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**ASSISTANCE PROGRAMS  
FUNDING OPPORTUNITIES:  
PUBLIC NOTIFICATION  
PROCESS FOR  
<GRANTS.GOV/FIND>**

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## **I. Purpose**

This directive establishes the Department of Homeland Security (DHS) policy for submitting grant award, cooperative agreement, and other assistance funding opportunity announcements for posting to the government-wide Grants.gov/FIND Web site.

## **II. Scope**

- A. This directive applies to all DHS Directorates and Organizational Elements (OEs) that award grants, cooperative agreements, or other assistance to non-federal entities for a public purpose.
- B. This directive does not apply to disaster grants, or to direct assistance, such as a fellowship or other lump sum award, for which the recipient is not required to account.

## **III. Authorities**

- A. Homeland Security Act, codified in Title 6, US Code.
- B. Pub. L 106-107, Federal Financial Assistance Management Improvement Act of 1999.
- C. 5 U.S.C. § 551(1), Government Organization and Employees.
- D. Federal Register Notice, dated October 8, 2003, Office of Federal Financial Management Policy Directive on Use of Grants.gov/FIND.
- E. OMB Circular A-89, "Catalog of Federal Domestic Assistance" (CFDA) dated August 17, 1984.

F. General Services Administration's "CFDA Reference Manual for Agency Liaisons and Staff" (GSA/CFDA Reference Manual).

## IV. Definitions

The following definitions have been extracted verbatim from OMB Circular A-89 or the General Services Administration's GSA/CFDA Reference Manual.

- A. **Catalog of Federal Domestic Assistance**: The Catalog of Federal Domestic Assistance is the single, authoritative, Government-wide comprehensive source document of Federal domestic assistance program information produced by the executive branch of the Federal Government. The Catalog is a guide to all domestic assistance programs and activities regardless of dollar size or duration.
- B. **"Assistance" or "Benefits"**: Refers to the transfer of money, property, services, or anything of value, the principal purpose of which is to accomplish a public purpose of support or stimulation authorized by Federal statute. Assistance includes, but is not limited to grants, loans, loan guarantees, scholarships, mortgage loans, insurance, and other types of financial assistance; provision or donation of Federal facilities, goods, services, property, technical assistance, counseling, statistical, and other expert information; and service activities of regulatory agencies. It does not include provision of conventional public information services.
- C. **Administering Office**: Means the lowest subdivision of any Federal agency that has direct operational responsibility for managing a Federal domestic assistance program.
- D. **Federal Agency**: Means any agency as defined by Section 551(1) of Title 5, United States Code.
- E. **Federal Domestic Assistance Program**: A "federal domestic assistance program" is any function of a Federal agency that provides assistance or benefits for a State or States, territorial possession, county, city, other political subdivision, grouping, or instrumentality thereof; any domestic profit or nonprofit corporation, institution, or individual, other than an agency of the Federal Government. A Federal domestic assistance program may in practice be called a program, an activity, a service, a project, a process, or some other name, regardless of whether it is identified as a separate program by statute or regulation. It will be identified in terms of its legal authority, administering office, funding, purpose, benefits, and beneficiaries.
- F. **Types of Assistance**: The following definitions have been extracted verbatim from OMB Circular A-89 or the General Services Administration's "CFDA Reference Manual for Agency Liaisons and Staff."

1. Financial Assistance Programs:

a. Formula Grants: Allocations of money to States or their subdivisions in accordance with distribution formulas prescribed by law or administrative regulation, for activities of a continuing nature not confined to a specific project.

b. Project Grants: The funding, for fixed or known periods, of specific projects. Project grants can include fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants, evaluation grants, planning grants, technical assistance grants, survey grants, and construction grants.

c. Direct Payments for Specified Use: Financial assistance from the Federal government provided directly to individuals, private firms, and other private institutions to encourage or subsidize a particular activity by conditioning the receipt of the assistance on a particular performance by the recipient. This does not include solicited contracts for the procurement of goods and services for the Federal government.

d. Direct Payments with Unrestricted Use: Financial assistance from the Federal government provided directly to beneficiaries who satisfy Federal eligibility requirements with no restrictions being imposed on the recipient as to how the money is spent. Included are payments under retirement, pension, and compensatory programs.

e. Direct Loans: Financial assistance provided through the lending of Federal monies for a specific period of time, with a reasonable expectation of repayment. Such loans may or may not require the payment of interest.

f. Guaranteed/Insured Loans: Programs in which the Federal government makes an arrangement to identify (sic) (should be "indemnify") a lender against part or all of any defaults by those responsible for repayment of loans.

g. Insurance: Financial assistance provided to assure reimbursement for losses sustained under specified conditions. Coverage may be provided directly by the Federal government or through private carriers and may or may not involve the payment of premiums.

