

**State of Nevada**  
**Office of Federal Assistance**

**Grant Matching Program**  
**Notice of Funding Opportunity**  
**SFY2023**

**State of Nevada**  
**GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE**  
**Notice of Funding Opportunity**

<b>Funding Agency:</b>	Nevada Governor's Office of Federal Assistance (OFA)
<b>Funding Opportunity Title:</b>	Grant Matching Program (GMP)
<b>Funding Opportunity Year:</b>	State Fiscal Year 2023 (SFY23)
<b>Application Period of Performance:</b>	Aligns with Federal Application
<b>Deadline for Applications:</b>	Accepting rolling applications throughout SFY23
<b>Total Amount Available:</b>	\$1 million annually, subject to availability of funds
<b>GMP Webpage:</b>	<a href="https://www.nv.gov/grants">Grant Matching Fund Program (nv.gov)</a>
<b>Contact Information:</b>	Office of Federal Assistance 100 N. Stewart Street Ste. 200 Carson City, Nevada 89701 775.684.0156 (o) <a href="mailto:grants@ofa.nv.gov">grants@ofa.nv.gov</a> <a href="https://www.ofa.nv.gov">www.ofa.nv.gov</a>

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## GMP Description

The Office of Federal Assistance Grant Matching Program is available for state agencies, local agencies, tribal governments, and nonprofits applying for federal funds within the State of Nevada, who need matching funds for the federal grant they are pursuing and have exhausted all efforts to find available funding, prior to the awarding of the federal grant.

Eligible applicants include state agencies, local agencies, tribal governments, and nonprofits applying for federal funds. The program awards cash grants to satisfy up to 50% of the required match necessary to receive federal funding awards.

All applicants must receive federal award notification and provide documentation to the Office of Federal Assistance. Applications will be reviewed upon submission and awarded throughout the program period on a first-come, first-served basis.

## GMP Point of Contact

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## Office Of Federal Assistance Vision

The Office of Federal Assistance's vision is to support our stakeholders in obtaining, increasing, and maximizing federal assistance.

## Office Of Federal Assistance Agency Mission

The Office of Federal Assistance's mission is to reduce barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.

## GMP Background

From the 2019 legislative session, [Assembly Bill 489](#) created the Grant Matching Fund (GMF) pilot program to provide funds to state agencies, local governments, tribal governments, and nonprofit organizations as the matching funds for federal and nongovernmental organization grants. [Senate Bill 528](#) of the 2019 session appropriated \$1 million to fund the grants awarded by the pilot program. The GMF pilot program was approved by the Interim Finance Committee in December 2019 and launched in January 2020. [Assembly Bill 445](#) of the 2021 Nevada legislative session extended the Grant Matching Program (GMP) through June 30, 2022 narrowing it to fund matching for federal grants only. Beginning July 1, 2022, the permanent (GMP) program will be administered by the Governor's Office of Federal Assistance. An appropriation of \$1 million annually was approved to fund the Grant Match Account through fiscal year 2025.

## Eligibility Criteria

The Grant Matching Program (GMP) is a program which aims to help state agencies, local agencies, tribal governments, and nonprofit organizations to request grant funds for the purpose of satisfying up to 50% of the match funds required for a federal grant.

As part of the creation and administration of this program, the following eligibility criteria have been developed and must be met by all applicants, identified grant opportunities, and match requests.

➤ **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 Controller's Office](#);
- [Have a Unique Entity ID \(UEI\)](#)
- Attempt to secure match funding through their own budget or in-kind resources;
- Exhaust all potential sources of match;
  - a. Complete and submit an [GMP Online Application](#);
- Upload supporting documentation:
  - Signed [Self Certification Form](#)
  - Most recent legislatively approved or organizational operating budget;
  - Organizational chart(s), including proposed staff additions for the identified grant opportunity; and
  - Letters of commitment for supplemental match (as applicable).
- Submit the federal proposal/application to the Office of Federal Assistance;
- Be able to fully expend any awarded GMP program money in accordance with federal grant award guidelines.

➤ **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; and
- Be a current, active grant solicitation demonstrated by a NOFO.

➤ **Match requests applications must:**

- Not request more than 50% of the required 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; and
- Not be used as an emergency match for grants/awards already accepted.

➤ **Preference is given to applicants for grants that prioritize:**

- Add services to constituents;
- Align with the documented priorities of the state agency, local agency, tribal government or nonprofit organization;
- Address the needs of underserved or frontier communities;
- Help state agencies, local agencies, tribal governments, and nonprofit organizations build capacity for future grant opportunities; and
- Enable a state agency, local agency, tribal government, or nonprofit organization to sustain the grant within its next budget cycle.

# Application Guide and Questions

This is not the Grant Matching Program (GMP) application. This is an application guide to assist potential applicants prior to application submission. Included below is the list of application questions to prepare answers in advance. All applications must be submitted via the [GMP Online Application](#). If you have any questions, contact the GMP manager at [grants@ofa.nv.gov](mailto:grants@ofa.nv.gov) or 775.684.0156.

