TAKING A LOOK AT THE NEVADA GRANT MANUAL

A Valuable Resource at Your Fingertips

General Housekeeping

- ❑ **Welcome**

- ❑ Training will be recorded and will be stopped during Q&A

- ❑ Questions asked today will be posted to our website after today's training along with a recording, slides, and the resources shared

- ❑ Please mute your microphone.

- ❑ If you have a question, please type your question in the chat box.

- ❑ Close Captioning is available, please click the CC button at the bottom of your screen

Meet your Trainers

Kristen Stout, MPA

Director

Mayita Sanchez, MPA

Executive Grant Analyst

Outcomes

Understanding of and the purpose of the Nevada Grant Manual

How to Gain Access to the Manual

Overview of the Manual

Identification of how it can aide in the success from pre-award to closeout

A Tour of additional resources provided by the Office of Federal Assistance

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.

Nevada Revised Statute 223.460 through 223.486

- ## NRS 223.478

  - *Develop a manual of policies and procedures relating to federal assistance*

  - Post online

  - Serve as the Designated Single Point of Contact (SPOC)

- ## NRS 223.480

  - State agencies are required to report

    - Any grant for which the state agency applies

    - Any grant which the state agency receives

    - The amount of any portion of a grant received by the state agency that will be unexpended by the end of the grant period.

