U.S. Fish & Wildlife Service

Division of Wildlife & Sport Fish Restoration Program

Project Leaders Course

2014 Workbook

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Agenda…… 1

Goals and Objectives…… 2

Pre-Award: Project Statement Development …… 3

Compliance…… 4

Pre-Award: The Grant Application Package…… 5

Award: Notice of Award…… 6

Post Award: Implementation, Managing & Monitoring…. 7

Post Award: Reporting Requirements……... 8

Grant Closure…… 9

Post Closure: Ongoing Responsibilities…….. 10

Program Quick Reference Sheets…….. 11

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TAB 1

Project Leaders Course

Wildlife and Sport Fish Restoration
National Training Program

Day One

MORNING SESSION

8:30 a.m. Welcome/Introductions/Getting Acquainted – Unit 1

Goals and Objectives – Unit 2

Pre-requisite Review

Pre- Award: Project Statement Development and Review – Unit 3

LUNCH

AFTERNOON SESSION

Pre- Award: Project Statement Development and Review (continued)

Compliance – Unit 4

Pre- Award: The Grant Application Package – Unit 5

5:00 p.m. Adjourn

Day 2

MORNING SESSION

8:00 a.m. Review Day 1/Preveiw Day 2

Award: Notice of Award – Unit 6

Post Award: Grant Implementation – Unit 7

Post Award: Reporting Requirements – Unit 8

LUNCH

AFTERNOON SESSION

Grant Closure – Unit 9

Post Closure: Ongoing Responsibilities – Unit 10

Parking Lot / Discussion

Wrap-Up/Post Course Survey

3:00 Adjourn

TAB 2

Goals and Objectives

Welcome to USFWS – Wildlife and Sport Fish Restoration (WSFR) National Training Program. The goal of the National Training Program is to:

> Provide a systematic and ongoing national training program to develop basic and specialized grants management knowledge and skills that result in the consistent and sensible application of regulations, processes, and decisions in the grant programs administered by WSFR.

The purpose of the **Project Leaders Course** is to increase the effectiveness of project leaders in developing and managing projects funded through the grant programs.

Course Objectives

Increase Project Leaders knowledge, skills, and/or abilities in

1. Writing project statements (narratives)
2. Compliance requirements, especially NEPA and Section 7
3. Writing/submitting performance reports
4. Grant cost accounting processes
5. Communicating, and coordinating with individuals/agencies involved with WSFR grant programs

Handouts:

- 2-1 E-Learning Evaluation Questions

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E- Learning Evaluation Questions

Select all correct answers for each question. More than one answer may apply.

1) The source of revenue for the Wildlife Restoration Trust Fund is generated through a federal excise tax placed on which of the following items?
   A. Sporting arms and ammunition
   B. Pistols, handguns and revolvers
   C. Bows, archery and arrow components
   D. All of the above

Answer D

2) Which of the following activities are eligible for funding through the programs supported with the Wildlife Restoration Trust Fund?
   A. Projects for the conservation of wild birds, mammals and their habitat
   B. Projects for education of hunters and development of shooting ranges
   C. Projects for the conservation of reptiles and amphibians

Answer A and B……..wild birds and mammals are the only animals eligible for Wildlife Restoration funding. Hunter Education activities including shooting range construction and maintenance became eligible in 1972 when handguns and revolvers were added to the items being taxed.

3) Which of the following broad categories of activities are **not** eligible for Wildlife and Sport Fish Restoration funding?
   A. Projects with a major emphasis on law enforcement
   B. Projects with the main purpose of producing revenue
   C. Public relation activities promoting a state fish and game agency
   D. All of the above

Answer D……law enforcement, revenue producing, and public relation activities are not eligible for funding.

4) What are the factors in the distribution formula of Wildlife Restoration funds to the states?
   A. The state's overall population in proportion to the overall U.S. population
   B. The number of hunting licenses sold annually in proportion to the national total
   C. The total square miles of a state's land and inland waters in proportion to the national total
   D. The square miles of a state's land available for public use

Answer B and C

5) Which of the following indicates the required minimum state share of Wildlife and Sport Fish Restoration grant project costs?
   A. 50%
   B. 75%

C. 65%
D. 25%

Answer D…. The state is required to provide 25% match for project costs.

6) Who was the author of the Wildlife Restoration legislation bill?
   A. Senator Key Pittman
   B. Representative Willis Robertson
   C. Representative John Dingell
   D. Carl Shoemaker

Answer D ….Pittman and Robertson sponsored the bill but did not write it. John Dingell was one of the sponsors of the Sport Fish Restoration Act.

7) Which following statement is not fully in compliance with assent legislation?
   A. Must restrict control and use of a state's hunting and fishing license revenue solely for the administration of the state fish and game agency
   B. Must restrict a state's hunting and fishing license revenue solely for fish and wildlife management projects

Answer B…… assent legislation requires that license revenue be restricted to control by the state fish and game agency and be used only for its administration.

8) What are the factors in the distribution formula of Sport Fish Restoration funds to the states?
   A. The state's overall population in proportion to the national total
   B. The number of fishing licenses sold annually in proportion to the national total
   C. The total square miles of a state's land, inland and coastal waters in proportion to the national total
   D. The square miles of a state's land and waters available for public use

Answer B and C

9) Which of the following is a source of revenue for the Sport Fish Restoration and Boating Trust Fund?
   A. A federal excise tax on fishing tackle
   B. Import duty on recreational boats
   C. A portion of marine fuel tax revenue
   D. All of the above

Answer D

10) Which of the following answers are requirements of the Sport Fish Restoration Program?

A. Each state must obligate at least 15% of its annual Sport Fish apportionment on Boating Access projects
B. Each state is limited to spend no more than 15% of its annual Sport Fish apportionment on Boating Access projects
C. Each state must obligate at least 15% of its annual Sport Fish apportionment on Aquatic Education projects
D. Each state may obligate no more than 15% of its annual Sport Fish apportionment on Aquatic Education projects

Answer A and D….. 15% annual minimum spending requirement is mandated for Boating Access projects (although this is combined with all other states in the federal region and averaged over 5 years). A 15% maximum restriction is placed on annual Sport Fish Restoration apportionments for Aquatic Education spending. There is no minimum required spending on Aquatic Education.

11) The State Wildlife Grant Program provides funding for which of the following group of animals?

A. Only animals on the endangered species list
B. Only non-game (not hunted or fished) species
C. Species of greatest conservation need

Answer C….State Wildlife Grant funds may include endangered species but are not exclusively for endangered species. The State Wildlife Grant program does not exclude projects that benefit species that are hunted or fished.

12) Which of the following indicates the required state share of costs for **implementation** projects funded with State Wildlife Grant funds (as of October 1, 2010)?

A. 30%
B. 75%
C. 35%

Answer C

GMP Questions

Pre-Award Review Questions:

Whose responsibility is it to review project information on NEPA, Sec 7 of the Endangered Species Act and the Historic Preservation Act and make final determinations for compliance? (B)

Whose responsibility is it to review and approve a grant proposal? (B)

Award Review Questions

Whose responsibility is it to distribute terms and conditions of the Award letter to state project leaders and staff? (A)

Whose responsibility is it to obligate the federal authorized amount of funds? (B)

Post Award Review Questions

Whose responsibility is it to conduct activities to accomplish grant objectives? (A)

Whose responsibility is it to monitor sub-grantee activities? (A)

Award Close-Out Review Questions

Whose responsibility is it to provide final performance and financial reports (A)

Whose responsibility is it to officially record the final financial report and close out the grant? (B)

Post Close-Out Review Questions

Whose responsibility is it to maintain management control of WSFR acquired real property assets? (A)

Whose responsibility is it to provide program accomplishments to interested parties? (C)

TAB 3

Project Statement

Objectives:

1. Identify and explain the components of the project statement/narrative
2. Determine if the proposal is substantial in character and design
3. Determine if the project statement/ narrative meets minimum requirements
4. Determine if enough information is included in project statement to satisfy NEPA and Section 7 compliance requirements

Handouts:

- 3-1 Project Statement Guidelines
- 3-5 Project Writing Scenario
- 3-7 Project Statement Template
- 3-9 Project Statement Peer Review
- 3-11 Wildlife TRACS Action levels
- 3-33 Sample TRACS Project Statement

Project Statement Overview

A project statement identifies the need and describes the work to be done. It is required for each project to be funded in a grant. Grantees may use their own format for the project statement/narrative or use the TRACS system. Project statements must contain all elements required in the program guidance.

Competitive grant programs contain additional requirements used to evaluate and rank grant applications. Specific program guidance should be reviewed for ranking criteria.

Required Elements of a Project Statement (50 CFR 80.82)

- NEED
- PURPOSE and OBJECTIVES
- EXPECTED RESULTS or BENEFITS
- APPROACH
- USEFUL LIFE ($100,000)
- GEOGRAPHIC LOCATION
- PRINCIPAL INVESTIGATOR (if research)
- PROGRAM INCOME
- BUDGET NARRATIVE (costs by project & subaccount)
- MULTIPURPOSE PROJECTS (benefits multiple programs)
- RELATIONSHIP TO OTHER GRANTS
- TIMELINE
- GENERAL

	Exercise: Substantial in Character and Design

Read **50 CFR 80.56** at bottom of this page and be prepared to discuss substantiality in character and design.

1. Define substantial in character and design.

   See **50 CFR 80.56 a – d**. d may be the biggest issue. Grant reviewers are familiar with big picture costs. Even though 50 CFR 80.56 is for WR/SFR this same guidance is applied to all WSFR grant programs.

2. What documents are reviewed to determine if the grant application is substantial in character and design?

   Generally the project statement and budget information (estimated cost). However, depending on the grant program and type of project other documents may be reviewed as required in **522 FW 1.4 and 1.7** and **522 FW 3 through 15**.

3. Who has ultimate responsibility to determine if a project is substantial in character and design?

   WSFR. Grantees decide how money is used but must document substantiality of character and design to reasonable satisfaction of WSFR.

§ 50 CFR 80.56 How does a proposed project qualify as substantial in character and design?

A proposed project qualifies as substantial in character and design if it:

(a) Describes a need consistent with the Acts;

(b) States a purpose and sets objectives, both of which are based on the need;

(c) Uses a planned approach, appropriate procedures, and accepted principles of fish and wildlife conservation and management, research, or education; and

(d) Is cost effective

Required Elements of a Project Statement

Need

- Explain why the project is necessary and how it fulfills the purposes of the relevant Act
- Identify the conservation issue, problem or opportunity the project will address
- Evidence of the need (Wildlife Action Plan, surveys)
- Articulate the null alternative…the negative result of taking no action
- When you think you have identified the need (ie…build a boat ramp)…then ask why you need to build a boat ramp.

Purpose and Objectives

- Base purpose and objectives on the need
- Purpose states desired outcome in general
- Objectives state desired outcome that are specific and quantified
- What benchmarks must be achieved to meet the need?
- Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, restore, acquire.
- Objectives should be (SMART) **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime bound

Notes:

Required Elements of a Project Statement (cont'd)

Approach

- The approach describes the specific conservation actions or efforts necessary to accomplish project objectives. The approach answers the question "how" the objectives will be accomplished by describing the actual work that will be done. This information must demonstrate that the agency will use accepted fish and wildlife conservation, management, or research principles
- Name key project staff
- Include essential equipment purchase information
- Include specific management actions that will be taken that require compliance with NEPA, Sec 7 and NHPA
- WSFR encourages using the Wildlife TRACS Action Level classification system (handout # 3-11).

Expected Results/Benefits

- Specify the benefits of completing the project and resolving the need for a variety of individual interests.
- Benefit to resource, users, economy, society

Costs by Project and Subaccount

- Appraised value of land if project is for a land acquisition
- Costs for services associated with the project
- List and describe the type and amount of pre-agreement costs, if applicable
- List and describe all funding sources including Federal, State and private amounts and the type of **match** including cash, bargain sale and in-kind services
- Cost at WSFR grant subaccount level and project level

TRACS Generated Project Statement

- Populate data fields for Project Statement Form
- Project statements can be bundled into a PDF for submission with Grant Application Packet using current Regional process
- See handout # 3-33

522 FW 1.3 | 520 FW 6 | 50 CFR Part 80.82 | Notice of Availability

Writing Competitive Project Statements/Narratives

- Follow guidance carefully and be aware of critical dates
- Make it visually easy to read and to find required elements of a project statement
- Address ranking criteria and understand how your application will be evaluated against the criteria
- Maximize federal share by including partners and/or in-kind match
- Be concise but complete. Limit number of pages; include appendices and attachments only as necessary
- Professionally written – grammar, spelling, sentence structure and avoid using jargon unless useful and necessary
- Number the pages, use standard fonts and font sizes, omit fancy binders and tabs
- Indicate if partial funding is acceptable (usually for competitive grants)
- Submit a complete grant package
- Communicate with the Regional Office Grant Specialist prior to and during grant application process

Notes:

Exercise: Prepare a Project Statement that is Substantial in Character and Design

1. Instructions: Use reference materials **(handouts 3-1, 3-5, 3-7, 3-9, 3-11)**
2. Work in assigned teams
3. Review the scenario in handout 3-5
4. Use the project statement guidelines in handout 3-1 to help draft a project statement for a WSFR project that will address the scenario in 3-5.
5. Use the project statement template (handout 3-7) to prepare your project statement. You have 1 hour (more or less) to complete this task.
6. Each team should select someone to serve as timekeeper/facilitator and another person to serve as official recorder.
7. After one hour (more or less) you must submit your project statement to another team.
8. Each team will review the project statement submitted to them and determine if it is substantial in character and design. Use handout 3-9 to record the results of your review.
9. Each team will select a spokesperson to provide a brief oral report on the results of your review.

Learning Points

- ✓ The required elements of a project statement are need, objectives, expected benefits/results, approach, location, and cost
- ✓ Need must be a need relevant to the Act
- ✓ Objectives must be based on need
- ✓ Objectives must be SMART (verifiable and measurable)
- ✓ The approach describes the actions to be taken to accomplish the objective(s)
- ✓ Approach must include adequate information for WSFR Regional Office to document and make determinations for NEPA and Section 7
- ✓ Approach should include key personnel
- ✓ Project must use accepted conservation and management principles and appropriate procedures
- ✓ Benefits must be commensurate with project costs
- ✓ Different types of projects or grants may have different requirements in order to be “substantial in character and design”
- ✓ Understand and address ranking criteria when writing project statements or narratives for competitive grant programs

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Best Management Practices for Writing a Project Statement that is Substantial in Character and Design

For a project to be substantial in character and design it must; 1) address a conservation need relevant to the authorized funding program; 2) have measurable objectives that establish benchmarks that will resolve the need for the project if achieved; 3) specify the sound management actions, tasks or efforts to be undertaken to achieve the objectives and; 4) demonstrate cost effectiveness. It is all about connecting the dots or following a logical process from establishing the need for the project down to describing the work to be done in a sound, cost effective manner.

Need

A need statement will identify the conservation issue, problem or opportunity to be addressed. The need will identify a lack of something such as habitat or an opportunity to provide something such as access to wildlife dependent recreation. The need may be in the form of some pending threat to the resource. The need must be relevant to the purpose of the Act or enabling legislation that authorized the program.

A need statement will answer why your agency should deal with this issue or opportunity (your statutory authority)?

