

# Office of Grant Procurement, Coordination and Management

---

## 2019 BIENNIAL REPORT



**Nevada Department of Administration**

**P.P Elizabeth Ashby, Interim Administrator**

**Connie Lucido, Administrator**

**406 E. Second Street, First Floor**

**Carson City, Nevada 89701  
(775) 684-0155**

## Table of Contents

Letter from the Administrator .....	3
Office of Grant Procurement, Coordination and Management .....	4
About the Office of Grant Procurement, Coordination and Management (GO).....	4
Mission.....	4
Background .....	4
Grant Services Tracker Data.....	4
Projects .....	5
Requestor Feedback Data .....	5
Requestor Engagement Data .....	5
Key Objectives for GO .....	5
Accomplishments.....	6
Increased Capacity .....	6
Partner Development .....	6
Policy and Best Practices.....	7
Professional Development.....	7
Support of Nevada Advisory Council on Federal Assistance (NACFA) .....	8
Strategic Grant Services .....	9
Grant Assistance .....	9
Grant Management System.....	10
Funding Trends and Analysis.....	10
Improved Visibility .....	11
Public Grant Information .....	11
Resourceful Website.....	11
Social Media Presence .....	11
Surveys and Reporting .....	11
Future Projects.....	13
Grant Coordination and Partner Development .....	13
Catalogue of Federal Domestic Assistance Project.....	13
Budget Enhancements .....	13
Silver State Grant Conference.....	13
Centralized Single Audit Review .....	14
Formula Grant Funding.....	14
Update Master Service Agreements.....	14
APPENDIX A.....	1
Service Request Summary .....	1
Service Requests .....	2

Service Requests by Project.....2

Service Requests by Staff..... **Error! Bookmark not defined.**

Service Requests by Request Type.....2

Number of Service Requests by Organization .....2

Number of Service Requests by Type of Requestor .....2

Grant Assistance by Assistance Type .....3

Rockefeller Institute of Government .....4

**Figures**

Figure 1 – Partner Development by Geography .....6

Figure 2 - Rockefeller Institute of Government Nevada Balance of Payments .....4

**Tables**

Table 1 - Grants by Grant Type, with Listserv Distribution and Award Ceiling Amount.....10

Table 2 - Award Grants Reported in 2018 by Region Impacted .....10

## Letter from the Administrator

---

February 1, 2019

In accordance with Nevada Revised Statute (NRS) 232.224, the Office of Grant Procurement, Coordination, and Management (Nevada Grants Office), within the Department of Administration, respectfully submits its Biennial Report to Governor Steve Sisolak and the Nevada State Legislature. During the past two years, the Grants Office continued to generate revenue, develop resources, training, and expertise to ensure Nevada is utilizing pre- and post-award grant best practices.

Through collaborative effort with public, private, and non-profit stakeholders across the State, the Nevada GO developed partnerships and shared resources to increase coordination and improve successes of competitive grant applications in Nevada.

Through strong leadership, direction, and support from our Department Director, the Office of Governor, the Nevada Legislature, public and private stakeholders, and the Advisory Council on Federal Assistance, Nevada will continue to elevate its standing in the grant field.

Connie Lucido left the Grant Office shortly before the compilation of this report. The information presented took place during her administration. This report is respectfully submitted on her behalf by Elizabeth Ashby, Interim Administrator.

**Connie Lucido, Administrator**  
Office of Grant Procurement, Coordination and Management  
Department of Administration

## Office of Grant Procurement, Coordination and Management



This report summarizes the accomplishments of and the grant services provided by the GO using data to quantifying activities. Calendar year 2017 was busy as staff prepared to implement changes. Activities in 2018 included developing the data tracker and its guide, creating the *Nevada Grant Policy* and the *Nevada Grant Manuals*, as well as updating the *State Administrative Manual*, engaging stakeholders, updating the website, coordinating the Grant Management System contract and litigation, and revising Intergovernmental Review compliance procedures.

### About the Office of Grant Procurement, Coordination and Management (Grant Office)

The Grant Office (GO) is given the authority to operate under NRS 232.222-226 and is charged with helping state agencies identify federal grant opportunities, develop applications, and the proper management of awarded funds. Because state agencies have consistently identified the same barriers to maximizing federal grant funding in Nevada through the biannual Grant Capacity Survey and other GO surveys, the GO's scope has expanded significantly to reduce these barriers. GO activities are collectively referred to as grant services.

### Mission

To achieve a streamlined, efficient, and sustainable grant process by encouraging agencies to seek funding and successfully manage grants through increased collaboration.