- ## NRS 223.486

  - State Plan for Maximizing Federal Assistance

HOW TO USE THE OFA NEVADA GRANT MANUAL

- Provides guidance related to federal grant processes

- To direct readers to reliable and authoritative sources of information

- Not all inclusive

- Serves as General Assistance

- NV Grant Manual v. Nevada Grant Policy and Procedures

  - Pending Update

  - Differ in purpose

  - Policy and Procedures are State Specific

  - Manual is Federal
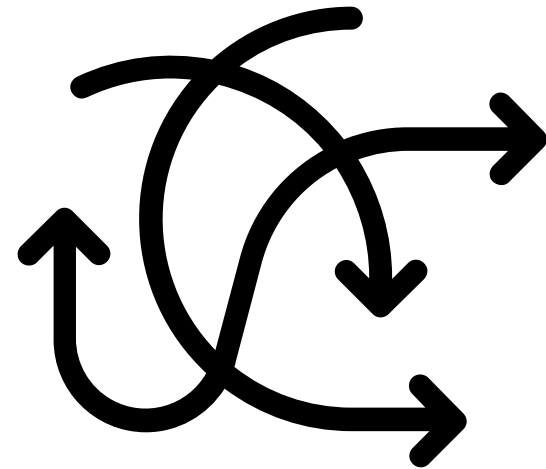
MAKING BEST USE OF THE MANUAL
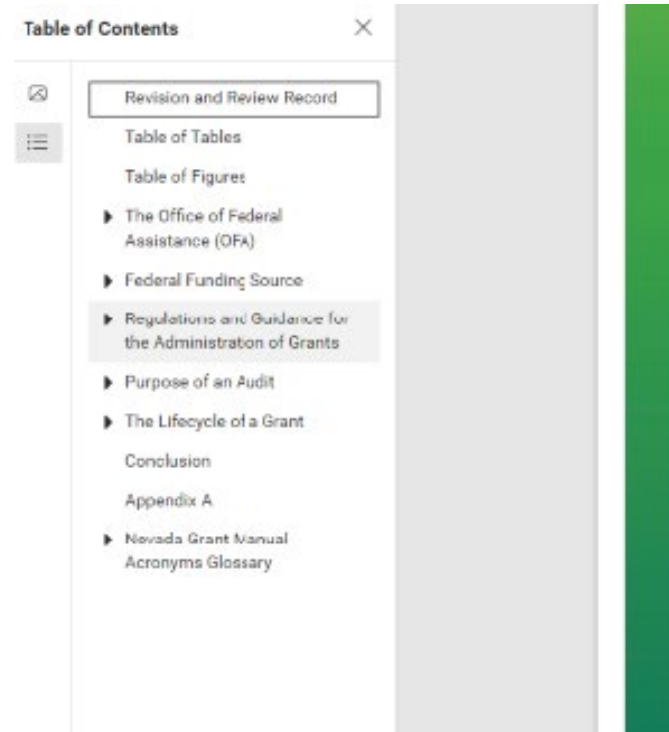
- [Electronic Version](#)
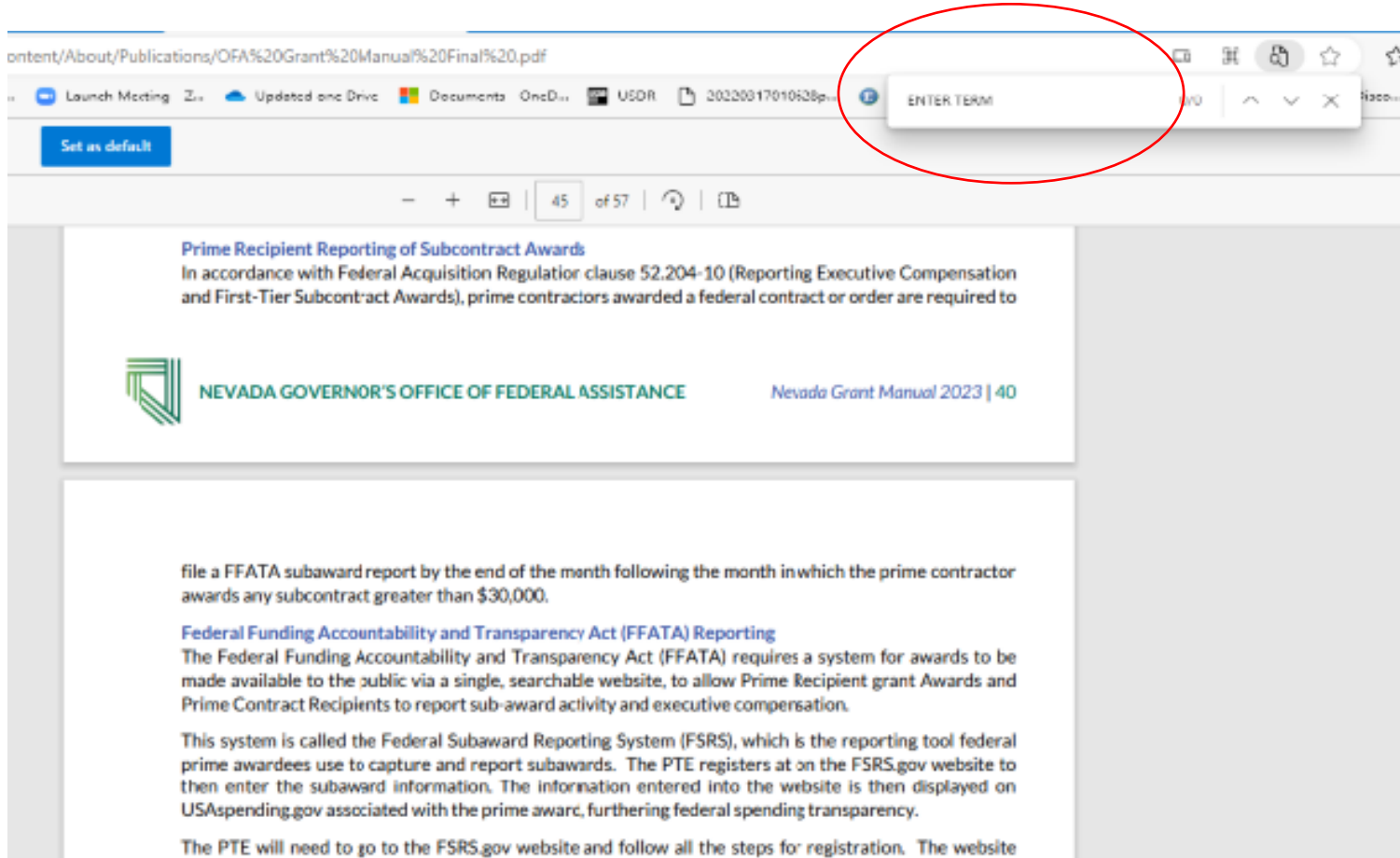
- Bookmarking