A need statement will provide evidence such as results from surveys, research or other data to demonstrate that the need is real and not perceived.

A need statement will articulate the null alternative (the negative result of taking no action).

Objectives

Objectives are meant to be realistic targets or benchmarks that, if achieved, will resolve the project Need. Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, acquire.

SMART Objectives are:

Specific-Specify exactly what the desired outcome, result, output or deliverable will be. Say what you are going to do by using action verbs. A smart objective will describe a result in terms of who or what?

Measurable- You need to be able to track progress and measure the outcome using quantitative or qualitative assessments. A smart objective will answer how much or how many?

Achievable-All the necessary resources (money, time, equipment, and labor) should be available to accomplish the objective. A smart objective will consider capabilities.

Relevant- How does the objective directly relate to the stated need? A smart objective will demonstrate that if it is accomplished the need will be resolved.

Time bound- Establish a deadline. A smart objective will include a time limit and answer "by when" will the result be achieved?

Objective Template

(Action verb?)_____ (how many?) _____ (who or what?) _____ (by when?)_____.

Filling in the blanks:

(Action verb?) : Certify

(How many?) 150

(Who or what?): Volunteer hunter education instructors

(By when?): June 30, 2014.

Putting it all together:

Certify 150 volunteer hunter education instructors by June 30, 2014.

Objective Examples:

Not SMART: Conduct as many boating safety education courses as possible as soon as possible.

SMART: Conduct at least 30 boating safety education courses for persons needing boating safety certification by June 30, 2014.

Not SMART: Plant trees in riparian corridors to reduce stream bank erosion as much as possible this year.

SMART: Conduct tree plantings on 3-5 miles of the Sleepy Creek riparian corridor to reduce stream bank erosion by 20% from the previous 10 year period by June 30, 2014.

Not SMART: Increase grassland habitat in the state this year.

SMART: Plant warm season grasses on 1200-1500 acres of Sleepy Creek and Widmeyer Wildlife Management Areas to increase grassland habitat in the state by 3% by June 30, 2014.

Approach

The approach describes the specific conservation actions or efforts necessary to accomplish project objectives. The approach answers the question "how" the objectives will be accomplished by describing the actual work that will be done. This information must demonstrate that the agency will use sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. Include the name of the Principal Investigator for research projects and other key project staff. Include essential equipment purchases and specific management actions that will be taken that require compliance with NEPA, Sec 7 and NHPA. WSFR encourages using the **Wildlife TRACS Action Level spreadsheet (handout # 3-5)** to classify each action.

Example:

Action #1.

- Level 1 Action Category: Direct Management of Natural Resources
- Level 2 Action Strategy: Fish and Wildlife Habitat Structures
- Level 3 Action Activity (optional unless education or boat access project): Nesting habitat improvements

Provide a narrative description of each action after completing the three level classifications.

Expected Results and Benefits

The expected benefits and results will specify the benefits of completing the project and resolving the need for a variety of individual interests. The expected benefits will answer the question….If successful at resolving the need, what will be the benefit to the:

Resource?_____

User?_____

Economy?_____

Society?_____

Costs by Project and Subaccount

Provide costs by project and subaccount with additional information sufficient to show that the project is cost effective. Cost effectiveness can be evaluated by comparing total project cost with the expected results and benefits for the project. Describe any item that requires the Service's approval and estimate its cost. Examples are pre-award costs and capital expenditures for land, buildings, and equipment. Include a schedule of payments to finish the project if an agency proposes to use funds from two or more annual apportionments.

Project Writing Scenario

The U.S. island state of Retreat is the second largest of all U.S. islands at 3200 square miles. The state capital city of Haven is the only major urban area on the island. The length of the shoreline is 1498 miles.

Many island businesses depend on tourism. Agriculture is the leading industry on the island. Farming for sugarcane, coffee, fruit and vegetables contributes significantly to the island culture.

The year round resident population of the island is 750,000. Seasonal tourism increases the population by 500,000 annually. Census figures reveal a resident population increase of 12% since 1990. The median resident age of Retreat is 37.5 years. 28% of the island population is less than 25 years of age.

Over the last two decades travel and tourism has dramatically increased on the island as the world has come to learn of the limitless opportunities that exist for outdoor recreation in Retreat. Hunting, fishing, and recreational shooting account for more than 20% of the recreational activities of visiting tourists. Non-consumptive wildlife dependent recreation accounts for an additional 22% of tourist activity.

With the rapid increase of non-native residents and tourists to the island-- hunting participation has increased. State fish and game department records show 9% of Retreat residents purchased an annual hunting license in 2014.

As hunting participation has increased, hunting incidents have escalated at alarming rates. In 2014, local law enforcement officials reported 42 hunter incidents, six of which were fatalities. Eleven of the incidents were self-inflicted. Hunter safety certification has never been mandatory to purchase a hunting license in the state of Retreat until recent action by the state legislature.

2014 % incidents committed by:
Non-resident **61%**
Residents **39%**
Less than 25 years age **18%**
26-45 years age **44%**
46-65 years age **28%**
66 years and up **10%**

Equipment used (2014)	
Rifle	**30**
Shotgun (shell)	**8**
Shotgun (slug)	**3**
Bow	**1**

Species pursued when incident occurred in 2014
Deer **24**
Turkey **8**
Feral pigs **8**
Other **2**

# of incidents caused by: (2014)
Unsafe gun handling:**22**
Failure to properly identify target and what lies beyond:**12**
Failure to establish safe shooting zone: **8**

This year the Retreat state legislature passed a bill requiring the Fish and Game Department to implement a hunter safety certification requirement for hunters to be eligible to purchase a hunting license regardless of age or prior experience. In response to this situation the Fish and Game Department Director has issued a directive to his staff to develop and implement a mandatory hunter education program by December 31, 2015 that will:

- Reduce the number of hunting and shooting related injuries and fatalities to a level below the national average of 6.1 incidents / 100,000 participants within 5 years.
- Sustain or increase hunting participation rates
- Be readily available for tourists or others needing a course on demand
- Serve as a recruitment tool for youth and first time hunters
- Use volunteers as instructors to minimize the match the State must provide from direct expenditures
- Include outreach and communication with interested stakeholder groups as a core element of the program.

Additional Information

- Retreat's Hunter Education (WSFR) apportionment for the current year is $450,000 with another $400,000 available from last year's apportionment.
- A Hunter Education Coordinator is currently the only staff person working full-time on Hunter education. Each of the 3 regional offices provide limited staff time to assist in the program.

Exercise

Review the project statement guidelines (handout 3-1) and use the project statement template (handout 3-3) to write a project statement for a WSFR grant to address the hunter education initiative proposed by the new Fish and Game Department Director for the State of Retreat. Your project statement will be reviewed by another team to determine if it is substantial in character and design.

Helpful Hints:

- Each team should select a member to serve as facilitator/timekeeper

- Each team should select a member to record the official team project statement

- Each team should select a member to be the spokesperson to share the results of your review of another teams project statement

Project Statement Template

Need:
What is the conservation issue, problem or opportunity? Why is your agency doing this? Reference any supporting evidence. What is the Null Alternative? When you think you have identified the need (build a boat ramp)… ground truth it by asking why you need to build it?

_____

_____

_____

_____

_____

_____

Objectives:

1. (Action verb?)_____ (how many?) _____

(who or what?) _____ (by when?)_____

2. (Action verb?)_____ (how many?) _____

(who or what?) _____ (by when?)_____

Approach:

Describe the specific conservation actions or efforts necessary to accomplish project objectives. Include specific management actions that will be taken that require compliance with NEPA, Sec 7 and NHPA

Action #1 (which project objective does this address?) #_____

- Level 1 Action Category: _____
- Level 2 Action Strategy:_____
- Level 3 Action Activity:_____

Provide a brief narrative description of the action_____

_____

Action #2 (which project objective does this address?) #_____

- Level 1 Action Category: _____
- Level 2 Action Strategy:_____
- Level 3 Action Activity:_____

Provide a brief narrative description of the action_____

_____

Name principal investigator if a research project_____
Include essential equipment purchases information_____
_____

Expected Results and Benefits

List the benefit to the:

Resource_____

User_____

Economy_____

Society_____

Budget Narrative:

List costs by Project and Subaccount. List and describe all funding sources including Federal, State and private amounts and the type of match including cash, bargain sale and in-kind services.

_____

_____

_____

_____

_____

Project Statement Peer Review

Exercise: Review the project statement provided. Check the box if each element meets criteria of 50 CFR 80.56. Prepare comments on this sheet to record the strengths, weaknesses and suggested improvements for the elements of the project statement listed below. Determine if the project meets criteria for Substantiality in Character and Design.

☐ **Need:** (Relevant to the act, provides supporting evidence and a null alternative?)

Strengths:

Weaknesses:

Suggestions:

☐ **Objectives:** (**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**ime bound? If accomplished, likely need will be met, problem solved or opportunity realized?)

Strengths:

Weaknesses:

Suggestions:

☐ **Approach:** (Describes the specific conservation actions or efforts necessary to accomplish project objectives? Uses sound science or accepted management principles of fish and wildlife conservation?)

Strengths:

Weaknesses:

Suggestions:

☐ **Expected Results and Benefits:** (Demonstrates realistic benefits to the resource, user, economy and society? A worthy investment considering cost?)

Strengths:

Weaknesses:

Suggestions:

☐ **Budget Narrative: Cost by project and subaccount:** (Cost effective when considering expected results?)

Strengths:

Weaknesses:

Suggestions:

Project meets criteria for substantiality in character and design as written?

Yes_____No_____Yes, with revisions_____ (please state necessary revisions)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
Project Catagories	**Category**	**Strategy**	**Activity**	**Units**	
Administration and/or Conservation / Management and/or Recreation	Coordination and Administration	Coordination and Administration		Number	Coordination and administration necessary for effective agency operations and program/project management
			Agency administrative support	Number	Administration necessary for effective agency operations (e.g., acquisition of goods and services, human resources tasks)
			Program/project administrative support	Number	Administration necessary for effective program/project management (e.g., staff support and training, monitoring progress of grant proposal and reporting processes)
		Incentives	Incentives	Number	Development and delivery of economic incentives to private landowners to influence responsible stewardship of land/water and specific species
	Direct Management of Natural Resources				
		Create new habitat or natural processes		Acres	Creation of new habitat or natural processes for the benefit of fish and wildlife and recreational users
			Habitat conversion	Acres	Conversion of one type of habitat into another (e.g., creating bottomland forest from agricultural land, wetland creation) Note: Forest and wetland would be the appropriate broad habitat types to code for these two examples
			Public fishing lake construction	Acres	Construction of new public fishing lakes
			Waterfowl impoundment creation	Acres	Creation of shallow water impoundments for the primary benefit of waterfowl
		Dam and barrier removal		Structures	Removal of barriers to maintain aquatic species populations and restore ecological functions in streams (e.g., dam or dike removal, notching of dams)
			Culvert work	Structures	Replacement or repair of road culverts (e.g., installing larger culvert, eliminating perching)
			Dam notching	Structures	Removal of portions of dams for increased flow

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
			Dam removal	Structures	Removal of entire dams
			Road crossing removal	Structures	Removal of in-stream road crossings
			Obstruction removal	Structures	Removal of other obstructions (e.g., beaver dams)
		Fire management		Acres	Use of fire to benefit fish and wildlife and their habitats
			Firebreak	Acres	Creation or maintenance of a strip of cleared or plowed land used to stop the spread of a fire
			Fuel reduction	Acres	Application of treatments to reduce the risk of high-severity wildfires and to manage changes in the ecological functions of forests (e.g., mechanical thinning)
			Prescribed burning	Acres	Application of fire in a knowledgeable manner to forest fuels on a specific land under selected weather conditions to accomplish predetermined, well-defined management objectives (e.g., burning an established native grass community to reduce or eliminate invading brush or exotic species)
		Fish and wildlife habitat structures		Structures	Installation of structures to benefit fish and wildlife and their habitats
			Artificial reef development	Structures	Development of artificial reefs in freshwater or marine environments for aquatic species spawning, foraging and refugia
			Hibernacula	Structures	Creation or improvement of overwintering sites
			Nesting habitat improvements	Structures	Installation of nesting structures (e.g., wood duck boxes, osprey platforms)
			Wildlife escape structures	Structures	Installation of structures that allow wildlife to escape from man-made devices placed in the environment (e.g., ramps that allow sage grouse to escape from livestock watering troughs)
				Acres	Improvements to agricultural practices to benefit fish and wildlife and their habitats
			Alley cropping/silvopasture	Acres	Methods of planting in which perennial, preferably leguminous trees or shrubs, are grown simultaneously with an arable crop

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Grazing/farm management	Farming residue management	Acres	Use of vegetative crop material left on a field after harvesting, pruning or processing to benefit wildlife and soil quality
			Forage use management	Acres	Management of timing and duration of grazing to maintain adequate cover for range health and nesting success (e.g., establishment of rotational grazing system to improve grassland nesting bird habitat)
			Livestock heavy use area establishment	Acres	Provision of stable, non-eroding surfaces for areas intensively used by livestock to protect and improve water quality
			Livestock stream crossing	Acres	Installation of structures that allow livestock to cross a stream in a safe and environmentally sound manner (e.g., fords, culverts, bridges)
			Nutrient or runoff management system	Acres	Application of techniques to minimize nutrient runoff from agricultural operations
			Riparian fence installation	Acres	Installation of fences along riparian areas to keep out livestock
			Waste storage/treatment	Acres	Management of on-farm generated wastes in an environmentally responsible manner (e.g., liquid retention and storage ponds, anerobic waste treatment lagoons)
		Hazard or infrastructure removal		Acres	Removal of hazards or infrastructure to benefit fish and wildlife and their habitats
			Building removal	Acres	Removal of buildings to improve habitat for wildlife
			Degraded land reconstruction	Acres	Reconstruction of degraded land to benefit wildlife (e.g., abandoned mine area recovery, deleveling)
			Derelict gear (net/pot) removal	Acres	Removal of derelict fishing gear from waters to prevent continued capture of aquatic species (e.g., fishing nets, fish/crab pots)
			Pavement removal	Acres	Removal of pavement to improve habitat for wildlife (e.g., roads, airplane runways)
			Pier/dock removal	Acres	Removal of piers or docks to improve aquatic habitats