### Background

Historically, the GO has done an excellent job reporting on the grant services provided by using qualifying data; these reports explained the services provided by giving examples of successful grant proposals that have resulted in funding. While qualifying data will continue to be important to add color and context to reports, the reports should also include quantifying data related to the grant services provided. As a result, the goals and objectives stated in the 2017 Biennial Report were modified to align with the capture of quantifying data and the expanded scope. To accurately explain the impact of the GO through quantifying data, the GO modified its objectives and implemented three groups of key data collection. The groups include Grant Service Tracker Data, Requestor Feedback Data, and Requestor Engagement Data. The intent of the three groups of data described below is to give an understanding of the information gathered, analyzed, and presented in this Biennial Report.

### Grant Services Tracker Data

The Grant Services Tracker was launched in December 2017. It is a tool for GO staff to track all grant related activities daily. It captures all grant services data and replaced individual trackers to increase compliance and reduce unnecessary and inefficient administration of services. The Grant Services Guide provides details of the data collected as well as the procedures for collection. To summarize, Service Requests (SRs) are categorized into reactive and proactive. A requestor is an individual, a public, tribal, or private organization. The organization of requestors is divided into grant professionals, grant advocate, grant seeker, and grant giver. The six types of assistance provided by the GO are: funding opportunities, grant assistance, grant resources, partnership and networking, training, and technical assistance. Each documented grant service will have both a request type and an assistance type.

Please see Appendix A to see a summary of 2018 services requests rendered by the GO.

## Projects

Service requests may also be associated with a project in which the GO is currently involved and tracks. Projects have related activities that may quickly scale.

1. Enterprise resource program (ERP)
2. Grant management system (GMS)
3. State grant workgroup (SGW)
4. Nevada Advisory Council on Federal Assistance (NACFA)
5. State grant conference (SGC)

## Requestor Feedback Data

The GO also collects the following data directly from requestors in the form of a feedback survey about grant services received. This data is critical because it represents the voice of the requestor and quantifies the quality of the services the GO provides. It also helps to identify potential gaps in the services provided and gives the GO guidance on how to improve or change.

1. Service request satisfaction survey
2. Event survey
3. Online feedback form

## Requestor Engagement Data

Requestors can self-serve much information via the GO website, and to some extent, social media.

Engagement data from these channels provides a more complete picture of the grant services provided by the GO.

## Key Objectives for GO

The collection of this data resulted in a redistribution of GO's resources and redefined goals and objectives. The GO's three new objectives and their activities are listed below. GO staff determined these are fundamental to the GO mission and to reduce barriers to increased grant funding in Nevada.

### **Increase Capacity for Grant Management Through:**

- a. Partner development
- b. Policy and best practices
- c. Professional development
- d. Support of the Nevada Advisory Council on Federal Assistance

### **Provide Strategic Grant Services to grant professionals by delivering:**

- a. Grant assistance
- b. Grant management system
- c. Funding trends and analysis

### **Improve Visibility of the Office via:**

- a. Public grant information
- b. Resourceful website
- c. Social media presence
- d. Surveys and reporting



## Accomplishments

### Increased Capacity

#### Partner Development

##### *State Grant Workgroup*

The GO engaged the State Grant Workgroup (SGW) to contribute to determining the needs for the GMS, contributions to the *Nevada Grant Policy and Grant Manuals* throughout their development process. This group was successful in developing partnerships among state agencies with similar programs.

##### *Requestor & Partners*

A total of 1,459 requestors were served by GO staff in 2018. Of these requestors:

- 32 states were represented
- 78.7% were confirmed as being from Nevada (note: this statistic may be higher as state-level information is not captured for all requestors)
- State agencies represent the greatest percentage of requestors (32.6%), followed by local agencies (24.1%), and nonprofits (20.4%)
- Most requestors are grant seekers (49.4%) and grant professionals (28.6%)
- 65.6% should be developed as grant partners and represent 32 Nevada cities and towns with Carson City (26.9%), Las Vegas (23.3%), and Reno (20.5%) having the most requestors
  - Note: 11.2% of requestors to be developed as grant partners do not have city information due to data completion issues

