



THE SECRETARY OF THE INTERIOR
WASHINGTON

APR 12 2017

Memorandum

To: Assistant Secretaries
Hheads of Bureaus and Office Directors

From: Secretary

Subject: Managing Grants, Cooperative Agreements, and Other Significant Decisions

A hallmark of my management of the Department of the Interior (Department) will be empowering local managers to make responsible decisions. Local managers are closest to the public we serve and to the precious resources we manage on their behalf. I also have a duty to learn about the Department's operations as I take the helm of the ship. Only by understanding the varied operations will I be able to lead this great Department in fulfilling its important mission on behalf of the American people.

The Department annually distributes \$5.5 billion in grants and cooperative agreements to a variety of grantees and cooperators to advance mission objectives. In order to help me to understand the immense impact grants and cooperative agreements have on the mission delivery of the Department, I am directing implementation of the following temporary procedures for processing grants and cooperative agreements:

Effective immediately, bureau heads and office directors will use the attached template to report all planned Fiscal Year (FY) 2017 grants and cooperative agreements of \$100,000 or more before final award. The reports should be submitted through the Assistant Secretaries to Mr. James Cason, who has been delegated the authority of the Deputy Secretary. The Office of Acquisition and Property Management will assist Mr. Cason in reviewing these reports. No grants should be awarded until the review has been completed. You will be notified about your clearance to proceed with awards following this review.

In addition, to better assess the overall functioning of the Department's critical programs:

Each bureau head and office director shall ensure that their office obtains proposed records of decisions (RODs) and uses the attached template to report on proposed decisions prior to issuance. Proposed decisions that are not termed "ROD" but have nationwide, regional, or statewide impact shall also be reported using the template. All reports should be submitted to Mr. Cason. A decision should not be issued until he has reviewed the report and provided clearance.

The above procedures are temporary and are being implemented to assist me in understanding how we make important decisions to advance the mission of the Department, assess how we are

aligning our grants and cooperative agreements to Department priorities, and to assure coordination with the Office of Communications for significant announcements. The review and processing of grants, cooperative agreements, and RODs will return to their regular order as soon as possible.

Attachments: Template for Data Call on FY 2017 Grants and Cooperative Agreement Awards
Template for Data Call on Proposed Records of Decision and Other Significant
Decision Documents

cc: James Cason
Acting Solicitor
DAS-BFPA
Director, PAM

Template for Data Call on Fiscal Year 2017 Grants and Cooperative Agreement Awards

The Department of the Interior leadership is establishing a new process, as of April 10, 2017, for reviewing all planned Fiscal Year (FY) 2017 grants and cooperative agreements of \$100,000 or more before final award. The purpose is to better understand priorities being addressed, opportunities for addressing new priorities, and for significant announcements. Please use the following template to provide information for each grant or cooperative agreement totaling \$100,000 or more to be awarded in FY 2017. Please submit the information to Mr. Jim Cason as you prepare grants and cooperative agreements for award, following clearance through bureau heads and assistant secretaries. You will be notified about clearance to proceed with awards following this review.

Information requested:

1. bureau or office
2. name of grant or cooperative agreement and anticipated issue date (month/year)
3. catalog of Federal domestic assistance (CFDA) number
4. purpose of grant or cooperative agreement
5. mandatory or discretionary nature of grant or cooperative agreement (if mandatory, cite authority)
6. current priorities being addressed by the grant or cooperative agreement
7. flexibility to direct grant or cooperative agreement to new priorities
8. source of funds
9. amount of grant or cooperative agreement and expected total value
10. targeted recipients/awardees
11. location of recipients/awardees
12. potential media interest