GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

NEVADA'S FEDERAL GRANT RESOURCE

US Digital Response Federal Grant Identification Tool

User Manual

Contents

Introduction

The Nevada Governor's Office of Federal Assistance (OFA) has identified a tool that can automate the discovery and identification of federal grant opportunities to support a more efficient identification of those opportunities for our stakeholders. Currently, general practice for those tasked with finding grant opportunities for their organization is to leverage Grants.gov to find applicable opportunities; this requires a manual search and a resetting of parameters for each log in.

Originally piloted with a small group of State Agencies, OFA has made the strategic decision to expand access of the tool to all interested stakeholders. The vision is to not only reduce barriers to grant discovery but to also allow for identification of potential collaborations across our various stakeholder groups. The team envisions the ability to connect nonprofits and philanthropic organizations with state agencies and other entities in their efforts to maximize the number of federal dollars being awarded to the state.

This is a working document and may be edited at any time as need is identified or the tool is revised.

Nevada Governor's Office of Federal Assistance

The OFA was established July 1, 2022 and codified within [Nevada Revised Statute 223.478-486](#). OFA provides a range of grant-related support for stakeholders with the intent of increasing the number of grant dollars the state receives. OFA works to reduce and remove barriers to federal grant funding by providing grant resources, advocacy, and coordination among federal grant applicants.

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.

U.S. Digital Response

U.S. Digital Response, or USDR, is a nonprofit, nonpartisan organization that helps governments, nonprofits, and public entities responds quickly to critical public needs. The team leverages a network of pro bono technical expertise to address common and systemic challenges facing public administrators. As of May 2021, USDR has partnered with more than 230 government and nonprofit partners, including the State of Nevada, to provide relevant and progressive technology to stakeholders.

Vision

To meet the needs of the public, we accelerate government's collective ability to adopt the best that technology has to offer

Grant Discovery

Researching grant opportunities can feel overwhelming at first. To assist stakeholders during their grant discovery the USDR Grant Identification Tool (GIT) can be leveraged to quickly generate a list of grants a stakeholder is eligible for that aligns to preset criteria.

Setting Up your Agency or Organization

Reviewing the agency tab is only available to users who have been identified as administrators. The agency tab displays the hierarchy of agencies within your organization. An agency is any group of people that work together, or a team.

An administrator can create sub-agencies within their organization, enabling those sub-agencies or teams to set individual search criteria for each. When creating a sub-agency please submit those sub-agency teams and users' information to the OFA.

When setting up sub-agencies abbreviations that are created are shorthand and should easily identify those sub-agencies within your team. All sub-agencies must belong to a parent agency which is assigned to an administrator. Parent agencies are created by the top-level agency, or OFA. An agency or sub-agency can only be deleted by an administrator or by the top-level agency and can *only* be deleted if it does not have a sub-agency attached.

An administrator may also identify threshold warnings for their sub-agencies or teams. These can be edited to reflect the individual grant management needs of your team. There is the option to highlight a warning and danger close date so that it is easily identified within the team's dashboard.

An administrator may also add users to a parent agency or create a sub-agency with various users. Users are unable to delete or create agencies or add other users. Please submit a request for access to OFA to request User or Administrator access at https://ofa.nv.gov/grantdiscovery.

Eligibility Codes

Upon initial login eligibility codes should be established so that grant opportunities generated align to the organizational type or what type of organization will be applying for a federal opportunity; eligibility codes align with those in grants.gov. Eligibility codes are set by a user and then filter grant opportunities so that the user is only able to see what they are eligible to apply for. Once set, these eligibility codes do not need to be reentered with each login but can be changed if necessary.

My Grants	Browse Grants	Eligibility Codes	Keywords	Dashboard	Users	Agencies

Eligibility Codes

Code	Label	Enabled
00	State governments	☑
01	County governments	☐
02	City or township governments	☐
04	Special district governments	☐
05	Independent school districts	☐
06	Public and State controlled institutions of higher education	☐
07	Native American tribal governments (Federally recognized)	☐
08	Public housing authorities/Indian housing authorities	☐
11	Native American tribal organizations (other than Federally recognized tribal governments)	☐
12	Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education	☐
13	Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education	☐

Keywords

Adding keywords allows for users to filter grants that align with those keywords. Once within the keyword tab click to "add" a keyword or search term and then input the term along with any additional notes if applicable. To remove a search term or keyword simply navigate to your keyword list and click the trash can icon in red under the action's column.

