

**STATE OF NEVADA
ADVISORY COUNCIL ON FEDERAL ASSISTANCE**

MEETING ACTION MINUTES

DATE: May 02, 2018 1:00pm

LOCATION: Legislative Building, Room 3138
401 North Carson Street
Carson City, NV 89701

Grant Sawyer Office Building, Room 4401
555 East Washington Avenue
Las Vegas, NV 89101

CHAIRMAN: John Ritter, FOCUS Property Group

SECRETARY: Not Voted On

IN ATTENDANCE:

Voting Members	Non-Voting Members
<i>John Ritter, Chairman</i> <i>Kathi Thomas-Gibson, Vice Chair</i> <i>Zanny Marsh, American Red Cross of Northern Nevada</i> <i>Ellen Spiegel, Assembly Member</i> <i>David Parks, Senator</i>	<i>Connie Lucido, State Grants Office</i> <i>Jim Wells, Governor's Finance Office</i>
Absent	
Staff Present	
<i>Wayne Howle, Attorney General's Office</i> <i>JoVon Sotak, State Grants Office</i> <i>Tisa Coons, State Grants Office</i> <i>Aja Hensley, State Grants Office</i>	

1. CALL TO ORDER -

Chairman Ritter called the meeting to order at 1:03 p.m.

2. ROLL CALL AND INTRODUCTION OF COUNCIL MEMBERS -

Senator David Parks late.

3. PUBLIC COMMENT

A. At Chair's discretion, public comments were limited to 3 minutes per speaker.

4. FOR POSSIBLE ACTION- APPROVAL OF MINUTES OF PREVIOUS MEETING

February 28, 2018 – No comments or suggestions. Minutes approved

5. FOR POSSIBLE ACTION - PRESENTATIONS

A. Sustainability Related to Federal Grant Funding - Connie Lucido, State Grant Office

- Lucido – Presentation defined “Sustainability” and emphasized the importance of communicating realistic plans to the funder before and during the application process that address funding past the initial investment to increase the likelihood of being funded. As well as throughout the project.
- Question: Ritter – What percentage of grants are assumed to be ongoing? And how many have a goal of ending once a goal is reached?
- Lucido - Formula funding is more likely to continue; mandatory programs. Discretionary funding, generally are funded 12 months to 5 years, depending on the program. Estimating 90-95% have an end date and need a sustainability plan for after that date.
- Lucido – Continued to explain the process of proper program planning and the steps to take.
- Questions: Thomas-Gibson – Viability to sustain. Are there steps to identify what the sustainability options are and how different entities can pursue them?
- Lucido – Presentations later in the meeting should answer those questions. Also, agencies are encouraged to contact the Grant Office and are referred to other agencies who have that expertise in the area needed.

B. Grant Office Activities – Connie Lucido, State Grant Office

- Lucido – Regarding how Grant Office activities can affect the topic of sustainability.
 - i. State Grant Management System/Hearings:
 - ii. Training
 - iii. State Grant Workgroup
- Question: Marsh – NSHE has their own grant offices. Does the State Grant Office coordinate?

- i. Lucido to investigate more details on the Office of Research within both Universities. Does know that there is training programs in North and South and the State Grant Office refers to them
- Lucido continued Grant Office Activities that affect sustainability
 - i. Grant Resources: Funding opportunities, Grant manual, tools/matrix
- Question: Marsh – How quickly can an agency work with a community partner to determine to move forward (regarding the go/no-go matrix)?
- Lucido – Working through the form is easy. Where it gets difficult is coordinating the agencies; do we have the right partners? Something the Grant Office currently does.
- Question: Spiegel – Does the Grant Office have an approximate percentage of where application come from; North, South, and Rural?
- Lucido – Will have to get back to the Council.
- Question: Spiegel – The training this fiscal year, where has that all taken place?
- Sotak – (1&2) State Grant Trainings; one North, one South. (3) Care Coalition training in Las Vegas. (4) Pershing County Sheriff’s Department in office training, (5) Wynn Foundation training coming up in Las Vegas, (6 &7) State Grant Workgroup training in October and January both in Carson City.
- Question: Marsh – Any other opportunities for rural training? Are they traveling to Carson or Clark countries?
- Lucido – Due to the small travel budget for the Grant Office, they came to us. The Grant Office has commitment from Administration to increase that funding in order to take that training to the rurals and create additional presence in the South and more outreach including training and put webinars on the website.
- Sotak – The Grant Office has reached out to Cooperative Extension to utilize their program to get training out to the rurals.
- Question: Ritter – Regarding monthly reports, is there a breakdown of where requests are coming from?
- Lucido – Yes, the Grant Office has a tracking system for service requests; training is considered a service request.
 - i. Also, confirmed most training is presented in the North because most State agencies are located in Carson City.
- Ritter – Be sure all Council members receive monthly reports.
- Question: Ritter – Status on pilot project regarding the Interim Finance Committee (IFC) process?
- Lucido – The Grant Office has not received any participants

- Ritter – What is the Grant Office looking for in the project?
- Lucido – AB81: the idea was to enable agencies to request provisional approval from the Governor’s Finance Office and IFC before the grant is awarded. Currently, when an agency receives a grant award notice, that’s when their process begins to submit their work program to IFC to get approval. Normally it’s 6-8 weeks from deadline to submit documents for consideration, to when the IFC meeting occurs. This could potentially cause a program to not get funded if there are requirements due before that 6-8 week timeline.
- Question: Ritter – Wanted to know the status of collecting committee/council/advisory board information.
- Lucido – when a grant application is completed, often times an advisory board is required in order to talk about that particular grant. One idea was to inventory all the existing advisory boards so our office would know and we could publish to let others know. To reduce the need for new groups.

