



# GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

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NEVADA'S FEDERAL GRANT RESOURCE

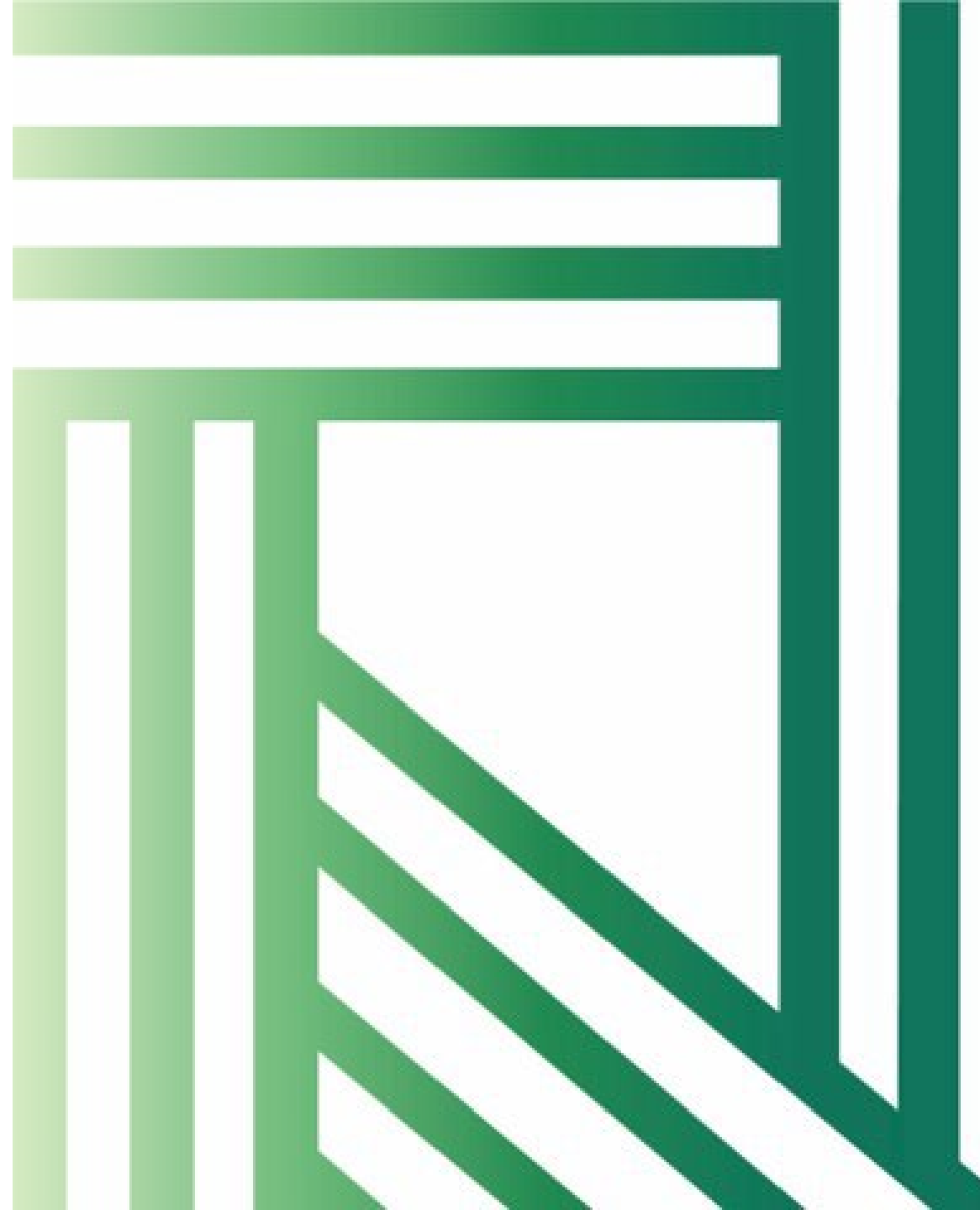
NAVIGATING NEVADA STATE PROCESSES  
&  
FEDERAL GRANTS



# General Housekeeping

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- ☐ **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
- ☐ Participation is encouraged
- ☐ Please mute your microphone when not speaking
- ☐ If you have a question, please use the raise hand function
- ☐ Close Captioning is available, please click the CC button at the bottom of your screen