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
			Shoreline armoring removal	Acres	Removal of shoreline armoring to improve aquatic habitats (e.g., jetties, riprap)
			Solid waste removal	Acres	Removal of solid waste to improve habitat for wildlife (e.g., derelict vehicles, rubbish)
		Instream modification		Miles	Stream improvements to benefit fish and wildlife and their habitats
			Channel reconfiguration	Miles	Restoration of natural stream channel (e.g., returning meanders and sustainable profiles to straightened streams, sandbar improvement)
			Channel structure placement	Miles	Placement of structures within streams to restore natural characteristics (e.g., cross vanes, boulders)
			Nutrient improvement	Miles	Application of nutrients to improve water quality of fish and wildlife (e.g., liming of streams, carcass placement)
			Spawning by-pass channels	Miles	Construction of side channel fish spawning and rearing habitat
			Spawning gravel placement	Miles	Addition of gravel to streams to improve spawning areas
			Streambank stabilization	Miles	Stabilization of streambanks (e.g., bank armoring, bank bioengineering)
		Invasive species control		Acres	Control of invasive animal and plant species to maintain native species populations and restore ecological functions
			Animal - biological	Acres	Control of invasive animal species by biological means (e.g., introducing predators to control invasive animal species)
			Animal - chemical	Acres	Control of invasive animal species by chemical means (e.g., piscicide treatment of sea lamprey in inland waters)
			Animal - mechanical	Acres	Control of invasive animal species by mechanical means (e.g., constructing a barrier in a stream to prevent entry of invasive fish species)
			Plant - biological	Acres	Control of invasive plant species by biological means (e.g., using beetles to control purple loosestrife)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
			Plant - chemical	Acres	Control of invasive plant species by chemical means (e.g., herbicide treatment of invasive plant species)
			Plant- mechanical	Acres	Control of invasive plant species by mechanical means (e.g., hand pulling of invasive plant species)
		Living shorelines		Acres	Physical manipulation in shoreline areas to maintain fish and wildlife habitats and/or restore ecological functions
			Beach renourishment	Acres	Placement of sand onto beaches and employing other techniques for their renourishment
			Erosion control structures	Acres	Installation of hard structures (e.g., seawall bulkhead) or living structures (e.g., greenwall systems) to control erosion
			Sand dune restoration	Acres	Application of techniques to restore sand dunes (e.g., fencing off sea-grass areas)
		Planting/seeding		Acres	Planting or seeding to maintain fish and wildlife habitats and/or restore ecological functions
			Coral	Acres	Application of techniques to reestablish coral reefs
			Field border/hedgerow	Acres	Maintenance or establishment of edge between two vegetation types
			Food plots	Acres	Planting crops specifically as food for wildlife
			Herbaceous vegetation	Acres	Planting/seeding of grasslands
			Mulching	Acres	Application of organic materials to enrichment and protect soil
			Plant propagation/nursery	Acres	Use of nurseries to raise plants for habitat improvement
			Submerged aquatic vegetation	Acres	Restoration of vegetation that lives at or below the water surface
			Trees/shrubs	Acres	Planting trees or shrubs
			Vegetation buffer	Acres	Maintenance or establishment of strips of land with permanent vegetation to intercept stormwater runoff and minimize soil erosion
			Woody debris	Acres	Placement of limbs, bush, trees and stumps to improve habitat
				Acres	Physical manipulation of vegetation to maintain fish and wildlife habitats and/or restore ecological functions

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Vegetation management	Chaining	Acres	Dragging heavy chains to remove unwanted vegetation
			Clearing and snagging	Acres	Use of varied techniques to clear vegetation (e.g., brush shearing to set back early successional plant communities)
			Dixie harrow/Lawson aerator	Acres	Removal of vegetation and treating soil by pulling devices behind a tractor (e.g., removing sagebrush for improved herbaceous cover for sage grouse)
			Forest stand improvement	Acres	Removal of trees to improve forest habitat for wildlife (e.g., forest management that promotes a particular serial stage)
			Mowing	Acres	Cutting down grass or grain to maintain habitat for wildlife
			Plowing/Discing	Acres	Plowing or other mechanical means of disturbing existing vegetation and exposing soil
		Water management		Number	Management of water to benefit fish and wildlife and their habitats
			Ditch plugs	Number	Installation of earthen plugs into drainage ditches to restore wetlands
			Diversion/headgate	Number	Installation or maintenance of structures to divert water
			Drainage	Number	Removal of tile drains or drainage ditches to restore wetland hydrology
			Public fishing lake enhancement	Number	Enhancements made to public fishing lakes (e.g., installation of aerators)
			Spring development	Number	Application of techniques to improve the flow, quantity and yield of water from a natural spring
			Tide gate	Number	Installation or maintenance of structures to increase the hydro-period and water depth of a wetland
			Waterfowl impoundment maintenance	Number	Maintenance of impoundments for waterfowl habitat (e.g., renovation of impoundment dikes)
			Water control structure	Number	Installation or maintenance of structures to simulate natural hydrological processes
			Watering facilities	Number	Installation or maintenance of structures to collect and store water for the benefit of wildlife (e.g., water holes, guzzlers, wells)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Wildlife damage management		Interventions	Assessment and management of damage from nuisance native fish and wildlife. Includes control of predators by biological, chemical or mechanical means to maintain populations of species at risk and restore ecological functions (e.g., gull or cormorant control, nest exclusion devices, cave gating) Note: Limited eligibility for funding through WSFR grant programs
		Wildlife disease management		Interventions	Assessment and management of wildlife disease situations. Includes control or treatment of diseased animals to maintain populations of species at risk and restore ecological functions (e.g., chronic wasting disease, brucellosis, tuberculosis, plague management activities)
	Data Collection and Analysis				
		Database development and management		Databases	Information technology development and maintenance to support project objectives (e.g., statewide database development) Note: This is different from other Data Collection and Analysis activities in that it refers to the hardware, software, and supporting infrastructure that support multiple data collection efforts
			Database development	Databases	Information technology development to support project objectives (e.g., statewide database development) Note: This is different from other Data Collection and Analysis activities in that it refers to the hardware, software, and supporting infrastructure that support multiple data collection efforts
			Information systems operations and maintenance	Databases	Information technology maintenance to support project objectives (e.g., GIS analyses) Note: This is different from other Data Collection and Analysis activities in that it refers to the hardware, software, and supporting infrastructure that support multiple data collection efforts

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Research, survey or monitoring - fish and wildlife populations		Projects	Collection and analysis of data as part of research, survey or monitoring primarily focused on fish and wildlife populations Note: includes compilation, management, synthesis, analysis and reporting of spatial and non-spatial data Note: Code work on fish and wildlife diseases to Wildlife Disease Management within Direct Management of Natural Resources
			Abundance determination	Projects	Determination of relative abundance or estimation of size of fish and wildlife populations (e.g., adult population estimate, juvenile relative abundance)
			Age, size and sex structure	Projects	Determination of age, size or sex structure of fish and wildlife populations (e.g., age and growth, length frequency, sex ratio)
			Baseline inventory	Projects	Baseline survey and inventory to understand distribution of fish and wildlife populations
			Food habits	Projects	Studies on food habits of fish and wildlife species or their utilization as prey
			Genetics	Projects	Genetics studies of fish and wildlife populations (e.g., population connectivity, hybridization)
			Movement	Projects	Studies of fish and wildlife movements (e.g., tagging, telemetry)
			Population assessment	Projects	Assessments of biological information to determine status of fish and wildlife populations (e.g., population viability analysis, fisheries stock assessment)
			Reproduction	Projects	Studies of reproduction of fish and wildlife populations (e.g., fecundity, nesting success)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Research, survey or monitoring - habitat		Projects	Collection and analysis of data as part of research, survey or monitoring primarily focused on fish and wildlife habitats Note: includes compilation, management, synthesis, analysis and reporting of spatial and non-spatial data
			Baseline inventory	Projects	Baseline survey and inventory to understand distribution of fish and wildlife habitat quality and quantity (e.g., wetland mapping)
			Monitoring	Projects	On-going monitoring of fish and wildlife habitat quality and quantity (e.g., annual early successional habitat survey, artificial reef condition)
		Research, survey or monitoring - utilization		Projects	Collection and analysis of data as part of research, survey or monitoring primarily focused on utilization of fish or wildlife resources and demographics of users Note: includes compilation, management, synthesis, analysis and reporting of data
			Facility usage/inventory	Projects	Collection and analysis of data as part of research, survey or monitoring primarily focused on number and usage of facilities (e.g., survey of boat pumpout usage; inventory of fish screen devices)
			Harvest	Projects	Collection and analysis of data as part of research, survey or monitoring primarily focused on utilization of fish or wildlife resources (e.g., lake creel surveys; deer harvest statistics)
			Human dimensions	Projects	Collection and analysis of data as part of research, survey or monitoring primarily focused on human dimensions (e.g., demographic surveys; resource economics analyses)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Techniques development		Studies	Research and development of techniques important for the conservation and management of fish and wildlife
			Artificial propagation studies	Studies	Research on artificial propagation of fish and wildlife (e.g., nutrition studies, culture methods)
			Educational methods research	Studies	Research on educational instruction and evaluation methods
			Habitat restoration methods	Studies	Development or improvement of methods to restore habitats and natural processes (e.g., evaluations of water level fluctuations)
			Fish and wildlife research, survey and management techniques	Studies	Development or improvement of research techniques or management tools (e.g., tag retention studies, sampling device improvements, testing of animal control devices)
	Education				
		Educator/Instructor training		Instructors	Training of educators/instructors on aquatic resources, firearm safety, and archery-related activities
			Aquatic resource education (*)	Instructors	Training of new instructors and teachers in aquatic resource education who will teach others Note: This includes angler education volunteer instructors, teachers, nature center staff and camp counselors who attend ARE workshops, teachers who help the agency write curriculum, etc.
			Hunter education - firearms (*)	Instructors	Training of new and in-service volunteer instructors in hunter education who will teach others Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education
			Cumulative number of active instructors (*)	Instructors	Number of active hunter education volunteer instructors including those just trained within a given year Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Student training		Students	Training of students on aquatic resource education, firearm safety, or archery-related activities Note: Could include Section 10 enhanced hunter education non-range related enhancements to the program (e.g., training supplies acquired, operations and maintenance, etc.)
			Aquatic resource education (*)	Students	Instruction of students on aquatic resources in an educational setting (contact hour of 0.5 or more) Note: This does not include people who have no personal educational interaction - reading an article, borrowing a video, walking by an exhibit booth, etc.; or people that the agency trained to help deliver the program
			Hunter education - firearms (*)	Students	Instruction of students on firearm safety in an educational setting leading to hunter education certification Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education Note: Could include participation in programs intended to recruit and retain hunters that are only eligible through Section 10 enhanced hunter education
			Hunter education - Archery in the Schools (*)	Students	Instruction of students on archery-related activities specifically through the Archery in the Schools program Note: Can only be funded with Section 10 enhanced hunter education Note: Usage started with TRACS launch at start of FY 2013.
			Hunter education - other archery (*)	Students	Instruction of students on archery hunting-related activities not through the Archery in the Schools program Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education Note: Pre-TRACS data could have included Archery in the Schools information.

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
			Wildlife education	Students	Instruction of students on wildlife species and their habitats in an educational setting Note: This activity has a limited eligibility for reimbursement through WSFR grant programs
	Facilities and Areas (Major Renovation)	Agency support facilities		Sites	Major renovation of facilities used by agency personnel in support of programs/projects (e.g., office buildings, garages, equipment sheds)
		Aquatic resource education centers		Sites	Major renovation of facilities for aquatic resource education
		Boating access facilities		Number	Major renovation of facilities providing access for anglers and others using motor boats
			Launch ramps (*)	Number	Boat ramp lanes at boat launch sites
			Docks/piers (*)	Number	Docks/piers at boat launch sites
			Parking areas (*)	Number	Parking areas at boat launch sites
			Parking spaces (*)	Number	Parking spaces at boat launch sites
			Access roadways (*)	Number	Roadways to access launch ramps
			Restrooms (*)	Number	Restrooms at boat launch sites
			Fish cleaning stations (*)	Number	Fish cleaning stations at boat launch sites
			Shelters (*)	Number	Shelters at boat launch sites
		Boat pump out and dump stations		Number	Major renovation of facilities for pumping sewage from boats Note: Typically funded through the Clean Vessel Act program
			Pump out stations (*)	Number	Pump out stations
			Dump stations (*)	Number	Dump stations
			Floating restrooms (*)	Number	Floating restrooms
			Pump out boats (*)	Number	Pump out boats
		Fish passage facilities		Number	Major renovation of facilities designed to allow fish to move past instream barriers (e.g., fish ladders; counting stations) Note: Not related to removal of dams and other barriers coded elsewhere
			Counting traps/stations	Number	Counting traps/stations
			Downstream bypass facilities	Number	Facilities designed specifically for downstream movement of fish

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
			Fish ladders	Number	Fish ladders
			Fish lifts	Number	Fish lifts
			Nature-like fishways	Number	Fishways whose designs are based on simulating natural stream characteristics and are constructed of natural materials
		Fish screening and related facilities		Sites	Major renovation of screening systems that prevent fish from passing into areas that do not support their survival (e.g., into irrigation diversion channels). Note: Primarily funded by FRIMA grant program in Region 1
		Hatcheries (recreational purposes)		Sites	Major renovation of facilities to propagate fish or wildlife species for restoration
		Hatcheries (restoration)		Sites	Major renovation of facilities to propagate fish or wildlife species for recreational purposes
		Hunter education - archery ranges		Sites	Major renovation of archery ranges for hunter education purposes
		Hunter education - classrooms		Sites	Major renovation of classrooms for hunter education purposes Note: Could be funded through Wildlife Restoration basic or enhanced hunter education
		Hunter education - firearm shooting ranges		Sites	Major renovation of firearm shooting ranges for hunter education purposes Note: Could be funded through Wildlife Restoration basic or enhanced hunter education
		Public fishing areas/access		Number	Major renovation of non-boating access public fishing areas Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes
			Carry-down access	Number	Access points for carry-down boats
			Fishing piers	Number	Fishing piers
			Parking areas	Number	Parking areas for fishing
			Jetties	Number	Jetties for fishing
			Access roadways	Number	Roadways to access fishing areas
			Restrooms	Number	Restrooms at fishing areas
			Fish cleaning stations	Number	Fish cleaning stations at fishing areas
			Shelters	Number	Shelters at fishing areas

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Transient boat tie up - primary facilities		Number	Major renovation of primary facilities for tie-up of transient boats Note: Typically funded through Boating Infrastructure Grant program
			Docks/slips (*)	Number	Spaces for tie-up to docks
			Moorings (*)	Number	Moorings
			Gangways (*)	Number	Gangways
		Transient boat tie up - secondary facilities		Number	Major renovation of secondary facilities for tie-up of transient boats Note: Typically funded through Boating Infrastructure Grant program
			Restrooms (*)	Number	Restrooms
			Fuel stations (*)	Number	Fuel stations
			Laundry facilities (*)	Number	Laundry facilities
		Wildlife Management Areas		Number	Major renovation of facilities at Wildlife Management Areas
			Campgrounds	Number	Campgrounds
			Dikes/levees	Number	Dikes/levees
			Observation structures	Number	Wildlife blinds, towers, platforms, etc.
			Parking lots	Number	Parking lots
			Roads	Number	Roads
	Facilities and Areas (New Construction)	Agency support facilities		Sites	Construction of new facilities used by agency personnel in support of programs/projects (e.g., office buildings, garages, equipment sheds)
		Aquatic resource education centers		Sites	Construction of new facilities for aquatic resource education
		Boat pump out and dump stations		Number	Construction of new facilities for pumping sewage from boats Note: Typically funded through the Clean Vessel Act program
			Dump stations (*)	Number	Dump stations
			Floating restrooms (*)	Number	Floating restrooms
			Pump out boats (*)	Number	Pump out boats
			Pump out stations (*)	Number	Pump out stations

