

OFFICIAL GRANT AWARD NOTIFICATION (OGAN)

WHAT IS IT?

The OGAN is the official award document that is disseminated to the grantee once a signed application is approved for funding. The OGAN models the federal award process in which, during the application phase, the applicant formally agrees to all of the terms and conditions of the grant as required by state and federal law. When an application is submitted, the applicant's official with legal authority signs the cover page of the application certifying that they have read all components of the application and will comply with assurances and all other federal, state and local laws and regulations applicable to their organization. The OGAN incorporates **by reference** the terms and conditions which were included in the application document, as well as the approved work plan and budget. If revisions to the budget or work plan are required during negotiations, the applicant would submit a revised version of their application which includes a new signature.

The OGAN works for our discretionary competitive or single source grants. **It may not be used for state funded construction grant awards.**

WHAT INFORMATION IS IN THE OGAN?

The OGAN includes:

- final award amount
- award period and whether continuation grants are an option
- state/federal/other funding source information
- SWIFT funding string for encumbrance
- grantee and state agency contact information **SWIFT Vendor Number and DUNS (if federal)**
- program and financial reporting dates and requirements
- financial reconciliation/monitoring requirements
- any special conditions

SIGNATURES ON THE OGAN

The OGAN is signed by the internal state agency staff which includes a signature certifying encumbrance. No external signatures are necessary because the applicant already signed the application that included the assurances and final approved work plan and budget. State agency staff must ensure that the signed copy of the final approved application, work plan and budget are on file.

DOES IT SAVE TIME IN THE GRANT EXECUTION PROCESS?

Because the grantee is not required to sign the OGAN it has proven to save the agency at least 2-3 weeks in the grant award execution process.

It is especially helpful because you can begin to prepare the OGANS once you know who will be offered a grant award. The OGAN can be finalized once the Pre-award Risk Assessment, which includes the financial review of non-governmental organizations for those that meet the requirement, has been conducted.