

Department of the Interior Departmental Manual

Effective Date: 1/13/21
Series: Federal Assistance Programs
Part 505: Grants Administration
Chapter 1: Program Management and Responsibilities

Originating Office: Office of Grants Management

505 DM 1

1.1 **Purpose.** This chapter provides policy and program management responsibilities for Federal assistance programs within the Department.

1.2 **Policy.** It is the policy of the Department to ensure uniform implementation of statutes, Executive Orders, the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200 and Financial Assistance Interior Regulation (FAIR) at 2 CFR Part 1402. The FAIR is the DOI supplemental regulation to increase accountability and transparency. It includes areas to include but not limited to conflicts of interests, mandatory disclosure, availability of data, and land. In the development of regulations, policies, and other procedures, the Department requires the participation of affected Bureaus/offices to the maximum extent practicable.

1.3 **Policy Exemptions.** Requests for exemptions are submitted by the Bureau/office head through the appropriate Program Assistant Secretary or supervising official to the Assistant Secretary - Policy, Management, and Budget (AS - PMB). The PGM will review and coordinate requests on behalf of the AS – PMB.

1.4 **Responsibilities.**

A. Assistant Secretary - Policy, Management, and Budget (AS - PMB).
The AS – PMB as the Chief Financial Assistance Officer (CFAO) oversees and manages Federal Assistance Programs in the Department.

B. Program Assistant Secretaries. Each Program Assistant Secretary is responsible for ensuring that Bureaus/offices under their jurisdiction implement and comply with the requirements of this chapter. Program Assistant Secretaries must also review, reject, or

recommend approval of all requests prepared by their Bureaus and offices for exemptions as required by paragraph 1.3 above.

C. Director, Office of Grants Management (PGM). The Director, PGM is the Senior Financial Assistance Executive and is responsible for the following functions:

(1) Developing policies, procedures, regulations and guidelines for issuance in the Departmental Manual that implement Government-wide Federal assistance statutory or regulatory requirements;

(2) Developing and updating the supplemental regulation, entitled Financial Assistance Interior Regulation (FAIR) at 2 CFR Part 1402 as required by Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200.

(3) Overseeing the operation of intra-Departmental financial assistance committees established to provide a focal point for coordinated policy formulation and other Federal assistance activities of Bureaus/offices;

(4) Overseeing financial assistance workforce appointments and the Department of Interior Certification for Financial Assistance (DOIC-FA) program that establishes standards for Financial Assistance Agreement Officers at the Department of the Interior;

(5) Providing technical assistance and management oversight of Federal assistance activities by guidelines established under the revised OMB Circular No. A-123 (A-123), "Management's Responsibility for Enterprise Risk Management and Internal Control." Requests for technical assistance should be in writing with appropriate documentation.

(6) Developing and issuing control evaluation guidelines for the financial assistance function areas. Collaborating with PFM to perform verification assessments, as permitted by PGM's available resources.

D. Heads of Bureaus/Offices. Heads of Bureaus/offices will identify the actions required to carry out the policies, procedures, and guidelines established in this chapter and designate officials responsible for implementation. Necessary actions include, and are not limited to:

(1) Developing and issuing Bureau/office policies, procedures, and guidelines that implement Departmental policies;

(2) Overseeing policy implementation at the regional and field levels;

(3) Appointing one or more representatives to participate on intra-Departmental financial assistance committees;

(4) Appointing Financial Assistance Officers and designating persons (with a written delegation of signature authority) to sign grants and cooperative agreements;

(5) Coordinating Bureau/office responses to Departmental requests for comments on proposed policies and procedures;

(6) Periodically conducting compliance reviews on grant and cooperative agreement criteria, procedures, and awards and meeting internal control review requirements for financial assistance programs under A-123. The reviews of financial assistance awards, conducted in accordance with the Department's internal control policy, will focus on high-risk areas and program changes and improvements, implemented or proposed; and

(7) Assuring that recipients of Federal funds maintain adequate records to permit review by the Secretary, Inspector General, Comptroller General of the United States, or their authorized representatives.

E. Assistant Inspector General for Audits. The Assistant Inspector General for Audits is responsible for the following:

(1) Developing policies, procedures, standards, and criteria relating to audit activities at all levels of the Department (see 360 DM 1); and

(2) Serving as the cognizant audit authority for financial assistance programs if appropriate.