Remember, using keywords will sometimes narrow the grant opportunities that are generated within your *browse grants* tab. If no keywords are added, the *browse grants* tab will show all grants. As a note, some keywords may not generate the search results that a stakeholder is hoping for. If this happens it does not necessarily mean, there are no grant opportunities for a particular project. Instead, try adding keywords that may be broader in scope or separate jointed terms. It may take a few iterations of keywords to find a particular set of grant opportunities that align to need.

The tool also allows a user to add negative keywords meaning words that will be excluded from results to further narrow down grant opportunities. To add an excluded key term, select from the "type" drop down and select "exclude this keyword in searches" and then click "ok". This keyword will then be notated as an exclusion on your keywords list in that tab.
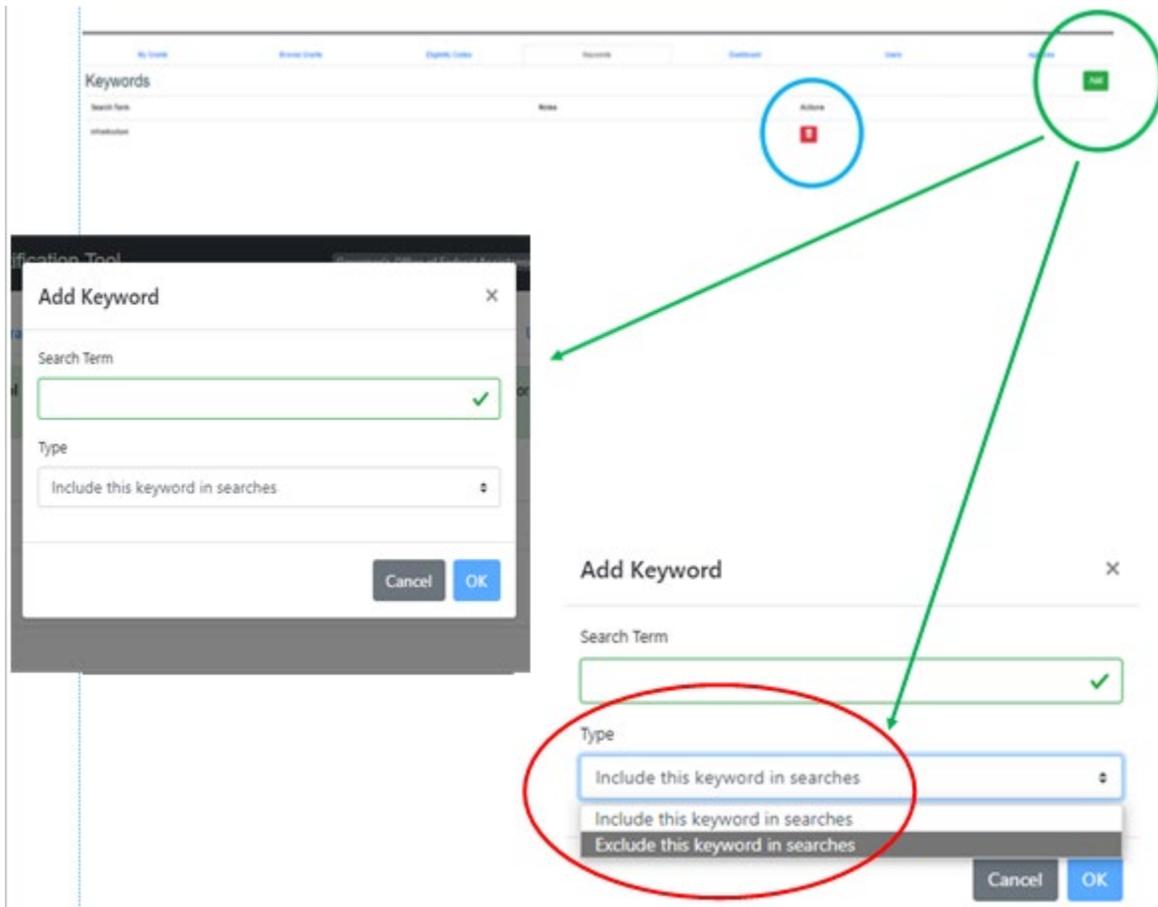
Grants Tabs and Details

There are two grant tabs: (1) *my grants*, and (2) *browse grants*. The *browse grants* tab is populated as a result of set keywords and eligibility codes.