Partner Development by Geography

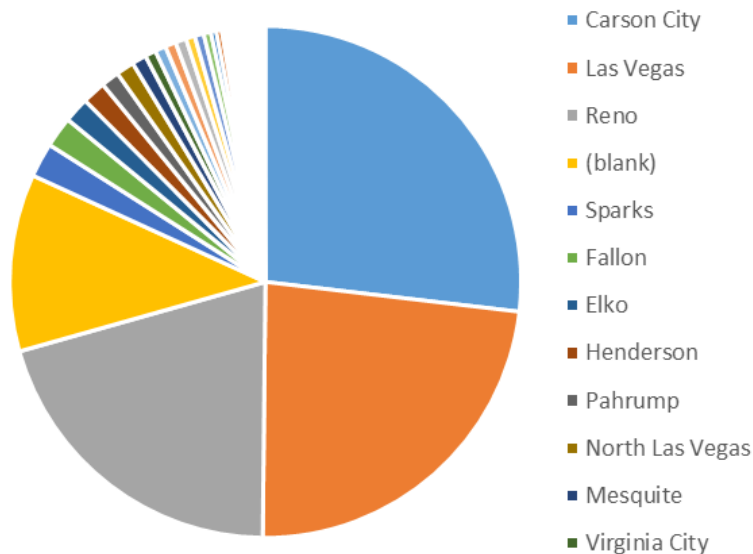


Figure 1 – Partner Development by Geography

## Policy and Best Practices

### *Nevada Grant Manual*

The intent of this manual is to provide guidance about grant processes and to direct readers to reliable, authoritative grant-related resources. The GO understands this manual is not all inclusive and expects it to serve as general assistance for administering grants within the state of Nevada. The [Nevada Grant Manual](#) is posted on the [GO](#) website.

### *Nevada Grant Policy Manual*

This manual is a series of 21 grant related policies for state agencies administering grants. The policies in this manual represent best practices statewide. These best practices were gathered in consultation with state, local, and nonprofit agencies statewide, and in communication with counterparts from other states. The policies in this manual serve several purposes: to create efficiencies, reduce audit findings, decrease risk as a recipient of federal funds, enhance competitiveness with other states, and standardize procedures for federal- and state-funded programs. This is a living document and future revisions are expected. See the [Nevada Grant Policy Manual](#) on the [GO](#) website.

### *State Administrative Manual Update*

The GO updated the *State Administrative Manual* (SAM) Chapter 3000 to ensure consistency in reporting by Nevada state agencies by identifying implementation, monitoring, and evaluation requirements. In addition, the manual includes detailed procedural requirements for the Intergovernmental Review, the requirement of a Master Service Agreement (MSA) for grant contractors, and highlights of laws and regulations related to federal grant procedures. This update also benefited state agencies by incorporating the *Nevada Grant Policy Manual* into the revised language.

## Professional Development

### *Silver State Grant Conference*

Since the inception of the Nevada GO in 2011, grant training has been continuously reported as a barrier to securing more federal grant funding in Nevada. Nevada has limited high-quality, low-cost grant training resources (particularly in rural areas), and the GO continuously fills its free one-day grant training workshops when they are offered throughout Nevada. In 2016, the GO surveyed grant professionals throughout the state and 93.4% of the survey's 272 respondents indicated they would be interested in attending a one-day annual statewide grant conference. Leadership is required to drive such a capacity-building initiative. In 2018, the Nevada GO provided leadership, as well as operational and administrative support, totaling more than 1,500 staff hours.

By supporting the annual statewide grant conference, the Nevada GO acknowledges the following benefits:

1. Increase capacity by providing grant training, which may result in more competitive applications and an increase in federal grant funding.
2. Increase compliance by providing grant training, which reduces the risk of Nevada losing federal grant funding.
3. Reduce barriers by increasing collaboration among grant-seeking organizations throughout Nevada, which may result in more competitive applications and an increase in federal grant funding.
4. Increase visibility of the Nevada GO as a grant authority and resource.

Organized by the GO and the Northern Nevada Grant Workgroup, the first-year conference in January 2019 offered grant professionals the opportunity to hear thought-provoking discussions from nationally



renowned experts, learn techniques to improve grant writing skills, build networks with grant writing professionals across the state and earn continuing professional education. Conference registration was initially capped at 200 but due to immense interest, registration was expanded to 300. Conference attendees represent 21 different cities and towns in Nevada and three cities in California. The top three employment sectors represented were state (27.2%), nonprofit (26.8%), and local/county (26.5%). Special guest U.S. Senator Catherine Cortez Masto welcomed participants during the conference's opening session. After which, more than 50 seasoned grant professionals shared their knowledge through 35 different workshops on topics such as developing effective logic models for continuous program improvement and how to prevent common single audit findings. Attendees also heard directly from several federal and state agencies regarding 2019 grant opportunities at the pre-conference federal forecast. In 2020, the conference will be held in Las Vegas and rotate annually between northern and southern Nevada, making the GO's role as organizer critical to conference continuation.

### *Grant Workshops*

Over the biennium, GO staff provided 13 one-day grant workshops throughout the state to train a total of 233 people with 11 of these 13 trainings held during 2018. Some trainings were specifically for state agencies, some were open to community organizations, and some trainings were requested. Seven trainings (55.4% of trainees) took place in Carson City, five in Las Vegas (39.5% of trainees), and one (5.2% of trainees) in Tonopah. The scored portion of the training evaluation consisted of six areas of evaluations that received a rating of strongly agree (5 points), somewhat agree (4 points), neutral (3 points), somewhat disagree (2 points), and strongly disagree (1 point). Participants awarded all the training workshops 6,308 of 6,655 possible points for an average of 94.8%.