- Ctrl F

- Post-It Notes or Highlighting

MAKING BEST USE OF THE MANUAL: Bookmarking

- Bookmarking
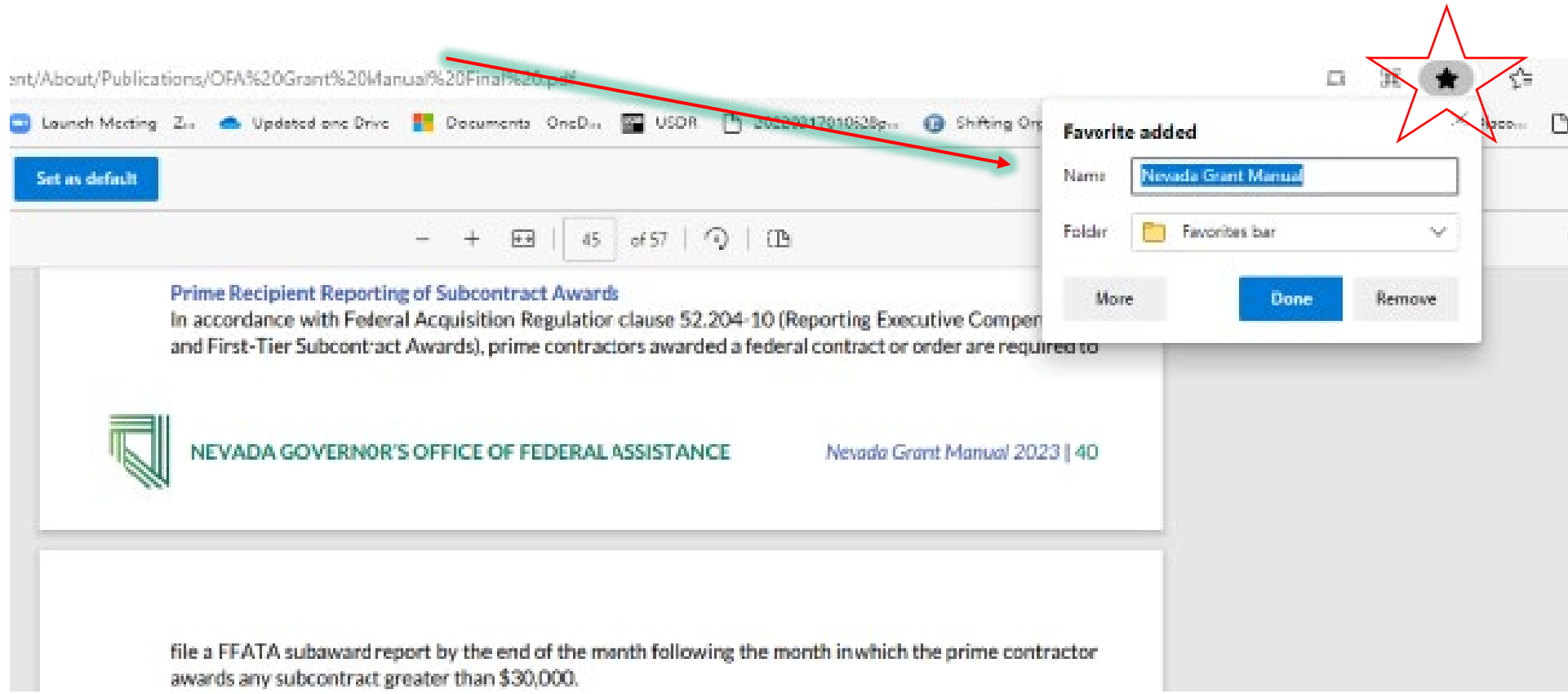
MAKING BEST USE OF THE MANUAL: Searching

- Control F or CTRL F

MAKING BEST USE OF THE MANUAL: Highlighting

- <mark>Highlighting</mark>

HIGHLIGHTS

- Single Point of Contact (SPoC)