# 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

## 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.



# Meet your Trainer

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Mayita Sanchez, MPA  
Executive Grant Analyst





# SYNOPSIS

This training will offer individuals with insight into state specific requirements regarding federal grant awards and navigating the required notifications, budget authority, as well as pass-through entity responsibilities for successful federal grant management

# Outcomes

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A thorough understanding of the State Administrative Manual (SAM) 3000, Federal Grant Procedures

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Required State Reporting

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Establishing appropriate timelines to ensure success in post-award federal grant award processes



# 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



# 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





# NEVADA STATE CLEARINGHOUSE

Within the Department of Conservation and Natural Resources

To inform executive branch agencies of significant federal projects and policy initiatives that affect Nevada

Has MOUs with Federal agencies to ensure that consultation requirements of the National Environmental Policy Act (NEPA) are met

Is the SPOC for NEPA proposals statewide

ENSURES THAT PERTINENT STATE AGENCIES AND OTHER LOCAL GOVERNMENTS ARE NOTIFIED ABOUT THE PROJECTS AND THEN PROVIDES THEIR COMMENTS BACK TO THE FEDERAL AGENCIES TO HELP FACILITATE THE CONSULTATION PROCESS

## Post Your Notice to the Clearinghouse

As a service the Nevada State Clearinghouse will post NEPA proposals for review and comment from the general public and State Agencies. If you have a NEPA proposal, project, general information record that you would like to post on the Nevada State Clearinghouse please email or mail the notice to the following.

Contact us at:

**Scott Carey**  
[nevadaclearinghouse@lands.nv.gov](mailto:nevadaclearinghouse@lands.nv.gov)  
Nevada Division of State Lands  
901 S. Stewart St, Ste 5003  
Carson City, NV 89701-5246  
(775) 684-2723



# PRE-AWARD

- AUTHORITY to Apply
- INTERNAL CONTROLS
  - Non-federal entities MUST establish and maintain effective internal controls (2 CFR 200)
- POLICY AND PROCEDURES
- SAM.GOV
  - Required
  - Connected with Grants.gov
  - Official U.S. Government System
  - Provides you with a UEI # (previously DUNS)
  - Find your UEI # by following the [steps at SAM.gov](#)
- BUILD IN LEAD TIME



# POST-AWARD

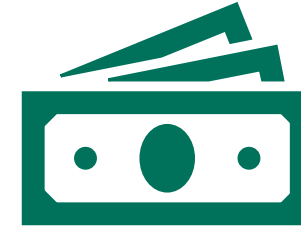


## NOTIFICATIONS

GOVERNOR'S FINANCE OFFICE (GFO)

