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**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
Budget Division**

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**ALL AGENCY MEMO #2017-16**

November 27, 2017

To: All Agencies

From: James R. Wells, Director  
Governor's Finance Office 

Subject: Match and Maintenance of Efforts documentation for Federal Grant Work Programs

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Included in the Budget Instructions for the 2017-2019 Biennium was a requirement to provide Match and Maintenance of Effort (MOE) information for each federal grant. This request provided critical information on the commitment requirements being placed on the State by accepting these awards.

Agencies are responsible for continually monitoring and tracking their federal awards including any Match and/or MOE requirements to ensure compliance with the federal award. In order to maintain accurate and up to date information on Match and MOE requirements, agencies will need to continue reporting this information to the Budget Division. In addition to including the information with the Agency Request Budget, any work programs to add a new federal award or to revise an existing one must, as part of the required attachments, include information regarding the Match or MOE. This information must be provided even if it is to document that neither Match nor MOE is applicable to the federal award. This information must be included with work programs submitted after December 1, 2017.

Information regarding these requirements can be found in the Budget Instructions starting on page 21. The Budget Instructions and required Match and MOE forms can be found on our website:

Instructions: (<http://budget.nv.gov/StateBudget/Upcoming/> )

Required templates: (<http://budget.nv.gov/Forms/> )

If you have questions, please contact your assigned Executive Branch Budget Officer.