Awardee must complete a program evaluation, which shall be used to measure program effectiveness and influence potential changes to the program in the future. The Grantor shall provide the evaluation to the Awardee at the end of the reporting period. The Awardee shall have thirty (30) days to complete the evaluation and return it to grants@ofa.nv.gov



The Nevada Grant Matching Program

Step 6 | Close Out Records Retention

The Awardee must retain all documents related to the matching fund grant award, including application, notification, award documents, reports, correspondence, and any other associated documents for at least three (3) years after the performance period of the federal grant award requiring the match has concluded



The Nevada Grant Matching Program

Additional Resources | Frequently Asked Questions

Located on our website:

[Grant Matching Fund FAQ \(nv.gov\)](#)

- ✓ Pre-Application
- ✓ Post-Application
- ✓ Definitions
- ✓ Technical Assistance
- ✓ Match
- ✓ Program
- ✓ Review
- ✓ Timeline



Time for Questions



Contact Information

Email: Grants@ofa.nv.gov

Office: 775.684.0156

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

Northern Office: 100 N. Stewart Street, Ste. 200
Carson City, NV 89701

Southern Office: 555 E. Washington Avenue, Ste. 5300
Las Vegas, NV 89101



Training Survey

