

organizational structures for effectiveness; and conducting the review process for reorganization proposals; manages the reorganization process for the Office of the Secretary (OS) requiring the Secretary's signature and the Assistant Secretary for Administration and Management; administers the Department's system for review, approval and documentation of delegations of authority; develops Department-wide policy and provides technical assistance on the use and application of delegations of authority; advises senior officials within the Department of delegations of authority, coordinates review of proposed delegations requiring the Secretary's or other senior officials' approval; analyzes and makes recommendations related to legislative proposals with potential impact upon the Department's organizational structure or managerial procedures; manages the Departmental Standard Administrative Code (SAC) system, providing oversight, advice, and assistance to ensure codes are in accord with the current approved organization; and provides special management review services for selected activities.

3. **Equal Employment Opportunity Programs Group (AJA2).** Provides leadership to the planning and development of affirmative employment policies and programs that recognize and value the diversity of the Department workforce and promote a work place free of discrimination. Provides technical assistance and enabling tools to the OPDIVs in the design of innovative, effective affirmative employment programs. Keeps top HHS officials apprised of workforce demographics and recommends positive interventions as needed. Prepares, for the Director of Equal Employment Opportunity, final Departmental decisions on the merits of complaints of discrimination, and prepares proposed dispositions of complaints presenting conflicts of interest for OPDIV and STAFFDIV officials. Serves as the Department's focal point for liaison with the Office of Personnel Management, the Equal Employment Opportunity Commission, and the General Accounting Office on issues pertaining to affirmative employment and discrimination complaints.

#### *D. Office of Grants Management and Policy (AJB)*

**Section AJB.00 Mission.** The Office of Grants Management and Policy (OGMP) provides functional management direction in the areas of grants policy, grants management, electronic grants, and grants

streamlining. Provides Department-wide leadership in these areas through policy development, oversight and training. Provides Departmental and government-wide leadership on PL106-107 implementation, Electronic Grants, and other HHS-led initiatives. Represents the Department in dealings with OMB, GSA and other Federal agencies and Congress in the areas of mandatory and discretionary grants, and electronic grants. Foster creativity, collaboration, consolidated, and innovation in the administration of grants functions throughout the Department.

**Section AJB.10 Organization.** The Office of Grants Management and Policy (OGMP), headed by a Director for Grants Management and Policy who reports to the Assistant Secretary for Administration and Management, consists of the following components:

- Immediate Office (AJB)
- Division of Grants Policy (AJB1)
- Division of Grants Oversight and Review (AJB2)

#### **Section AJB.20—Functions**

1. **Immediate Office of the Director for Grants Management and Policy (AJB).** The Immediate Office of the Director for grants management and Policy provides leadership, policy, guidance and supervision, as well as coordinating long and short-range planning to constituent organizations. The office supports the government-wide electronics grants initiative, including the outreach to grantors and grantees efforts, and interface with OMB, Federal CIO Council, and HHS leadership on the <http://www.Grants.gov> systems. Also, provides technical assistance to the Operating Divisions and evaluates effectiveness of their grant programs, including the development of performance standards.

2. **Division of Grants Policy (AJB1).** The Division of Grants Policy provides leadership in the area of grants through policy development, oversight and training. The Division is responsible for the following:

- a. Formulates Department-wide grants policies governing the management of grants throughout the Department.
- b. Provides advice and technical assistance on grants policy to the Department's Operating Divisions.
- c. Monitors the adoption of grants policies by the Department's Operating Divisions to ensure consistent policy interpretation and application.
- d. Develops, participates in and evaluates grants training programs for Department staff. Establishes and manages training and certification programs for grants management

professionals throughout the Department.

e. Researches, analyzes and tests innovative ideas, techniques and policies in the area of grants. Make studies of problems requiring creation of new policies or revision of current policies, including the application of Departmental policies and best practices related to the Department's grant activities; resolves issues arising from implementation of those policies; maintains relationships and associations with grantor and grantee organizations.

f. Serves as the Department's liaison in the area of grants and maintains working relationships with OMB, GSA and other Federal agencies to coordinate and assist in the development of policy.

g. Makes studies of problems requiring creation of new policies or revision of current policies.

h. Formulates Department-wide grant policies governing the award and administration of grant activities. Publishes these in regulations and other directives.

i. Leads government-wide and Departmental design and implementation of PL106-107 streamlining initiatives. Identifies ways to streamline grants processes and implements policies that foster streamlining and other best practices.

3. **Division of Grants Oversight and Review (AJB2).** The Division of Grants Oversight and review provides leadership in the area of mandatory and discretionary grants through oversight and review. The Division has functional responsibility for reviewing grants for compliance with Department-wide grants policies and grant regulations. In addition, the Division is responsible for oversight of the HHS grants management operations and the following:

a. Manages oversight of the award and administration of mandatory and discretionary grants and other forms of Federal financial assistance through the Department.

b. Monitors the adoption of grant policies as they affect grant management procedures by the Department's Operating and Staff Divisions to ensure consistent implementation and operations.

c. Provides advice and technical assistance to the Department's Operating and Staff Divisions and to the general public on matters relating to the administration of grants and other forms of Federal financial assistance.

d. Conducts special studies of grants management issues to identify and implement improvements in the way the Department awards and administers grants and other forms of Federal