  - Pg 1

- Federal Assistance Notification Form

  - Pg 1

- Federal Funding Sources

  - Pg 3

- Regulation and Guidance for the

  Administration of Federal Grants

  - Pg 5

FIGURE 1: SIMPLIFIED FEDERAL SPENDING LIFECYCLE

Federal Spending Lifecycle

NEVADA GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

Nevada Grant Manual 2023 | 4
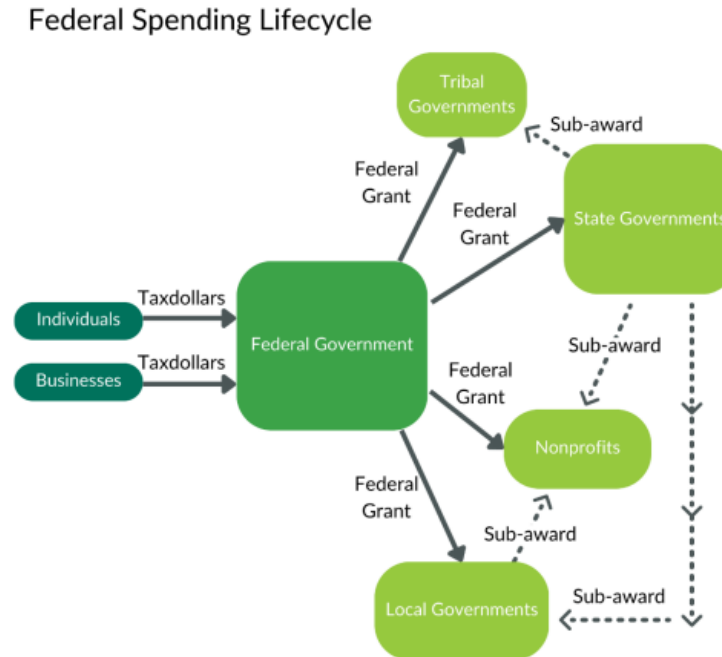
SINGLE POINT OF CONTACT & INTERGOVERNMENTAL REVIEW

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

	parentheses.
19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** 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.	**Is the Applicant Delinquent on any Federal Debt?** (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

- 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

FEDERAL ASSISTANCE NOTIFICATION FORM

- Nevada Revised Statute (NRS) 223.480

- State Administrative Manual (SAM) 3000

- Required reporting to the Office of Federal Assistance done through the online Federal Assistance Notification Form

- Historically, it was a PDF emailed to the "Grants Office" but no longer

- STATE AGENCIES ARE REQUIRED TO SUBMIT THEIR NOTICE OF APPLICATION, ANY CHANGES TO AN EXISTING GRANT AWARD, AS WELL AS NOTIFICATION OF CLOSE OUT AND IF FUNDS WILL OR HAVE BEEN UNEXPENDED AT THE END OF GRANT PERIOD OF PERFORMANCE

- Submit via the Federal Assistance Notification Form on our website

NOTICE OF FEDERAL FUNDING OPPORTUNITY

- Easy way for organizations and agencies to input details of their funding opportunity

- Share Pass-through funding opportunities

- Listed on the "Grants Opportunities" webpage

- OFA identifies potential sources of grant funding to:
  - Create
  - Support
  - Sustain
  - & Benefit
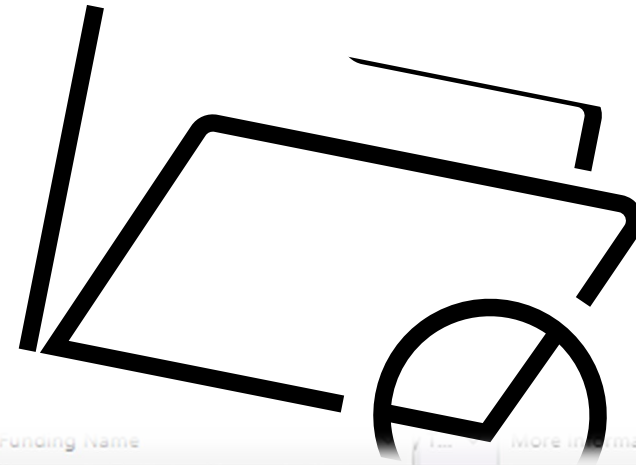
	Grant/Funding Name		More Information	
184	Sex Differences in Radiation Research: Models, …		https://www.grants.gov/web/grants/view-…	Th
185	Novel Mechanism Research on Neuropsychiatri…		https://www.grants.gov/web/grants/view-…	Th
186	Early-Stage Therapy Development for Alzheime…		https://www.grants.gov/web/grants/view-…	Th
187	Team Science Approaches Integrating Experim…		https://www.grants.gov/web/grants/view-…	Th
188	Development and Characterization of Experime…		https://www.grants.gov/web/grants/view-…	Go
189	HEAL Initiative Partnerships to Advance INterdi…		https://www.grants.gov/web/grants/view-…	Th
190	Research Coordinating Center on the Exposom…		https://www.grants.gov/web/grants/view-…	Th
191	Networking/Infrastructure Project for Research …		https://www.grants.gov/web/grants/view-…	Th
192	Comparative Research on Determinants of Diff…		https://www.grants.gov/web/grants/view-…	Th
193	NIDDK Catalyst Award (DP1 Clinical Trial Not Al…		https://www.grants.gov/web/grants/view-…	Th
194	Military Health System Research (MHSR)		https://www.grants.gov/web/grants/view-…	Th
195	Neuropathological Interactions Between COVI…		https://www.grants.gov/web/grants/view-…	"T