### **Support of Nevada Advisory Council on Federal Assistance (NACFA)**

Throughout 2018, the GO conducted a series of surveys on behalf of the Nevada Advisory Council on Federal Assistance to gather data and information on the following grant topics: capacity building, sustainability, and match. These surveys were sent to a total of 5,294 people throughout Nevada with a response rate of 12.5% and broke out factors into four categories: organization, local, state, and federal. In addition to informing Council decisions and recommendations, these survey results—specifically state-related factors—provided important directional guidance for the GO. From the survey results, the GO was able to draw the following conclusions:

- The state factors that somewhat negatively or greatly negatively impact an organization's ability to apply for and manage federal grant funding include:
  1. State fiscal/budget requirements/procedures
  2. State agency's grant/subaward reporting requirements/procedures
  3. State agency's management of subawards
- Of the state-level solutions provided to increase the amount of federal grant funding in Nevada, the top choice was to standardize Nevada's grant management policies and forms.
- More than two-thirds of the capacity building survey's respondents think capacity building at the state level would move the needle for organizations' capacity to apply for and manage federal grant funding to a considerable degree or a great deal.
- The organizations and regions that self-reported the most capacity for federal grants are non-profits in the southern region; nearly one out of five state agencies self-reported below average or very low capacity.
- The top two state-level factors that impact an organization's ability to sustain a program after the end of federal grant funding, is the program feedback/technical assistance provided by the state and the accessibility/responsiveness of that agency. The reported lack of capacity at state agencies may impact sustainability.

- 81.9% of the sustainability survey's respondents agree or strongly agree that accountability affects sustainability; Nevada can't sustain grant programs if it is at risk of losing federal grant dollars.
- Around one-quarter of match survey respondents very frequently or frequently pass on a grant opportunity because it requires a match.
- When it comes to producing or providing the match for a grant application, 48.5% of respondents think the grant applicant organization should bear the primary responsibility, while 41.4% think the state government should bear the responsibility (respondents could select up to two options).
- Two out of three match survey respondents indicated that an available pot of match funds would definitely or probably increase the number of federal grants their organization applies for.

## Strategic Grant Services

### Grant Assistance

The GO provided SRs related to 625 unique grants in 2018. In 2018, 816 funding opportunities (both before and after grant proposal deadlines) were identified as follows:

- 608 (74.5%) were grants from 70 unique federal agencies, 184 (22.5%) were foundation opportunities, 11 (1.4%) from private funders, 6 (0.7%) from 5 state agencies, and 17 (2.1%) from other nonprofits, private organizations, and national associations.
- 746 (91.4%) were competitive and 70 (8.6%) were formulary.
- Represent a total award opportunity of \$2.1B and were sent to 207,214 listserv recipients.
- 149 (18.3%) required a match.

Despite grant notification requirements outlined in both Nevada Revised Statute, the *State Administrative*, and *Nevada Grant Policy Manuals*, state agencies do not consistently notify the GO of grant awards. It is optional for local agencies and community organizations to notify the GO of a grant award.

According to USASpending.gov, the best resource of federal award data, Nevada received \$6.6B in grant awards in FFY 2018, with \$5.5B awarded to State of Nevada agencies. Though the calendar year of GO data doesn't align with FFY award data, these representative data sets do show the reporting gap. Thus, the funded grants reported to the GO are not representative of federal grant funds received by Nevada in 2018.

In 2018, 75 funded grants were reported to the GO:

- Total \$322M
- 36 (48%) are formulary grants and 39 (52.0%) are competitive grants
- 25 (33.3%) require a match
- 29 (38.7%) are existing grants and 46 (61.3%) are new grants
- 57 (76.0%) impact Nevada statewide, 7 in the southern region (9.3%), 6 in the northern region (8.0%), 3 in the Washoe region (3.0%) and (1) rural region (1.33%). These regions correspond to the four health districts in Nevada, as determined by AB366 in the 2017 Legislative session

Of the 75 funded grants reported to the GO in 2018, GO staff provided grant assistance with 22 of these (29.3%), totaling \$20,177,602 of grant awards (this grant assistance excludes compliance-related notifications such as intergovernmental review or notification of intent to submit a grant proposal). The

GO has provided grant assistance to an additional 26 submitted grant proposals totaling \$62,719,093; at this time the award status of these grant proposals is unknown due to either a lack of notification and/or an award announcement date that has yet to pass.

