



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
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Memorandum

To: Division of International Conservation (DIC) and International Affairs  
Administrative Personnel

From: *John Smith*  
Assistant Director for International Affairs (AIA)

Subject: Interim Policy for Budgeting of Administrative Costs for Multinational Species  
Conservation Fund (MSCF) Programs

This memorandum includes interim policy for DIC and AIA administrative personnel concerning the administrative costs of managing the MSCF programs. DIC will provide final policy on the issue in the U.S. Fish and Wildlife Service Manual no later than September 1, 2015. This interim policy will help guarantee proper allocation and accountability of administrative funds, ensuring that costs do not exceed levels set by MSCF authorizing legislation (16 USC 4212 et.seq., 16 USC 4261 et.seq., 16 USC 6301-6305 et.seq., 16 USC 6601 et.seq., 16 USC 5301-5306 et.seq.). The interim policy attachment can also be found in the DIC Grants Handbook.

In consultation with other Fish and Wildlife Service federal assistance programs, DIC developed a methodology and controls that will comprehensively account for and limit both direct and indirect costs associated with the administration of the five MSCFs.

Direct costs include the salaries and benefits of the grants specialists, project officers, managers, and finance staff working on each program. The administrative duties these employees perform for MSCF programs may include: executing, monitoring, analyzing, budgeting, or processing documentation; communicating with the grantees or conducting financial activities during the pre-award, award, and post-award phases of the grants cycle.

Indirect costs include space, supplies, training courses, printing, copying, etc., and will be charged at a rate of 6% of the direct cost, which is the standard rate the Service routinely charges for pass through money.

Attachment: Interim Policy for Managing Administrative Costs of Multinational Species  
Conservation Funds (MSCF)



## **Interim Policy for Managing Administrative Costs of Multinational Species Conservation Funds (MSCF) (July 2011)**

### **Adherence to Legal Limits of Administrative Costs**

The MSCF budgets are directed by congressional appropriations. The appropriations include caps on the amount of money that the Service can spend on grants administration. Currently, each of the MSCF programs is entitled to 3 percent of the total appropriation or \$100,000 – whichever is more. The exception is the Marine Turtle Conservation Fund, which is entitled to 3 percent or \$80,000 – whichever is more.

To ensure administrative costs remain under the congressionally mandated cap, DIC management will annually analyze personnel time spent on administrative activities for the MSCF. Management will target administrative funding levels to each staff member working on the MSCF based on the percentage of time spent performing MSCF administrative tasks versus work performed in other areas of DIC. Each employee will be notified of their correct project codes, and is responsible for accurately depicting work performed on timesheets. The branch chiefs will review and approve timesheets to ensure accuracy, and work with staff to correct errors or adjust ongoing activities. The Division financial specialist will analyze and confirm project code allocation by performing monthly budget reviews.

### **Overview of Roles and Responsibilities**

#### **Division Chief**

At the beginning of each fiscal year the Division Chief will receive appropriation amounts for the MSCF programs. The Division Chief will inform branch chiefs of MSCF appropriation levels and oversee the entire budgeting and execution process to ensure administrative funding levels remain below the congressionally mandated cap throughout the fiscal year.

#### **Branch Chiefs**

The branch chiefs will analyze branch staff personnel duties to determine planned activity schedules throughout the fiscal year, highlighting specific administrative tasks pertaining to MSCF programs. Once MSCF administrative funding levels are targeted for branch personnel, the branch chiefs will provide correct project codes for personnel to use when completing their timesheets. To ensure proper controls, branch chiefs will monitor correct allocation of project codes when approving staff timesheets. For corrective measures, if an error or irregularity is discovered, the branch chief will work with the staff member to correct improper project code allocation or to adjust ongoing activities.

#### **Division Financial Specialist**

The Division financial specialist will assist the Division Chief and branch chiefs to determine funding allocations of administrative costs. The financial specialist will examine percentage of time spent performing MSCF administrative tasks versus work performed in other areas of DIC. Once administrative funding levels are set, the Division financial specialist will analyze and confirm project code allocation by performing monthly budget reviews.

**All Personnel**

Once briefed on appropriate project codes and correct timesheet procedures, all personnel are responsible for accurately depicting work performed on timesheets so that DIC management can monitor administrative costs and make adjustments to activities as necessary. Personnel should contact their branch chief or the Division's financial specialist with any questions.