

### Amendment to Fish and Wildlife Service Manual Chapters

<b>Series:</b> Federal Financial Assistance
<b>Part 516:</b> FWS Financial Assistant – Award Administration
<b>Chapter 3,</b> Signature Authority for Grant and Cooperative Agreement Awards (10/11/2012)
<b>Chapter 4,</b> Payment Management for Grant and Cooperative Agreement Awards (5/15/2014)
<b>Chapter 6:</b> Issuing Discretionary Grant and Cooperative Agreement Awards without Competition (1/16/2014)
<b>Amendment Number:</b> 1 for all three chapters
<b>Purposes:</b> This amendment updates several references in the three chapters above. It amends 516 FW 3 to correct an inconsistency between this chapter and the more recently released chapter 232 FW 1, Mandatory Financial Assistance Training. It also updates citations in the chapter.  It amends 516 FW 4 and 6 to replace references to 43 CFR Part 12 with references to 2 CFR 200, and to make other minor changes to update policy references. The regulations in the new 2 CFR 200 were adopted by the Department on December 26, 2014.

#### 516 FW 3 ACTIONS:

##### Under section 3.4, change the following sentences:

“Which actions related to grant and cooperative agreement awards require the Director’s signature and must not be **redelegated** to staff? The following actions require the Director’s signature and must not be **redelegated** to staff:”

to:

“Which actions related to grant and cooperative agreement awards require the Director’s signature and must not be **delegated** to staff? The following actions require the Director’s signature and must not be **delegated** to staff:”

##### Under section 3.6, change the following subsection:

“(1) Has received at least 24 hours of formal training on:

(a) The parts of the CFR related to the administration of grant and cooperative agreement awards, and

(b) Department and Service policies that apply to grant and cooperative agreement awards; and”

to:

“(1) Has completed the mandatory financial assistance training required by Service policy in 232 FW 1; and”

**Under section 3.6, delete the following subsection and change what was section C to section B:**

*“B. Training on basic administration and management concepts of financial assistance (i.e., grants and cooperative agreement awards) is available through WSFR, the Department’s DOI Learn system, other Federal agencies, professional associations, and commercial entities.”*

**Under section 3.7A, change the following sentence:**

*“Staff performing duties in an “acting” capacity for me or the people named in this memorandum may NOT sign grant and cooperative agreement awards.”*

to:

*“Staff performing duties in an “acting” capacity for me, or for the people named in this memorandum, may NOT sign grant and cooperative agreement awards.”*

**516 FW 4 ACTIONS:**

**Under section 4.3, change the following subsections from:**

**A.** Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments ([43 CFR 12, Subpart C](#)).

**B.** Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations ([43 CFR 12, Subpart F](#)).”

to:

**A.** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR 200](#))

**Under section 4.3, change the following subsections from:**

**C.** Controlling Paperwork Burdens on the Public ([5 CFR 1320](#)).

**D.** Rules and Procedures for Efficient Federal-State Fund Transfers ([31 CFR Part 205](#)).

**E.** Department of the Interior Acquisition Guidance (DIG) [2008-5](#), Automated Standard Application for Payments System.

**F.** Department of the Interior Guidance Release (DIG) [2011-03, Amendment 1](#), Financial Assistance Monitoring Protocol.”

to:

**B.** Controlling Paperwork Burdens on the Public ([5 CFR 1320](#)).

**C.** Rules and Procedures for Efficient Federal-State Fund Transfers ([31 CFR 205](#)).

**D.** Department of the Interior Acquisition Guidance (DIG) [2013-03](#), Automated Standard Application for Payments System.

E. Department of the Interior Guidance Release (DIG) [2011-03, Amendment 1](#), Financial Assistance Monitoring Protocol.”

**Under section 4.6A, change the following sentence from:**

“Advance payment mechanisms are subject to 31 CFR Part 205 and 43 CFR 12, Subparts C and F.”

to:

“Advance payment mechanisms are subject to 31 CFR Part 205 and **2 CFR 200.**”

**Under section 4.21A(5), change the following sentence from:**

“Inform the recipient that costs are allowable if they result from obligations incurred before the effective date of suspension and would have been allowable if the award were not suspended, and that costs resulting from obligations incurred during the suspension are not allowable unless expressly authorized in advance in the notice or subsequently (see **43 CFR 12.83 and 12.962**)”

to:

“Inform the recipient that costs are allowable if they result from obligations incurred before the effective date of suspension and would have been allowable if the award were not suspended, and that costs resulting from obligations incurred during the suspension are not allowable unless expressly authorized in advance in the notice or subsequently (see **2 CFR 200.342**)”

**Under section 4.22D, change the following sentence from:**

“If the recipient is not responsive to the DI-1040 action, we may take one or more of the following actions using the procedures in **43 CFR**, as necessary.”

to:

“If the recipient is not responsive to the DI-1040 action, we may take one or more of the following actions using the procedures in **2 CFR**, as necessary.”

## **516 FW 6 ACTIONS:**

**Under section 6.8, change the following sentence:**

“What are the requirements when the Service issues a single source award?”

to:

“What are the requirements for documenting the justification when the Service issues a single source award?”

**Under section 6.9B(2), change the following sentence:**

“The full text of the announcement in the form of a “Notice of Funding Availability” document attached to the synopsis (see the Office of Management and Budget (OMB)’s Policy Directive on Financial Assistance Program Announcements, Vol. 68, No. 120, June 23, 2003), and”

to:

“The full text of the funding opportunity containing the information required in [2 CFR 200.203](#) and Appendix I, and”

/sgd/ Robert Dreher  
ACTING DIRECTOR

Date: December 24, 2015