**Table 1 - Grants by Grant Type, with Listserv Distribution and Award Ceiling Amount**

Row Labels	Sum of Total # Sent via Listserv	Sum of Award Ceiling (\$)	Count of Ref	Count of Ref2
<b>Competitive</b>	<b>207058</b>	<b>\$ 2,064,360,913</b>	<b>746</b>	<b>91.42%</b>
Corporate Giving		\$ 3,000,000	1	0.12%
Federal Agency	198781	\$ 2,058,312,913	539	66.05%
Foundation	7631	\$ 575,000	184	22.55%
National Association	0	\$ 198,000	3	0.37%
Nonprofit, Other	1	\$ -	3	0.37%
Private, Other		\$ -	11	1.35%
State Agency	645	\$ 2,275,000	5	0.61%
<b>Formulary</b>	<b>156</b>	<b>\$ 10,725,304</b>	<b>70</b>	<b>8.58%</b>
Federal Agency	156	\$ 10,725,304	69	8.46%
State Agency			1	0.12%
<b>Grand Total</b>	<b>207214</b>	<b>\$ 2,075,086,217</b>	<b>816</b>	<b>100.00%</b>

**Table 2 - Award Grants Reported in 2018 by Region Impacted**

Statewide	58	77.33%	\$289,375,007
Southern Region	7	9.33%	\$2,750,089
Northern Region	6	8.00%	\$28,288,828
Washoe Region	3	4.00%	\$1,688,669
Rural Region	1	1.33%	\$13,856
<b>Grand Total</b>	<b>75</b>	<b>100.00%</b>	<b>\$322,116,449</b>

### Grant Management System

The Legislature approved the GO's budget requesting funding for a Grant Management System (GMS) last biennium. GO followed the process with support of the Purchasing Division in preparing for requesting proposals from vendors, and once a vendor was chosen, a letter of intent to award was also prepared. The deliverable was the implementation of a statewide Grant Management System. Unfortunately, the appeal of the process of selecting a vendor initiated a prolonged administrative hearing. The administrative hearing process began in Spring of 2017, and the final ruling came in early fall of 2018 in favor of the appellant. The Purchasing Division took the matter to District Court where it currently resides. The funding for the GMS was requested in the 2019-2021 biennial budget for the GO.

### Funding Trends and Analysis

The intent of this activity is for the GO to seek and share information about federal funding trends with partners to build awareness. The information is researched or received by the GO staff from sources such as the Guinn Center and the Federal Funds Information for States. One report that is worthy of mention is the Rockefeller Institute on Government report published January 8, 2019 called "[Giving or Getting?](#)" This examines where federal funds are generated and spent, the balance of payments differential that exists between states, the primary explanations for those difference, and how these gaps may change over time. In this report, Nevada ranks 32<sup>nd</sup> in the differential in the balance of

payments. Figure 2 in Appendix A provides visual information about this ranking through an excerpt of the report.

### Improved Visibility

#### Public Grant Information

The intent of this activity was to collect information from state agencies and their subrecipients through The Grant Management System with the intent to analyze Nevada specific information. Due to the litigation involved with the Grant Management System, the data collection of this data was not possible.

#### Resourceful Website

The GO staff updated and revised the entire content of its website, [www.grant.nv.gov](http://www.grant.nv.gov), during the reporting period. The GO provides up to date resources to support the needs of grant seekers and grant programs statewide. Data research resources are varied, topics range from children to weather. An index of the latest state and local needs assessments reports are posted in an easy downloadable format. The Grant Resources topic, under Reports and Publications provide easy access to the Nevada Grant Policy and the *Nevada Grant Manuals*, the Biennial Report, and the GO training schedule.

Requestors now have access to clear instructions and forms for the Intergovernmental Review process required by many federal programs. The result is increased compliance with this federal mandate as more state, local, nonprofits, and even out-of-state organizations provide notification about possible grant submission. The [Silver State Grant Conference](#) prompted the development of new webpages to allow attendees, presenters, vendors, and sponsors access to current information about the event.

The webpage for the Nevada Advisory Council on Federal Assistance (NACFA) now includes easy way for the interested parties to request being added to the listserv and an address to send correspondence about NACFA. Minutes, agendas, and the schedule of meetings are also easily viewed.

#### Social Media Presence

GO developed the required risk assessment and social media policies before launching its Facebook and Twitter accounts.

#### Surveys and Reporting

GO began producing reports with the Tracker data monthly to gauge the information while checking for bugs. As of May 2018, reports are completed quarterly. This report uses the data collected for a full year.

The Event Survey information is found under the “Grant Workshops” activity for the Professional Development key objective. During the reporting period, the GO received only one “Online Feedback Form.” It requested a revision to links found in the data resources.

#### *State Grant Workgroup Survey*

A survey was sent May 16, 2018 to the 42 current members of the State Grant Workgroup (SGW) with a reminder on May 23, 2018 and received 18 responses (42.9% response rate). Participation throughout SFY2018 has been flagging: 9 of 42 members (21.4%) attended the quarterly meeting on May 9, 2018, down from the 12 of 41 members (29.3%) who attended the February 14, 2018 meeting. The survey’s purpose was to help determine the direction of SGW in SFY2019.

