

Notice of Award Explainer for AFI Grantees

The Notice of Award (NOA) is the legal document issued to the grantee that indicates a federal grant award has been made and funds may be requested. 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 AFI grants, the initial NOA and any amended NOAs are accessed via [GrantSolutions](#). For instructions on how to find and view your NOA, review the [GrantSolutions training video for grantees](#) entitled Session 3 – GrantSolutions Post-Award Activities for Recipients (around 2 minutes into the video). Please note that not all content in the GrantSolutions training videos is applicable to AFI grants.

The section summaries below explain the contents of an AFI NOA. Information found in Box 26 of the NOA may keep federal funds from being released to a grantee until actions are taken.

Box 1 – Awarding Office. *Office of Community Services*. This is the same on all AFI awards.

Box 2 – Assistance Type. *Discretionary Grant*. This is the same on all AFI awards. AFI 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.

Box 3 – Award Number. The grant number is listed here, in the format 90EIXXXX-01-00. The first portion of the number will not change if the award is amended. The final two digits will change when amended NOAs are issued, e.g. 90EIXXXX-01-01; 90EIXXXX-01-02; etc.

Box 4 – Amend. No. This box indicates which amendment number applies to the NOA being viewed. On the initial NOA the number is 0 (zero), because there have not yet been any amendments.

Box 5 – Type of Award. *Demonstration*. This is the same on all AFI awards. AFI is considered a demonstration program.

Box 6 – Type of Action. This will be "New" on the initial NOA. If the NOA is amended, this box will indicate what type of amended has occurred.

Box 7 – Award Authority. *P.L. 105-285; 42 U.S.C. 604*. This is the same on all AFI awards. This is the citation for the [AFI Act](#), the law authorizing the Department of Health and Human Services (HHS) to award the grant.

Box 8 – Budget Period. The [HHS Grants Policy Statement](#) defines Budget Period as the following: “The intervals of time (usually 12 months each) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as “incremental funding.”

AFI grants are not funded incrementally, but are fully funded at the time of award. The Budget Period on an AFI NOA is the 5-year period starting the date the award is issued and ending the date it expires. 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.

Box 9 – Project Period. 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.”

For AFI grants, the Project Period is the 5-year period starting the date the award is issued and ending the date it expires. If a no-cost extension is granted, the Project Period will be revised to reflect the new project expiration date.

Box 10 – Cat. No. 93.602 This is the same on all AFI awards. This is the AFI 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.

Box 11 – Recipient Organization and Authorized Official. 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 Authorized 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.

Box 12 – Project/Program Title. The name of the AFI project as provided by the grantee in the grant application.

Box 13 – County. The county where the grantee organization is located.

Box 14 – Congr. Dist. The congressional district where the grantee organization is located.

Box 15 – Principal Investigator or Program Director. On the initial NOA, the name of the official listed as the program director in the grant application is listed here. 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.

Box 16 – Approved Budget. The project budget is detailed here. The "Total Approved Budget" includes both the federal grant award and the required non-federal funds.

Box 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." The AFI Act requires that the Non-Federal Share equal the Federal Share, so these amounts will be the same.

Box 18 – Federal Share Computation. This will list the federal AFI 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 AFI grant amount.

Box 19 – Amount Awarded This Action. On the initial NOA, the federal AFI grant amount is listed again here. On an amended NOA, this will list zero dollars.

Box 20 – Federal \$ Awarded This Project Period. This is the total amount of the AFI grant awarded for the 5-year period.

Box 21 – Authorized Treatment of Program Income. *Additional Costs*. This is the same on all AFI awards.

Box 22 – Applicant EIN. The applicant organization's Employer Identification Number (EIN).

Box 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 AFI awards, boxes 22 and 23 are usually the same.

Box 24 – Object Class. An HHS internal accounting field.

Box 25 – Financial Information. Lists several accounting fields, the grantee organization's DUNS, the grant document number, and the grant amount.

Box 26 – Remarks. **This is a very important section of the NOA.** The remarks on the initial NOA include 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.

Box 27 – Signature - ACF Grants Officer. The Administration for Children and Families (ACF) Grant Officer for the AFI program at the time the NOA was issued.

Box 28 – Signature(s) Certifying Fund Availability. The Office of Community Services (OCS) Budget Officer at the time the NOA was issued.

Box 29 – Signature and Title – Program Official(s). 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.