

File Layout for Contract Submission in Not-For Profit (NPO) Collection System

Data type and requirement for each field (fields with * are required):

Field	Field Requirement
* Grant Contract Number	Required Field. The grant contract number has no validation logic at this time. The system will only verify that this field has a value.
* Grant Contract Date	Required Field. Must be in MM/DD/YYYY format (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 - State Chart of Accountancy	Required Field. Must be 6 digits in length
* State Payment	Required Field. Should not use any formatting like dollar signs or commas. Use only valid numerical 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. Should not use any formatting like dollar signs or commas. Use only valid numerical digits greater than 1. Users should include total of multiple-year contracts.
* Federal Payment	Required Field. Should not use any formatting like dollar signs or commas. Use only valid numerical 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. Should not use any formatting like dollar signs or commas. Use only valid numerical digits greater than 1. Users 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 F E I	Required Field. The entry must be 9 digits in length. Do not use dashes. This will be the only valid F E I allowed. F E I will be checked for valid F E I on the NPO table.
* NPO Name	Required Field. The entry can be up to 100 characters in length.
* Purpose of Contract	Required Field. Description of Contract up to a 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, sub award 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 to 99.

File Example:

Note: Your file must be in a comma delimited format and must conform to the following record layout. Column headings are shown for illustration purposes 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 F E I	NPO Name	Purpose of Contract	Is Multi-Year Contract	Number of contracts 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	