

# Award Notification and Acceptance Infographic



Once the federal agency completes the application review process, the Award Phase begins. Federal staff review and make award recommendations based on the programmatic and financial reviews of the applications.

## Notice

Once the final award decisions are made, the awarding agency sends a Notice of Award (NOA) to entities. The NOA contains:

- Terms and conditions of the award
- Account number for the grant
- Period of performance to accomplish the work
- Dollar amount of the award

Upon grant award notification from OJP, an applicant has 45 days to indicate acceptance.

When your organization accepts, you become legally obligated to carry out the full terms and conditions of the grant, including compliance with:

- Special conditions listed in the award document
- All reporting requirements

## Acceptance

The terms and conditions on an award, also known as “special conditions,” can restrict the amount of funding that can be obligated, expended, and/or drawn down.

No federal funds will be disbursed until the awarding agency has received the signed award document indicating acceptance of the award and all special conditions.

A list of the mandatory special conditions for OJP grant awards is available at: [ojp.gov/funding/Explore/SolicitationRequirements/MandatoryTermsConditions](http://ojp.gov/funding/Explore/SolicitationRequirements/MandatoryTermsConditions)

## Special Conditions

All recipients are required to submit the SF-425 (also known as the Federal Financial Report or FFR) for each award, on a quarterly basis for the life of the grant.

The grant will also require regular financial status reports to report and explain expenditures and significant variances to the original agreement.

Funds will not be disbursed if reports are delinquent.

## Reporting Requirements



Prior to accepting an award, the entity administrator must assign a financial manager, a grant manager, a grant award administrator, and an authorized representative for each award. To confirm an approved budget or conditional budget, carefully review the award conditions and locate budget detail information in the Financial Information section. Accepting or declining an award can only be done through JustGrants.