

# UNIFORM NOTICE OF FUNDING OPPORTUNITY

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NOFO Overview  
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# Notice of Funding Opportunity (NOFO)

- ❖ Official public notice of a grant opportunity offered by a state agency
- ❖ Associated with the funding record in the Catalog of State Financial Assistance (CSFA)
- ❖ Informs potential applicants so an educated decision can be made to apply for funding
- ❖ Prepared by the state agency and made publicly available through the agency protocol



# Notice of Funding Opportunity (NOFO)

- ❖ Structured to comply with 2 CFR 200.203, and Appendix 1
- ❖ Required as a public notice for all competitive grants and cooperative agreements
- ❖ Must be posted in accordance with uniform requirements and specific grant requirements
  - For competitive grants, must be published at least 45 calendar days
  - Should be posted at least 30 calendar days



# Uniform NOFO Template

- ❖ Summary Information
- ❖ Agency-specific content including:
  - Program description
  - Funding Information
  - Eligibility Information
  - Application and Submission Information
  - Application Review Information
  - Award Administration Information
  - State Awarding Agency Contacts
  - Other Information
- ❖ Links to mandatory forms (Uniform Application)



# Summary Information

- ❖ General information about the funding opportunity including:
  - Awarding agency name; contact information
  - CSFA and CFDA information
  - Source of funding
  - Indication if cost sharing or matching is requirements and if indirect costs are allowed
  - Closing date for applications
  - Details about a Technical Assistance session, if applicable





# NOFO Agency-specific Content

Narrative that details the grant program / project

- A. Program Description
- B. Funding Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Award Administration Information
- G. State Awarding Agency Contact(s)
- H. Other Information, if applicable



## A. Program Description

- ❖ Must include a full program description including purpose and program objectives
- ❖ Must describe how this grant supports the awarding agency's funding priorities
- ❖ Must include citations for authorizing statutes and regulations
- ❖ Must specify performance goals, indicators or milestones and timing of expected performance
  - Must require the grantee to relate financial data to performance accomplishments



## B. Funding Information

- ❖ Must specify the source of funds (e.g., federal or state)
- ❖ Must indicate that a grant will be awarded to successful applicants
- ❖ Must instruct the applicant to submit a project plan for executing the grant award – ensure program delivery is well thought out
- ❖ May elaborate on available funding:
  - Total amount of funding expected to be awarded
  - Anticipated number of awards
  - Anticipated start dates and periods of performance





## C. Eligibility Information

- ❖ Specify considerations or factors to determine applicant or application eligibility
  - Include references to documentation that must be submitted to support eligibility determination, if applicable
  - Agencies should seek cultural inclusion among grantees
- ❖ Must state if cost sharing, matching or cost participation is required
- ❖ Must state if indirect cost rates are allowed and if there are restrictions
- ❖ Specify “other eligibility criteria”(if applicable) including a reference to the regulation of requirement

**An entity must complete pre-qualification through the Grantee Portal before a grant can be awarded**



## D. Application and Submission Information

- ❖ Must include instructions for obtaining the grant application and supporting materials (linked to the NOFO)
- ❖ Must specify required content of the application and the and forms/formats the applicant must submit including:
  - Limitations on number of pages, font size, etc.
  - Number of copies required, sequence / assembly details
  - Original signature requirements
- ❖ Must specify information successful applicants must submit after notification of intent and before grant award
- ❖ Must require applicants to provide a DUNS number and a SAM Cage Code (pre-qualification requirements)



# D. Application and Submission Information

## (Continued)

- ❖ Must identify due dates and times for all submissions
  - Specify date and local time; account for weekends, federal or state holidays
  - What the deadline means (receipt of application, post mark, etc.)
  - Specify how the agency determines if deadlines have been met
  - Note the effect of missing the deadline
- ❖ If applicable, state that the funding opportunity is open with no specific due dates for applications
- ❖ May indicate if an acknowledgement of receipt will be distributed by the agency
- ❖ Must include funding restrictions so applicants develop applications and budgets consistent with the program



# D. Application and Submission Information

(Continued)

- ❖ Must state if the funding opportunity is subject to Executive Order 12372, Intergovernmental Review of Federal Programs
- ❖ Must include funding restrictions so applicants develop applications and budgets consistent with program requirements
  - Specify limitations on direct and indirect costs, pre-award costs
- ❖ Must address other submission requirements including format for submission (e.g., paper or electronic; only one format)
- ❖ Provide instructions for submitting applications and point of contact if applicant experiences technical difficulties



## E. Application Review Information

- ❖ Must specify criteria to evaluate applications including merit and other review criteria, and statutory, regulatory or other preferences applied in the evaluation process
  - Specify relative percentages, weights, or other means to distinguish criteria
  - Provide detailed explanation for statutory, regulatory or other preferences with explicit indication of their effect (e.g., additional points)
- ❖ Must specify how cost sharing will be considered in the review process, if applicable
  - Clarify restrictions on types of cost acceptable as cost sharing





## E. Application Review Information (Continued)

- ❖ Must list Merit Based Review policy and other program policy or factors used in selecting applicants (e.g., geographic dispersion)
- ❖ Must specify if there is a multi-phase review process; may describe the phases
- ❖ Appeal process must be specified pursuant to the Merit Based Review Policy
- ❖ Agency may disclose the anticipated dates for announcing or notifying applicants of award decision(s)



## F. Award Administration Information

- ❖ Addresses what a successful applicant can expect to receive following selection
  - Emphasize that a notice provided prior to a state award is not authorization to begin performance
- ❖ Must identify the usual administrative requirements of the agency including parameters for indirect cost rates
- ❖ Introduces the Notice of State Award which specifies usual administrative requirements of the agency and “special / general” terms and conditions for the funding opportunity
- ❖ Must include type, frequency and means of post-award reporting requirements



## G. State Awarding Agency Contacts

- ❖ Must provide agency point(s) of contact while the funding opportunity is open
  - Specify multiple ways to reach the contact (e.g., email, phone)
  - Ensure multiple people can access the email account or phone line
- ❖ As appropriate, identify different contacts for distinct kinds of help (e.g., administrative, programmatic)



## H. Other Information, if Applicable

- ❖ May include additional information that will assist potential applicant such as:
  - Indicate if this a new or one-time initiative
  - List related programs or other upcoming agency funding for similar opportunities
  - Provide internet addresses for the agency for reference
- ❖ May alert applicants to the need to identify proprietary information and inform of how the agency handles such information



# Mandatory Forms

Links from the NOFO are provided to:

- ❖ Uniform State Application
  - Including agency-specific forms and application requirements
  - Project narrative
- ❖ Completed budget and budget narrative





# Notice of Funding Opportunity

- ❖ Agencies may begin using the NOFO template
- ❖ Or, agencies may conduct a gap analysis to determine the differences between the NOFO and the document currently used
- ❖ To be compliant, make sure your agency's public notice of grant opportunities includes all required fields from the NOFO

# Notice of Funding Opportunity

Questions



# Notice of Funding Opportunity

## Thank You!

For further information contact  
the Grant Accountability and  
Transparency Act Unit (GATU)  
at GOMB

[OMB.GATA@illinois.gov](mailto:OMB.GATA@illinois.gov)

