

Department of the Interior Departmental Manual

Effective Date: 12/11/18

Series: Organization

Part 112: Policy, Management and Budget

Chapter 23: Office of Grants Management

Originating Office: Office of Grants Management

112 DM 23

23.1 Office of Grants Management. The Office of Grants Management is responsible for all non-acquisition policy aspects of Department-wide functions related to grants, cooperative agreements, loans, and direct payments; and supports Government-wide grants initiatives and related automated systems. The Office provides executive level leadership and direction, program evaluation and oversight, and coordinates development and implementation of the Department's grants management policy and guidance. The Office also provides advocacy and support for Bureau grants management policy, programs, and operations.

23.2 Functions. The Office performs the following functions related to its assigned responsibilities:

A. Provides technical guidance and assistance to Bureaus and Offices to facilitate fulfillment of program goals and missions.

B. Prepares and maintains appropriate Departmental regulations, policies, procedures, and data.

C. Represents the Department and/or coordinates Bureau participation on all functionally-related interagency committees, and task forces/working groups, as well as steering and advisory committees working on the development and modification of Government-wide policies.

D. Serves as the Department's principal focal point and liaison for all financial assistance-related matters with external stakeholders such as the Office of Management and Budget's Office of Federal Financial Management, General Services Administration Integrated Award Environment, Financial Assistance Committee on E-Government, and Chief Financial Officers Council, to establish and coordinate Government-wide policies and procedures in the Office's functional areas.

E. Reviews regulations, policy, and operational matters related to the Department's financial assistance programs that require Departmental approval, and advises and makes appropriate recommendations.

F. Coordinates Department-wide implementation of Government-wide initiatives in the financial assistance area.

G. Establishes and implements performance measures and internal controls.

H. Manages Department-wide access and input into Government-wide data collection systems.

I. Chairs or directs the activity of Departmental or inter-Bureau committees established to develop Departmental policy; and standardize procedures and automation of systems in order to improve transparency, accountability and service to customers.

J. Administers the Department of the Interior Certification for Financial Assistance (DOIC-FA) Program, certifying that all financial assistance professionals throughout the Department possess the proper training and experience requirements to effectively conduct the Department's financial assistance business.

K. Develops policies and procedures for systems development and facilitates implementation of integrated automated administrative systems related to financial assistance to improve reporting, data integrity, and oversight of financial assistance information.

23.3 Organization. The Office is headed by a director who also serves as the Department's Senior Grants Executive. As Senior Grants Executive, the director reports to and receives support and guidance from the Deputy Assistant Secretary – Budget, Finance, Grants, and Acquisition.

A. The Director is the owner of the Department's enterprise grants management system.

B. The Office is staffed by subject matter experts in functional areas, who work collaboratively with Bureau staff in workgroups and teams, as necessary, to advance the Department's financial assistance functions and ensure a high level of responsiveness to internal and external stakeholders.