



Notice of Funding Opportunity (NOFO) Process

Note to Program

All IHS programs are required to have a NOFO consultation with the NOFO coordinator prior to drafting a new funding announcement.

All NOFO's must be composed using the MS Word format and must be double spaced.

Concepts for the NOFO are developed within the Programs. This exercise includes forecasting and planning by Program Staff.



Grants Level

Grants Review

- Program develops the NOFO, then sends the NOFO to Grants Management. Program must work with DGM, directly, on comments.
- DGM will forward the NOFO to the Division of Regulatory Affairs (DRA), Office of General Counsel (OGC) and Office of Finance (OFA), when the first draft has been deemed to be sufficiently developed.



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 NOFO 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 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 NOFO coordinator creates the clearance sheet for signatures (PO Division Director, DRA, OFA, DGM, and OGC via e-mail).

NOFO coordinator puts the NOFO package (NOFO, Transmittal, Clearance Sheets) into ATS for routing to OD for final signature.

DGM posts the NOFO in Grants.gov, along with the application package and instructions, and to the DGM website.



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