

Congratulations on receiving a sub-grant from the Nevada Department of Agriculture (NDOA)! Below is a checklist of the requirements for processing your agreement and receiving funds. Please review and make sure that you understand and complete the necessary requirements in order to ensure successful administration of your grant.

The sub-grantee MUST initial each line of this document to ensure understanding and return a copy to the NDOA with your signed agreement before any funding can be received.

Initial each
line below

Grants Administration Guidelines

_____ **If your organization has previous grants open with the NDOA all the quarterly and final grant reporting requirements must be met before your organization can be awarded a new sub-grant.**

- Make sure all previously awarded sub-grants for your organization are in good standing with the NDOA.

_____ **All organizations receiving a sub-grant from the NDOA are required to have a current *Vendor Registration Number* on file with the NDOA.**

This is required, as state of Nevada procedures, in order for the Department of Agriculture to give your organization funding. Payments to you cannot be processed without a current vendor form on file.

- If your organization has a Vendor Registration Number make sure the contact information is current and the NDOA has your correct number.
- If your organization does not have a Vendor Registration Number, apply to obtain one with the State Controllers Office and Vendor Services as soon as possible by going to http://intra.ktl.nv.gov/Vendor_Services_forms.htm. If additional help is needed contact the State Controllers Office at (702) 486-3856.

_____ **All organizations who wish to receive electronic transfer of funds must indicate this on the Vendor Registration form, Item 4, and provide the Vendor Services Office with a voided check.**

_____ **Per new Federal Requirements all sub-grantees must have a valid *federal DUNS number* to receive pass through funds.**

This is a federal mandate that the NDOA must follow so that your organization can receive funds from a federal parent grant award.

- If your organization has a DUNS number, make certain it is correct and current and indicate your DUNS number on your agreement.
- If your organization does not have one, you must obtain one as soon as possible by going to the federal central contractor registration. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
- Be aware, it can take up to several days to acquire a DUNS number and the NDOA cannot assist with obtaining a DUNS number.



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_____ **The NDOA and Vendor Services Office must have your organization's current contact information.**

This is needed to ensure funding can be dispersed and contacts regarding project work can be made.

- Make sure the NDOA has the correct contact information and the name of your correct current Authorized Signing Official.

After receiving the grant award and sub-agreement contract, the following should be understood and in order:

_____ **Sub-grantee's must make and return to the NDOA three copies of the cover page of the notice of sub-grant award and have an original signature from their signing authority representative on each copy.**

- The NDOA will return to you a fully executed copy with both your organization's signing authority's signature and an NDOA representative's signature. This is to be kept in your files.

_____ **YOUR ORGANIZATION MAY NOT START PROJECT WORK UNTIL A FULLY EXECUTED COPY OF THE SUB-GRANT AWARD AGREEMENT HAS BEEN RECEIVED BY YOUR ORGANIZATION!**

_____ **Any correspondence or discussions regarding the awarded sub-grant should include the parent agreement and the sub-grant agreement numbers.**

Due to the large number of sub-grants the NDOA manages, this is required so that organization and accuracy is kept within the NDOA and that there is no ambiguity on which exact grant is being discussed.

- Make sure you have recorded and become familiar with the parent grant number and sub-grant agreement number for your grants.

_____ **Progress reports and a final report at the end of the year must be sent to the NDOA by the given due dates indicated within your contract.**

These reports are required to keep a mutual understanding between both parties of the work that is accomplished with the grant money given. The dates must be followed to ensure the NDOA has sufficient time to meet the federal reporting deadlines.

- The NDOA will communicate with sub-grantee's via email, so please make sure a current and correct e-mail address has been provided.
- Please make note of the due dates and check your emails often. The NDOA may contact you or give you reminders of when reports or additional information is needed.

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**The following should be understood regarding
REQUEST FOR REIMBURSEMENTS:**

_____ **Each sub-grant must use the provided Request for Reimbursement (RFR) excel file form to request funds.**

- Make sure you receive this file in excel format and that the information regarding your organization is correct.
- Only use the RFR form that was made and provided to your organization that corresponds specifically to the agreement number of that sub-grant.
- Please DO NOT re-use RFR forms for any other grants your organization may have with the NDOA.

_____ **Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees.**

- The State of Nevada reimburses at rates comparable to the rates established by the US General Services Administration, with some exceptions (State Manual 0200.0 and 0320.0).
- The per diem rates can be found at <http://www.gsa.gov/portal/category/21287>.

_____ **The sub-grantee should plan that 30 to 45 days may be required to process a Request for Funds.**

- Plan ahead with your requests and note that the NDOA is not responsible for any expenditures that you may have made prior to receiving payment from the NDOA.

_____ **Request for Reimbursements and Advances must be accompanied by back up documentation.**

This is required per your contract and necessary for NDOA audit reviews.

- Keep all invoices and receipts from your project expenditures and submit copies of them to the NDOA with your RFR forms.
- All Requests for Advances require quotes and other supporting documentation.

_____ **All sub-grant recipients are required to review and abide by the items found throughout the Grant Policy and Procedures Manual.**

- The manual can be found on the NDOA's sub-recipient webpage and are also found in the sub-award packet.
- These policies will be effective upon approval as of December 2011.

_____ **In accordance to the Federal Funding Accountability and Transparency Act all sub-awards contracts with an amount of \$25,000 or greater will be required to release activity and expenditure information to the Department of Agriculture as requested.**

Please do not hesitate to contact any of the following NDOA employees if you have questions or concerns regarding your sub-grant status or if you need help understanding any of the requirements above.

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