

**STATE SINGLE POINT OF CONTACT (SPOC)
PROCEDURES
IN
NEVADA**

As established by
NRS 232.225
and
Presidential Executive Order 12372

State of Nevada
Department of Administration (DOA)
Office of Grant Procurement, Coordination and Management

March 15, 2017

PREFACE

This guidance is issued to inform applicants for federal and non-federal grant assistance of the procedures that must be followed to comply with Presidential Executive Order (E. O.) 12372 signed by President Reagan on July 24, 1982 and NRS 232.225

The procedures set forth in this guidance supersede all procedures previously issued and are effective March 15, 2017.

If you have questions, please contact the State Grants Office at grants@admin.nv.gov

BACKGROUND

In October 1968, the United States Congress passed the Intergovernmental Cooperation Act in an attempt to improve relationships between the federal agencies and state, local and regional government entities along with private agencies by requiring the coordination of planning and programming efforts. The intent of the Act was to reduce duplication of effort and avoid conflicting effort within a state while facilitating orderly growth and development consistent with state, local and regional objectives.

The Office of Management and Budget issued Circular A-95 in July 1969, later revised, to implement:

- The provisions of Section 201 and Title IV of the Intergovernmental Cooperation Act by calling for the establishment of state, regional and metropolitan clearinghouses to aid in the coordination of projects involving federal grant dollars, providing for gubernatorial review and comment on federally required State plans, and establishing the project notification and review system which allows the Clearinghouse to review and comment on applications being made for federal dollars;
- Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 which calls for the review of federal loan or grant requests for assistance in carrying out open-space land projects or for the planning of construction of hospitals, airports, libraries, water supply and distribution facilities along with water development and land conservation projects within a metropolitan area; and
- Section 102(2)(C) of the National Environmental Policy Act of 1969 and regulations of the Council on Environmental Policy which call for the review and comment of certain federal or federally-assisted projects by state and local agencies responsible for environmental standards.

Through its years of implementation, the Circular A-95 review process was found to be cumbersome, ineffective and, in general, ignored by the federal agencies. President Reagan implemented his philosophy of "New Federalism" whereby reliance on states making their own decisions according to their particular needs was emphasized. One of the results of "New Federalism" was a complete rethinking of Circular A-95 review process. On July 14, 1982, President Reagan instituted the Intergovernmental Review Process of Federal Programs by signing E. O. 12372. The Circular A-95 rules remained in effect until federal agencies issued new rules under the Executive Order.

On June 24, 1983, federal agencies published final rules implementing E. O. 12372 and listed which programs were covered under the Executive Order. The rules no longer referred to the State Clearinghouse but rather to a Single Point of Contact (SPOC) for each state.

In 2011, the Nevada State Legislature passed Senate Bill 233 thus adding NRS 232.225 in compliance with E. O. 12372. This NRS goes beyond the federal designation (for state agencies) and requires all state agencies to report federal dollar application and receipt of award to the Nevada's SPOC.

PROCEDURES

I. General

The Intergovernmental Review must be completed before an application or a request for funds is submitted to the federal agency.

The procedures are different whether the requests for federal funds originate from a state agency, an institution of higher education, private or local government entity.

- **State Agencies**

All state agencies must go through the Intergovernmental Review process regardless of whether the federal program is covered under the Presidential Executive Order (E.O.).

The E. O. shall be interpreted as including all types of federal assistance (grants, cooperative agreements, contracts, reimbursable agreements, etc.), whether formulaic or competitive and whether a formal application is required or not, additionally, mandatory or optional state match (in-kind or cash) must be reported.

- **Institutions of Higher Education, Private or Local Government Entities**

Institutions of higher education, private or local government entities are required to go through the Intergovernmental Review process only for those programs covered by the Presidential Executive Order. Requests for proposals are usually published in the Federal Register where E. O. 12372 requirements are specified and it provides information regarding the SPOC.

II. Purpose

The general purpose of the Intergovernmental Review process is to:

1. Maximize use of Federal funding by avoiding duplication of effort in the application for and use of federal funds;
2. Ensure compliance with federal and state statutes, and state and local plans; and
3. Determine impact on current and future state budgets.

III. Submission

No applicant shall forward an application to a federal agency without securing a State Application Identifier (SAI) which is an 8-digit number issued by the State Grant Office. Additionally, on OMB Standard Form (SF) 424, Item 19, an applicant shall answer in the affirmative to the question "Is Application Subject to Review By State Under Executive Order 12372 Process?" Assignment of an SAI does not signify approval of your grant application, project or program by the SPOC.

The SAI will be requested by emailing the State Grants Office at grants@admin.nv.gov. Applicants must attach the following items to the SPOC request:

- One copy of the completed OMB SF-424; and
- The Program Narrative from the grant application.

For those grants, projects, or programs requiring a pre-application, the applicant shall request the SAI prior to submitting the pre-application. The SPOC will assign an SAI to the pre-application. When the federal agency has approved the pre-application and an application is submitted, the applicant shall keep and use the same SAI assigned to the pre-application. The applicant shall submit the application to the State Grant Office for a final review/comment.

If the application process requires a Letter of Intent (LOI) or Notification of Intent (NOI), a copy of that document should be transmitted to the SPOC directly for informational purposes.

Revisions or amendments to an application must be submitted to the SPOC directly as they are transmitted to the federal agency. This is important, especially, if the changes are made prior to the SPOC review.

All communications and documents sent to the SPOC after an SAI has been assigned must reference the SAI.