



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Office of Grant Procurement, Coordination and Management
100 N. Stewart, Suite 200 | Carson City, Nevada 89701
Phone: (775) 684-0156 | www.grant.nv.gov | grants@admin.nv.gov

MEMORANDUM

February 7, 2022

TO: All Agencies

FROM: Denise Frohlich, Interim Administrator

SUBJECT: **Required Federal Assistance Reporting**

Reporting federal grant activity is required for state agencies

Per Governor Sisolak's Office, federal [Executive Order 12372](#), [NRS 232.225](#), [SAM 3000](#), and the [Grant Office Policy Manual](#), state agencies are required to report to the Office of Grant Procurement, Coordination and Management (Nevada Grant Office) at each step of the federal grant award lifecycle, including federal grants the agency intends to apply for, has applied for, received, amended, closed, and subawarded.

Notice of Funding Opportunity (NOFO): Use the Notice of Funding Opportunity form to report a federal subaward opportunity that will be provided by your agency. The form should be completed prior to the subaward being posted to your agency's website. The form is short and should take no more than 10 minutes to complete. The form can be located on the Nevada Grant Office's website (<https://grant.nv.gov/>) and at the link below.

- [Notice of Funding Opportunity form](#)

Federal Assistance Notification: Use the Federal Assistance Notification form to report a federal opportunity your agency is intending to apply for, applied for, received, amended, or closed out. Filling out this form also complies with State of Nevada Grant Policy Single Point of Contact (SPOC) 088-GP 04 Intergovernmental Review of Federal Programs requirements. Please note that this is a new consolidated notification process launched to save agencies time and will be reflected in a forthcoming update to the Grant Policy Manual. This form is short and should take no more than 10 minutes to complete. The form can be located on the Nevada Grant Office's website (<https://grant.nv.gov/>) and at the link below.

- [Federal Assistance Notification form](#)

Why is reporting important?

As state agencies serving Nevadans and managing federal dollars, it is essential that we comply with federal and state requirements and follow the Governor's directives.

The goals of these reporting requirements are to capture a statewide picture of federal assistance activities and leverage this data to:

- Allocate federal assistance to ensure the greatest maximization of available funds
- Increase Nevada's market share of federal assistance
- Streamline processes and remove barriers
- Increase collaboration and decrease duplication of efforts
- Better align strategic efforts across the state
- Increase the State of Nevada's ability to provide transparent, accurate data regarding federal assistance

With the unprecedented amount of federal assistance Nevada has received and the substantial work state agencies have undertaken to distribute these funds, it is imperative that these actions are recorded by the Nevada Grant Office.

Making compliance easy

To ensure your agency processes account for these requirements:

- Add the NOFO form to your processes whenever your agency posts an opportunity
- Add the Federal Assistance Notification form to your processes whenever your agency intends to apply for, has applied for, received, amended, and closed out an award

The Nevada Grant Office aims to make compliance as simple as possible for agencies. If you have feedback on our processes, please reach out to us at grants@admin.nv.gov. All feedback will be considered as we continuously strive to remove barriers and streamline processes.

Thank you for your support and diligence in complying with these requirements as we work together to increase and manage federal funding into Nevada.