REGULATION AND GUIDANCE FOR THE ADMINISTRATION OF GRANTS

- Largest portion of funding administered by state agencies is awarded through federal sources

- Manual provides support on required activities by state agencies to
  - Apply
  - Receive
  - Subaward
  - Close, and
  - Sustain federal awards
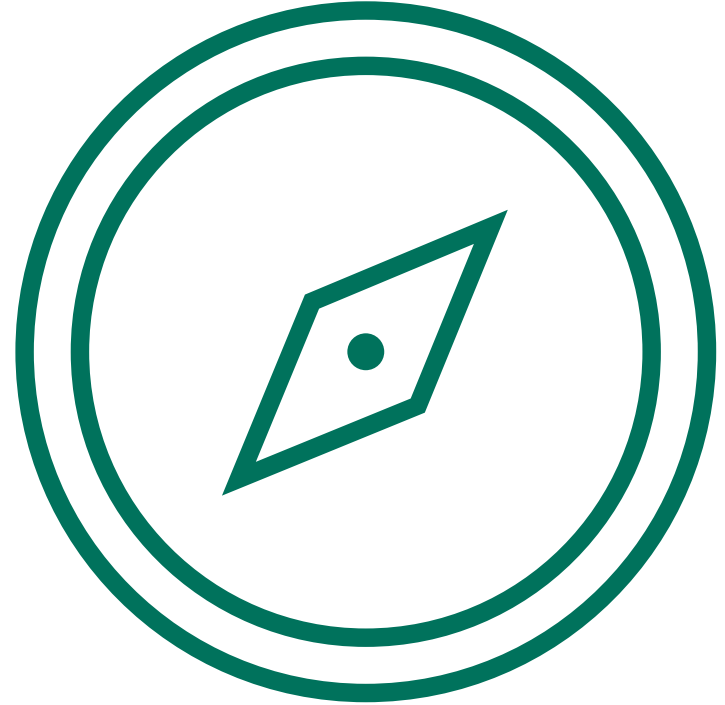
SECTIONS OF THE MANUAL

- Audit
- Grant Lifecyle
- Appendix
- Tables
- Figures
- Acronyms

Table of Contents ✕

SECTIONS OF THE MANUAL: AUDITS

AUDITS WITHIN THE GRANT MANAGEMENT LIFECYCLE

Within the grant management lifecycle, audits typically occur annually, with the financial statement audit linked to the recipient's fiscal year end. Additionally, if the recipient is subject to the Single Audit Act, they would undergo a single audit at that time.

NEVADA GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

Nevada Grant Manual 2023 | 14

It is important to note that audits can occur at any time during the grants management lifecycle. These audits may be done by federal awarding agencies and PTEs. Recipients' internal auditors may examine grant projects at any time, as well. The type of audit required will vary by the type of entity and the amount of federal funds expended. A grant recipient agrees to fiscal, program, and general administration requirements upon accepting an award. The objective of an audit is to review the administration of funds as well as any cost-sharing or matching funding to ascertain whether the recipient has:

1. Established an accounting system with adequate internal fiscal management controls. The accounting system should be fully accountable to track revenues, expenditures, assets, and liabilities. It should also provide reasonable assurance that all federal financial assistance programs managed within the organization is in compliance with applicable laws and regulations.
2. Prepared financial statements and they are fairly presented in accordance with Generally Accepted Accounting Principles (GAAP) or Generally Accepted Government Auditing Standards (GAGAS) as applicable.
3. Prepared the Schedule of Expenditures and they are fairly stated in relation to the auditee's financial statements as a whole.
4. Submitted financial reports that contain accurate and reliable financial data that comply with the terms of applicable agreements.
5. Expended federal funds in accordance with the terms of applicable agreements and any provision of federal law or regulation that could materially affect the financial statement or awards tested, including testing for the allowability of costs.