LEGISLATIVE COUNSEL BUREAU'S FISCAL ANALYSIS  
DIVISION

CONTROLLER'S OFFICE



## BUDGET AUTHORITY

WORK PROGRAM REQUESTS

INTERIM FINANCE COMMITTEE

JOB NUMBER MAINTENANCE FORM



# GOVERNOR’S FINANCE OFFICE – First Steps

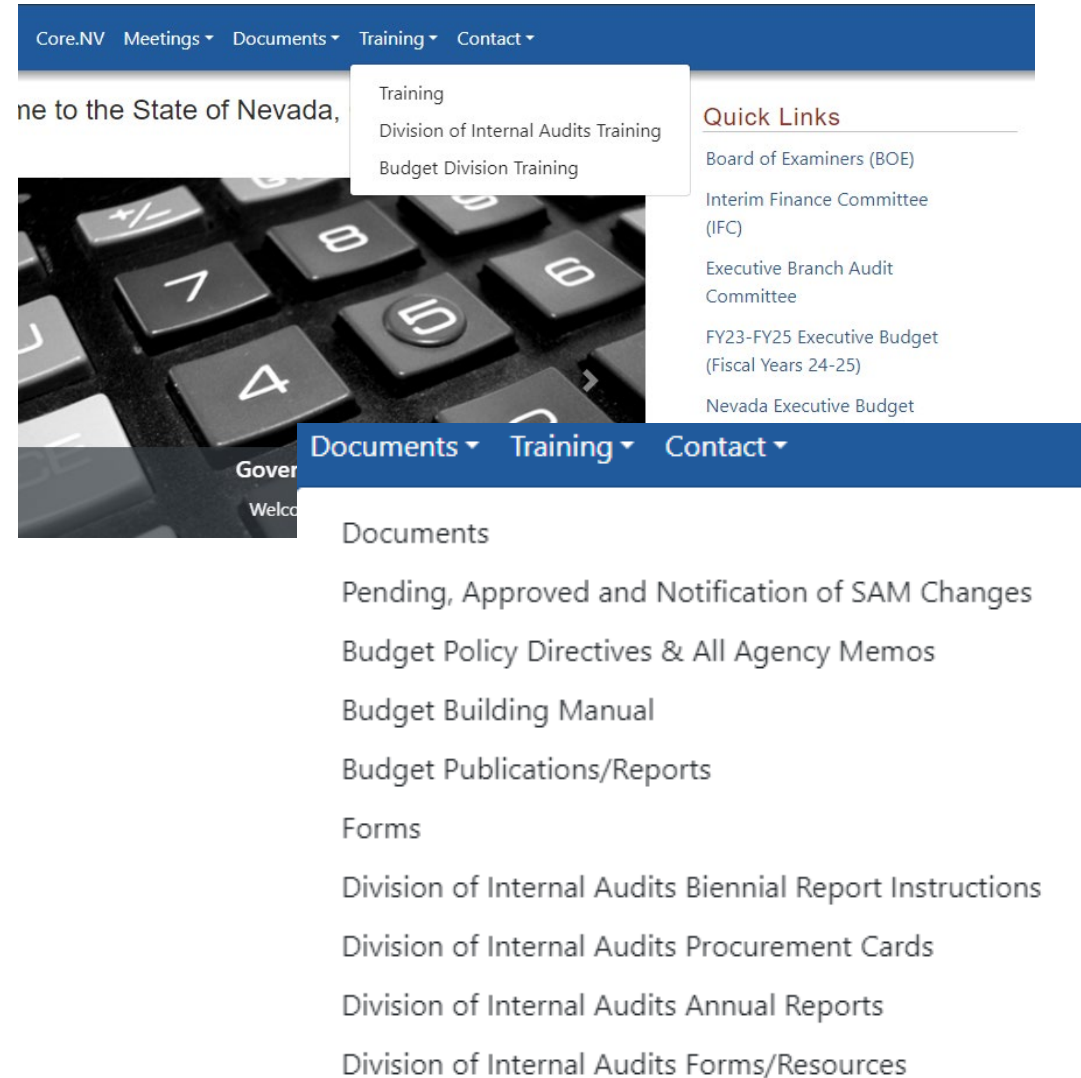
- IDENTIFY YOUR LIASON
  - [Budget Division Staff Assignments 2023](#)
  - [Work Program Module Manual](#)
- DRAFT YOUR WORK PROGRAM
  - A WP is the document used to request changes to a legislatively approved budget or to establish a budget for a non-executive budget account
  - Identifies the proposed sources of funds to be received by an agency
  - Demonstrate the plan as to how the money will be spent
  - NRS 353.220
    - Determines if a WP goes to the Interim Finance Committee (IFC)
    - Threshold is \$75,000

