

Reading and Understanding the Notice of Award (NoA) for CED Grantees



The Notice of Award (NoA) is the official legal document¹ issued to the recipient that indicates a federal grant award has been made and funds may be requested to be used, and [reported on](#), in the approved manner. It is sometimes called a Notice of Grant Award (NGA).

The NoA includes all applicable terms and conditions of the grant award and is an essential resource throughout the life of a grant. The NoA contains critical information about the grant award, including the grant number, receiving organization, award amount, project/grant period, key grant personnel, and any restrictions or special conditions on the award. A revised NoA will be issued if there are any post-award amendments made to the grant award.

The Office of Community Services (OCS) recommends that recipients print out hard copies of the NoA (the initial and any revisions) for their internal records. For Community Economic Development (CED) grants, the initial NoA and any amended NoAs are accessed via [GrantSolutions](#). For instructions on how to find and view your NoA and how to take other actions in GrantSolutions, review the [Grant Recipient and Support webpage](#). Note that this and other training videos are specific to recipients and therefore, you must be logged into GrantSolutions to view them. Please also note that not all content in the GrantSolutions training videos is applicable to CED grants. More information about the NoA can be found on page I-33 of the HHS Grants Policy Statement at: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>.

The section summaries below explain the contents of a CED NoA.

Recipient Information

1. Recipient Name	This includes name of recipient and address.
2. Congressional District of Recipient	This is the congressional district where the recipient organization is located.
3. Payment System Identifier (ID)	This is a string of digits and letters that uniquely identifies a payment method that a recipient can use to complete a transaction.
4. Employer Identification Number (EIN)	This is the applicant organization's Employer Identification Number (EIN).
5. Data Universal Numbering System (DUNS)	This is the nine-digit number, assigned by the company Dun & Bradstreet. A DUNS number is required when submitting any application for Federal funds.
6. Recipient's Unique Entity Identifier	This field will be blank.
7. Project Director or Project Investigator	This is the name of the official listed as the Program Director in the grant application. This person should be different than the AO. To change the Principal Investigator (PI) or Program Director (PD), a post-award amendment must be requested by the recipient and approved by ACF. Once approved, an amended NoA will be issued with the new PI/PD information.
8. Authorized Official	This is the name and address of the recipient organization and, on the initial NoA, the name of the official of the organization who signed the grant application. The Authorizing Official (AO) is the person

Reading and Understanding the Notice of Award (NoA) for CED Grantees



	that must sign official grant documents on behalf of the recipient organization. In order to change the AO, a post-award amendment must be requested by the recipient and approved by ACF. Once approved, an amended NoA will be issued with the new AO information.
--	--

Federal Agency Information

9. Award Agency Contact Information	This includes the name, title, email, and phone number of the Grants Management specialist for this grant.
10. Program Official Contact Information	This includes the name, title, email, and phone number of the OCS Director and/or Program Specialist for this grant.

Federal Award Information

11. Award Number	This is the grant number, in the format 90EEXXXX- 01- 00. The first portion of the number will not change if the award is amended. The final two digits will be 00 for the initial NoA, and will change with each subsequent amendment (e.g., 01, 02, etc.)
12. Unique Federal Award Identification Number (FAIN)	This is a number assigned by the federal agency, also referred to as the grant number. The FAIN is comprised of numbers and letters,
13. Statutory Authority	This is the citation for the law authorizing the Department of Health and Human Services (HHS) to award the grant: Section 680 (a)(3)(B) of the Community Services Block Grant Act, as amended; the Coats Human Services Reauthorization Act of 1998 (P.L. 105- 285) 42 USC 9921 "SEC. 680.
14. Federal Award Project Title	This is the name of the CED project as provided by the recipient in the grant application.
15. Assistance Listing Number	This is 93.570 for all CED awards. This is the CED program number under the Catalog of Federal Domestic Assistance (CFDA), a government- wide compendium of federal programs, projects, services, and activities that provide assistance or benefits to the American public. Each program is assigned a unique number by agency and program that follows the program throughout the assistance lifecycle enabling data and funding transparency. The complete CFDA number is a five-digit number, XX.XXX, where the first two digits represent the Funding Agency and the second three digits represent the program.
16. Assistance Listing Program Title	This will be Community Services Block Grant_Discretionary Awards for all CED awards.
17. Award Action Type	This is New on the initial NoA. If the NoA is amended, this box will indicate what type of amendment has occurred (e.g., NGA Revision, Budget Revision, No Cost Extension, etc.).
18. Is the Award R&D?	R&D refers to research activities. This will be No for all CED awards.