SECTIONS OF THE MANUAL:
The Grant Lifecycle

THE LIFECYCLE OF A GRANT

FIGURE 2: GRANTS MANAGEMENT LIFECYCLE

Grants Management Lifecycle

The grants management lifecycle consists of a comprehensive series of events from pre-award to closeout. The lifecycle consists of five main steps noted in the figure above. Established internal controls exist throughout the grant lifecycle and audits can occur at any time. Specific to state agencies, the OFA Federal Award Notification Form (FANF) will also be submitted several times during the cycle (per NRS 223.480).

GRANT FIT CHECK 1: SCORE CRITERIA

Score Criteria										
Poor Fit			Partial Fit					Strong Fit		
0	1	2	3	4	5	6	7	8	9	10

With 11 indicators and a max score of 110, a score of about 65 would indicate that the rubricked grant is a partial fit. Anything below 40 should be taken into special consideration.

Note that indicators can be altered to reflect those specific to an organization's need, mission, vision, and goals.

GRANT FIT CHECK 2: RUBRIC

Indicators		Score Criteria				Score
		0 1 2 3	4 5 6 7	8 9 10		
1	Previous relationship or connection with the funder?	No previous relationship	Existing relationship with funder, unknown level of support	Existing and positive relationship with funder with some level of support		
2	Support - is there support by stakeholders and/or the governing body for the grant program, internal processes, and coordination timing?	Limited support	Varying support identified with partial documentation	Support identified with documented support from stakeholders (e.g. letters of support, resolutions, meeting minutes, etc.)		
3	Does the opportunity fit the organization's current mission and priorities?	No alignment, low priority, and impact	Moderate alignment, related to priority and moderate impact	High alignment, high priority, and impact		
4	Does this opportunity fit the need? (clearly documented community or internal need)	Anecdotal, qualitative information	Some documented data	Multiple qualitative and quantitative data		
5	Administrative capacity - what is the level of staff experience?	No experience	Some experience	Extensive experience		
	Partnerships - are there					

SECTIONS OF THE MANUAL
Appendix

- Purpose

- In Alphabetical Order

APPENDIX A

Cognizant Agency for Audit/Indirect Cost:

> https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division/agency-list

Compliance Supplement: https://www.whitehouse.gov/?s=Compliance+Supplement

Data Wearhouse of Nevada (DAWN/vpn required): http://dawn12.state.nv.us:7778/swmenu.htm

Developing Written Procedures-Self-Assessment Questionnaire (SAQ):

> https://budget.nv.gov/IAudits/About/FinancialMgmt/SAQ/

Federal Audit Clearinghouse:

> website: https://facweb.census.gov/uploadpdf.aspx

> email: Govs.fac.ides@census.gov

> phone: 866-306-8779

Federal Grant and Cooperative Agreement Act (1977):

> https://www.govinfo.gov/content/pkg/STATUTE-92/pdf/STATUTE-92-Pg3.pdf

Foundation Directory:

> https://fconline.foundationcenter.org/?gclid=EAIaIQobChMIqOvj9dbE-AIVID6tBh2ihwucEAAYASAAEgIbVPD_BwE

Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS):

> FSRS - Federal Funding Accountability and Transparency Act Subaward Reporting System

Federal Grant and Cooperative Agreement Act (1977):

> https://www.grants.gov/learn-grants/grant-policies/federal-grant-cooperative-agreement-act-1977.html

Grants.gov: https://www.grants.gov/

Grant Station: https://grantstation.com/

Government Accountability Office (GAO): https://www.gao.gov/

> GAAS: https://www.gao.gov/search?keyword=GAAS

> GAGAS: https://www.gao.gov/search?keyword=GAGAS

> Yellowbook: https://www.gao.gov/yellowbook

> Greenbook: https://www.gao.gov/**greenbook**

Governor's Finance Office (GFO): https://budget.nv.gov/

> Board of Examiners: https://budget.nv.gov/Meetings/Board_of_Examiners/2023/2023BOE/