<b>David Lenzner</b> 684-0205 <a href="mailto:dtlenzner@finance.nv.gov">dtlenzner@finance.nv.gov</a> <b>Team Lead</b> Cannabis Compliance Board Education - PCFP Treasurer	<b>Aaron Frantz</b> 684-0167 <a href="mailto:afrantz@finance.nv.gov">afrantz@finance.nv.gov</a> <b>Team Lead</b> DHHS - DO; Indigent Hospital DHHS - HCFP Lt. Governor's Office	<b>Bridgett</b> 684 <a href="mailto:bmgarrison@finance.nv.gov">bmgarrison@finance.nv.gov</a> <b>Team Lead</b> Civil Air Patrol Controller's Of Gaming Control Indigent Defen Sentencing Po
<b>Venus B. Fajota</b> 684-0210 <a href="mailto:vbfajota@finance.nv.gov">vbfajota@finance.nv.gov</a> Charter School Authority DETR Gov - OSIT NSHE	<b>Nima Rezaie</b> 684-0224 <a href="mailto:nrezaie@finance.nv.gov">nrezaie@finance.nv.gov</a> DHHS - DWSS DHHS - Public Health	<b>Ke</b> 684 <a href="mailto:kjlay@finance.nv.gov">kjlay@finance.nv.gov</a> Admin - Fleet S Admin - SPWD DMV POST Veterans Servi
<b>Michael Rankin</b> 684-0203 <a href="mailto:mjrankin@finance.nv.gov">mjrankin@finance.nv.gov</a> Admin - EITS Education - Department GFO - OPM Gov - Federal Assistance	<b>Theresa Bawden</b> 684-0227 <a href="mailto:tbawden@finance.nv.gov">tbawden@finance.nv.gov</a> DHHS - Director's Office DHHS - DCFS Silver State Health Exchange	<b>Budd</b> 684 <a href="mailto:bmilazzo@finance.nv.gov">bmilazzo@finance.nv.gov</a> Military NDOC



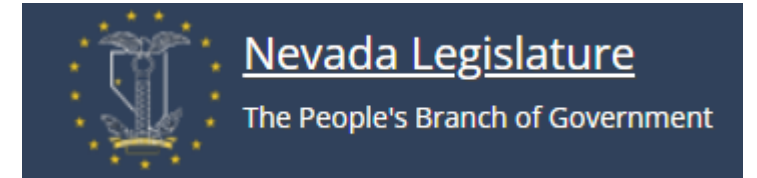
# GOVERNOR'S FINANCE OFFICE

- REMEMBER – IDENTIFY WHO IS DOING THE WP
  - i.e., Administrative Services Division
- WPs CAN BE SUBMITTED AS SOON AS YOU RECEIVE YOUR NOTICE OF AWARD (NOA, NOGA)
- REMEMBER – DEADLINES AND BACK-UP DOCUMENTATION
  - Open your lines of communication
  - Update periodically on anticipated or unanticipated changes
  - Gather appropriate documentation even prior to your NOA to have it ready to submit
  - If you are shy of a deadline, notify your budget person and troubleshoot
  - Have your back up documentation so it does not get sent back
  - Ask questions



# LEGISLATIVE COUNSEL BUREAU (LCB) FISCAL ANALYSIS DIVISION

- NRS 353.245
  - Submission and resubmission of budgets of state executive departments and agencies requesting federal money ...
- NRS 353.335
  - Procedure for acceptance of gift or grant of property or services ...
- SAM 3022
- EACH AGENCY MUST PROVIDE A COPY OF ITS GRANT APPLICATION AND ITS GRANT AWARDS TO BOTH THE GOVERNOR'S FINANCE OFFICE AND THE LEGISLATIVE COUNSEL BUREAU'S FISCAL ANALYSIS DIVISION
- LCB FISCAL ANALYSIS DIVISION PROVIDES PROFESSIONAL INDEPENDENT REVIEW AND ANALYSIS OF BUDGETARY AND FISCAL MATTERS TO THE NEVADA LEGISLATURE
- EMAIL YOUR INFORMATION TO [FISCAL@LCB.STATE.NV.US](mailto:FISCAL@LCB.STATE.NV.US)



# CONTROLLER’S OFFICE

- ESTABLISH YOUR JOB NUMBER
  - Complete A [Job Maintenance Form](#)
- [ACCOUNTING POLICIES AND PROCEDURES](#)
  - Every Day Federal Grant Activities
  - Year-end Activities And Reporting
- [SINGLE AUDIT AND FEDERAL GRANT REPORTING](#)
- VENDOR REGISTRATION
- CLOSING DOCUMENTS
- [TRAINING](#) AND FORM INFORMATION



STATE OF NEVADA

CONTROLLER'S OFFICE

Job Number Maintenance

Clear Form

101 N CARSON ST STE 5  
CARSON CITY NV 89701  
775-684-5654

Complete this form and email it to: **GRANTS@SCO.NV.GOV** along with  
copies of any award documents.

