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POLICY DIRECTIVE #D-2014-03

January 15, 2014

TO: All Agencies

FROM: Jeff Mohlenkamp, Clerk
Board of Examiners

SUBJECT: Grant Management

Pursuant to NRS 232.225, all state agencies are required to inform the Department of Administration, Budget Division, Office of Grant Procurement, Coordination and Management of any grant the State agency applies for or receives. The Office of Grant Procurement, Coordination and Management has been designated the single point of contact (SPOC) for Nevada state agencies submitting or receiving federal grants. The agency is also required to provide a copy of the Notice of Grant Award (NOGA) or notification if the agency *was not* selected to the Office of Grant Procurement, Coordination and Management within fifteen days of receipt.

Nevada State agencies complying with NRS 232.225 requirements should send a copy of your completed Standard Form 424 (part of the existing federal grants package) to the Office of Grant Procurement, Coordination and Management via email: grants@admin.nv.gov.

Additionally, NRS 353.245 directs that every department, institution and agency of the executive department of State government, when submitting a federal grant proposal for money, equipment, material or services, shall file the grant with the Budget Division (through the Office of Grant Procurement, Coordination and Management) and the Legislative Counsel Bureau before submitting the request to the proper federal authority. When a federal granting authority has approved a grant request (in whole or in part) the Department, institution or agency shall notify the Budget Division (through the Office of Grant Procurement, Coordination and Management) and the Legislative Counsel Bureau before any allotment or encumbrance of the federal money is made. This is in addition to attaching a copy of the official Notice of Grant Award (NOGA) with work programs submitted to the Budget Division.

If you have any questions about these requirements, please contact Sheila Lambert, Senior Executive Grants Analyst of Grant Procurement, Coordination and Management (775) 684-5676.