Reading and Understanding the Notice of Award (NoA) for CED Grantees



Summary Federal Award Financial Information

19. Budget Period Start and End Dates	This is the 3- or 5- year budget period for CED grants, in the format MM/DD/YYYY THRU MM/DD/YYYY . The HHS Grants Policy Statement defines Budget Period as the following: “The intervals of time into which a project period is divided for budgetary and funding purposes.” Funding of individual budget periods sometimes is referred to as “incremental funding.” CED grants are not funded incrementally but are fully funded at the time of award. The Budget Period remains the same even if a no- cost extension is granted, i.e. a no-cost extension only increases the time of the Project Period, not the amount of time on the budget.
20. Total Amount of Federal Funds Obligated by this Action	On the initial NoA, this lists the federal CED grant amount. On an amended NoA, this will list zero dollars.
21. Authorized Carryover	This is the amount of unobligated federal funds remaining at the end of a budget period that may be carried forward to a subsequent budget period to cover allowable costs of that budget period as additional authorization.
22. Offset	This is the amount of unobligated federal funds remaining at the end of a budget period that may be used to reduce the federal funding of a subsequent budget period by the excess amount.
23. Total Amount of Federal Funds Obligated this budget period	This is the total amount of the CED grant awarded for the 3- or 5- year period, federal funds only.
24. Total Approved Cost Sharing or Matching, where applicable	This is the amount of match/leveraged funds, or non-federal funds.
25. Total Federal and Non-Federal Approved this Budget Period	This is the sum of the Total Amount of Federal Funds Obligated this Budget Period (Field 23) and the Total Approved Cost Sharing or Matching, where applicable (NoA Field 24).
26. Project Period Start and End Dates	This is the 3- or 5-year project period for CED grants, which starts on the date the award is issued and ends on the date it expires, in the format MM/DD/YYYY THRU MM/DD/YYYY . The HHS Grants Policy Statement defines Project Period as the following: “The total time for which support of a project has been programmatically approved. The total project period comprises the initial competitive segment, any subsequent competitive segments resulting from a competing continuation award, and any non- competing extensions.” If a no- cost extension is granted, the Project Period will be revised to reflect the new project expiration date.
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period	This is the sum of the Total Amount of Federal Funds Obligated this Budget Period.

Reading and Understanding the Notice of Award (NoA) for CED Grantees



Ending Elements

28. Authorized Treatment of Program Income	This is Additional Costs for all CED awards.
29. Grants Management Officer Signature	This is the signature of Administration for Children and Families (ACF) Grant Officer for the CED program at the time the NoA was issued.
30. Remarks (Critical section to read)	On the initial NoA this includes information on terms and conditions of the award, the regulations and statutory requirements the award is subject to, and any immediate actions that may need to be taken before the recipient is able to request federal funds. Remarks on amended NoAs will vary based on the amendment. This is a very important section of the NoA. Information found here may keep federal funds from being released to a recipient until actions are taken.
31. Assistance Type	This is Project Grant for all CED awards. CED is a discretionary program, not a mandatory program. Discretionary grants are those for which the federal government may exercise judgment (“discretion”) in determining the recipient and the amount of the award. Generally, such awards are made following a competitive process.
32. Type of Award	This is Other for CED grants.
33. Approved Budget	This is where the project budget is detailed. The "Total Approved Budget" includes both the federal grant award and the required non-federal funds.
34. Accounting Classification Codes	This includes several accounting fields: <ul style="list-style-type: none"> • FY-Account No. – specific to the fiscal year of award. • Document No. – the grant number, followed by a two-digit number, which will increase with each subsequent grant amendment (e.g., 01, 02, etc.). • Administrative Code – ACFOHS. • Object Class - This is an HHS internal accounting field. • Amt Action Financial Assistance - If an amendment involves a change to the grant amount, the new amount will be listed here, otherwise it will be the awarded amount. • Appropriation – 75-XX-1536, with XX representing the last two digits of the fiscal year of the grant award.
35. Terms and Conditions	Standard Terms