## Plan Ahead

Please visit the [GMP Webpage](#) to review the eligibility requirements prior to starting the GMP application process.

The GMP application includes 40 questions consisting of yes-or-no, fill-in-the-blank, and summary responses. The application should take approximately two (2) hours to complete.

Your application will automatically save, and you can change your answers until you complete your application. If you apply to the GMP more than once, you must [clear your browser's cookies](#) to start a new GMP application.

## Before Submitting

Grant deadlines operate on a tight timeline and there may be follow-up requests from the GMP manager if your application is missing information. It is imperative the person you list as the point of contact has access to email and is responsive to communication.

The GMP is not responsible for missed communication and cannot guarantee a timely response if information is missing. Approved applicants will receive a letter of commitment verifying the obligated match, which will be contingent on a successful federal grant award and/or Interim Finance Committee authorization. Approved applicants will receive their GMP grant award letter and award agreement after the federal award or notification of selection of the federal grant award.

## Completion Requirements

For your GMP application to be considered complete, you must:

- Answer all questions; and
- Send all required supporting documents:

- The signed self-certification form;
- Most recent legislatively-approved or approved organizational operating budget;
- Organizational chart(s), including proposed staff additions for the identified grant opportunity;
- Letters of commitment for supplemental match (as applicable); and
- Organization's documented mission and vision (if not available online).

## Application Questions

### **Section 1 - Applicant Information**

1. Organization Name
2. Address
3. City
4. State
5. Zip
6. Organization Type:
  - a. State Agency
  - b. Local Government Agency
  - c. Tribal Government
  - d. Nonprofit Organization
7. Point of Contact Name
8. Email Address
9. Office Phone
10. Mobile Phone
11. Vendor Number: Applicants must be registered with the State of Nevada as a vendor to receive payment. Register through the State of Nevada Purchasing Division (<https://controller.nv.gov/Buttons/ElectronicVendorReg/>)
12. Unique Entity ID (UEI) Number or Non-Profit 501(c)(3) Employer Identification Number (EIN)
13. Has your organization exhausted all potential sources for the federal match requirement?

### **Section 2 – Federal Opportunity Information**

14. Funding Opportunity Number
15. Funding Opportunity Name
16. Funding Organization Name
17. CFDA Number
18. Funding Type:
  - a. Mandatory (Formula)
  - b. Discretionary (Competitive)

19. Funding Opportunity Link: paste link for funding opportunity if still live, otherwise N/A.
20. Anticipated Date of Federal Award: provide the anticipated date for the notice of grant award (NOGA).
21. Provide the federal grant opportunity's purpose as stated in the NOFO
22. Will the grant-funded services be provided in Nevada?
- Yes
  - No
23. What counties in Nevada will receive benefits from the federal opportunity if awarded? Select all counties that are applicable. Carson City, Churchill, Clark, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Lyon, Mineral, Nye, Pershing, Storey, Washoe, White Pine.
24. Federal Project Period of Performance: mm/dd/yyyy to mm/dd/yyyy
25. What is the agency's required match of the federal opportunity?  
Provide in percentage form. *For example, if the total federal match is split 75%/25%, this indicates the agency's match requirement is 25%.*
26. What is the exact dollar amount of the total federal opportunity? Provide in dollar form and do not round.  
*For example, if the federal share of the opportunity is \$75,000 and the agency's match requirement is \$25,000, then the total opportunity is \$100,000.*
27. What is the exact dollar amount of the agency's match requirement for the federal opportunity? Provide in dollar form and do not round.  
*For example, if the total federal opportunity is \$100,000, and the federal share of the opportunity is \$75,000 and the agency's match percentage requirement is 25%, then the match requirement is \$25,000.*
28. Have you secured additional sources of funding for the agency's match requirement thus far?
- Yes
  - No
29. If you answered yes to question #28, provide the combined total dollar amount of the letter(s) of support. If answered no to question to #27 please enter \$0 below.
- If your entity is also contributing to the required agency match, please include that amount as well.
30. What is the exact dollar amount of the match that is being requested from the Grant Matching Program? This does not include the amount from the combined letters of support (see question #28).

### **Section 3 – Scored Summary Questions**

31. What is your organization's mission and vision?
32. Where is your mission and vision documented?
33. How has your organization accomplished its mission and vision?
34. What is your organization's scope of services?

