



*Indian Health Service
Division of Grants Management
Funding Opportunity
Announcement Process
Prepared by: Ms. Tammy Bagley,
Acting Director, DGM*



PA Process in Brief

Grants Level



Legal Level



Regulatory Level



Office of Finance



OMS and OD Final Approval



**Federal Register, Grants.gov, and DGM
Web site Posting**



Note to Program



- ▶ All IHS programs are required to have a Grants Policy consultation with the Chief Grants Policy Officer prior to drafting a new funding announcement.
- ▶ All FOAs must be composed using the MS Word format and must be double spaced.
- ▶ Concepts for the FOA are developed within the Programs. This exercise includes forecasting and planning by Program Staff.



Grants Level



▶ Grants Policy Review

- Program develops FOA, then sends the FOA to Grants Policy. Program must work with DGM, directly, on comments.
- Policy will forward the FOA to the Division of Regulatory Affairs (DRA), Office of General Counsel (OGC) and Office of Finance Administration (OFA), when the first draft has been deemed to be in the required OMB format.



Internal Agency Reviews



▶ DGM/DRA/OGC/OFA

- Program reviews, incorporates and comments on all recommendations made by DGM, DRA, OGC and OFA until all entities are satisfied with the information in the draft.
- This may require 2–3 drafts until the final draft is sent for clearance.



Final IHS Combined Review



- ▶ The edited FOA is re-reviewed by all to ensure accuracy; DRA, OGC, DGM and OFA.
 - Sent back to Program (if necessary) for clarity on any item.
 - Program will make all changes.
 - Program sends final version back to OFA, DRA, OGC and Policy (DGM), for final comments on newly added information. If no concerns, DRA, OGC, OFA and DGM will provide final clearance.



Final Internal Clearance Approval



- ▶ Upon receipt of final clearance from DRA, OGC, OFA and DGM, the PO works with DRA to yellow-box the draft FOA for signatures (PO Division Director, PO, DRA, OFA, DGM, OGC via e-mail,).
- ▶ DRA works with Program Staff to begin the Federal Register Notice (FRN) process.



Final Internal Clearance Approval



- ▶ Announcement is reviewed and signed by the OMS Director. It is then forwarded to the Office of the Director (OD).
- ▶ The IHS Director reviews and provides clearance for the FOA, then sends it to DRA for publishing.
- ▶ Announcement is published in the Federal Register and within three days, the Grants Policy Staff publishes the FOA on the Grants.gov and IHS Grants Policy website.



For additional information regarding IHS Program Announcement process please contact your assigned GMS directly or you may call the DGM main line of (301) 443-5204.

If you find further assistance is needed please contact:

Ms. Tammy Bagley
Acting Director, CGMO, GPO
Tammy.Bagley@ihs.gov
(301) 443-7172

Mrs. Denise Clark
Grants Mgmt Officer
Denise.Clark@ihs.gov
(301) 443-2215



The Division of Grants Management would like to take this opportunity to thank you for being a part of this Grants Management sponsored training. DGM is dedicated to Empowering our IHS grant community with the required knowledge and training needed for continued compliance of IHS policies, Indian laws, and HHS legislative and regulatory requirements.