Date

05/18/2023

Agency

-- Select an Agency --

Name

Phone Number

Email Address



# SINGLE AUDIT AND FEDERAL GRANT REPORTING

- SINGLE AUDIT AND CASH MANAGEMENT REPORTING ACTIVITIES INCLUDE
  - Preparation of the U.S. Treasury-state agreement
  - Preparation of memorandum of agreements
  - Provide single audit training to state agencies
  - Preparation of the schedule of expenditures of federal awards
  - Compilation of prior year audit findings
  - Preparation of cash management improvement act annual report
- FOR STATE AGENCIES
  - State of Nevada must be in compliance with the Single Audit Act Amended in 1996
  - Each state agency receiving federal funds is required to provide information requested
  - [SUBMIT ON THE SINGLE AUDIT CERTIFICATION FORM OR SAC](#)
- MOST RECENT SINGLE AUDIT REPORT CAN BE FOUND [HERE](#)





# INTERIM FINANCE COMMITTEE

- [IFC](#) (NRS 218E.400)
- Composed of members of the Senate Committee on Finance and the Assembly Committee on Ways and Means from preceding session
- Functions within the Legislative Counsel Bureau (LCB)
- Reviews state agency requests to accept certain gifts and grants
- Reviews modifications
- Find information on the [LCB website](#)
- [Subscribe](#) to email notifications to receive meeting notices & budget division policy directives as well as all agency memos
- Next scheduled meeting
  - JUNE 14, 2023 AT 9 AM
  - AGENCY DEADLINE FOR ITEMS – APRIL 26, 2023



# PASS-THROUGH ENTITY RESPONSIBILITIES

- Establishes a prime to non-federal entity relationship
- Prime is considered the PTE
- Responsible in ensuring
  - Compliance with a Federal grant award
  - Monitoring and ensuring compliance with all federal requirements of each subrecipient

Relationship	2 CFR 200.1 Definition
Contractor	Any entity that receives a contract
Federal Agency	Any agency as defined under 5 USC 55(1) and further clarified under 5 USC 552(f)
Non-federal Entity	A state, local government, Indian Tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient
Pass-through Entity	A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program
Recipient	An entity, generally a non-federal entity, that receives a federal award directly from a federal awarding agency
Subrecipients	An entity, generally a non-federal entity, that receives a subaward from a pass-through entity to carry out part of a federal award