35. State your need for matching funds and explain in detail how you have exhausted all potential sources of match and what those sources are. Include all efforts to secure other funding that were unsuccessful.
36. What is your organizational capacity for implementing, monitoring, and managing the proposed grant program (i.e., staffing, expertise, experience, partnerships, similar grants, etc.)?
37. What are your organization's goals, objectives, and measurable outcomes for the proposed grant program?
38. Describe the proposed program activities that would be funded.
39. Will the proposed grant program add services in Nevada? Explain those services.
40. Explain how the grant opportunity aligns with your organization's documented priorities.
41. How will the proposed grant program address the needs of underserved and/or frontier communities in Nevada?
42. Will the proposed grant program build capacity for future grant opportunities?
43. Will the identified grant opportunity enable you to sustain the program?
44. Will the proposed grant program have other impact(s)?
45. Please email your most recent legislatively approved or organizational operating budget, signed single certification form, and most recent organizational chart in PDF format to [Grants@ofa.nv.gov](mailto:Grants@ofa.nv.gov).
46. email your letters of commitment for the other sources of match as a single PDF to [Grants@ofa.nv.gov](mailto:Grants@ofa.nv.gov).
47. Certify that all entries and answers are true and accurately reflect the organization, the identified federal grant opportunity, and the proposed federal grant program and proposal that the organization is planning to submit. Certify applicants is authorized on behalf of the organization being represented to submit the application for the Grant Matching Program to the Nevada Governor's Office of Federal Assistance.

## Review Criteria

Though the review team is not evaluating an applicant's federal grant proposal, it is evaluating the organization's suitability for matching funds based on their answers about their organization, the grant opportunity, and the applicant organization's proposed program. Each Grant Matching (GMP) program application is being evaluated on its own merit, and not competitively against other applicants. The review team will only be able to see the GMP program application and the supporting documents.

The GMP program manager will conduct a technical review to make sure that the information submitted in the application is complete and consistent. Applications that are incomplete or have inconsistent information will fail the technical review and will not be evaluated by the review team. The review team will use a scale ranging from excellent to unsatisfactory (excellent, strong, average, basic, weak, and unsatisfactory) to evaluate applications based on the following criteria:



- Understanding of the applicant's organization, services, and proposed goals and outcomes;
- Degree to which the applicant has demonstrated a need for GMP program funding;
- Confidence in the applicant organization's ability to successfully implement, monitor and manage the proposed grant program;
- Degree to which the applicant's proposed grant program adds services in Nevada;
- Degree to which the applicant's proposed grant program aligns with the applicant organization's documented priorities;
- Degree to which the applicant's proposed grant program addresses the needs of underserved and/or frontier communities in Nevada;
- Degree to which the applicant's proposed grant program builds capacity for future grant opportunities;
- Degree to which the identified grant opportunity enables the applicant organization to sustain the program;
- Degree to which the application represents a sound investment of GMP program award dollars; and
- Overall strength of the GMP program application.

## Scoring and Evaluation

This application is to qualify your organization for matching funds. The review team will not evaluate your federal organization grant proposal. The review team will evaluate your organization's suitability for matching funds based on your answers about your organization, the identified grant opportunity, and your proposed program. Your application will be evaluated on its own merit and not competitively against other applicants. The GMP manager will first conduct a technical review to make sure that the information submitted in the application is complete and consistent. Applications that are incomplete or have inconsistent information will fail the technical review and will not be evaluated by the review team.

The review team will only be able to see this application and the information supplied within. It is important to answer all questions as thoroughly as possible to ensure your organization will qualify for the matching program award. The review team committee will use established review criteria that align with the eligibility requirements and a scoring evaluation form to review your application.

## Payment Method

Recipient(s):

- Payment process will begin after the GMP program manager, or the Director, and Grantor (OFA) has received/completed the following:

1. Grant Match Award Letter, signed by the OFA Director
  2. Grant Match Award Agreement, signed by both Grantor and Awardee
  3. The Notice of Federal Award (NOFA) received from Awardee
  4. All additional supporting documentation received from Awardee
  5. Request memo sent to assigned Budget Analyst at ASD requesting issuance of funds from Grantor to Awardee, written and signed by Grantor/OFA Director.
- Will be paid in a single lump sum, electronically (if possible) via vendor number.

## Reporting

Recipient(s) will

- Be required to submit quarterly reports (QR) to the GMP program manager within 20 business days of the end of the quarter utilizing the Quarterly Report provided by GMP manager, even if funds are not expended within that quarter, a zero report must be submitted.
- Submit to the GMP program manager or the Director any notifications required by or sent by the federal funding organization.
- Notify the GMP program manager or the Director if any part of the program, as outlined in the grant proposal, changes during implementation.
- Notify the GMP program manager or the Director upon scheduling or completion of any single or program specific audit.
- Provide the GMP program manager or the Director with a copy of the audit report detailing any exceptions and whether the applicant's financial statements comply with generally accepted accounting principles (GAAP); and
- Notify the GMP program manager or the Director if suspended or proposed for debarment.

## Annual Report

Recipient(s) will:

- Submit an annual report focusing on populations served, success stories and how the state and its citizens were improved by the GMP grant.

## Close Out Reporting

Awardees(s) will:

1. Comply with the established process to determine if all applicable administrative and program requirements of the Grant Match Agreement have been completed.

2. Expend all GMP match award monies by the close of the federal grant period of performance.
3. Provide a complete accounting of all GMP match award expenditures for each GMP match award within thirty business days after the end of the federal period of performance.

Additional resources, forms and documents can be found on the <https://ofa.nv.gov/>