- About the usefulness of the SGW: extremely useful or very useful (44.5%), somewhat useful (38.9%), not so useful or not at all useful (16.7%)

- SGW members were asked to check all that apply from a listing of six GO support options that would be the most helpful and useful
  - The top three responses were: email communication/updates (72.2%), training on request (66.7%), and grant resource library (61.1%)
  - Continued quarterly meetings ranked fourth (55.6%), followed by online forum/chatroom and GO blog (each with 38.9%)
- About SGW being dissolved and quarterly meetings discontinued: 61.1% disapproved and 38.9% approved
- 11 of 18 respondents (61.1%) provided feedback on how GO could better support the state's grant professionals

### *Service Request Satisfaction Survey*

To quantify the quality of the services the GO provides over time, the Nevada GO Service Satisfaction Survey was implemented in 2018. Five rounds of the same survey were sent between January 2018 and June 2018 to 241 requestors who had initiated contact with the GO (e.g., reactive service requests). Requestors are only eligible for a survey once per quarter. With 66 responses, the response rate was 27.4%.

- About respondents receiving services from the Nevada GO:
  - The majority (40.0%) self-identified as grant seekers, followed closely by grant professionals (35.4%), grant givers (10.8%) and other (12.3%), which included many kinds of grant professionals.
  - State agencies represented more than half of respondents (53.3%), followed by local agencies (18.5%), nonprofits (9.2%), other (12.3%), which included local agencies that failed to self-identify as such.
  - Contact with GO: One first-time contact (19.3%), one “rarely, maybe once or twice before,” (24.6%) and “sometimes, maybe a handful of times a year” (33.3%), “very often, probably monthly” (17.5%), and “always, weekly at minimum” (5.3%).
- Four out of five of respondents were either very satisfied (50.8%) or satisfied (29.8%) with the assistance they received from the GO; 8.8% was neither; and 3 respondents (5.3%) were dissatisfied and 3 (5.3%) were very dissatisfied.
- For repeat customers, 51.1% rated this recent experience higher or much higher than their previous experience, and 44.7% of repeat customers thought their most recent experience was about the same. One respondent thought the recent experience was lower (2.1%) and another thought much lower (2.1%).
- 63.0% of respondents were very likely to request assistance from the Nevada GO in the future, with another 27.8% as somewhat likely.
- 77.8% were very likely to recommend the Nevada GO to others, with another 16.7% somewhat likely.
- When asked to rank their current needs for grant-related assistance, respondents identified finding funding opportunities as their top need (4.3), followed by proposal/application assistance (4.1), and then policies, procedures, and best practices (3.9).



## Future Projects

### Grant Coordination and Partner Development

This project will support the alignment of community organization and state agency goals and missions. Those working in the same line of work, or with a desire to work in the same line of work would be easier to connect. GO developed the survey and processes and the project is awaiting execution.

### Catalogue of Federal Domestic Assistance Project

The outcome of this project will provide a list of federal grant programs for which the state is eligible but is currently not receiving. The goal is to provide visibility into opportunities and to work with state agencies to pursue these opportunities.

### Budget Enhancements

In 2015 the GO moved from the Governor's Finance Office to the Department of Administration. This move resulted in lack of funding for training, outreach and professional development activities. A summary of the enhancements, not in priority order, included in the GO 2018 budget request asked for funding to support the much-needed activities and tools.

1. Professional development costs, including registrations and travel for national grant conferences and training, and subscription to grant publications for reference material.
2. Information technology costs, including software upgrade, equipment upgrades from desktop to laptops to increase efficiency with mobile capabilities for staff, and subscription to a contact management software to better track and develop requestors.
3. Silver State Grant Conference co-host contribution.
4. Increase outreach and training statewide which includes costs for in-state travel
5. Increase cost for NACFA meeting printing to allow material distribution for members, and quarterly travel to southern Nevada for staff to support meeting coordination and organization.
6. Webinar development software and broadcast costs to develop and broadcast online grant training.
7. Costs for interdepartmental mail delivery/pick-up and postage.

### Silver State Grant Conference

Beginning in January of 2018 the GO partnered with the Northern Nevada Grant Workgroup to bring the first annual conference to Nevada. The GO project managed this conference and Washoe County served as the fiscal agent. The state could not be the fiscal agent for this first conference due to the requirement to create a special use budget category. The creation of the special use category includes having the funds for the category in-hand. This proved difficult as the Conference did not have seed money. The Interim Finance Committee must approve the creation of a new special use category which will be set up as funds that carry from one year to the next, instead of reverting to the general fund. These funds will only be used to plan and execute the annual conference. As the authority in grants for Nevada, the GO is well-positioned to continue as the organizer of this annual event. The GO received great support from partners, including a part-time clerical trainee, but with a different entity working as the fiscal agent making the necessary purchases for organization purposes required three to four people. The registration payments were not automated and required a check or cash adding to the workload. The sum of hours spent by GO staff in this endeavor total over 1,700. This biennium's budget asked for an increase of \$5,000 to support the GO in continuing to lead this important event.