# SUBAWARDING

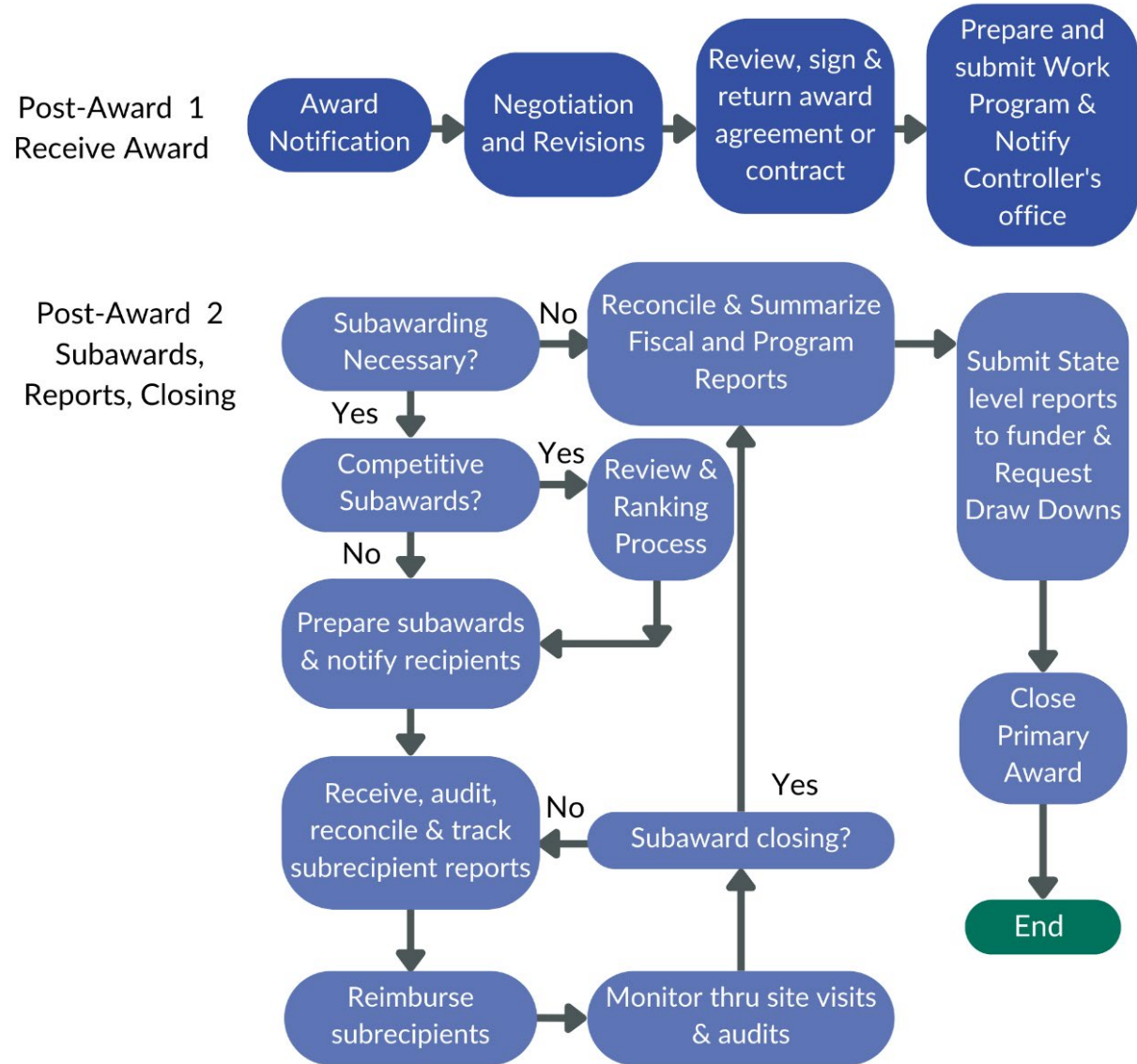
- 2 CFR 200.1 and SAM 3022
- Evaluate the substance of the relationship to determine if a relationship is that of a subrecipient or contractor
- Don't FORGET – check for suspensions and debarments for your vendor [HERE](#)

Subrecipient	Contractor
Carries out a portion of a federal award and creates a federal assistance relationship with the subrecipient	Obtains goods or provides services for the non-federal entity and creates a procurement relationship
Determines who is eligible to receive federal assistance	Provides goods/services within normal business operations
Measures performance to determine if the federal program objectives were met	Provides similar goods/services to many different purchasers
Responsible for programmatic decision-making	Normally operates in a competitive environment
Responsible for adherence to program requirements specified in the federal award	Provides goods/services ancillary to federal program
Utilize federal funds to carry out the program for the benefit of the public as specified in the award/statute, etc.	Not subject to compliance requirements as a result of the agreement but may have other requirements related to state procurement rules



# SUBAWARDING

- Many state agencies in Nevada function as a PTE or Prime Recipient distributing awarded funding to subrecipients for implementation.
- The agency may distribute the funds to subrecipients through a competitive process for implementation
- The agency may distribute funds to subrecipients in a non-competitive manner



