



STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE
Budget Division

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To: State of Nevada Agencies Submitting Federal Grant Work Programs

From: Governor's Finance Office (GFO) and Governor's Office of Federal Assistance (OFA)

Date: March 9, 2026

Subject: Updated Requirements and Review Process for Federal Grant Work Programs

To strengthen statewide oversight of federal funding and ensure alignment with federal and state grant management requirements, the Governor's Finance Office (GFO) and the Governor's Office of Federal Assistance (OFA) are implementing updates to the review process for Work Programs associated with federal grants.

Effective immediately, the Governor's Office of Federal Assistance will review and approve all federal grant funding before final GFO Work Program approval. This new step is intended to ensure statewide visibility into federal funding, confirm compliance with federal award requirements, and support consistent grant management practices across agencies.

As found on page 21 of the NEBS Work Program Module Manual (December 2023), agencies submitting a Work Program for the acceptance, allocation, or adjustment of federal grant funding must include the following supporting documentation:

Grant history and reconciliation forms

A current grant history and reconciliation provides a record of the grant from the original award amount through expenditures to date. It outlines the budget, categorical history, and any associated work programs. A sample Grant Reconciliation form is available on the GFO website at <https://budget.nv.gov/Forms/>.

Grant awards for the current fiscal year

A Word document or Excel spreadsheet should list all grant awards for the current fiscal year, including key information such as the grant description, award period, grant award number, and the dollar amount.

Grant Budget

A detailed budget outlining how federal funds will be allocated and expended. This document allows for review of proposed expenditures to ensure they are consistent with the approved federal award, applicable federal cost principles, and the intended programmatic use of the funding. The federally approved budget and budget justification should satisfy this requirement.

Summary of the Grant Program and Purpose

A brief overview describing the grant program, the federal funding source, and the intended purpose of the award. If this information is not clearly outlined in the federal award letter, agencies must provide a short summary explaining the program objectives and how the funding will be utilized.

These materials support the State's review process and help ensure transparency, accountability, and consistency in the management of federal funding across agencies. Providing this documentation at the time of submission will also help facilitate a more efficient review and approval process for Work Programs involving federal funds.

Agencies should include these documents as attachments when submitting Work Programs that involve federal funding. Questions regarding these requirements may be directed to the Governor's Finance Office or the Governor's Office of Federal Assistance.

Thank you for your continued partnership in strengthening Nevada's federal grants management practices.