



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240



In Reply Refer To:  
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APR 07 2010

Memorandum

To: Service Directorate

From: **ACTING** Director *Steve Barton*

Subject: Conversion of Pseudo Codes to Catalog of Federal Domestic Assistance (CFDA) Numbers and Service Financial Assistance Programs Identifying or Obtaining CFDA Numbers  
**(Response due no later than July 31, 2010)**

## Summary of Required Actions

Effective immediately, do not issue financial assistance (FA) awards (grants and cooperative agreements) using pseudo codes or Temporary Program Numbers (TPNs).

In addition, all Service FA programs managing awards under pseudo codes or TPNs must convert to a current or newly assigned CFDA number no later than July 31, 2010. At the discretion of the awarding program Division, active awards may:

- a) Be amended to identify an appropriate Service CFDA number;
- b) Complete the close out process by July 31, 2010; or
- c) Complete an application\* for a new CFDA number  
*(\*Allow four weeks for the CFDA application process to be completed)*

For the Service, the CFDA is a 5-digit number (15.600s series) that uniquely ties an award to its source of funds and authorizing legislation. CFDA determinations must be documented and must be made in consultation with relevant national or regional offices of Program, Finance, Budget, and/or Contracting and General Services. These steps will ensure the exercise of internal management controls; accuracy in the use of appropriate accounts and activity codes identified in the legislative authority of each financial assistance program; and documentation of the official award file for audit purposes. For a guide to the relationship between CFDA's and Sub-activity Codes, please refer to the Chart provided at <http://wsfrprograms.fws.gov/Subpages/FACT/fact.html>.

Attachments

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## Background – Federal Information Distribution and Standardization Initiatives and Department Policy

The Federal Program Information Acts (P.L. 95-220 and P.L. 98-169) provide for the efficient and regular distribution of information about Federal domestic assistance programs. Under the requirements of revised Office of Management and Budget (OMB) Circular A-89 (<http://www.whitehouse.gov/omb/rewrite/circulars/a089/a089.html>), the General Services Administration (GSA), OMB, and executive branch agencies that administer domestic assistance programs are to carry out their statutory responsibilities. Federal standardization and transparency principles were enacted for the effective management of financial assistance awards in 1999 under the Federal Financial Assistance Management Improvement Act (P.L. 106-107) and reinforced in 2006 under the Federal Assistance Accountability and Transparency Act (P.L. 109-282).

The Department of the Interior's (DOI) Policy and Guidance, 507 DM 1, revised March 29, 2006, requires that:

- 1) All federally funded assistance programs administered by the Department obtain Catalog of Federal Domestic Assistance (CFDA) numbers, and
- 2) Any pseudo codes being used be converted to a CFDA number designated to the awarding Bureau.

In November 2009 the Department's Office of Inspector General (OIG) issued a report, Recovery Oversight Advisory – Concerns About Catalog of Federal Domestic Assistance Numbers, ROO-ROA-MOA-1013-2009. The report identified DOI's failure to use mandated CFDA numbers and the potential negative impact the lack of CFDA designation has on enforcement, notably recipient reporting under Section 1512 of the American Recovery and Reinvestment Act of 2009 (P.L. 111-5).

### Why Is Elimination of Pseudo Codes Now A High Priority?

The elimination of pseudo codes is a critical step toward fulfilling the Service's compliance with DOI policy and Federal laws. Using the correct CFDA number is important because it uniquely identifies the source of funds for: a) funding opportunities announced on [www.Grants.gov](http://www.Grants.gov); b) the award document; c) recipient progress and financial reporting; d) audit reports (e.g., A-133); and e) related sub-awards. As a result, the CFDA number is perhaps the most essential component for identifying, reporting, tracking, and auditing Federal financial assistance funding and activities.

The need to make this a priority relates directly to the Service's accurate reporting of expenditures to the Federal Assistance Awards Data System (FAADS) and [www.USASpending.gov](http://www.USASpending.gov); as well as in preparation for deployment into the Department's on-

line Financial and Business Management System (FBMS) in FY11. The cleansing of FA data and conversion to valid CFDA numbers are essential features of the Service's transition into the grants management component of FBMS. Future awards and transactions will not be processed without a valid CFDA number.