SECTIONS OF THE MANUAL
Tables and Figures

- Tables & Figures

TABLE OF TABLES

TABLE OF FIGURES

SECTIONS OF THE MANUAL
Acronyms

NEVADA GRANT MANUAL ACRONYMS GLOSSARY

A
AOR - Authorized Organization Representative

B
BOE – Board of Examiners

BP – Basic Purchasing

C
CAP – Cost Allocation Plan

CETS – Contract Entry Tracking System

CFDA - Catalog of Federal Domestic Assistance

CFR - Code of Federal Regulations

CR – Cash Receipt

CSV - Comma-Separated Values

D
DAWN – Data Warehouse of Nevada

DOJ – Department of Justice

E
EO - Executive Order

F
F&A - Facilities and Administration

FAC - Federal Audit Clearinghouse

FAIN - Federal Award Identification Number

FANF - Federal Assistance Notification Form

FAPIIS- Federal Awardee Performance and Integrity Information System

FAQ - Frequently Asked Questions

FAR - Federal Acquisition Regulation

FFATA - Federal Funding Accountability and Transparency Act of 2006

FOA - Funding Opportunity Announcement

FPO – Federal Program Officer

FSRS – Federal Subaward Reporting System

G
GAAP - Generally Accepted Accounting Principles

GAGAS - Generally Accepted Government Auditing Standards

GAO - Government Accountability Office

GFO – Governors Finance Office

I
IDC – Indirect Cost

IDCR – Indirect Cost Rate

IFC – Interim Finance Committee

IHE - Institutions of Higher Education

ISDEAA – Indian Self-Determination Education and Assistance Act

L
LCB – Legislative Council Bureau

M
MOA - Memorandum of Assurance

MOU – Memorandum of Understanding

MTC - Modified Total Cost

MTDC - Modified Total Direct Cost

N
NAC – Nevada Administrative Code

NACFA - National Advisory Council on Federal Assistance

NEPA – National Environmental Policy Act

NGMA – National Grants Management Association

NICRA – Negotiated Indirect Cost Rate Agreement

NOA – Notice of Award

NOFA – Notice of Federal Award

NOFO - Notice of Funding Opportunity

NOGA – Notice of Grant Award

NRS – Nevada Revised Statute

NSHE – Nevada System of Higher Education

NVCCM – Nevada Certified Contract Manager

O
OFA - Office of Federal Assistance

OMB - Office of Management and Budget

P
PII - Personally Identifiable Information

PMS - Payment Management System

POC - Point of Contact

POP - Period of Performance

PTE - Pass-Through Entity

PV – Payment Voucher

R
RFP - Request for Proposal

S
SAA - State Administrative Agency

SAM - System for Award Management

SAQ – Self Assessment Questionnaire

SARFS – Single Audit Report Forms

SEFA – Schedule of Federal Awards

SF - Standard Form

SMART – Specific, Measurable, Attainable, Relevant, and Time bound

SPoC - Single Point of Contact

U
UEI - Unique Entity Identifier

UG - Uniform Guidance

U.S.C – United States Code

USDR – U.S. Digital Response

V
VOCA – Victims of Crime Act

VPN – Virtual Private Network

W
WP – Work Program

OFA Website

- Website
- OFA Newsletter: Sign Up
- Grant Matching Program
- Data Resources
- Notice of Funding Opportunity & Grant Opportunities

OFA WebsiteScreenshots

Grant Discovery   Grant Resources ▾   Training & Development ▾   FAQs ▾   Advisory Council ▾   Contact ▾   News

Office of Federal Assistance Tra...

Training & Development
Grants 101
OFA Open House
Federal Grant Matching Training
Federal Grant Discovery

OFA is excited to announce that we will resume re... ...ese trainings will be virtual (unless otherwise noted) a... ...ms Platform. Please check back here regularly for up... ...s a federal grant topic you are interested in learning more about please take our quick 2 minute survey.

In the meantime, please take advantage of these free and low-cost grant training resources and the office's grant fundamentals training on YouTube (also available as a three-part series).

