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