### Service Requirements

Awards (grants, cooperative agreements, direct payments, and direct appropriations) using pseudo codes and FA programs without a CFDA number are required to identify an appropriate CFDA number or obtain a new program CFDA number regardless of program size or reoccurrence. The following timeline and attached tracking tool will help you meet the July 31, 2010 deadline:

	Action(s)
Apr -- May	Conduct an assessment to identify all active awards using pseudo codes or TPNs
May -- June	As necessary, 1) Amend active awards to reflect an appropriate CFDA number, <b>OR</b> 2) Begin the award closeout process, <b>OR</b> 3) Apply for a new program CFDA number
June -- July	Complete the closeout process of awards using pseudo codes or TPNs Issue awards under newly designated program CFDA numbers

Listed below are the pseudo codes previously used by the Service:

15.FFA	Fisheries
15.FFB	Fish and Wildlife Enhancement
15.FFC	Refuges and Wildlife
15.FFE	Research/Issues
15.FFF	Automated Data Processing Projects
00.000	Otherwise Not Listed
99.999	Unknown

Depending on the authorizing legislation, many of the awards issued under the pseudo codes identified above may be eligible to use one of two generic CFDA numbers designated to the Service in 2007 (see Controls and Monitoring Guidance for the Use of Service-wide, Generic CFDA Numbers, FWS/CFM/031763). The Service-wide generic CFDA numbers are:

- ✘ 15.649 – Training and Technical Assistance  
(<https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=91772e830b0037323a790eba84cbb88d>), and
- ✘ 15.650 – Research  
(<https://www.cfda.gov/index?s=program&mode=form&tab=step1&id=2057228d8fd7655fa0d9e376d4db7d54>).

**Prior to selecting any CFDA number**, first, use the hyperlink to the Catalog of Federal Domestic Assistance for a list of the Service's financial assistance programs (<https://www.cfda.gov/index?s=agency&mode=form&tab=program&id=000710afb4d72c15f9fc20a8317319d0&cck=1&au=&cck=>). Review each Program Profile and determine whether

the program's activity is funded under the Authorization (040) and the Account Identification (121).

Second, if the FA activity is a one-time, project-unique, small dollar value (>\$500K), and of limited duration, consider whether it might qualify under one of the two Service-wide generic CFDA numbers (15.649 – Training/TA, 15.650 – Research) designated in 2007 (see FWS/CFM/031763).

### Resources to Help You With Conversion or CFDA Application Processes

To assist financial assistance programs with these processes, the Service makes the following resources available for your use:

- Service financial assistance programs with current CFDA numbers at:
  - <http://wsfrprograms.fws.gov/Subpages/FACT/fact.html>  
Click outreach materials – FA Reference Tools - Service CFDA's as of Nov09
  - GSA's webpage of Service CFDA numbers  
[https://www.cfda.gov/index? so list froma345e59a09d0aa1d5eef16228ddd7b4c=120& so list froma345e59a09d0aa1d5eef16228ddd7b4c\\_page=7&](https://www.cfda.gov/index?so_list_froma345e59a09d0aa1d5eef16228ddd7b4c=120&so_list_froma345e59a09d0aa1d5eef16228ddd7b4c_page=7&)

and

- Instructions and application form to complete for a new program CFDA number.  
*Allow 4 weeks for the CFDA application process to be completed.*
  - CFDA Application Toolkit at  
<http://wsfrprograms.fws.gov/Subpages/FACT/fact.html>  
Click outreach materials – CFDA Application Toolkit

Please consult with Lois Paul, Office of Financial Assistance Coordination at 703.358.2459 or [lois\\_paul@fws.gov](mailto:lois_paul@fws.gov) for further guidance in:

- ✓ Determining whether the use of one of the two generic CFDA numbers is appropriate for your program, and
- ✓ Completing an application for a new program CFDA number.