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Boating access facilities	Access roadways (*)	Number	Roadways to access fishing areas
			Docks/piers (*)	Number	Docks/piers at boat launch sites
			Fish cleaning stations (*)	Number	Fish cleaning stations at boat launch sites
			Launch ramps (*)	Number	Boat ramp lanes at boat launch sites
			Parking areas (*)	Number	Parking areas at boat launch sites
			Parking spaces (*)	Number	Parking spaces at boat launch sites
			Restrooms (*)	Number	Restrooms at boat launch sites
			Shelters (*)	Number	Shelters at boat launch sites
		Fish passage facilities		Number	Construction of new facilities designed to allow fish to move past instream barriers (e.g., fish ladders; counting stations) Note: Not related to removal of dams and other barriers coded elsewhere
			Counting traps/stations	Number	Counting traps/stations
			Downstream bypass facilities	Number	Facilities designed specifically for downstream movement of fish
			Fish ladders	Number	Fish ladders
			Fish lifts	Number	Fish lifts
			Nature-like fishways	Number	Fishways whose designs are based on simulating natural
		Fish screening and related facilities		Sites	Construction of new screening systems that prevent fish from passing into areas that do not support their survival (e.g., into irrigation diversion channels). Note: Primarily funded by FRIMA grant program in Region 1
		Hatcheries (recreational purposes)		Sites	Construction of new facilities to propagate fish or wildlife species for restoration or recreational purposes
		Hunter education - archery ranges		Sites	Construction of new archery ranges for hunter education purposes
		Hunter education - classrooms		Sites	Construction of new classrooms for hunter education purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education Note: Pre-TRACS data could have included major renovation or operations and maintenance

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Hunter education - firearm shooting ranges		Sites	Construction of new firearm shooting ranges for hunter education purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education Note: Pre-TRACS data could have included major renovation
		Public fishing areas/access		Number	Major renovation of non-boating access public fishing areas Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes
			Access roadways	Number	Access points for carry-down boats
			Carry-down access	Number	Fishing piers
			Fish cleaning stations	Number	Parking areas for fishing
			Fishing piers	Number	Jetties for fishing
			Jetties	Number	Roadways to access fishing areas
			Parking areas	Number	Restrooms at fishing areas
			Restrooms	Number	Fish cleaning stations at fishing areas
			Shelters	Number	Shelters at fishing areas
		Transient boat tie up - primary facilities		Number	Major renovation of primary facilities for tie-up of transient boats Note: Typically funded through Boating Infrastructure Grant program
			Docks/slips (*)	Number	Spaces for tie-ups to docks
			Gangways (*)	Number	Gangways
			Moorings (*)	Number	Moorings
		Transient boat tie up - secondary facilities		Number	Major renovation of secondary facilities for tie-up of transient boats Note: Typically funded through Boating Infrastructure Grant program
			Fuel stations (*)	Number	Fuel Stations
			Laundry facilities (*)	Number	Laundry Facilities
			Restrooms (*)	Number	Restrooms

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Wildlife Management Areas		Number	Major renovation of facilities at Wildlife Management Areas
			Campgrounds	Number	Campgrounds
			Dikes/levees	Number	Dikes/Levees
			Observation structures	Number	Wildlife blinds, towers, platforms, etc.
			Parking lots	Number	Parking Lots
			Roads	Number	Roads
	Facilities and Areas (Operations and Mantenance)	Agency support facilities		Sites	Routine operations and maintenance of facilities used by agency personnel in support of programs/projects (e.g., office buildings, garages, equipment sheds)
		Aquatic resource education centers		Sites	Routine operations and maintenance of facilities for aquatic resource education
		Boat pump out and dump stations		Number	Routine operations and maintenance of facilities for pumping sewage from boats Note: Typically funded through the Clean Vessel Act program
			Dump stations	Number	Dump Stations
			Floating restrooms	Number	Floating Restrooms
			Gallons of sewage pumped	Number	Gallons of sewage pumped. Note: Likely to be a required data element in the future when CVA regulations are revised
			Pump out boats	Number	Pump out boats
			Pump out stations	Number	Pump out stations
		Boating access facilities		Number	Routine operations and maintenance of facilities providing access for anglers and others using motor boats
			Access roadways (*)	Number	Roadways to access launch ramps
			Docks/piers (*)	Number	Docks/piers at boat launch sites
			Fish cleaning stations (*)	Number	Fish cleaning stations at boat launch sites
			Launch ramps (*)	Number	Boat ramp lanes at boat launch sites
			Parking areas (*)	Number	Parking areas at boat launch sites
			Parking spaces (*)	Number	Parking spaces at boat launch sites
			Restrooms (*)	Number	Restrooms at boat launch sites
			Shelters (*)	Number	Shelters at boat launch sites

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Cooperatively managed areas for hunting		Acres	Lands not owned by the State fish and wildlife agency that are cooperatively managed for hunting purposes (e.g., US Forest Service lands, State parks, private lands)
			Government agency	Acres	Operations and maintenance activities on lands owned by other government agencies
			Private lands	Acres	Operations and maintenance activities on privately owned lands
		Fish passage facilities		Number	Routine operations and maintenance of facilities designed to allow fish to move past instream barriers (e.g., fish ladders; counting stations) Note: Not related to removal of dams and other barriers coded elsewhere
			Counting traps/stations	Number	Counting traps/stations
			Downstream bypass facilities	Number	Facilities designed specifically for downstream movement of fish
			Fish ladders	Number	Fish ladders
			Fish lifts	Number	Fish lifts
			Nature-like fishways	Number	Fishways whose designs are based on simulating natural stream characteristics and are constructed of natural materials
		Fish screening and related facilities		Sites	Routine operations and maintenance of screening systems that prevent fish from passing into areas that do not support their survival (e.g., into irrigation diversion channels). Note: Primarily funded by FRIMA grant program in Region 1
		Hatcheries (recreational purposes)		Sites	Routine operations and maintenance of facilities to propagate fish or wildlife species for recreational purposes
		Hatcheries (restoration)		Sites	Routine operations and maintenance of facilities to propagate fish or wildlife species for restoration purposes
		Hunter education - archery ranges		Sites	Routine operations and maintenance of archery ranges for hunter education purposes

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Hunter education - classrooms		Sites	Routine operations and maintenance of classrooms for hunter education purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education
		Hunter education - firearm shooting ranges		Sites	Routine operations and maintenance of firearm shooting ranges for hunter education purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education
		Public fishing areas/access		Number	Routine operations and maintenance of non-boating access public fishing areas Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes
			Access roadways	Number	Roadways to access fishing areas
			Carry-down access	Number	Access points for carry-down boats
			Fish cleaning stations	Number	Fish cleaning stations at fishing areas
			Fishing piers	Number	Fishing piers
			Jetties	Number	Jetties for fishing
			Parking areas	Number	Parking areas for fishing
			Restrooms	Number	Restrooms at fishing areas
			Shelters	Number	Shelters at fishing areas
		Wildlife Management Areas		Number	Routine operations and maintenance of Wildlife Management Areas Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes
			Boundary designation	Number	
			Campgrounds	Number	Campgrounds
			Dikes/levees	Number	Dikes/Levees
			Observation structures	Number	Wildlife blinds, towers, platforms, etc.
			Parking lots	Number	Parking Lots
			Trails	Number	

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
			Trash Collection	Number	
			Roads	Number	Roads
	Land and Water Rights Acquisition and Protection (Potential High Level Purposes: Conservation/ Management, Recreation, Administration)			Acres	
		Land acquisition	Fee title	Acres	Acquisition of lands through fee title acquisition
			Non-fee title	Acres	Acquisition of lands through leases, permanent easements, cooperative agreements, contracts or other non-fee title arrangements
		Water rights acquisition	Fee title	Acres Feet	Purchase of water rights through fee title acquisition (e.g., purchase of water rights to maintain adequate flows for endangered stream fishes)
			Non-fee title	Acres Feet	Acquisition of water rights through leases, permanent easements, cooperative agreements, contracts or other non-fee title arrangements (e.g., purchase of water rights to maintain adequate flows for endangered stream fishes)
		Conservation area designation		Acres	Designation of a site or landscape as having unique and important value to fish and wildlife with or without legal protections (e.g., waterfowl breeding area, Marine Protected Area)
		Private lands agreements		Acres	Number of acres that are protected by agreement with private landowners, but which do not involve active habitat improvement Note: Used extensively within the Landowner Incentive Program
	Law Enforcement (Potential High Level Purposes: Conservation/ Management, Recreation)	Law enforcement		Cases	Enforcement of laws and regulations related to the protection of fish and wildlife

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
	Outreach				
		Partner/stakeholder engagement		Number	Engagement of partners to achieve shared objectives and broader coordination across overlapping areas
			Government agency	Number	Engagement of federal, state and local agencies and tribal entities to achieve shared objectives and broader coordination across overlapping areas (e.g., outreach with tribal governments for habitat restoration)
			Non-governmental organization	Number	Engagement of the NGO community to achieve shared objectives and broader coordination across overlapping areas (e.g., coordinate with an NGO on a fish and wildlife GIS analysis)
			Others	Number	Engagement of other partners to achieve shared objectives and broader coordination across overlapping areas (e.g., convene an advisory committee from academia to assist with management planning for a species)
		Recruitment and retention activities		Number	Participation in programs intended to recruit and retain anglers, boater, hunters or wildlife watchers
			For fishing and boating (SFR outreach and communications)	Number	Provision of information on fishing and boating opportunities to current and future anglers and boaters (e.g., creation and dissemination of maps of boat ramps, participation in angler recruitment and retention programs) Note: the cost of these activities counts toward the 15 percent SFR apportionment cap on ARE and outreach and communications
			For hunting and shooting	Number	Participation in programs intended to recruit and retain hunters and shooters. Note: Non-hunting related shooting activities are only eligible for Multi-State Grant Program or Section 10 enhanced hunter education funding
			For wildlife watching	Number	Participation in programs intended to recruit and retain wildlife watchers Note: this activity has limited eligibility for funding through WSFR grant programs

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
				Number	Provision of educational information on WSFR grants and grant programs to a variety of audiences through a variety of means (e.g., participating in trade shows to share information WSFR funded work; building kiosks to display WSFR program information at supported areas and facilities)
		WSFR program/ subprogram outreach	Displays, exhibits, kiosks	Number	Activities associated with producing displays, exhibits or kiosks
			Presentations, workshops, seminars, conferences	Number	How many presentations, workshops, seminars and conferences were conducted (not attended). Note: an outdoor writers conference, a speech to a hunting club, and media training for biologists count as a total of 3
			Outreach research	Number	Survey or research projects undertaken
			Brochures, Fliers	Number	The number of distinct brochures and flyers prepared, not the press run
			Public service announcements	Number	The number of original public service announcements prepared
			Stories, interviews, news releases	Number	The number of original stories produced, interviews given to the media and/or news releases prepared for the media
			Trade shows	Number	Participation in trade shows including setting up and maintaining booths
	Planning				
		Land use planning		Plans	Leading or participating in land use planning for rural, urban or agricultural lands (e.g., assist in developing county-wide zoning plans, participate in workgroup regarding low impact development siting)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Organizational strategic and CMS planning		Plans	Development of agency strategic and operational plans and fish and wildlife comprehensive management systems Note: Does not include actions to implement plans
			Organizational strategic and operational planning	Plans	Development of agency strategic and operational plans Note: Does not include actions to implement plans
			CMS planning	Plans	Development of fish and wildlife comprehensive management systems Note: Does not include actions to implement comprehensive management systems
		Species and habitat management planning		Plans	Development of management plans for fish and wildlife species and habitats
			Species management planning	Plans	Development of management plans for fish and wildlife species (e.g., interjurisdictional fisheries management planning)
			Listed species recovery planning	Plans	Development of recovery plans for federal or state listed species
			Habitat management planning	Plans	Development of management plans for habitats and natural processes (e.g., management planning for longleaf pine habitat; Habitat Conservation Plan development)
			Habitat Conservation Plan (HCP) Development	Plans	
		State Wildlife Action planning		SWAPs	Conduct activities to develop and revise State Wildlife Action Plans (e.g., convene interagency work groups to revise portions of a SWAP, hold public hearings to help set priorities for SWAP conservation actions)
		WSFR program/ subprogram planning		Plans	Conduct planning activities for a specific WSFR program or subprogram (e.g., CVA planning, hunter education planning)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
	Species Re-introduction and Stocking				
		Native species restoration		Animals	Re-introduction, rehabilitation and relocation of native animals or plants in their historic habitats
			Propagation and stocking	Animals	Re-introduction of propagated native animals or plants to their historic habitats (e.g., restore American shad to rivers within their historic range, head-starting rare turtles)
			Rehabilitation	Animals	Rehabilitation of injured fish and wildlife
			Translocation	Animals	Relocation of native species (including plants) to suitable habitats (e.g., translocate/breed in captivity black-footed ferrets to establish new populations in suitable habitat)
		Production and stocking for recreational purposes		Animals	Production and stocking of animals for recreational purposes
			Forage species	Animals	Production and stocking species that serve as forage for recreational species (e.g., rainbow smelt for salmonid species)
			Put-and-take	Animals	Production and stocking harvestable-size animals that are not expected to reproduce or grow significantly before they are harvested (e.g., catchable trout stocking for recreational purposes)
			Put-grow-and-take	Animals	Production and stocking sublegal-size animals for the purpose of maintaining populations with insufficient natural reproduction for sustainable harvest (e.g., walleye fry stocking for future sport fishing)
	Technical Assistance				
				Reviews	Review of agency and private sector policies, projects and plans (primarily related to development and adverse impacts to natural resources) to help ensure potential impacts to fish and wildlife are avoided, minimized and/or compensated/mitigated (e.g., review of municipal pier development, review of transmission corridor siting)

Project Level	Action Level 1	Action Level 2	Action Level 3	Level 2 and Level 3 Output Measures	Description/Examples/Notes
		Environmental review	Review of proposed projects	Reviews	Review of proposed development projects to help ensure that impacts to fish and wildlife are minimized and resource benefits are maximized
			Review of proposed policies and plans	Reviews	Review of non-conservation oriented policies and plans to help ensure that impacts to fish and wildlife are minimized and resource benefits are maximized (e.g., review of harbor dredging plan, review of state highway plans)
		Technical assistance		Assists	Provision of professional training and technical assistance to others on fish and wildlife assessment and management
			With individuals and groups involved in resource management decision making	Assists	Provision of professional training and technical assistance on fish and wildlife assessment and management to individuals and groups involved in resource management decision-making (e.g., provide agency-collected data to other governmental officials, train non-governmental organizations on new trapping methods, review of conservation-oriented policies and plans)
			With private landowners	Assists	Provision of technical assistance on fish and wildlife management practices to private landowners Note: Could Include development and delivery of economic incentives to private landowners to influence responsible stewardship of land/water and specific species

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Project(s) Proposal

Date Generated: December 17, 2013

WV Department of Natural Resources

Hunter Ed - Enhanced

Table of Contents

Project Statement Details:

- Project # 60000000 - BMP_Hunter Education
  - Project Statement # 370489 - Shooting Range Renovation

Appendix A: Project Details

- Project # 60000000 - BMP_Hunter Education

Project Statement Details

Project Snapshot #60000000 - BMP_Hunter Education

[View Project Details] [top]

Primary Agency	WV Department of Natural Resources
Start Date	June 29, 2012
End Date	June 28, 2013
Project Categories	Recreation, Administration

Project Statement Details #370489 - Shooting Range Renovation

[top]

Properties

Is Revision?	No
Grant Programs	Hunter Ed - Enhanced

Project Statement Cost Breakdown

Estimated WSFR Federal Cost:	$80,000
Estimated WSFR Non-Federal Match:	$20,000
Total Estimated Cost:	**$100,000**

Cost Breakdown Graph

Need Statement

The State of West Virginia (WV) has enjoyed a rich hunting heritage throughout its history. Hunting providesbenefits to the WV economy, improves wildlife management in WV and provides wildlife dependent recreation.West Virginia's abundance of natural habitat, public lands and bountiful game species allows for limitlessopportunities for people to participate in hunting. Unfortunately, the hunting culture in WV has resulted inunsatisfactory levels of hunting incidents. According to the National Hunter Education Association, the State ofWV has a hunting incident rate 12% above the

national average over the last two decades. A survey of current,former and potential new hunters, performed by Grace State University in 2009, revealed that there is a lack ofadequate shooting ranges in WV where hunters can develop safe shooting and gun handling skills. It isimperative that WV DNR meet the statewide demand to provide shooting facilities to develop safe andresponsible hunters. Failure to take action to meet the demand for hunter education will result in continuedunsatisfactory levels of hunting incidents and will significantly jeopardize Grace's ability to sustain a rich huntingheritage and safe hunting experience.

