

FDA Staff Manual Guides, Volume I – Organizations and Functions

Department of Health and Human Services

Food and Drug Administration

Office of Operations

Office of Finance, Budget, and Acquisitions

Office of Acquisitions and Grants Services

Division of Grants, Agreements, and Acquisition Support

Effective: October 9, 2020

1. Division of Grants, Agreements, and Acquisition Support (DCNEBC).

- A. Plans and manages the FDA's financial assistance services through grants and cooperative agreements.
- B. Provides oversight in the administration of for all transactions between the government and the contractor from the time the contract is awarded through closeout. Provides oversight and administration of the FDA's purchase card program.
- C. Plans and manages all the FDA's interagency agreements.
- D. Establish division goals and priorities and assures their consistency with the overall objectives of the Office.

2. Grants and Assistance Agreements Branch (DCNEBC1).

- A. Plans, awards, and manages the FDA's financial assistance services through grants and cooperative agreements.
- B. Grants Monitoring performs post-award monitoring to ensure the successful performance and administration of the award.

3. Contracts Administration Branch (DCNEBC4).

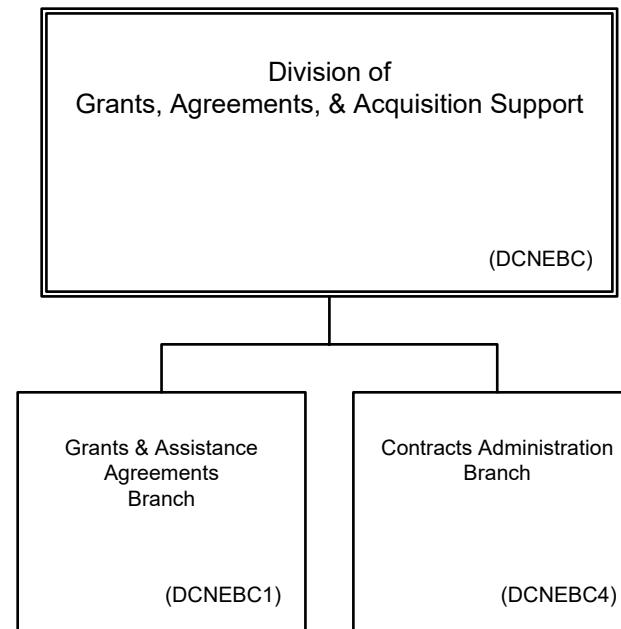
- A. Serves as a central point of administration for all transactions between the government and the contractor from the time the contract is awarded through closeout. Functions include but are not limited to monitoring contractor performance, modifying contracts, exercising options, reviewing and approving invoices, administering government property, monitoring compliance with terms and conditions, monitoring subcontracting reports and closeout.

- B. Serves as the conduit for the preparation, processing, coordination, execution, administration, and close-out of Interagency Agreements (IAAs).

4. Authority and Effective Date.

The functional statements for the Division of Grants, Agreements, and Acquisition Support were approved by the Commissioner of Food and Drugs on September 8, 2020, and effective on October 9, 2020.

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The following is the Department of Health and Human Services, Food and Drug Administration, Office of the Commissioner, Office of Operations, Office of Finance, Budget, and Acquisitions, Office of Acquisitions and Grants Services, Division of Grants, Agreements, and Acquisition Support organization structure depicting all the organizational structures reporting to the Director:

Grants and Assistance Agreements Branch (DCNEBC1)

Contracts Administration Branch (DCNEBC4)