Browse Grants

My Grants	Browse Grants	Eligibility Codes	Keywords	Dashboard	Users	Agencies

🔍 [   ]   ⬇ Export to CSV

Review Status ▾		Opportunity Status ▾		Opportunity Category ▾		Cost Sharing ▾

Opportunity Number	Title	Viewed By	Interested Agencies	Status	Opportunity Category	Cost Sharing	Award Floor	Award Ceiling	Open Date	Close Date
RFA-AG-24-011	Research Coordinating Center on the Exposome and Alzheimer's Disease (AD) and AD-Related Dementias (ADRD): Elucidating the Role of Social and Behavioral Determinants of Health in AD/ADRD Etiology and Disparities (U24 Clinical Trial Not Allowed)	OFA	OFA	posted	Discretionary	No		$5,000,000.00	2/9/2023	9/27/2023
DE-FOA-0002826	Bipartisan Infrastructure Law Enhanced Geothermal Systems (EGS) Pilot Demonstrations			posted	Discretionary	Yes	$5,000,000.00	$25,000,000.00	2/9/2023	6/16/2023
PAR-23-090	NIH SIREN Neurologic Clinical Trials (UG3/UH3 - Clinical Trial Required)			posted	Discretionary	No		$0.00	2/8/2023	3/6/2026
DC-WP-23-001	Denali Commission Program Grants	OFA		posted	Discretionary	Yes	$20,000.00	$2,000,000.00	2/3/2023	4/14/2023
PAR-23-077	Collaborative Program Grant for Multidisciplinary Teams (RM1 - Clinical Trial Optional)			posted	Discretionary	No		$0.00	2/3/2023	1/27/2026
FM-MHP-23-002	FY23 High Priority Program – Innovative Technology Deployment (HP-ITD)			posted	Discretionary	No	$0.00	$2,000,000.00	1/31/2023	4/3/2023
USDA-FNS-SNAP-EHIP-FY-2023	SNAP EHIP 2023			posted	Discretionary	No	$5,000,000.00	$25,000,000.00	1/19/2023	3/31/2023
RFA-ES-23-002	Accelerating Data and Metadata Standards in the Environmental Health Sciences (R24 Clinical Trial Not Allowed)			posted	Discretionary	No		$400,000.00	1/11/2023	5/10/2023
RFA-DE-23-014	Planning for the TMD Collaborative for IMproving PAtient-Centered Translational Research (TMD IMPACT) (R34 Clinical Trial Not Allowed)			posted	Discretionary	No		$200,000.00	1/10/2023	4/14/2023

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These grants can then be further filtered by (1) review status, (2) opportunity status, (3) opportunity category, and (4) cost sharing. There is also an option to search the generated list potentially narrowing the search further; note doing this does not set that particular keyword and it will not be saved. A user may then export to an Excel CSV the generated *browse grants* tab.

When reviewing the generated *browse tab* grant list, a user may filter by close date and award ceiling. A user can also see what other users are interested in. When a user identifies a potential grant of interest simply click on the opportunity. This will populate a *grant detail* pop up.

Grant Detail

Information within the *grant details* includes the grant number, open and close date of the opportunity, as well as the CFDA number and a description of that grant opportunity. All information is mined from grants.gov and updated approximately every half hour. A user may navigate directly to the grant opportunity by following the grants.gov link in the upper right-hand corner of the pop up.

Managing Grants

Grant management can be challenging and a very rewarding process when done well. Grant management includes all parts of the grant lifecycle, from idea to closeout, including administrative, fiscal, and programmatic management. The USDR Grant Identification tool can support the initial pre-work and pre-application phase.

My Grants

When you first log in your *my grants* tab will populate and list any grants that a user may have had assigned to them or any grants that a user has marked as either *interested, assigned, rejected or result*.

It will list the opportunity number as well as the title, who viewed that opportunity and further information which you can use to sort the various opportunities. Open and close dates for each opportunity are listed and color coded; a close date that shows as red is one that has already closed or is near closing.

		Interested Agencies	Status	Opportunity Category	Cost Sharing	Award Floor	Award Ceiling	Open Date	Close Date	
			posted	Discretionary	No		$6,500.00	8/11/2021	11/3/2021	
			posted	Discretionary	No		$500,000.00	8/5/2021	9/6/2021	

Status of Grants

When reviewing your *grant details,* a user can express their level of interest or mark their agency's status. This is a bookmarking feature that signals other users, as well as users within your own team, what level of interest a user may have in a grant opportunity. A user may select *Interested (will apply, will consider, will support), Result (applied, awarded, rejected), Rejections (can't meet application deadline, inadequate program capacity, inadequate state authority, lack match ability, not applicable to needs/goals, unable to implement, unable to meet state deadlines, unfeasible to partner, unsustainable).*

Remember, this bookmarking will populate these opportunities under your *my grants* tab.

