

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



The Notice of Award (NoA) is the official legal document¹ issued to the grantee 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 grantees 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, review [Session 3 – GrantSolutions Post-Award Activities for Recipients](#) (around 2 minutes into the video) on the [GrantSolutions Recipient Training Videos](#) page. Note that this and other training videos are specific to grantees 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.

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

1. Awarding Office	This is Office of Community Services for all CED awards.
2. Assistance Type	This is Discretionary 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.
3. 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.)
4. Amend. No.	This is 00 on the initial NoA, because there have not been any amendments. This will change to reflect the amendment number that applies to the NoA being viewed (e.g., 01, 02 , etc.)
5. Type of Award	This is Other for CED grants.
6. Type of Action	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.).
7. Award 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. ²

¹ 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>.

² Note that this statute may be listed incorrectly on some award documents.

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



8. Budget Period	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.
9. Project Period	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.
10. Cat. No.	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.
11. Recipient Organization and Authorized Official	This is the name and address of the grantee 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 that must sign official grant documents on behalf of the grantee organization. In order to change the AO, a post-award amendment must be requested by the grantee and approved by ACF. Once approved, an amended NoA will be issued with the new AO information.
12. Project/Program Title	This is the name of the CED project as provided by the grantee in the grant application.
13. County	This is the county where the grantee organization is located.
14. Congr. Dist.	This is the congressional district where the grantee organization is located.

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



15. Principal Investigator or Program Director	This is the name of the official listed as the Program Director in the grant application. This person should be different than the AO. In order to change the Principal Investigator (PI) or Program Director (PD), a post- award amendment must be requested by the grantee and approved by ACF. Once approved, an amended NoA will be issued with the new PI/PD information.
16. 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.
17. Award Computation	This shows the amount of the federal grant award as the "Federal Share" and the amount of required non-federal cash contribution as the "Non-Federal Share."
18. Federal Share Computation	This lists the federal CED grant amount as the "Total Federal Share" and zero dollars for the "Unobligated Balance Federal Share." On the initial NoA, the "Fed. Share Awarded This Budget Period" will be zero dollars, but on any amended NoAs, it will be the same as the federal CED grant amount.
19. Amount Awarded This Action	On the initial NoA, this lists the federal CED grant amount. On an amended NoA, this will list zero dollars.
20. Federal \$ Awarded This Project Period	This is the total amount of the CED grant awarded for the 3- or 5-year period.
21. Authorized Treatment of Program Income	This is Additional Costs for all CED awards.
22. Applicant EIN	This is the applicant organization's Employer Identification Number (EIN).
23. Payee EIN.	This is the Employer Identification Number (EIN) of the entity that will receive the grant funds. Since the applicant and payee are generally the same for CED awards, boxes 22 and 23 are usually the same, however the Payee EIN includes an additional number at the beginning of the sequence and additional letter and number at the end (e.g., 1XXXXXXXXXA1). If the organization has more than one financial unit, the additional numbers and letters in the Payee EIN for different grants to that organization may differ from one another.
24. Object Class	This is an HHS internal accounting field.

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



25. Financial Information	<p>This includes several accounting fields:</p> <ul style="list-style-type: none"> • DUNS number for the organization; • Orgn – likely blank; • Document No. – the grant number, followed by a two-digit number, which will increase with each subsequent grant amendment (e.g., 01, 02, etc.); • Appropriation – 75-XX-1536, with XX representing the last two digits of the fiscal year of the grant award. • CAN No. – X-G994001, with X representing the fiscal year the funds were awarded and is used to determine when the funds expire. G994001 is the account code used by the agency to identify which program the funds are associated with. • New Amt. – If an amendment involves a change to the grant amount, the new amount will be listed here, otherwise it will be \$0.00. • Unoblig. – If any of the new amount is unobligated, it will be listed here. • Nonfed % – If any of the new amount is non-federal, the percentage of non-federal funds will be listed here.
26. Remarks (CRITICAL SECTION TO READ)	<p>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 grantee 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 grantee until actions are taken.</p>
27. Signature - ACF Grants Officer	<p>This is the Administration for Children and Families (ACF) Grant Officer for the CED program at the time the NoA was issued.</p>
28. Signature(s) Certifying Fund Availability	<p>This is the Office of Community Services (OCS) Budget Officer at the time the NoA was issued.</p>
29. Signature and Title – Program Official(s)	<p>This is the Office of Community Services (OCS) Director (or the individual who has been delegated the authority to sign on the Director’s behalf) at the time the NoA was issued.</p>