2. Non-financial Assistance Programs:

a. Sale, Exchange, or Donation of Property and Goods: The sale, exchange, or donation of Federal real property, personal property, commodities, and other goods including land, buildings, equipment, food and drugs. This does not include the loan of, use of, or access to Federal facilities or property.

b. Use of Property, Facilities, and Equipment: The loan of, use of, or access to Federal facilities or property wherein the federally owned facilities or property do not remain in the possession of the recipient of the assistance.

c. Provision of Specialized Services: The provision of Federal personnel directly to perform certain tasks for the benefit of communities or individuals. These services may be performed in conjunction with nonfederal personnel, but they involve more than consultation, advice, or counseling.

d. Advisory Services and Counseling: The provision of Federal specialists to consult, advise, or counsel communities or individuals including conferences, workshops, or personal contacts. This may involve the use of published information, but only in a secondary capacity.

e. Dissemination of Technical Information: The publication and distribution of information or data of a specialized or technical nature frequently through clearinghouses or libraries. This does not include conventional public information services designed for general public consumption.

f. Training: Instructional activities conducted directly by a Federal agency for individuals not employed by the Federal government.

g. Investigation of Complaints: Federal administrative agency activities that are initiated in response to requests, either formal or informal, to examine or investigate claims of violations of Federal statutes, policies, or procedure. The origination of such claims must come from outside the Federal government.

h. Federal Employment: Programs which reflect the Government-wide responsibilities of the Office of Personnel Management for recruiting and hiring Federal civilian agency personnel.

3. Other Types of Assistance: There may be programs that are not adequately represented by the 15 standard types of assistance listed above. Program Offices are encouraged to submit information on types of assistance that are different from those in the Catalog. The definition of the type of assistance should be submitted and include: (1) whether the assistance is financial or non-financial; (2) what is provided in the assistance; and (3) the specific applicant or target group.

## V. Responsibilities

A. **The Chief Procurement Officer, Office of Grant Policy and Oversight** shall be the point of contact for submitting the funding opportunity announcements to the government-wide Grants.gov/FIND Web site. This office will coordinate the Grants.gov/FIND submission process with the organizational elements, and will submit the announcements through the Grants.gov/FIND.

B. **DHS OEs** with direct responsibility to award and manage grants, cooperative agreements and other assistance programs shall:

1. Designate a single Grants.gov Coordinator to collect, review, and submit funding opportunity announcements and announcement updates within their Directorate or OE; and
2. Submit new funding opportunity announcements and announcement updates to their respective Grants.gov Coordinator for review and transmittal to the Office of Grant Policy and Oversight.

## VI. Policy & Procedures

A. **Policy**:

1. Effective with the publication of this Management Directive, all DHS grant awards, cooperative agreements, and other types of assistance program funding opportunity announcements and updates will be submitted to the Grants.gov/FIND government-wide Web site for electronic posting of solicitations and announcements.
2. OEs shall coordinate with the Office of Grant Policy and Oversight to ensure that the posting on the Grants.gov/FIND Web site is timely.
3. Broad Agency Announcements (BAAs), that include possible funding of a grant/cooperative agreement, must be posted to the Grants.gov/FIND as well as the FedBizOpps Web site. Posting to Grants.gov/FIND should occur within two business days of the FedBizOpps posting.

4. Publishing funding opportunity solicitations/announcements in the Federal Register (e.g., Notice of Funding Availability (NOFA) announcements to notify the public of a grant award, cooperative agreement, or other types of assistance):

5. Shall only be used if required to comply with statute or codified regulation. (Refer to DHS Management Directive 0490.1, "Federal Register Notices and Rules," for guidance regarding Federal Register notices.); and

6. Must also be posted to Grants.gov/FIND and should occur within two business days of the Federal Register publication.

B. **Procedures**: The following identifies the Grants.gov/FIND posting requirements:

1. Each OE will:

a. Develop the Grants.gov/FIND synopsis and announcement in accordance with the formats prescribed by OMB. Formats and instructions can be found on the Grant Community page at: <<https://dhsonline.dhs.gov/portal>>;

b. Provide a URL to link directly to the full announcement; and

c. Submit the items listed above to their OE Grants.gov Coordinator.

2. The OE Grants.gov Coordinator will:

a. Review the solicitation and announcement for conformance with the requirements in section 6, subsection B, paragraphs 1a and 1b above. The Coordinator will negotiate revisions and final versions with their respective OE, as needed;

b. Submit the solicitation and announcement and any other documentation necessary for posting to the Office of Grant Policy and Oversight.

3. The Office of Grant Policy and Oversight will conduct a final review and submit the announcement through the Grants.gov/FIND.

4. The Office of Grant Policy and Oversight may delegate the authority to submit through the Grants.gov/FIND to the OE's Grants.gov Coordinator.

C. **Questions or Concerns Regarding the Process.** Questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management, Chief Procurement Office, Office of Grant Policy and Oversight.