Approach

Contracts will be offered to renovate 4 existing WV DNR managed shooting ranges in the four establishgeographic districts. Renovations will be to construct 3 additional (2 shotgun and 1 rifle) shooting lanes at eachrange. Renovations will begin in September after contracts are awarded and engineering designs have beencompleted and approved. Compliance reviews for NEPA, Sec 7 of the ESA and NHPA will be conducted beforerenovations begin.

Expected Results

•A decrease in hunting incidents below the national average.•Customer demand for shooting facilities fully satisfied.•Increased access and opportunity to state managed shooting ranges•A decrease in hunting incidents below the national average.•Customer demand for shooting facilities fully satisfied.•Increased access and opportunity to state managed shooting ranges

General

The proposed project activities are eligible for funding and meet criteria for substantiality in character and design under 50 CFR 80.50 (b)

Useful Life

25 years expected useful life for the new shooting lanes based on prior experience with operation and
maintenance of shooting facilities.

Program Income

None anticipated. No range fees collected

Multipurpose Projects

NA

Relationship with Other Grants

West Virginia Basic Hunter Education W-000-E

Timeline

- Engineering design for range renovations completed by September 1, 2012.
- Range renovation begins September 1, 2012 and completed by April 1, 2013.

SMART Objectives - Needs/Threats

1 - Training Needs

Need/Threat Level 2

Level 1 Need/Threat	Recreation Needs
Description	The hunting culture in WV has resulted in unsatisfactory levels of hunting incidents. According to the National Hunter Education Association, the State of WV has a hunting incident rate 12% above the national average over the last two decades. There is a lack of adequate shooting ranges in WV where hunters can develop safe shooting and gun handling skills.

Objectives

Objective ID - 1

Objective Name	Additional Shooting Facilities
Objective Statement	Renovate 4 existing WV DNR managed shooting ranges to provide 3 additional shooting lanes at each range for a total of 12 new shooting lanes statewide by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
4	0	Sites	June 29, 2013

Appendix A: Project Details

Project Details #60000000 - BMP_Hunter Education

[top]

Properties

Status	Active
Primary Agency	WV Department of Natural Resources
Primary Contact	Ed Cator
Start Date	June 29, 2012
End Date	June 28, 2013

Is Project Sensitive?	No
Project Categories	Recreation, Administration
Action Categories	Education, Facilities and Areas (Major Renovation)

Project Description

Basic Hunter Education has played an important role in making West Virginia a safe place to live and enjoy its bountiful natural resources. It also is critical to the continued enjoyment of the important part of West Virginia's tradition and heritage. The Hunter Education Program is intended to impact the new hunter's knowledge, skill, attitude, behavior, and hunting incident rate. The program provides educational experiences to improve hunter-landowner relationships and acceptance of hunting by nonhunting citizens. The program also teaches students about wildlife biology, conservation, and habitat.

Hunter Education provides classes targeted to certain audiences, and provides alternative delivery methods to provide an excellent opportunity to reach non-traditional hunters and hunters with previous experience.

Location Details

Is Statewide Project? Yes

Project Statement Summaries

Project Statement #370489 - Shooting Range Renovation

[View Statement Details]

Grant Programs	Hunter Ed - Enhanced

Action Summaries

Action # 370493 - Basic Hunter Education Courses

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Student training

Action # 370512 - Student Certification

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Student training

Action # 370519 - Volunteer Coordination

[View Action Details]

Start Date	June 29, 2012

End Date	June 28, 2013
Action Category	Education
Action Strategy	Educator/Instructor training

Action # 370525 - Volunteer Instructor Recruitment

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Educator/Instructor training

Action # 370531 - Additional shooting facilities

[View Action Details]

Start Date	June 30, 2012
End Date	June 29, 2013
Action Category	Facilities and Areas (Major Renovation)
Action Strategy	Hunter education - firearm shooting ranges

TAB 4

Compliance

Objectives:

1. Understand the NEPA documentation process
2. Identify the issues that prevent using categorical exclusions
3. Explain the steps involved in preparing an environmental assessment
4. Determine the information needed in the grant application package to evaluate the impact on listed, proposed to be listed, candidate species and/or critical habitat
5. Discuss the importance of this information in the Section 7 evaluation process
6. Review the requirements for compliance with the National Historic Preservation Act
7. Discuss the compliance requirements for various program and project types

Handouts:

- 4-1 NEPA Guidance 516 DM 8
- 4-7 Extraordinary_ Circumstances
- 4-9 NEPA process flowchart
- 4-11 Sec7 process flowchart
- 4-13 National Historic Register
- 4-15 Area of Potential Effects
- 4-17 Sec 106 Process
- 4-21 Historic_ Preservation_ delegation of authority
- 4-23 Sacred Sites memo

Complying with the National Environmental Policy Act (NEPA)

The purpose of the NEPA process is to consider detailed information concerning every significant environmental impact on the human environment, which is defined as the natural and physical environment and the relationship of people to the environment. Additionally, the process ensures the public plays a role in both the decision-making process and the implementation of that decision.

Compliance with the NEPA process is relatively simple and unimposing for the majority of work proposed under grant programs administered by WSFR. However, the process does require that a specific set of logical steps be followed and documented to support conclusions about the effects grant work will have on the human environment.

The general flow for documenting the NEPA decision is depicted on the ***NEPA Process & Documentation*** chart in your workbook. Working through the NEPA decision making process requires evaluating several factors before implementing federally funded work projects.

NEPA Factors:

- Project Scope
- Potential for Significant Impact on the Human Environment
- Public Interest and/or Controversy Generated

The effect of these factors determines which of the three documentation processes must be followed in complying with NEPA requirements.

Methods of Documenting NEPA Compliance

- Categorical Exclusion (CE)
- Environmental Assessment (EA)
- Environmental Impact Statement (EIS)

Department of the Interior Manual 516 DM 8

Exercise: Categorical Exclusions

Using the **handout 4-1** review **NEPA 516 DM 8, Managing the NEPA Process**, and answer the questions below.

1. Where do the categorical exclusion appear in 516 DM 8?

   8.5 Categorical Exclusions

2. What are the broad category titles for categorical exclusions?

   General, Resource Management, Permit and Regulatory Functions,

   Recovery Plans, Financial Assistance

3. Review each of the following proposed actions and determine, if the activity would be eligible for a categorical exclusion. If so, please note which categorical exclusion may apply.

Proposed Action	Eligible for a Categorical Exclusion (Yes or No)	Applicable Categorical Exclusion
Prescribed Burn	yes	B (4)
Bird Banding	yes	B (1)
Riparian Zone Border Fencing	yes	B(2) B(3)
Training on Radio Telemetry Equipment	yes	A(2)
Coordination of Federal Grant	yes	E(1) E(2)
Paving of a Wildlife Management Area Parking Lot	Scope?	B(2)

4. Besides finding category exclusion that applies, what other requirement must be satisfied before classifying an activity as categorically excluded?

   You must be able to answer “no” to the extraordinary circumstances.

   Handout 4-7

The Requirements of Section 7 of the Endangered Species Act

- Section 7(a)(1): All Federal agencies must determine how to use their existing authorities to further the purposes of the ESA
- Section 7(a)(2): All Federal agencies must insure that any action they authorize, fund, or carry out is not likely to
    - Jeopardize the existence of a listed species
    - Adversely modify designated critical habitat

Interagency Cooperation

Federal Action Agencies Cooperate with USFWS or NOAA who will:

- Provide regulatory, policy and biological info
- Discuss potential effects of Action(s)
- Discuss measures to reduce or avoid effects
- Help Action Agency "reduce legal risk"

Intra-service Consultation…..process for WSFR

- Federal Action is granting an award
- State is applicant, USFWS is Action Agency
- Must consider T&E, proposed and candidate species

State/Grantee Evaluate for effects to determine level of consultation:

- No consultation?
- Informal consultation?
- Formal consultation?

Notes:

The Requirements of Section 7 of the Endangered Species Act

Analyzing Effects

- Identify Stressors caused by Actions
- Determine if species will be exposed to Stressors
- Determine species and habitat response after exposure to stressor

EXPOSURE + RESPONSE = EFFECTS

No Effect

May Affect

- Not likely to adversely affect
- Is likely to adversely affect

Make a Recommendation

- No Species Present

  No Effect:
  Nature of work is not on the ground. To the knowledge of state ES experts there are no species in the location where ground work is taking place, and work is non-destructive. If work is destructive add caveat that work will stop if ES species are discovered.

- Species Present – Work undertaken is in an area with/potential for Endangered Species

  No Effect: Activity will not affect a listed species or critical habitat. For example: administrative work.

  Is Not Likely to Adversely Affect: A “take” is not likely. Effects are expected to be discountable, insignificant or completely beneficial.

  Is Likely to Adversely Affect: A “take” is likely. Formal consultation is required with ES.

The Requirements of Section 7 of the Endangered Species Act

- No Effect: **No consultation or concurrence** required
- Is Not Likely to Adversely Affect: **Informal Consultation** required…action agency submits initiation package with biological evaluation/assessment and request letter of concurrence (30 days)..may need re-initiation
- Is Likely to Adversely Affect**: Formal consultation** is required. (30, 90, 45 days)

No Effect:
No consultation

Is Not Likely to Adversely Affect:
Informal Consultation

Is Likely to Adversely Affect: Formal consultation

Formal Consultation Process:

- Action Agency (Grantee and or WSFR) issues Biological Evaluation/Assessment
- USFWS will issue a Biological Opinion to determine if

Jeopardy or Adverse Modification?

- If Yes…Reasonable and Prudent Alternatives (RPA) developed then issue Incidental Take Statement
- If No…… issue an Incidental Take Statement which provides exemption from sec 9 prohibitions…unless no RPA

Incidental Take Statement (must include):

Amount of take anticipated

Effect or type of take

Reasonable and Prudent Measures (to avoid, minimize, mitigate for take)

Terms and conditions

The Requirements of Section 7 of the Endangered Species Act

Document Your Analysis

What Information Should the State Provide?

Administrative Procedures Act

Decisions must not be arbitrary and capricious

1. **Grant Information**
   - Number and Title
   - Time Period
2. **Identify & Describe Action(s):**
   - Give Project Titles

"Action(s)" represent project(s), depending on the specificity needed to adequately document impacts to federally endangered and/or threatened species/critical habitat. If a grant is comprised of several "action(s)" (e.g., projects covering habitat management, population manipulations, resource assessments, outreach, land acquisition, research, and surveys), then each project represents a distinct "action" requiring a separate description and recommendation.

3. **Identify Area of Effect:**
   - Direct and Indirect
4. **List Endangered Species/Critical Habitat Present**
   - Also proposed species, candidate species, or critical habitats
5. **Assess Effects on Species/Critical Habitat**
6. **Make an Effect Recommendation**

Notes:

_____

_____

_____

_____

The Requirements of Section 7 of the Endangered Species Act

What if State Agency ES Biologist finds "Likely to have Adverse Effects"?

- Grant proposal can be modified (before submittal to FWS) by changing actions, locations, timing, etc. Description of how adverse effects will be avoided must be thoroughly documented in grant proposal Approach Section and Section 7 letter.
- Elevate high-risk project to Ecological Services Field Office for formal consultation.

Avoid Section 7 Pitfalls!

- Project Leader should consider potential impacts while developing proposal
- Involve the State Endangered Species biologists EARLY in the process, if there's any question of presence or potential effects
- Provide separate information for each different project, job, species for which there are different recommendations
- No Effect determination must have justification

Remember: *No grant can be approved (even conditionally!) without it!*

Notes:

Historic and Cultural Preservation

Section 106 of the National Historic Preservation Act requires federal agencies to account for undertakings on historic properties listed or eligible for listing on the National Register of Historic Places.

The Section 106 process is:

- Consultation between the Agency and the State Historic Preservation Office (SHPO) and/or the Tribal Historic Preservation Office (THPO)
- Required if the project or action is an *undertaking* with potential to cause effects (change character or use) of historic properties

Historic Property Examples

- Prehistoric or historic district, site, building or structure
- Artifacts, records, and remains related and located within such properties

What is an 'Undertaking'?

An undertaking is any project, activity, or program funded in whole or in part by a Federal agency, including those

- carried out by or on behalf of a Federal agency
- carried out with Federal financial assistance
- requiring a Federal permit, license, etc…

If the undertaking has no potential to cause effects on historic properties, the agency official has no further obligations under section 106 if SHPO concurs

Grantee Responsibility

- Provide SHPO description of the undertaking and establish Area of Potential Effects (APE)
- Determine if historic features are present and evaluate for effects (include photographs, maps, and drawings)

SHPO Responsibility

Provide a written response: (1) agreement with a finding of no historic properties present or (2) no adverse effects on historic properties or (3) determine actions that the agency can take to avoid, minimize or mitigate for adverse effects

Provide a written response: (1) agreement with a finding of no historic properties present or (2) no adverse effects on historic properties or (3) determine actions that the agency can take to avoid, minimize or mitigate for adverse effects

	Exercise: Review Undertakings

As a group consider the following undertakings and determine if consultation with SHPO is required? **Federal Regulations> 36 CFR 800.5 a 2**

Proposed Undertaking	**SHPO consultation required? (Yes or No)**
Boat ramp maintenance	No
Electroshocking for fish	No
Sale of federally assisted property containing historic buildings	Yes
Barn roof replacement	Yes
Coordination of Federal Grant	No
Paving an existing gravel parking lot	No

A description of the undertaking and its area of potential effects, including photographs, maps, and drawings may be provided to SHPO. SHPO has an obligation to provide a written response either indicating they agree with the grantees proposed finding of no adverse effects on historic properties or determine actions that the agency can take to resolve adverse effects. Consultation results are included with grant documentation

National Historic Preservation Act | 36 CFR part 800 Protection of Historic Properties

Additional Project Dependent Compliance

The work being performed in the grant or the project type may have specific project dependent compliance that must be considered and documented in the grant application package or other phases of the grants management process. Project leaders should consult the applicable Service Manual chapters Part 522.