Training Slide Decks and Videos

Navigating Nevada State Processes for Federal Grants Timelines
Federal Grant Discovery
Grant Matching
Grants 101
OFA Open House

Upcoming Live Trainings

- June 29, 2023 10:00 AM PST - Taking a Look at the Nevada Grant Manual: A Valuable Resource at your Fingertips, Register Today

Available Recordings

Grant Resources ▾   Training & Development ▾   FAQs ▾   Advisory Council ▾   Contact ▾   News

Grant Resources
Data Resources
Glossary of Terms
Grant Management System
Grant Matching Program
Grant Opportunities
Nevada Community Need Assessments
Reports & Publications
Single Point of Contact (SPOC)

...eral Assistance are ...ral grants, with ease, ...grant seekers.

...res ...n credentials and

Resources

Request Access
US Digital Response Website
Press Release
USDR Tool Overview
USDR Grant Identification
Tool User Manual
Grants 101 Training
How to Know if a Grant

Frequently Asked Questions (FAQs)

FAQs
Grant Matching Fund FAQ
Compliance FAQs

General Questions

Is there any assistance available to write grant applications for state departments/offices?

Will the NV Grant Manual continue to be updated?

Can we expect to see a conference in the future again?

Does the Office of Federal Assistance (OFA) offer a reviews of grant applications? If so, h... that review process take

Grant Discovery

What is the difference between the USDR tool and the Grant Opportunities Page on the O...

Are NV State agencies required to use the NOFO form? E.g. will all grant opportunities off... State agencies be listed in this database moving forward?

Reporting

Who is required to report to your (OFA) office when they receive federal funding?

What is OFA doing with the data collected?

When do I have to notify OFA about my grant application?

Grants.Gov

In grants.gov, when a grant has closed but the Federal partner has advised that they inten... application period for agencies that may have missed/skipped the window, you will need to... grant/opportunity number handy and search in "Archived" grants to monitor for the formal a... Is that correct?

In grants.gov are users able to view/search for grants submitted by other age...

Grant Matching

INFRASTRUCTURE INVESTMENT & JOBS ACT HUB

- [NOTIFY US OF YOUR PROJECT](#)
- [REQUEST IIJA HELP](#)
- [DIRECT FUNDING](#)
- [OPEN FUNDING OPPORTUNITIES](#)
- [CURRENT PROJECTS](#)
- [RESOURCES](#)
  - LINKS TO VARIOUS PROGRAMS including information on the Inflammation Reduction Act, the New ERA or Empowering Rural America Funding
  - STATE AGENCIES and their various IIJA projects
  - PLAYBOOKS including a Technical Assistance Guide and the Bipartisan Infrastructure Law Guidebook

USDR FEDERAL GRANT IDENTIFICATION TOOL

REQUEST ACCESS

USDR GRANT IDENTIFICATION TOOL USER MANUAL

US DIGITAL RESPONSE

Grants Identification Tool

Email address

Login

To create an account for your government, please fill out USDR's request form and indicate that you'd like to create an account on our Hosted Grants Tool.

Bring Federal Grant Opportunities into your Organization

- Search and Notification Capabilities
- Ability to Collaborate
- Narrow down to Relevant Grants
- Increase Cooperation between your different grant-seeking teams

Fast Federal Grant Discovery

- Saved keyword searches
- Daily email notifications with relevant grants from your saved keywords
- Sort and filtering capabilities

Empower Regional Collaboration

- Identify potential joint applications
- Track the federal grants being viewed, saved, and bookmarked by your various users
- Assign opportunities to other teams or indicate your support

Helps Us stay Organized

- Bookmark relevant grants
- Highlight grants with pending close dates
- Export relevant grants to CSV to share

How We Support You

- [Designated Single Point of Contact](#)
- [Grant Manual 2023](#)
- Technical Assistance
  - grants@ofa.nv.gov
- Free Monthly [Trainings](#) with Available Recordings
  - UPCOMING
    - July 26, 2023 at 10 AM PST
    - Introduction to Grant Writing: Developing your Common Grant Application
  - Navigating Nevada State Processes for Federal Grants
  - Federal Grant Discovery
  - Grant Matching
  - Grants 101
  - OFA Open House

QUESTIONS?

TAKING A LOOK AT THE NEVADA GRANT MANUAL

A Valuable Resource at Your Fingertips