### Centralized Single Audit Review

The State of Illinois developed and implemented a program centralizing the review of subrecipient single audits. The idea is for a central office to review sub-recipient single audits and work with state agencies to resolve any findings in those audits. This eliminated duplicative work by diverse state agencies looking at the same set of audits for the same subrecipients and by subrecipients responding to requests from multiple state agencies for the same information. The program resulted in increased efficiencies and savings for Illinois. It has drawn national attention in the field of grants, including from Office of Management and Budget as a best practice in compliance. The GO would like to explore how a similar process could be implemented in Nevada.

### Formula Grant Funding

Formula and Block grants are the largest federal funding streams. In an effort to increase funding in Nevada, understanding each grant program funding formulas (potential for outdated information) can result in efforts to change the way these grants are funded.

### Update Master Service Agreements

Currently the GO maintains two Master Service Agreements (MSA's): 1. Grant Assistance; and 2. Grant Evaluators. These MSA's create a list of vendors allowing an agency to easily and quickly execute a contract for grant services. This reduces the need to go through a competitive contract process expediting the implementation of the program. The Purchasing Division works with the GO to open and solicit the MSAs when necessary.

# APPENDIX A





# Data Summary

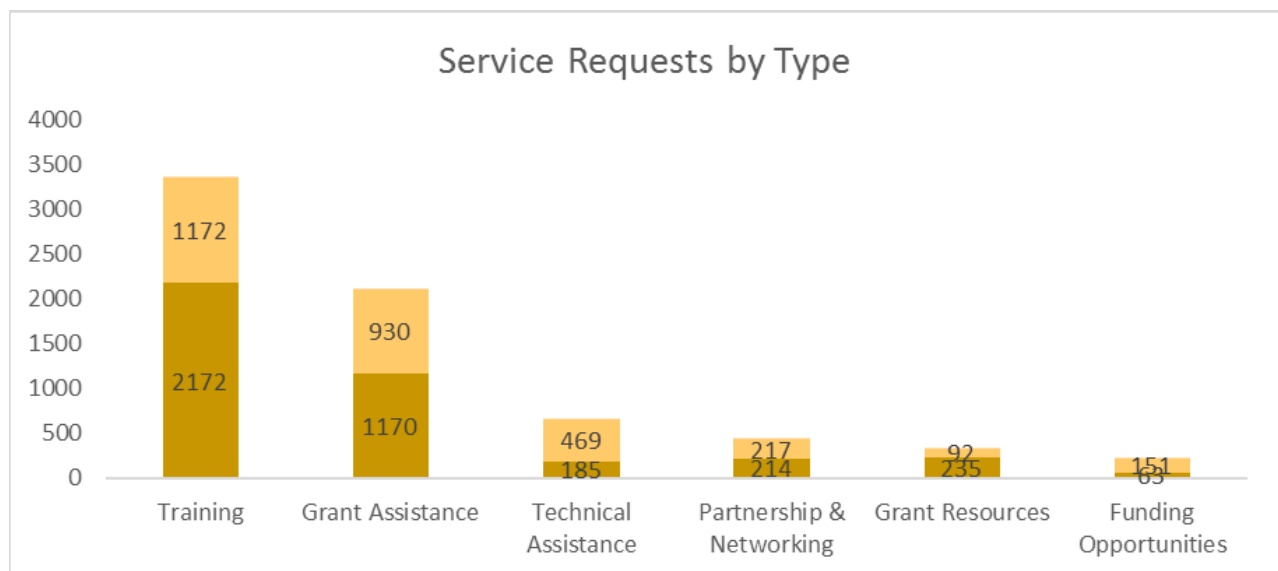
*of Nevada GO services rendered during 2018*

The Grant Services Tracker launched in December 2017 so that GO (GO) staff could track all grant-related activities on a daily and ongoing basis. This summary aims to provide a snapshot of that data and work toward comparative data for the upcoming months and years. The Grant Services Guide provides a detailed explanation of the data collected, as well as the GO procedures for every aspect of data tracking and reporting. Any questions regarding this report should be directed to [Grants@admin.nv.gov](mailto:Grants@admin.nv.gov). Feedback is welcome.

