

GUIDANCE MEMORANDUM 26-02

To: All State Agencies
From: The Nevada Governor's Office of Federal Assistance *AS*
Date: November 25, 2025
Subject: Updated Nevada Grant Policy Manual and Statewide Compliance Requirements

The Governor's Office of Federal Assistance (OFA) is committed to strengthening statewide grants management, enhancing coordination, and ensuring responsible stewardship of federal resources across all State of Nevada agencies. To support this mission, OFA has released an updated version of the Nevada Grant Policy Manual. This memo serves to notify all state agencies of the update, outline key expectations, and reaffirm OFA's role as the State of Nevada's single point of contact for federal grants.

Importance of the Updated Grants Policy Manual

The updated Grant Policy Manual incorporates recent federal regulatory changes, statewide policy updates, and improved procedures designed to:

- Provide clearer direction on grant administration;
- Promote consistent application of federal and state requirements;
- Strengthen internal controls and reduce administrative risk; and
- Support effective and compliant program operations.

The Grant Policy Manual is a critical resource for all state agencies that receive, administer, or report on federal funding. **Agencies are required to review the updated Grants Policy Manual in full and ensure compliance with its provisions.** Key areas addressed include indirect cost guidance, subrecipient monitoring, uniform guidance administrative requirements, documentation standards, and expectations for financial and programmatic oversight.

OFA as the State's Single Point of Contact

OFA serves as Nevada's centralized authority for coordinating, reviewing, and supporting all federal grants across state agencies. As the State's Single Point of Contact (SPOC) under Executive Order 12372, OFA is responsible for administering Nevada's intergovernmental review (IGR) process. When a federal funding opportunity requires an intergovernmental review, agencies, local governments, and external stakeholders must route all IGR-related submissions, notifications, and requests through OFA to ensure statewide alignment and compliance with federal expectations.



In addition to its SPOC responsibilities, OFA is designated in state law as the coordinating entity for federal assistance. Under NRS 223.478, state agencies **MUST** notify OFA of **ALL** federal grant applications, awards, amendments, and related activities. This statutory authority ensures that Nevada maintains a complete, accurate, and timely statewide inventory of federal funding, enabling improved oversight, transparency, and strategic alignment with statewide priorities.

Centralizing these functions strengthens statewide consistency, minimizes duplication of effort, and ensures that the State's grant activities meet the oversight standards of federal agencies. In coordination with partners across state and local government, OFA provides policy guidance, technical assistance, and compliance support designed to elevate Nevada's competitiveness in securing and managing federal funds.

All agencies are asked to route federal grant-related questions, requests for assistance, intergovernmental review submissions, and inquiries about the updated Grant Policy Manual directly to OFA. Our office remains available to provide clarification, training, and hands-on assistance as agencies implement updated guidance and carry out their federal funding responsibilities.

Required Actions for Agencies

All state agencies must take the following steps:

1. **Distribute** the updated Grant Policy Manual to all staff involved in grants, contracts, procurement, fiscal management, and program oversight.
2. **Review and update internal policies and procedures** to align with the revised requirements.
3. **Implement all applicable updates immediately** to maintain compliance with federal and state standards.
4. **Contact OFA** for technical assistance, training needs, or compliance concerns.

Conclusion

OFA appreciates the partnership and collaboration of all state agencies as we work to maintain high-quality grants administration across Nevada. Your commitment to strong compliance practices ensures the integrity of federal funding and advances programs that support our communities.

For questions or assistance related to the updated Grants Policy Manual, please contact the Governor's Office of Federal Assistance at:

Email: grants@ofa.nv.gov

Phone: 775-684-0156

Sincerely,

Nevada Governor's Office of Federal Assistance