- Permits
- Engineering Diagrams
- Appraisals
- Third Party Agreements
- Statement of Assurances
    - SF 424 B Non-Construction
    - SF 424 D Construction & Land Acquisition
    - Filed on an Annual Basis with the Regional Office
    - Required with each Competitive Grant Submission
- Intergovernmental Review of Federal Programs (EO 12372)
    - State Single Point of Contact
- Lobbying
    - SF-LLL Disclosure of Lobbying Activities

Federal funds cannot be used by the grantee or paid by the grantee to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Funds other than Federal funds may be used for lobbying. However, if any funds other than Federal funds have been paid or will be paid to any person for lobbying the grantee must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Learning Points

- ✓ The NEPA process is assessing a project's impact on the human environment
- ✓ Federal funds cannot be used on a project until a NEPA decision is made and documented
- ✓ The three types of documentation processes are Categorical Exclusion, Environmental Assessment, and Environmental Impact Statement
- ✓ The scope, potential for significant impact on the human environment, and the public interest and/or controversy of a project will determine the documentation process
- ✓ The NEPA process requires documenting the effect a project has on endangered species
- ✓ The Section 7 process supports the NEPA decision
- ✓ Establishing a record of action is important to the continuity of the grant if it comes under legal review
- ✓ National Historic Preservation Act requires federal agencies to take into account the effects of their undertakings on historic properties
- ✓ Compliance requirements will vary depending upon the grant program and project type

Download

Department of the Interior
Departmental Manual

Effective Date: 5/27/04
Series: Environmental Quality Programs
Part 516: National Environmental Policy Act of 1969
Chapter 8: Managing the NEPA Process--U.S. Fish and Wildlife Service

Originating Office: U.S. Fish and Wildlife Service

516 DM 8

8.1 **Purpose**. This Chapter provides supplementary requirements for implementing provisions of 516 DM 1 through 6 within the Department's U.S. Fish and Wildlife Service. This Chapter is referenced in 516 DM 6.5.

8.2 **NEPA Responsibility**.

A. The Director is responsible for NEPA compliance for U.S. Fish and Wildlife Service (Service) activities, including approving recommendations to the Assistant Secretary (FW) for proposed referrals to the Council on Environmental Quality (CEQ) of other agency actions under 40 CFR 1504.

B. Each Assistant Director (Refuges and Wildlife, Fisheries, International Affairs, External Affairs, and Ecological Services) is responsible for general guidance and compliance in their respective areas of responsibility.

C. The Assistant Director for Ecological Services has been delegated oversight responsibility for Service NEPA compliance.

D. The Division of Habitat Conservation (DHC--Washington), which reports to the Assistant Director for Ecological Services, is responsible for internal control of the environmental review and analysis of documents prepared by other agencies and environmental statements prepared by the various Service Divisions. This office is also responsible for preparing Service NEPA procedures, guidelines, and instructions, and for supplying technical assistance and specialized training in NEPA compliance, in cooperation with the Service Office of Training and Education, to Service entities. The Washington Office Environmental Coordinator, who reports to DHC, provides staff assistance on NEPA matters to the Director, Assistant Directors, and their divisions and offices, and serves as the Service NEPA liaison to the CEQ, the Department's Office of Environmental Policy and Compliance (OEPC), and NEPA liaisons in other Federal agencies, in accordance with 516 DM 6.2.

E. Each Regional Director is responsible for NEPA compliance in his/her area of responsibility. The Regional Director should ensure that Service decisionmakers in his/her area of responsibility contact affected Federal agencies and State, tribal and local governments when initiating an action subject to an EA or EIS. An individual in each Regional Office, named by title and reporting to the Assistant Regional Director for Ecological Services, other appropriate Assistant Regional Director, or the Regional Director, will have NEPA coordination duties with all program areas at the Regional level similar to those of the Washington Office Environmental Coordinator, in accordance with 516 DM 6.2.

8.3 **General Service Guidance**. Service guidance on internal NEPA matters is found in 30 AM 2-3 (organizational structure and internal NEPA compliance), 550 FW1-3 (in preparation), 550 FW 3 (documenting and implementing Service decisions on Service actions), and 550 FW 1-2 (replacement to 30 AM 2-3 in preparation). These guidance documents encourage Service participation as a cooperating agency with other Federal agencies, encourage early coordination with other agencies and the public to resolve issues in a timely manner, and provide techniques for

streamlining the NEPA process and integrating the NEPA process with other Service programs, environmental laws, and Executive orders. Some Service programs have additional NEPA compliance information related to specific program planning and decisionmaking activities. Service program guidance on NEPA matters must be consistent with the Service Manual on NEPA guidance and Departmental NEPA procedures. For example, additional NEPA guidance is found in the Federal Aid Handbook (521-523 FW), refuge planning guidance (602 FW 1-3), Handbook for Habitat Conservation Planning and Incidental Take Processing, and North American Wetlands Conservation Act Grant Application Instructions.

8.4 **Guidance to Applicants**.

A. Service Permits. The Service has responsibility for issuing permits to Federal and State agencies and private parties for actions which would involve certain wildlife species and/or use of Service-administered lands. When applicable, the Service may require permit applicants to provide additional information on the proposal and on its environmental effects as may be necessary to satisfy the Service's requirements to comply with NEPA, other Federal laws, and Executive orders.

(1) Permits for the Taking, Possession, Transportation, Sale, Purchase, Barter, Exportation, or Importation of Certain Wildlife Species. The Code of Federal Regulations, Part 13, Title 50 (50 CFR 13) contains regulations for General Permit Procedures. Section 13.3 lists types of permits and the pertinent Parts of 50 CFR. These include: Importation, Exportation, and Transportation of Wildlife (Part 14); Exotic Wild Bird Conservation (Part 15); Injurious Wildlife (Part 16); Endangered and Threatened Wildlife and Plants (Part 17); Marine Mammals (Part 18); Migratory Bird Hunting (Part 20); Migratory Bird Permits (Part 21); Eagle Permits (Part 22); Endangered Species Convention (Part 23); and Importation and Exportation of Plants (Part 24). Potential permit applicants should request information from the appropriate Regional Director, or the Office of Management Authority, U.S. Fish and Wildlife Service, Department of the Interior, Washington, DC 20240, as outlined in the applicable regulation.

(2) Federal Lands Managed by the Service. Service lands are administered under the National Wildlife Refuge System Administration Act of 1966 (16 U.S.C. 668dd-668ee), the Refuge Recreation Act of 1962 (16 U.S.C. 460k-460k-4), and the Alaska National Interest Lands Conservation Act of 1980 (16 U.S.C. 410hh-3233, 43 U.S.C. 1602-1784). Inherent in these acts is the requirement that only those uses that are compatible with the purposes of the refuge system unit may be allowed on Service lands. The Service also complies with Executive Order 12996, signed March 25, 1996, entitled “Management and General Public Use of the National Wildlife Refuge System.” This Executive Order identifies general public uses that will be given priority consideration in refuge planning and management, subject to meeting the compatibility requirement and if adequate funding is available to administer the use. Detailed procedures regarding comprehensive management planning and integration with NEPA are found in the Service Manual (602 FW 1-3). Reference to this and other National Wildlife Refuge System requirements are found in the Code of Federal Regulations, Title 50 parts 25-29, 31-36, 60, and 70-71. Under these regulations, these protections are extended to all Service-administered lands, including the National Fish Hatchery System.

B. Federal Assistance to States, Local or Private Entities.

(1) Federal Assistance Programs. The Service administers financial assistance (grants and/or cooperative agreements) to State, local, and private entities under the Anadromous Fish Conservation Act (CFDA #15.600); North American Wetlands Conservation Act; Fish and Wildlife Act of 1956; Migratory Bird Conservation Act; Food Security Act of 1985; Food, Agriculture, Conservation and Trade Act of 1990; Partnerships for Wildlife Act of 1992; and Consolidated Farm and Rural Development Act. The Service administers financial assistance to States under the Sport Fish Restoration Act (CFDA #15.605), Wildlife Restoration Act (CFDA #15.611), Endangered Species Act (CFDA #15.612 and 15.615), Coastal Wetlands Planning Protection and Restoration Act (CFDA #15.614), and Clean Vessel Act of 1992 (CFDA #15.616).

(2) Program Information and NEPA Compliance. Information on how State, local, and private entities may request funds and assist the Service in NEPA compliance relative to the Anadromous Fish Conservation Act may be obtained through the Division of Fish and Wildlife Management Assistance, U.S. Fish and Wildlife Service, Department of the Interior, Arlington Square Building, Room 840, Washington, D.C. 20240. Similar information

regarding the North American Wetlands Conservation Act may be obtained through the North American Waterfowl and Wetlands Office, U.S. Fish and Wildlife Service, Department of the Interior, Arlington Square Building, Room 110, Washington, D.C. 20240. All other requests for information on how funds may be obtained and guidance on how to assist the Service in NEPA compliance may be obtained through the Chief, Division of Federal Aid, U.S. Fish and Wildlife Service, Department of the Interior, Arlington Square Building, Room 140, Washington, D.C. 20240.

8.5 **Categorical Exclusions**. Categorical exclusions are classes of actions which do not individually or cumulatively have a significant effect on the human environment. Categorical exclusions are not the equivalent of statutory exemptions. If exceptions to categorical exclusions apply, under 516 DM 2, Appendix 2 of the Departmental Manual, the Departmental categorical exclusions cannot be used. In addition to the actions listed in the Departmental categorical exclusions outlined in Appendix 1 of 516 DM 2, the following Service actions are designated categorical exclusions unless the action is an exception to the categorical exclusion.

A. General.

(1) Changes or amendments to an approved action when such changes have no or minor potential environmental impact.

(2) Personnel training, environmental interpretation, public safety efforts, and other educational activities, which do not involve new construction or major additions to existing facilities.

(3) The issuance and modification of procedures, including manuals, orders, guidelines, and field instructions, when the impacts are limited to administrative effects.

(4) The acquisition of real property obtained either through discretionary acts or when acquired by law, whether by way of condemnation, donation, escheat, right-of-entry, escrow, exchange, lapses, purchase, or transfer and that will be under the jurisdiction or control of the United States. Such acquisition of real property shall be in accordance with 602 DM 2 and the Service's procedures, when the acquisition is from a willing seller, continuance of or minor modification to the existing land use is planned, and the acquisition planning process has been performed in coordination with the affected public.

B. Resource Management. Prior to carrying out these actions, the Service should coordinate with affected Federal agencies and State, tribal, and local governments.

(1) Research, inventory, and information collection activities directly related to the conservation of fish and wildlife resources which involve negligible animal mortality or habitat destruction, no introduction of contaminants, or no introduction of organisms not indigenous to the affected ecosystem.

(2) The operation, maintenance, and management of existing facilities and routine recurring management activities and improvements, including renovations and replacements which result in no or only minor changes in the use, and have no or negligible environmental effects on-site or in the vicinity of the site.

(3) The construction of new, or the addition of, small structures or improvements, including structures and improvements for the restoration of wetland, riparian, instream, or native habitats, which result in no or only minor changes in the use of the affected local area. The following are examples of activities that may be included.

(a) The installation of fences.

(b) The construction of small water control structures.

(c) The planting of seeds or seedlings and other minor revegetation actions.

(d) The construction of small berms or dikes.

(e) The development of limited access for routine maintenance and management purposes.

(4) The use of prescribed burning for habitat improvement purposes, when conducted in accordance with local and State ordinances and laws.

(5) Fire management activities, including prevention and restoration measures, when conducted in accordance with Departmental and Service procedures.

(6) The reintroduction or supplementation (e.g., stocking) of native, formerly native, or established species into suitable habitat within their historic or established range, where no or negligible environmental disturbances are anticipated.

(7) Minor changes in the amounts or types of public use on Service or State-managed lands, in accordance with existing regulations, management plans, and procedures.

(8) Consultation and technical assistance activities directly related to the conservation of fish and wildlife resources.

(9) Minor changes in existing master plans, comprehensive conservation plans, or operations, when no or minor effects are anticipated. Examples could include minor changes in the type and location of compatible public use activities and land management practices.

(10) The issuance of new or revised site, unit, or activity-specific management plans for public use, land use, or other management activities when only minor changes are planned. Examples could include an amended public use plan or fire management plan.

(11) Natural resource damage assessment restoration plans, prepared under sections 107, 111, and 122(j) of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA); section 311(f)(4) of the Clean Water Act; and the Oil Pollution Act; when only minor or negligible change in the use of the affected areas is planned.

C. Permit and Regulatory Functions.

(1) The issuance, denial, suspension, and revocation of permits for activities involving fish, wildlife, or plants regulated under 50 CFR Chapter 1, Subsection B, when such permits cause no or negligible environmental disturbance. These permits involve endangered and threatened species, species listed under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), marine mammals, exotic birds, migratory birds, eagles, and injurious wildlife.

(2) The issuance of ESA section 10(a)(1)(B) "low-effect" incidental take permits that, individually or cumulatively, have a minor or negligible effect on the species covered in the habitat conservation plan.

(3) The issuance of special regulations for public use of Service-managed land, which maintain essentially the permitted level of use and do not continue a level of use that has resulted in adverse environmental effects.

(4) The issuance or reissuance of permits for limited additional use of an existing right-of-way for underground or above ground power, telephone, or pipelines, where no new structures (i.e., facilities) or major improvement to those facilities are required; and for permitting a new right-of-way, where no or negligible environmental disturbances are anticipated.

(5) The issuance or reissuance of special use permits for the administration of specialized uses, including agricultural uses, or other economic uses for management purposes, when such uses are compatible, contribute to the

purposes of the refuge system unit, and result in no or negligible environmental effects.

(6) The denial of special use permit applications, either initially or when permits are reviewed for renewal, when the proposed action is determined not compatible with the purposes of the refuge system unit.

(7) Activities directly related to the enforcement of fish and wildlife laws, not included in 516 DM 2, Appendix 1.4. These activities include:

(a) Assessment of civil penalties.

(b) Forfeiture of property seized or subject to forfeiture.

(c) The issuance or reissuance of rules, procedures, standards, and permits for the designation of ports, inspection, clearance, marking, and license requirements pertaining to wildlife and wildlife products, and for the humane and healthful transportation of wildlife.

(8) Actions where the Service has concurrence or coapproval with another agency and the action is a categorical exclusion for that agency. This would normally involve one Federal action or connected actions where the Service is a cooperating agency.

D. Recovery Plans. Issuance of recovery plans under section 4(f) of the ESA.

E. Financial Assistance.

(1) State, local, or private financial assistance (grants and/or cooperative agreements), including State planning grants and private land restorations, where the environmental effects are minor or negligible.

(2) Grants for categorically excluded actions in paragraphs A, B, and C, above; and categorically excluded actions in Appendix 1 of 516 DM 2.

8.6 **Actions Normally Requiring an EA**.

A. Proposals to establish most new refuges and fish hatcheries; and most additions and rehabilitations to existing installations.

B. Any habitat conservation plan that does not meet the definition of "low-effect" in the Section 10(a)(1)(B) Handbook.

C. If, for any of the above proposals, the EA determines that the proposal is a major Federal action significantly affecting the quality of the human environment, an EIS will be prepared. The determination to prepare an EIS will be made by a notice of intent in the Federal Register and by other appropriate means to notify the affected public.

8.7 **Major Actions Normally Requiring an EIS**.

A. The following Service proposals, when determined to be a major Federal action significantly affecting the quality of the human environment, will normally require the preparation of an EIS.

(1) Major proposals establishing new refuge system units, fish hatcheries, or major additions to existing installations, which involve substantive conflicts over existing State and local land use, significant controversy over the environmental effects of the proposal, or the remediation of major on-site sources of contamination.