Assigning Grants

A user can also *assign* a grant opportunity to another agency. When assigned, the user will receive a notification of that sharing of the grant opportunity and it will also populate within the my *grants* tab.
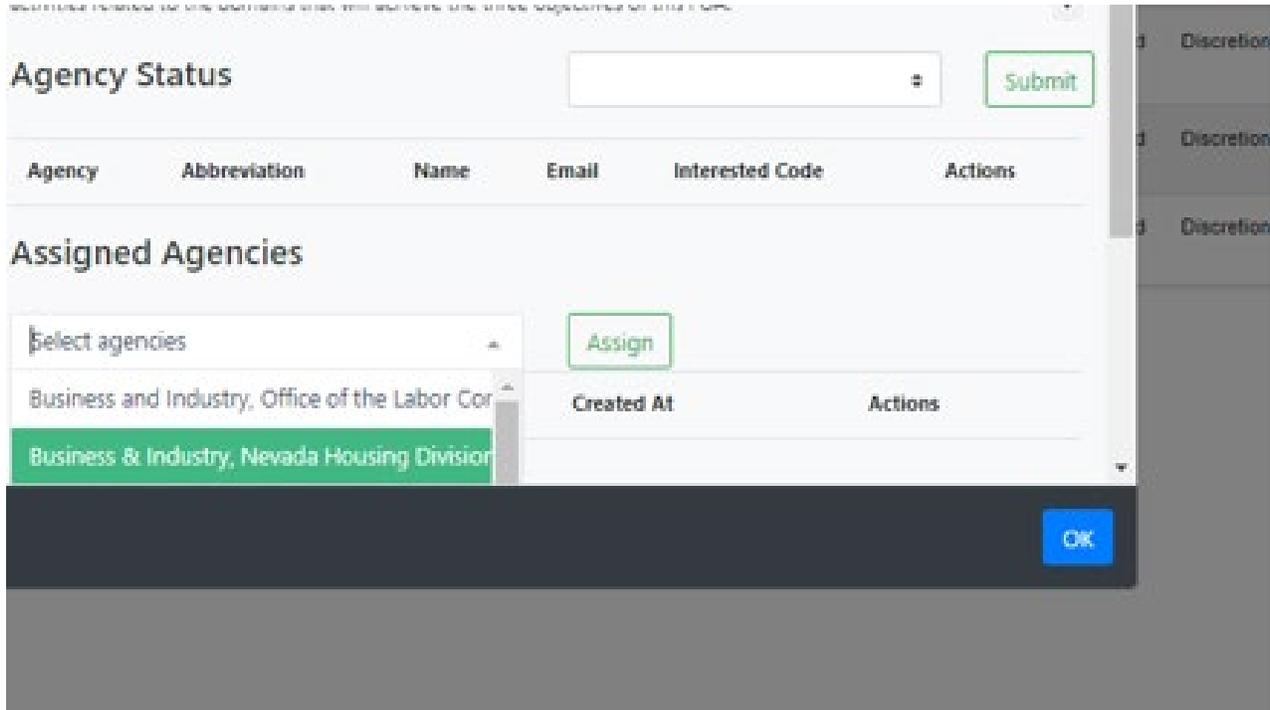
Email Notifications

Email push notifications are available to users. Notifications will be sent if a grant has been assigned to an agency and any user registered to that agency. Users will also receive email notifications when a new grant that matches search criteria is found. If a user would like to turn off these push email notifications, within *profile settings*, a user can set their notification preferences.

The Dashboard

The final tab is a dashboard that allows users to easily see all activity that is occurring within your agency. The dashboard lists all recent activity as well as upcoming closing dates on identified grants that have been bookmarked. A user will also get a quick view or snapshot of the number of total grants that have recently been populated that match an agency's criterion as well as a snapshot of activity or bookmarks of other users and/or agencies.

Requesting Access and Technical Assistance

To access this tool, all interested stakeholders will be provided with login credentials and access to the cloud-based tool and its various features. Please visit https://forms.office.com/g/8TSr7JD4Wj to submit a request for access.

For further information please visit our website, https://ofa.nv.gov/grantdiscovery. If you have a technical question or support request, please email our team at grants@ofa.nv.gov.

If you have a bug to report you can send it directly to USDR at usdr.link/grants/feedback.

The team will also be providing monthly office hours to answer any questions. Please sign up for the OFA Monthly Newsletter for upcoming office hours, dates, and times. Sign up at Nevada Governor's Office of Federal Assistance.