



Notice of Award

This topic will address your NoA; the legal document issued to notify the recipient that an award has been made and that funds may be requested from the designated HHS payment system. It is critical that you review all portions of your NoA upon receipt to understand the terms and conditions of your award and, if appropriate, respond to any time-sensitive requests that HRSA has included on your award.

The subject areas to be discussed include:

- [Notice of Award Overview](#)
- [Program/Grant Terms and Conditions](#)

Overview

The NoA is the official document that states the terms, conditions, and amount of an award and is signed by the Grants Management Officer (GMO) who is authorized to obligate funds on behalf of the HRSA.

The document is formatted into numbered blocks that provide specific information about the award; including administrative information, legislative and fiscal data, and names and phone numbers of grant and program office staff. For multi-year awards, the NoA also includes information on anticipated subsequent funding periods and their tentative levels of funding.

A NoA, showing the amount of Federal funds authorized for obligation and any future-year commitments, is issued for each budget period in the approved project period. A revised NoA may be issued during a budget period to effect an action resulting in a change in the budget and project period of funding, amount of support or other change in the terms and conditions of award.

The NoA will also contain attachments, which spell out additional terms and conditions of the award and enclosures that give further guidance on administrative procedures. The attachments and enclosures contain important information about awards. Recipients are urged to pay particular attention to them.

Copies of the NoA are e-mailed to each successful applicant. Copies may be sent to either the Authorized Representative or the Program Director.

- View the [Notice of Award Form](#).



On Page 1 of the Notice of Award form, sections 1-8 include basic information about the grant award including the date issued, CFDA number, award number, grant number, project period and budget period. Sections 9 and 10 list the grantee name and address and the name of the Program Director. Sections 11-14 outlines budget information. Section 15 lists the amount of non-Federal funds in support of the project; section 17 outlines the future support amount of the final project period. Page 2 provides instructions on how to access the Electronic Handbook (EHB) and outlines the applicable terms and conditions of the award. Page 3 outlines reporting requirements and provides due dates and explanations for required reports. Page 4 lists the contact information for the grantee's HRSA assigned Program Officer and Grants Management Specialist.

Program/Grant Conditions

In addition to, or in lieu of, the standard terms and conditions of award specified in the HHS GPS, HRSA may use terms and conditions for program-specific or award-specific reasons. For example, a grant condition may require the recipient to provide a revised budget, consisting of the SF-424A, the line item budget, and budget narrative within 30 days of receipt of the NoA.

Conditions always require a response by a specific date – failure to respond to the HRSA Division of Grants Management Operations (DGMO) in a satisfactory manner may result in an adverse action. Responses to conditions are submitted through the EHBs.

Program/Grant Conditions - continued

The following screen shots are from the EHBs. To submit a response to a condition, the Program Director or other individual authorized to complete transactions in EHB opens up the Grant Handbook associated with the award and, as seen on the first screen below, should select “Monitor Schedules” to display the list of upcoming submissions that are pending action. Subsequently, the recipient will see a list of submissions and will be able to select and start any of the displayed submissions. The recipient can then start the submission, upload required documents and when complete, submit to HRSA. Although a submission tracking number is generated at the start of the submission, unless the recipient receives an on-screen confirmation message that the submission has been successfully submitted to HRSA, it is still in the recipient edit phase and not available to HRSA for review.

- The [Monitor Schedules](#) page in EHB displays a list of upcoming reports or submissions that are pending action by the grantee.
- The [Submissions List](#) page in EHB displays all required reports/submissions that are in 'Not Started', 'In Progress', or 'Change Requested' status.



Program/Grant Conditions - continued

Grant Program Terms

Generally informational and advisory by nature (e.g., uses and limitations of funds and post award administration), but may require a response to HRSA. For example, a grant term may describe that the current NoA is being issued in response to a Prior Approval request from the recipient to change the Program Director.

Reporting Requirements

This area contains the various reporting requirements and their due dates. These requirements may be submission of financial or programmatic reports by a certain due date. For example, submission of the Federal Financial Report (FFR) is one of the most common reporting requirements.

Contacts

This section identifies the HRSA contacts for assistance, the GMS, and the Program.