C. Council Correspondence and Survey Results – JoVon Sotak, State Grant Office

- Sotak – Surveys are to ensure all voices are heard. This survey had 1,781 participants. Direct response rate was 16.5%, up 5.4% from the last survey. Complete responses 39.1%; fewer people are dropping off.
- Sotak – Continued to go over results of questions 3 through 15; including areas that could use improvement or training and areas with a good response or doing well. It’s noted that capacity building is different for the Rurals so, sustainability may also be different. It’s also noted that due to uncertainty in how to sustain a program after the federal grant ends, some organizations may not even apply.
- Question: Ritter – asked for clarification on question 9
- Sotak – If Nevada doesn’t do a good job of managing the funds already received, sustaining them is a moot point; if agencies are not able to prove accountability, it’s going to affect future grants to Nevada.
- Sotak - Continued to go through survey results, noting consistency between State and Federal factors that impact sustainability and possible solutions to increase sustainability.

D. Planning For and Funding Sustainability – Sheila Lambert, Dept. of Corrections

- Lambert –
 - i. Department of Corrections utilizes “Train the Trainer” and looking at how other States work and how other agencies within the state work.
 - ii. Difficult to ask for general fund dollars to continue a program started with grant funds. Proposed solution; benchmarks required

with the original funding, should continue when moved to State funding.

iii. What has assisted with success; having advanced notice from the funder before approaching the Governor's Finance Office, before receiving the official Notice of Grant Award.

- Question: Ritter – What Connie described earlier (pilot program) and what it sounds like the Finance Office is open to, getting conditional approval prior to or when applying, would that help make the process easier?
- Lambert – If having to draft a Work Program without knowing if awarded or not, no. If producing an application with details as a preliminary document to be reviewed to Governor's Finance Office and IFC, then later do the Work Program, yes.
- Ritter – Connie, how do you envision that conditional approval happening? What documentation would have to be submitted?
- Lucido – Jim Wells had to step out to another meeting so he's not available to help answer some of the questions required to move that process forward; also because it's a pilot, it's not defined yet. Encourage Dept. of Corrections to reach out to the Grant Office to see if that would be a viable path; presenting just the application and budget narrative as opposed to an entire Work Program.
 - i. Lambert agreed to have conversations with the Governor's Finance Office and use current project as pilot
- Ritter – Would like to get a pilot project prior to the next session.
- Lambert – Another benefit; Master Service Agreements. Also mentioned the use of *matching* when awarded funding and return on investment.
- Ritter – Will be addressing *matching* in the next session, has been a hot topic of this Council for a long time.

E. Influences of Sustainability - Scott Emerson, United Way

- Emerson – Putting forward the hurdles organizations face with Federal funding.
- Changes United Way has made to overcome some hurdles
 - i. Modified their grant process
 - ii. Developed a Strategy Dept
 - iii. Become experts, find experts, and collecting data
- Suggested solutions to help organizations
 - i. Move leadership to Southern Nevada to see social condition more often
 - ii. Add position to the Grant Office. Particularly “translator” or “liaison” between the Grant Office and non-profit organizations

- iii. Grant investment pool; bridge a gap between expenditure and reimbursement
- iv. Build support within organizations. United Way is willing to assist
- Question: Spiegel – Regarding grant investment pool, could social impact funds be a feasible option?
- Emerson – Possibly.
- Ritter - The idea of collaboration is very important. “Many hands make light work”. Why this Council is working hard to get the grant management system approved and in place.

6. INFORMATION ONLY – MISCELLANEOUS BUSINESS

- Parks – Just left Audit Subcommittee. Two audits discussed involved grants. The problems revealed
 - i. Problems go beyond getting the money, it’s managing it once they get it.
 - ii. Federal funds that came through and the agency having a difficult time spending those funds.
- Ritter – Summed up earlier discussions of accountability and sustainability for Mr. Parks

7. FOR POSSIBLE ACTION – FUTURE MEETING DATES AND AGENDA ITEMS

- Lucido – Does the council want to continue the format the Council is currently following. Still want Grant Office updates on the agenda?
- Ritter – If the Office update is following up on long term goals, and items generated from the previous meeting, yes.
- Add to the next agenda:
 - Discuss recommendations and activities of the year for report that is due December and vote on annual report in November meeting
 - Pilot project
- Council to decide to move August meeting to September once an available date is determined

8. PUBLIC COMMENT

A. None

9. FOR POSSIBLE ACTION - ADJOURNMENT

Meeting was adjourned at 3:05 p.m.