# GRANT AWARD DOCUMENT and LETTER OF CREDIT WEB PAGE - QUICK GUIDE

#### 1. What information is available on this website?

This website provides Food and Nutrition Service (FNS) grantees with an Adobe. Portable Document Format (PDF) version of their Grant Award Document (GAD) and Letter of Credit (LOC) amendments. The reports have been electronically signed and dated by an authorized FNS employee.

#### 2. What software do I need to use this website?

Adobe Reader is required to view the GAD or LOC documents. This software can be downloaded at no charge by selecting the following icon from the web page. Here are the system requirements for the latest version:



## Acrobat Reader DC system requirements

#### Windows

- 1.5GHz or faster processor
- Windows Server 2008 R2 (64 bit), 2012 (64 bit), 2012 R2 (64 bit) †, 2016 (64 bit), or 2019 (64 bit); Windows 7 SP1 (32 bit and 64 bit), Windows 8, 8.1 (32 bit and 64 bit) †, or Windows 10 (32 bit and 64 bit)
- 1GB of RAM
- 380MB of available hard-disk space
- 1024x768 screen resolution
- Internet Explorer 11

#### macOS

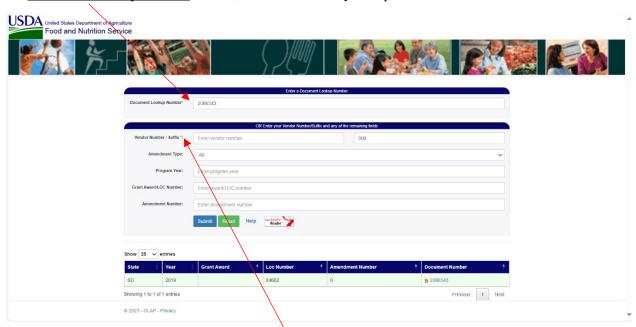
- Intel processor
- macOS v10.12, macOS v10.13, macOS v10.14, or macOS v10.15\*
- 1GB of RAM
- 380MB of available hard-disk space
- 1024x768 screen resolution
- Safari 10.0, or 11.0 (browser plug-in for Safari supported on 64-bit Intel processor only)

### 3. How often is this website updated?

The website is updated nightly to include all GAD and LOC amendments electronically signed that day.

## 4. How can I view my Grant Award Document or Letter of Credit

This site has two options available to retrieve GAD or LOC amendments. The first requires that you use a <u>Document Lookup Number</u> to inquire about a specific amendment. This number was provided to the grantee in the email that FNS sent at the close of business on the day the amendment was signed. When the <u>Document Lookup Number</u> is used, no other data entry is required.



The second option requires that you enter a <u>Vendor Number/Sfx</u> and choose an Amendment Type. The three remaining fields are optional and may be used to filter your results. The optional fields are <u>Program Year</u>, <u>Grant Award / LOC Number</u> and <u>Amendment Number</u>.

Vendor Number / Sfx a unique number assigned by FNS which identifies a grantee. A

grantee's vendor number can be found in section 3 of the GAD. The Sfx field defaults to "000" to agree with the majority of our vendors.

Amendment Type the three options available are ALL, GAD or LOC

**Program Year** the program year can be found in section 5 of the GAD and on the

upper-right corner of the LOC document.

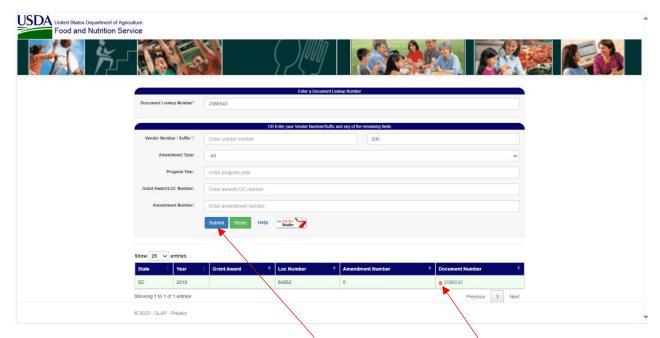
Grant Award / LOC Number when selecting Amendment Type GAD or LOC, a user can enter a

valid Grant Award Number or LOC Number. The Grant Award Number can be found in section 5 of the GAD and the LOC Number

on the LOC document.

Amendment Number the Amendment Number can be found in section 5 of the GAD

and at the top of the LOC document.



Regardless of which option is used, when the "Submit" button is clicked, a list of amendments will be displayed which match the criteria provided in the filter.

When the web page pulls up the list of amendments, place your cursor on the <u>Document Lookup Number</u> at the bottom of the screen and select the amendment you wish to view by clicking on the <u>Document Lookup Number</u>. A PDF version of this amendment will appear in a separate window. The report can be printed or saved by using the appropriate icons at the top of the report. Closing the window will allow you to select a different amendment or resubmit with a different set of criteria.