(2) Master or comprehensive conservation plans for major new installations, or for established installations, where major new developments or substantial changes in management practices are proposed.

B. If, for any of the above proposals it is initially determined that the proposal is not a major Federal action significantly affecting the quality of the human environment, an EA will be prepared and handled in accordance with 40 CFR 1501.4(e)(2). If the EA subsequently indicates the proposed action will cause significant impacts, an EIS will be prepared.

5/27/04 #3618
Replaces 3/18/80 #3511
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APPENDIX 2

Categorical Exclusions: Extraordinary Circumstances

Extraordinary circumstances exist for individual actions within CXs which may:

2.1 Have significant impacts on public health or safety.

2.2 Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (Executive Order 11990); floodplains (Executive Order 11988); national monuments; migratory birds; and other ecologically significant or critical areas.

2.3 Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA Section 102(2)(E)].

2.4 Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.

2.5 Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.

2.6 Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects.

2.7 Have significant impacts on properties listed, or eligible for listing, on the National Register of Historic Places as determined by either the bureau or office.

2.8 Have significant impacts on species listed, or proposed to be listed, on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.

2.9 Violate a Federal law, or a State, local, or tribal law or requirement imposed for the protection of the environment.

2.10 Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898).

2.11 Limit access to and ceremonial use of Indian sacred sites on Federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007).

2.12 Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112).

6/21/05 #3675
Replaces 5/27/04 #3612

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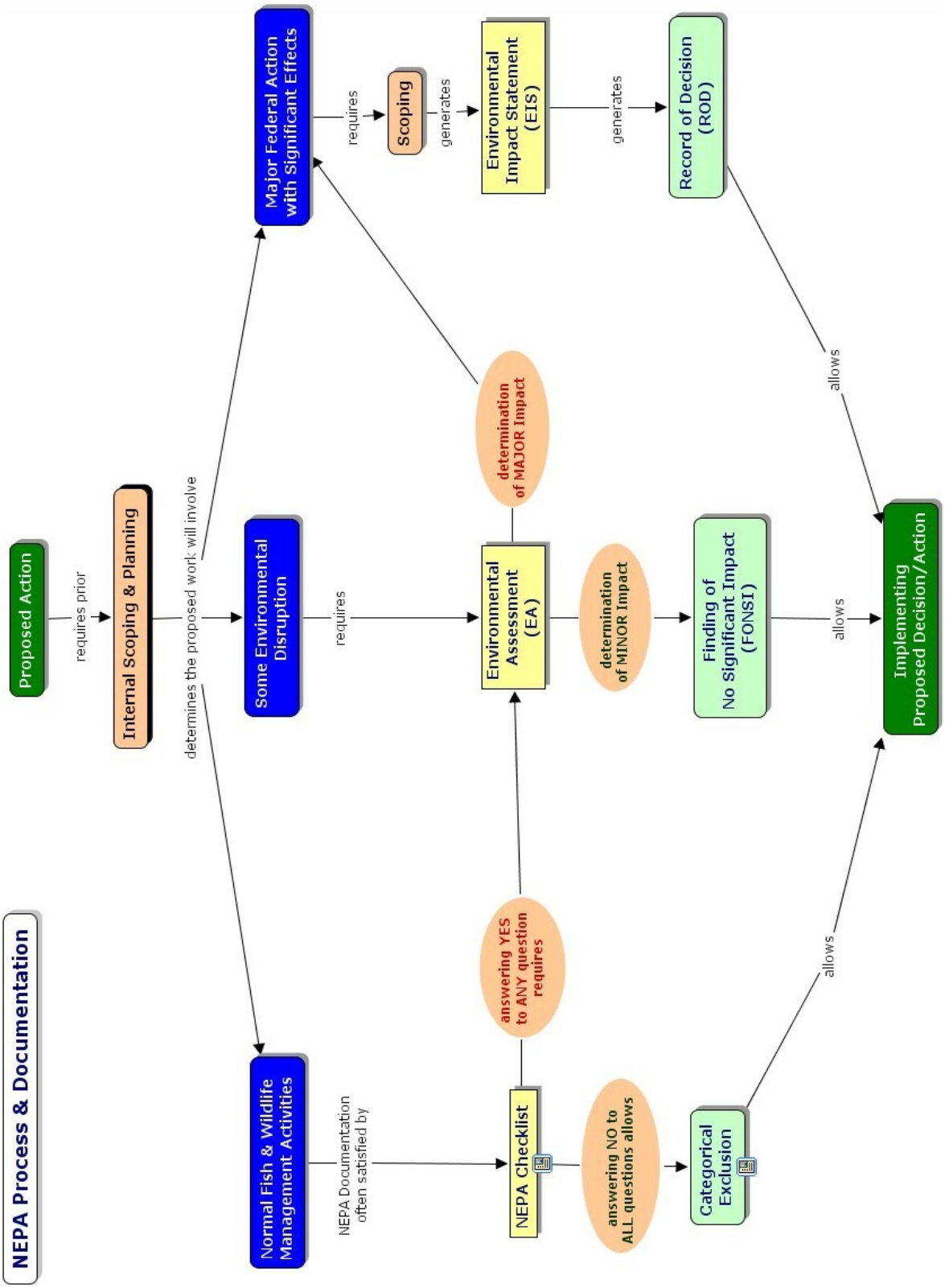
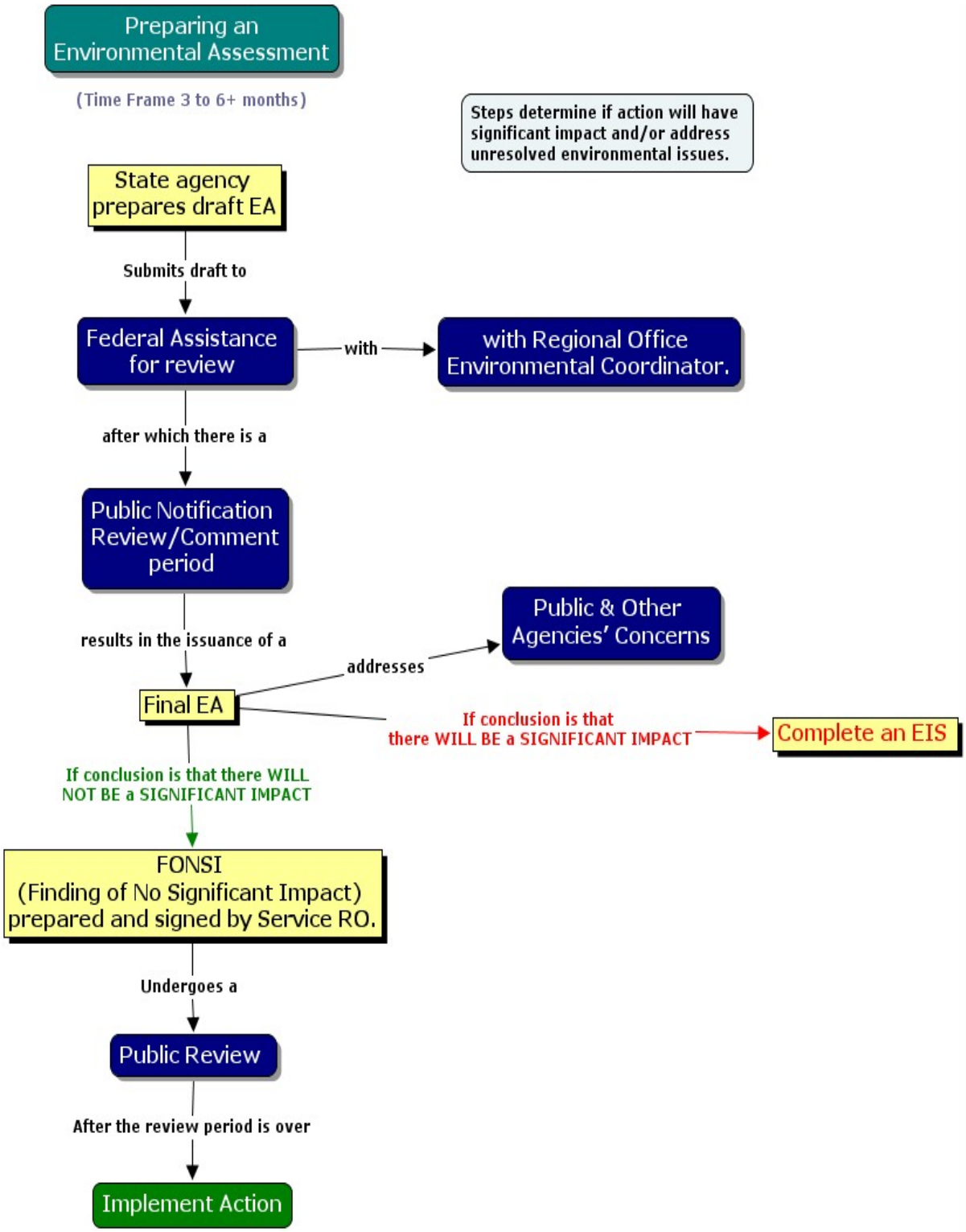
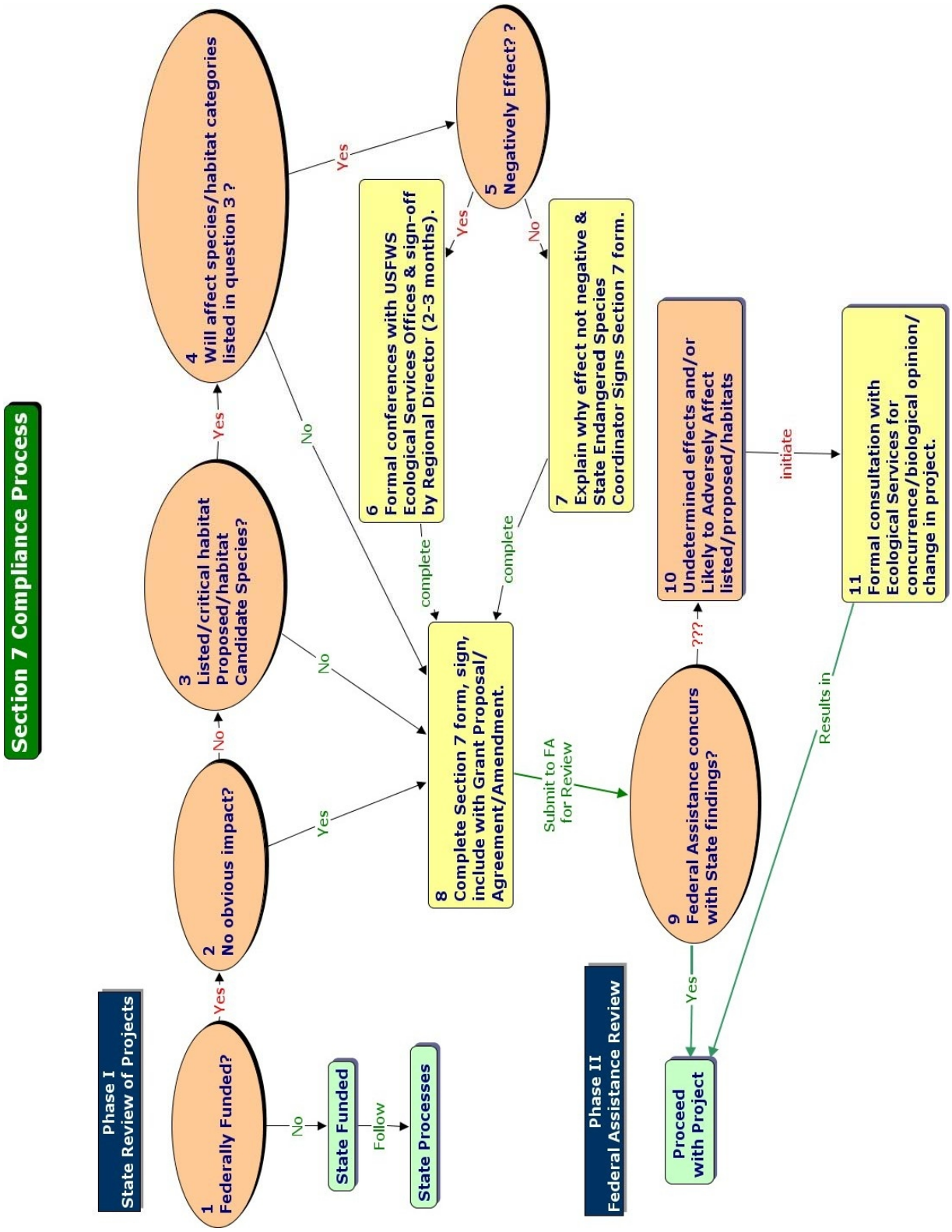

NEPA Process & Documentation
Proposed Action
requires prior
Internal Scoping & Planning
determines the proposed work will involve
Major Federal Action with Significant Effects
requires
Scoping
generates
Environmental Impact Statement (EIS)
generates
Record of Decision (ROD)
allows
Some Environmental Disruption
requires
Environmental Assessment (EA)
determination of MAJOR Impact
determination of MINOR Impact
Finding of No Significant Impact (FONSI)
allows
Implementing Proposed Decision/Action
Normal Fish & Wildlife Management Activities
NEPA Documentation often satisfied by
NEPA Checklist
answering YES to ANY question requires
answering NO to ALL questions allows
Categorical Exclusion
allows


Preparing an Environmental Assessment
(Time Frame 3 to 6+ months)
Steps determine if action will have significant impact and/or address unresolved environmental issues.
State agency prepares draft EA
Submits draft to
Federal Assistance for review
with
with Regional Office Environmental Coordinator.
after which there is a
Public Notification Review/Comment period
results in the issuance of a
Public & Other Agencies' Concerns
addresses
Final EA
If conclusion is that there WILL BE a SIGNIFICANT IMPACT
Complete an EIS
If conclusion is that there WILL NOT BE a SIGNIFICANT IMPACT
FONSI (Finding of No Significant Impact) prepared and signed by Service RO.
Undergoes a
Public Review
After the review period is over
Implement Action


Section 7 Compliance Process
Phase I
State Review of Projects
1
Federally Funded?
Yes
No
State Funded
Follow
State Processes
2
No obvious impact?
No
Yes
3
Listed/critical habitat
Proposed/habitat
Candidate Species?
Yes
No
4
Will affect species/habitat categories
listed in question 3 ?
Yes
No
5
Negatively Effect? ?
Yes
No
6
Formal conferences with USFWS
Ecological Services Offices & sign-off
by Regional Director (2-3 months).
complete
7
Explain why effect not negative &
State Endangered Species
Coordinator Signs Section 7 form.
complete
8
Complete Section 7 form, sign,
include with Grant Proposal/
Agreement/Amendment.
Submit to FA
for Review
Phase II
Federal Assistance Review
9
Federal Assistance concurs
with State findings?
???
Yes
Proceed
with Project
10
Undetermined effects and/or
Likely to Adversely Affect
listed/proposed/habitats
initiate
11
Formal consultation with
Ecological Services for
concurrence/biological opinion/
change in project.
Results in

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NATIONAL PARK SERVICE

NATIONAL REGISTER CRITERIA FOR EVALUATION

Criteria for Evaluation

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. That are associated with events that have made a significant contribution to the broad patterns of our history; or

B. That are associated with the lives of significant persons in or past; or

C. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. That have yielded or may be likely to yield, information important in history or prehistory.