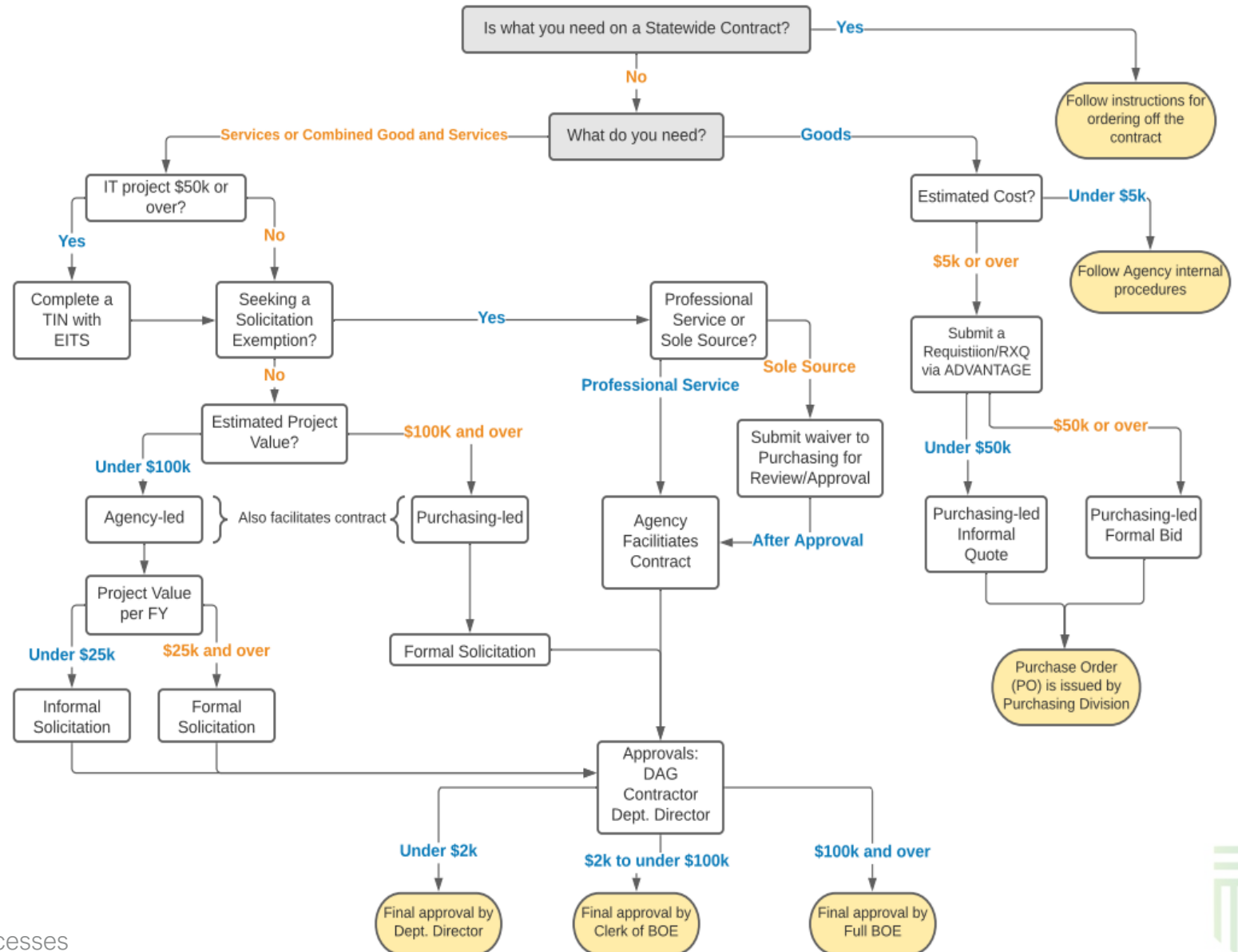
# FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT (FFATA)

