

NOFA FORMAT SUMMARY

In accordance with OMB policy published June 23, 2003

Overview

- A. Federal Agency Name
- B. Funding Opportunity Title
- C. Announcement Title
- D. Funding Opportunity Number
- E. CFDA number
- F. Dates
- G. Optional Additional Overview

I. Funding Opportunity Description Program Description

II. Award Information

- A. Total amount of funding
- B. Number of awards
- C. Range of Amounts of each award
- D. Funds per award based on history
- E. Start dates, periods of performance
- F. If renewal or supplementation is eligible
- G. Type of instrument
- H. For Coop Agreements, description of involvement
- I. ID of contracts, if so

III. Eligibility Information

A. Eligible Applicants

- What type of entities may apply
- What limitations exist on entities

B. Cost Sharing or Match

- Match only, not financial criteria/factors
- Funds allowed as match
- Reference to Section IV required documentation

C. Other

- Thresholds (Go-NoGo regarding review)
- Program and Building requirements
- Eligibility for beneficiaries
- Reference to Section IV required documentation

IV. Application and Submission Information

A. Addresses to request application package

- How to get
- Internet addresses
- Mailing address, telephone, fax, TDD

B. Content and Form of Application Submission

- Pre-application submissions, number of pages, formats
- Application file names, number of pages, formats, sequence of documents
- Component pieces of application
- Documentation requirements for Thresholds and Rating Factors, along with other required forms

C. Submission Dates and Times

- Due date and time
- Definition of deadline (received, postmarked, etc.)

- How receiving office determines if application was received before deadline (form of acceptance, documentation generated by office, etc.)

D. Intergovernmental Review

- Executive Order 12372

E. Funding Restrictions

- Obligation and use time limits (FYs)
- Non-allowable funds uses
- Tell if award may be used to reimburse pre-award expenses.

F. Other Submission Requirements

- Requirements not listed elsewhere
- Electronic submission

V. Application Review Information

A. Criteria (Factors)

- Factors
- Statutory/Regulatory preferences
- Program policies that apply during selection process
- If cost sharing will be a factor in addition to a separate "threshold"

B. Review and Selection Process

- Program and policy factors used in selection
- Who will evaluate against criteria
- Who makes final award decision
- Description of evaluation panel

VI. Award Administration Information

A. Award Notices

- What awardee can expect to get
- State that AS is authorizing document
- Timing, form and content of notice to unsuccessful applicants (Debriefings)
- If negotiations will take place before award.

B. Administrative and National Policy Requirements

- Post award administration of grant
- National Policies that are required (boilerplate)

C. Reporting

- Post award reporting requirements
- Special/unusual reporting requirements

VII. Agency Contacts

- Point of contact to TA during publication period
- Telephone, fax, TDD
- Different contact for programmatic questions.

VIII. Other Information

- Paperwork Reduction Act Statement
- Continuing program, new program, one-time initiative
- Mention related programs
- Internet addresses for agency web sites
- If need to ID proprietary information and how agency will handle it