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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM

October 27, 2021

TO: All Agencies
FROM: Denise Frohlich, Interim Administrator
SUBJECT: **Statewide Grant Management System Needs Assessment**

Your participation is requested

The Office of Grant Procurement, Coordination, and Management (Nevada Grant Office) is authorized by [Assembly Bill 445](#) of the 2021 legislative session to procure a statewide Grant Management System (GMS). To ensure the system purchased will best meet the needs of agencies, the Nevada Grant Office will hire a consultant to conduct a Needs Assessment in spring 2022.

In preparation for this Needs Assessment, the Nevada Grant Office is compiling a contact list of those wishing to provide input on what they need from the system. This list will be provided to the consultant. Input may be requested by the consultant via surveys, interviews, or other methods.

If you would like to share feedback during the Needs Assessment, please sign up using the [Grant Management System Needs Assessment Stakeholder Feedback List form](#).

Goals of the GMS Needs Assessment

The GMS should increase accessibility and ease of identifying, applying for, and managing federal grants, and provide data that will allow the state to reduce duplicative efforts, increase intra-agency collaboration, and improve Nevada's ability to receive and manage federal grant dollars.

The goal of the Needs Assessment is to gather specific agency and user information to help identify what the state requires from a GMS. To achieve this, and to ensure all user perspectives are included, feedback from all impacted agencies is essential.

Through the Needs Assessment process, coupled with knowledge acquired from our past experiences in seeking a GMS, the Grant Office will be able to identify what GMS users need

from the system and incorporate this information into an RFP that we anticipate having prepared and ready by July 2022.

Who should provide feedback?

Sign up to be included on the contact list if you or your agency:

- Apply for federal grants
- Subaward federal grants
- Partner with agencies or entities that apply for, manage, and/or subaward federal grants
- Currently use or previously used a grant management software system
- Participate in the management of federal grants received by state agencies
- Oversee the operation of software and related systems that may integrate with the GMS
- Would like to provide feedback

Background & other upcoming changes

The Needs Assessment and development of the GMS RFP are an important part of the work of the Nevada Grant Office as we prepare for other big changes resulting from Assembly Bill 445. Beginning July 2022, the Grant Office will transition from the Department of Administration to the Governor's Office and be renamed the Governor's Office of Federal Assistance. Since its creation in 2011, the Nevada Grant Office has remained nimble and continued to evolve to address the dynamic challenges facing Nevada organizations seeking grant dollars. Assembly Bill 445 continues this momentum by establishing the next phase of the office's evolution in its mission to bring more federal grant dollars into the state, including authorizing the purchase of a statewide GMS.

Interested in other ways to support the work of the Nevada Grant Office? Help spread the word!

If you know of qualified individuals who may be interested in either of the following opportunities, please let them know how to get in touch with us!

- > We're looking for individuals in non-profit organizations, local and tribal governments, and private businesses with an interest in supporting federal grants in Nevada to serve on the **Nevada Advisory Council on Federal Assistance**. Information on the council can be found here: <https://grant.nv.gov/AdvisoryCouncil/Home/>. Interested individuals can email grants@admin.nv.gov for further direction.
- > We're also looking for **reviewers for our Grant Matching Program**, which provides funds to state agencies, local governments, tribal governments, and non-profit organizations as the matching funds for federal grants. Interested individuals should complete the [GMP Review Team Participation Form](#).