- FEDERAL SUBAWARD REPORTING SYSTEM (FSRS)
- REVISIT THE NEVADA CONTROLLER'S OFFICE INTRANET
- THIS TRANSPARENCY ACT requires information disclosures concerning entities receiving Federal financial assistance through Federal awards, i.e., contracts, sub-contracts, grants, and sub-grants
- INFORMATION IS MADE available on a publicly available website ([USASpending](#)) that contains the following information
  - ✓ The name of the entity receiving the award.
  - ✓ The amount of the award.
  - ✓ Information on the award including transaction type, funding agency, the North American Industry Classification System code (NAICS) or Catalog of Federal Domestic Assistance (CFDA) number, program source, and an award title descriptive of the purpose of each funding action.
  - ✓ The location of the entity receiving the award and the primary location of performance under the award including the city, state, congressional district, and country.
  - ✓ A unique identifier of the entity receiving the award and of the parent entity of the recipient, should the entity be owned by another entity.
  - ✓ The names and total compensation of the five highest-paid officers of an entity if, in the preceding fiscal year, that entity received: 80% or more of its annual gross revenues in Federal awards, \$25,000,000 or more in annual gross revenues from Federal awards, and the public does not already have access to data on executive compensation through reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934, or section 6104 of the Internal Revenue Code of 1986.
  - ✓ Any other relevant information specified by OMB.



# CONTRACTING AND THE BOARD OF EXAMINERS (BOE)

- If a contractor to vendor relationship refer to Nevada's Procurement Policy
- [NRS 332](#) Purchasing: Local Governments
- [NRS 333](#) Purchasing: State
- [NRS 334](#) Purchasing: Generally
- [CONTRACTING TOOLBOX](#)



# BOARD OF EXAMINERS & CALENDAR

- Created by NRS 353.010
- Purpose: Review claims for payment pursuant to an appropriation or authorization by the Legislature
- Members
  - Governor
  - Secretary of State
  - Attorney General
  - Budget Director (GFO) an ex officio Clerk of the BOE (NRS 353.033)
- SUBSCRIBE TO [NOTICES LISTSERV](#)

Meeting Date*	Agency Deadline
January 10th	December 6th, 2022 at 5 pm
February 14th	January 10th, 2023 at 5 pm
March 14th	February 7th at 5 pm
April 11th	March 7th at 5 pm
May 9th	April 4th at 5 pm
June 13th	May 9th at 5 pm
July 11th	June 6th at 5 pm
August 8th	July 5th at 5 pm
September 12th	August 8th at 5 pm
October 10th	September 5th at 5 pm
November 14th	October 10th at 5 pm
December 12th	November 7th at 5 pm





# A Hypothetical

Walk through a hypothetical federal grant award timeline and how to manage the grant project while navigating the various state processes

	October	November	December	January	February	March	April	May	June	July	August	September
Federal Fiscal Year	FFY1	FFY2	FFY3	FFY4	FFY5	FFY6	FFY7	FFY8	FFY9	FFY10	FFY11	FFY12
State Fiscal Year	SFY Month 4	SFY Month 5	SFY Month 6	SFY Month 7	SFY Month 8	SFY Month 9	SFY Month 10	SFY Month 11	SFY Month 12	SFY Month 1	SFY Month 2	SFY Month 3
Federal Quarters	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Calendar Year*	CY10	CY11	CY12	CY1	CY2	CY3	CY4	CY5	CY6	CY7	CY8	CY9
Hypothetical under \$75k								Start Date 05/18/2023	Program Start			
Work Program												
Job # Maintenance Form												
Hypothetical over \$75k								Start Date 05/18/2023	IFC	IFC	Program Start	
Work Program												
Job # Maintenance Form												
Subawards								NOFO 8 WEEKS		IFC DUE		SUBS Start Program Work
Contracts								Contractor Bidding*	A.D.	A.D.	A.D.	A.D.
Interim Finance Committee	Meeting 10/20/22		Meeting 12/15/22	Meeting 01/31			Agency Deadline 04/26 for June			Meeting 06/14	TBD	TBD
Board of Examiners							Meeting 04/06 & 04/22					





# HOW OFA CAN SUPPORT YOU

- [Notice of Funding Opportunity](#)
- [Updated Grant Manual](#)
- [Taking a Look at the Nevada Grant Manual: A Valuable Resource at your Fingertips](#)
  - ✓ June 29, 2023 @ 10 AM
- <https://OFA.nv.gov> & [OFA Newsletter](#)
- [Request Technical Assistance](#)



# NAVIGATING NEVADA STATE PROCESSES & FEDERAL GRANTS

