



**Department of Human Services  
Online Directives Information System**

**Index:  
Revised:  
Next Review:**

**POL1277  
04/08/2024  
04/08/2026**

**SUBJECT: Review of Grant Funding Applications and State Plans**

**POLICY**

The policy of The Department of Human Services (DHS) is to execute a defined process to apply for grants and to ensure grant applications are processed in a timely and consistent manner.

**A. Authority**

- Executive Reorganization Act, Section 1201, Georgia Laws 1972
- Official Code of Georgia Annotated ([O.C.G.A.](#)) [§ 49-2-1](#), DHS created effective July 1, 2009

**B. References**

- The Catalog of Federal Domestic Assistance (CFDA): <http://www.cfda.gov>
- The Grants.gov website: <http://www.grants.gov>
- The Federal Register (FR): <http://www.federalregister.gov>
- The Federal Assistance Awards Data System (FAADS): <http://www.census.gov/govs/www/faads.html>.
- The Governor's Office of Planning and Budget (OPB): <https://opb.georgia.gov/how-find-apply-federal-funding>

**C. Applicability**

All Divisions, Offices and Programs of the Georgia Department of Human Services.

**D. Definitions**

- Federal grants – funds received directly from a federal agency to conduct new or continuing programs, activities and services.
- Sub-awards – federal funds received by a state agency and some of these funds are passed through to another state agency to conduct new or continuing programs, activities and services.
- State Clearinghouse – the single point of contact (SPOC) within the state located in the Governor's Office of Planning and Budget (OPB) for review of all requests for grant funding and for distribution of these proposals for approval.

- Intended Use Plans – used by Federal agencies for how grant funds are to be utilized. They are commonly referred to as State Plans.

### **E. Responsibilities**

- The Director of the DHS Office of Budget Administration (OBA) is responsible for issuing and updating procedures to implement this policy.

### **F. History**

- Replaces Department of Human Resources Policy “Review Process for Grant Proposals and State Plans” effective September 1985.
- Replaces the Department of Human Resources policy “Review of Grant Proposals and State Plans” effective June 2006.

### **G. Evaluation**

The effectiveness of this policy is measured by the success rate of grant funding applications processed and submitted by the Georgia Department of Human Services.