

## File Layout for Contract Submission in NPO system

**Note: Your file must be in a comma delimited format and must conform to the following record layout. Column heading are shown for illustration purpose only and should not be included in the file. This is only an example. The order of columns should be as follows:**

Grant Contract Number	Grant Contract Date	Is Multi Year Payment	Number of Payment Years	SCOA	State Payment	Total State Contract Amount	Federal Payment	Total Federal Contract Amount	ALN (If Federal Award)	NPO FEI	NPO Name	Purpose of Contract	Is Multi Year Contract	Number of contract Years
20AC221794	11/28/2022	Y	3	707012	0	0	174791.68	227403.00	94.006	300130066	Refugee Resettlement and Immigration Services of Atlanta, Inc.	Family Assistance	Y	3
AOC16-LB10	10/16/2022	Y	2	653200	25000.00	45000.00	0	0		581111590	Georgia Legal Services Program, Inc.	Civil Legal Services for Victims of Domestic Violence	Y	2
RG710-G1	12/15/2022	N		753180	48199.00	48199.00	0	0		580566256	Emory University	Highway Safety Grants	N	

**Data type and requirement for each of the above fields (the fields with \* are required):**

* Grant Contract Number	Required Field, The grant contract number has no other validation logic at this time. The system will only verify that this field has a value. From our understanding currently there is no structure across agency for this number (it is used more like a transaction identifier at the agency).
* Grant Contract Date	Required Field, must be in MM/DD/YYYY in the following format ( MM/DD/YYYY, example : 03/01/2007)
* Is Multi Year Payment	Required Field, 1 character, (Y = Yes / N = No)
Number of Payment Years	Required if Multi-Year Payment is Yes (Y). Must be a number between 1-99
* SCOA	Required Field, must be 6 digits in length
* State Payment	Required Field, will accommodate up to 999,999,999.99 no formatting like \$ or , only valid digits greater than 1. For multiple year contracts, only the payments made for the reporting fiscal year should be included. Please note that we are requesting that the information you submit cover contract payments made during the entire State Fiscal Year.
* Total State Contract Amount	Required Field, will accommodate up to 999,999,999.99 no formatting like \$ or , only valid digits greater than 1. Should include total of multiple year contracts.
* Federal Payment	Required Field, will accommodate up to 999,999,999.99 only valid digits greater than 1. For multiple year contracts, only the payments made for the reporting fiscal year should be included. Please note that we are requesting that the information you submit cover contract payments made during the entire State Fiscal Year.
* Total Federal Contract Amount	Required Field, will accommodate up to 999,999,999.99 no formatting like \$ or , only valid digits greater than 1. Should include total of multiple year contracts.
ALN (If Federal Award)	Identification of any federal pass-through assistance included as part of the contract. Such identification should include the Assistance Listing Number; Example Program code: 10.032, (Federal Agency Code + Program Code.)
* NPO FEI	Required Field, The field length will be 9 digits in length. (Dashed formatting will not be allowed). This will be the only valid FEI allowed. FEI will be checked for valid FEI in NPO table.
* NPO Name	Required Field, The field length will be 100 characters in length.
* Purpose Of Contract	Required Field, Description of Contract, The field length will be max of 255 characters. Contract purposes should be complete and easily readable. Examples of incomplete purposes are renewal of contract/grant, extension of contract/grant, subaward performance, increase funds, and amendment to contract/grant. Also, abbreviations and acronyms should be properly defined.
* Is Multi Year Contract	Required Field, 1 character, (Y = Yes / N = No)
Number of Contract Years	Required if Multi-Year Contract is Yes (Y). Must be a number between 1-99