## Service Request Summary

The GO provided a total of 7,070 service requests (SRs) in 2018. Of 2018 SRs:

- 4,039 (57.1%) were proactive, meaning that the GO initiated contact with the requestor, and 3,031 (42.9%) were reactive, meaning that the requestor initiated contact with the GO.
- Training accounted for the largest percentage (47.3%), followed by grant assistance SRs (29.7%). Technical assistance accounted for 9.3% of SRs.
  - The majority of these training SRs result from the GO co-hosting the first Silver State Grant Conference (Jan. 10-11, 2019) and providing extensive administrative and operational support for this training event.
- 2,100 (29.7%) were for grant assistance, meaning that the service request was for assistance with a specific grant.
  - The top three grant assistance activities were: listserv distribution of funding announcement (422 SRs, 20.1%); service follow-up (287 SRs, 13.4%) and funding source research & identification (24 SRs, 6.9%).
  - Narrative outline & development (8.2%) and proposal editing & review (4.4%) together accounted for 12.6% of all grant assistance.
  - A small portion of grants (35 of 625 grants or 5.6%) accounted for one-third of all 32.8% of all grant assistance requests.



### Service Requests

Proactive	4039	57.13%
Reactive	3031	42.87%
<b>Grand Total</b>	<b>7070</b>	<b>100.00%</b>

### Service Requests by Project

N/A	3540	50.07%
SGC	3109	43.97%
NACFA	270	3.82%
SGW	143	2.02%
(blank)	5	0.07%
GMS	2	0.03%
ERP	1	0.01%
<b>Grand Total</b>	<b>7070</b>	<b>100.00%</b>

### Service Requests by Request Type

Training	3344	47.30%
Grant Assistance	2100	29.70%
Technical Assistance	654	9.25%
Partnership & Networking	431	6.10%
Grant Resources	327	4.63%
Funding Opportunities	214	3.03%
<b>Grand Total</b>	<b>7070</b>	<b>100.00%</b>

### Number of Service Requests by Organization

State Agency	476	32.63%
Local Agency	352	24.13%
Nonprofit	297	20.36%
Business	227	15.56%
Citizen	49	3.36%
Coalition/Commission	18	1.23%
Tribal Agency	15	1.03%
Federal Agency	15	1.03%
Elected Official	8	0.55%
Student	2	0.14%
<b>Grand Total</b>	<b>1459</b>	<b>100.00%</b>

### Number of Service Requests by Type of Requestor

Grant Advocate	279	19.12%
Grant Giver	43	2.95%
Grant Professional	417	28.58%
Grant Seeker	720	49.35%
<b>Grand Total</b>	<b>1459</b>	<b>100.00%</b>

## Grant Assistance by Assistance Type

Listserv Distribution of Funding Announcement	422	20.10%
Service Follow-Up	287	13.67%
Funding Source Research & Identification	282	13.43%
Narrative Outline & Development	173	8.24%
Single Point of Contact (SPOC)	135	6.43%
Partner Identification & Outreach	109	5.19%
Proposal Editing & Review	92	4.38%
Notification of Grant Award	91	4.33%
Project Idea Development	87	4.14%
Notification of Proposal Submission	77	3.67%
Notification of Intent to Apply	41	1.95%
Data Research & Identification	41	1.95%
Proposal Assembly Technical Assistance	37	1.76%
Budget Development	34	1.62%
Funding Opportunity Go/No-Go Evaluation	32	1.52%
Funding Announcement Review	31	1.48%
Full Service Grant Application	30	1.43%
Abandonment	22	1.05%
Notification of Grant Award Change	17	0.81%
Project & Timeline Management	15	0.71%
Proposal Submission Technical Assistance	13	0.62%
Proposal Formatting Review	9	0.43%
Budget Narrative Development	6	0.29%
Notification of Unspent Funds	4	0.19%
Subaward Review Committee	3	0.14%
Award Reporting Assistance	2	0.10%
Monitoring Assistance	2	0.10%
Subaward Management Guidance	1	0.05%
Post-Award Change Guidance	1	0.05%
Work Program Creation	1	0.05%
(blank)	1	0.05%
Referral	1	0.05%
Cost Sharing & Match Guidance	1	0.05%
<b>Grand Total</b>	<b>2100</b>	<b>100.00%</b>

## Rockefeller Institute of Government

Below is an excerpt of Nevada’s standing according to the Rockefeller Institute of Government’s finding in their 2019 report [“Giving or Getting?”](#) comparing the amount given by states to the federal government in taxes against the amount of federal funding received.

**Figure 2 - Rockefeller Institute of Government Nevada Balance of Payments**



ABOUT US SUPPORT NEWSLETTER Q

BLOG DATA HUB ISSUE AREAS CENTERS & PROGRAMS EVENTS NEWS



**BALANCE OF PAYMENTS (In Millions of Dollars)**

	Expenditures	Receipts	BOP	Rank
Nevada	28,671	25,252	3,419	32

**BALANCE OF PAYMENTS PER CAPITA (In Dollars)**

	Expenditures	Receipts	BOP	Rank
Nevada	9,563	8,423	1,140	33

ing for sen lknd net