U.S. Fish and Wildlife Service

SELECTION OF FUNDING INSTRUMENT DECISION DIAGRAM

For more information, see the Service’s Issuing a New Financial Assistance Award Guidance posted on InsideFWS at https://inside.fws.gov/go/post/FAPO-NewAwards

**What is the purpose of the action?**

Is the award to:
1. Obtain goods or services from a vendor for the direct benefit or use by the Service?

**OR**

2. Transfer funds, services, or property from the Service to an eligible, non-Federal recipient to carry out a public purpose of support or stimulation as authorized by a law of the United States?

**Use a Procurement Contract**

**Use a Financial Assistance Award**

Will Service staff be substantially involved in and/or responsible for the management, control, direction, or performance of the project?

**Use a Grant**

**Examples of services that should be acquired through a procurement contract:**
- Obtaining supplies, expendable materials or equipment from a vendor (i.e., dealer, distributor, business, or merchant) for Service use
- Service property maintenance and repairs
- Eradication of invasive species on Service property
- Leasing space for Service personnel
- Production or printing of publications primarily for Service use and distribution
- Service document translation
- Studies focused on management of Service resources
- Construction on Service lands

**NOTE:** An MOU, MOA, or Letter of Intent is not a mechanism to receive or provide financial assistance. See the Service’s Issuing a New Financial Assistance Award Guidance for more information.

**Use a Cooperative Agreement**

**Examples of activities qualifying as substantial Service involvement:**
- Participate and collaborate jointly with the recipient in carrying out the scope of work, including training recipient personnel or detailing Federal personnel to work on the project effort
- Review and approve one stage of work before the next stage can begin
- Prior to award, review and approve proposed modifications or sub-awards
- Help select project staff or trainees
- Direct or redirect the work because of interrelationships with other projects
- Reserve the right to immediately halt an activity if detailed performance specifications are not met
- Limit recipient discretion with respect to scope of work, organizational structure, staffing, mode of operations and other management processes, coupled with close monitoring or operational involvement during performance under the award

**Substantial Service involvement does NOT include:** awarding funds, assigning a project officer, reviewing and approving reports, processing payments, monitoring to ensure project is completed on time, or performing any other routine administrative or monitoring activities.

**NOTE:** Federal entities, including other Service programs, may be eligible to compete for awards under some Service programs. When a Federal entity receives a financial assistance award, the award is not issued as a grant or cooperative agreement. Instead, financial assistance awards to Federal entities are issued following the standard business processes for:
- Program-to-program funds transfers, for awards to other Service programs
- Intra-agency awards, for awards to other Bureaus within DOI
- Inter-agency awards, for awards to all other (non-DOI) Federal entities

Under a **grant**, the recipient is responsible for determining the method and manner of performance and direction of the sponsored activity. The Service is essentially a “patron” of, i.e., financial contributor to, the recipient’s project. The use of a grant award does NOT remove the Service’s responsibility to perform routine administrative and monitoring activities, such as:
- Approve recipient project proposal and revisions
- Set reporting schedules
- Conduct desk audits/site visits
- Review and approve required reports
- Manage performance deficiencies or non-compliance issues
- Implement applicable OMB and program regulations
- Assess performance after project completion

WSFR/AIM/Branch of Financial Assistance Policy and Oversight
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