Criteria Considerations:

Ordinarily cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

a. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

b. A building or structure removed from its original location but which is primarily significant for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

c. A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building associated with his or her productive life; or

d. A cemetery that derives its primary importance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

e. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

g. A property achieving significance within the past 50 years if it is of exceptional importance.

- This exception is described further in NPS "How To" #2, entitled "How to Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years" which is available from the National Register of Historic Places Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

Area of Potential Effects

Section 106 of National Historic Preservation Act

.

Area of Potential Effects (APE) means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties, if any such properties exist. The APE is influenced by the scale and nature of an undertaking and may be different for various kinds of effects caused by an undertaking.

Important points to consider when establishing an APE:

- The APE is determined before the systematic identification of historic properties begins. Accordingly, all of the historic properties in the project vicinity need not be known to initially establish the APE. It is important at this point to thoroughly understand the undertaking and the nature of its potential effects.
- The determination of the APE must include indirect as well as direct effects.
- An APE need not be a single contiguous area but may consist of more than one area, depending on the specific features of the undertaking.
- The determination of the APE should address all project alternatives. Different alternatives may have different APE's. Also, the APE need not be uniform for all kinds of effects; a single undertaking may have different APE's for different kinds of effects.
- An APE is not defined or limited by boundaries of land ownership.
- An APE should be envisioned in three dimensions and must include all areas of horizontal and vertical ground disturbance.
- The determination of the APE must be reconsidered if there are changes to the undertaking during project development. The APE may need to be modified or changed (e.g., expanded or contracted) during the course of an undertaking and if so, additional consultation may be necessary. Any subsequent changes to the APE shall be documented.

In the event the Applicant determines, or the SHPO/THPO recommends, that an alternative APE is necessary, the Applicant and the SHPO/THPO may mutually agree to an alternative APE.

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Effectively Managing the Section 106 Consultation Process

Complying with Section 106 of the National Historic Preservation Act requires careful planning, consultation with interested parties, and weighing of project alternatives to avoid or minimize damage to significant historic properties.

If you are involved in planning or approving Service restoration, construction, or other projects that may effect cultural resources, the following points will help in navigating the Section 106 review process:

Initiate the Section 106 process early in project planning. This allows maximum flexibility in designing projects to avoid impacts to significant sites. Make certain to involve your Regional Historic Preservation Officer as early in the process as possible.

The Section 106 process requires open, good faith consultation with Indian tribes, Native Hawaiian organizations, State Historic Preservation Officers, and other interested parties. Remember that the Service is, in essence, a "trustee" of many historic and traditional cultural sites on its national wildlife refuges and national fish hatcheries that are important to local communities and tribes.

The Section 106 regulations, 36 CFR 800, do not mandate an outcome or a determination that all historic properties be preserved. Rather, the review process is collaborative, seeking the input and perspectives of various parties to ensure that reasonable alternatives have been carefully examined and that important historic and cultural values are protected. The final decision on proceeding with undertakings rests with the Federal agency (FWS). Federal agencies have successfully integrated the Section 106 process into their agency missions for over 25 years. Rarely is a project stopped due to unresolvable conflicts with cultural resources.

Overall responsibility for complying with Section 106 cannot be delegated. The Service is responsible for ensuring that the Section 106 process has been completed satisfactorily for agency undertakings. For large undertakings involving multiple Federal agencies, it is acceptable to designate a lead agency for complying with the National Historic Preservation Act.

The Steps in the Section 106 Process

Define an undertaking: Under the terms of Section 106, the Service must determine whether it has an undertaking that could result in changes in the character or use of historic resources which are eligible for listing on the National Register of Historic Places (see page 7 of this chapter for legal and regulatory definitions of Undertaking).

Define the area of potential effects: If the proposed activity does constitute an undertaking, the Service must identify the geographic extent of the area which may be impacted by the undertaking, in other words, the area of potential effects (APE) (see page 8 of this chapter for the definition of APE and guidelines to determining it).

Identify and evaluate historic properties: By reviewing background information, consultation with SHPO and others, and conducting field survey for the APE, the Service considers the presence of any buildings, structures, archaeological sites, or sacred or traditional sites. Previously unevaluated historic properties must be evaluated to determine their eligibility for listing to the National Register.

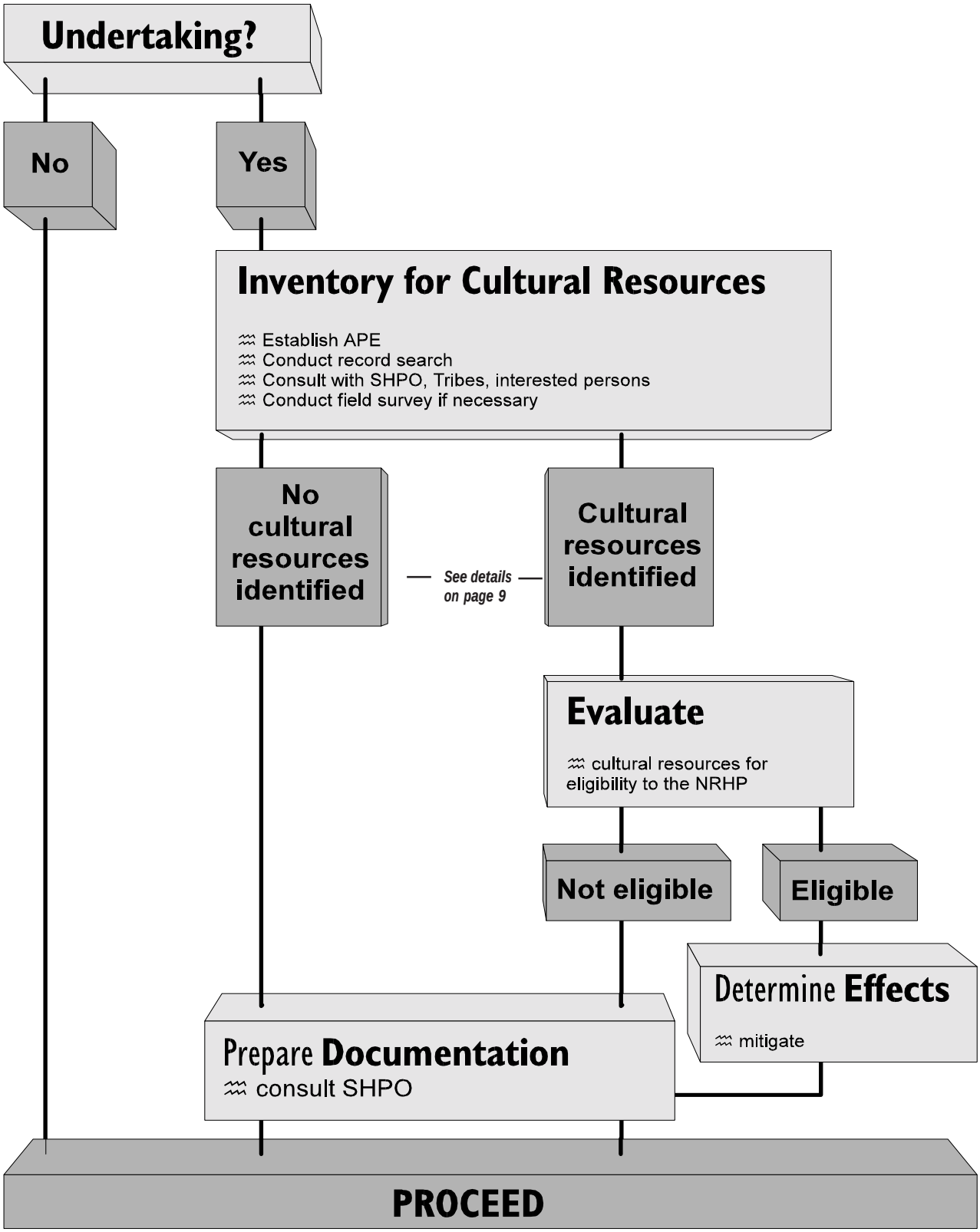
Assess effects: If listed or eligible properties are identified, the Service must assess the potential effects of the proposed undertaking on the resource. Working with SHPO and other interested parties, the Service determines that a) the undertaking will not effect historic properties-no effect, b) the undertaking will effect an historic property, but the effect will not be harmful- no adverse effect, or c) the undertaking will have a harmful effect on an historic property- adverse effect.

Consultation to Mitigate Adverse Effects: In the event of an adverse effect determination, the Service consults with SHPO and others to identify ways to mitigate the harmful effects of the undertaking. This consultation process should result in the development of a Memorandum of Agreement (MOA) which identifies the steps the Service will take to reduce, avoid, or mitigate the adverse effect.

Council comment: The Service must provide the Advisory Council on Historic Preservation (ACHP) an opportunity to comment and participate in the development and signing of an MOA resulting from an adverse effect determination.

Proceed/Implement MOA: If the Service determines that historic properties in the APE will receive no effect or no adverse effect from the proposed undertaking, the project proceeds as planned. If an adverse effect determination has resulted in the development of an MOA, the Service may proceed with the undertaking under the terms of the MOA.

Diagram of the Section 106 Process



The Role of the Cultural Resources Staff in Section 106

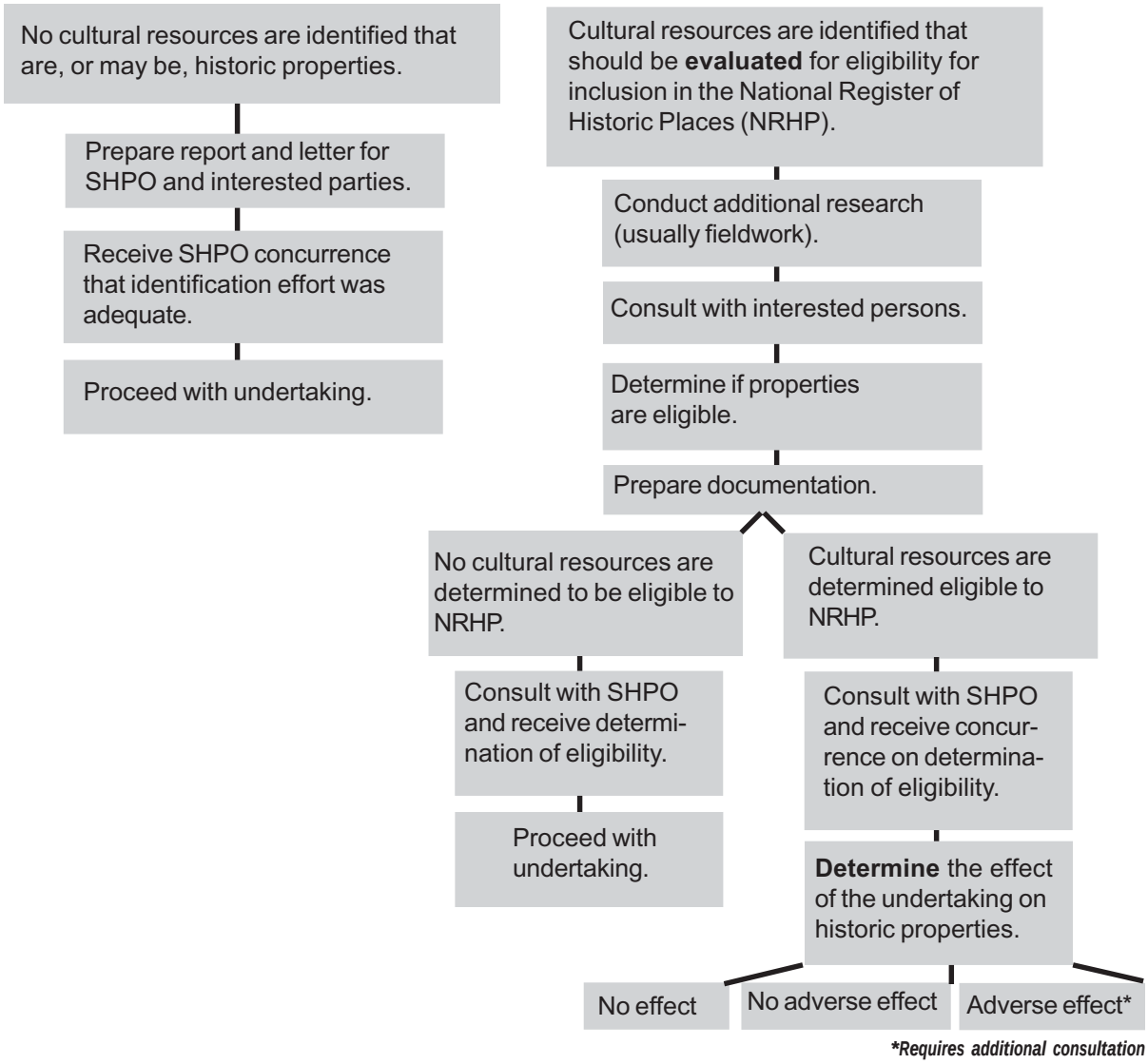
Identification Process

Under NHPA, the Service must make a reasonable and good faith effort to identify historic properties before implementing an undertaking. The role of your cultural resources specialist(s) is to conduct this identification process and the subsequent evaluation, effect determination, and reporting in compliance with the law.

This responsibility rests squarely with the Federal Agency and cannot be delegated to another party except by written agreement. The agency can solicit the help of applicants, contractors, or others to carry out this work, but it is up to the agency to see that the work is carried out properly and to make appropriate use of the results.

Evaluation, Effect Determination, and Reporting

Upon completion of an ***identification*** effort in the Area of Potential Effects (APE), there are two possible outcomes.



Department of Energy
Washington, DC 20585

August 28, 2009

MEMORANDUM

TO: State Historic Preservation Officers
Tribal Historic Preservation Officers

FROM: Catherine R. Zoi
Assistant Secretary
Energy Efficiency and Renewable Energy

SUBJECT: Memorandum from EERE Regarding Delegation of Authority for Section 106 Review of Undertakings, Assisted by the U. S. Department of Energy, Office of Energy Efficiency and Renewable Energy

The Department of Energy (DOE), through the Office of Energy Efficiency and Renewable Energy (EERE), provides financial assistance to states, U.S. territories, units of local government, and Indian Tribes through the Energy Efficiency and Conservation Block Grant (EECBG) Program, Weatherization Assistance Program (Weatherization), and State Energy Program (SEP). Attached hereto is a one-page summary of the three programs. Additional program information is available at the following links: http://www.eecbg.energy.gov/; http://apps1.eere.energy.gov/wip/weatherization.cfm; http://apps1.eere.energy.gov/state_energy_program/.

Through this memorandum, DOE intends to formalize the role of the States and DOE's award recipients (Applicants) to assist DOE in carrying out its Section 106 compliance responsibilities. In order to streamline DOE's compliance with Section 106 and its implementing regulations, "Protection of Historic Properties" (36 CFR Part 800), EERE is authorizing its Applicants under the EECBG, Weatherization, and SEP programs to initiate consultation pursuant to 36 CFR § 800.2(c) (4). Effective immediately, EERE Applicants and their authorized representatives may consult with the State Historic Preservation Officers (SHPOs) and Tribal Historic Preservation Officers (THPOs) to initiate the review process established under 36 CFR Part 800 and to carry out some of its steps. Specifically, EERE Applicants are authorized to gather information to identify and evaluate historic properties, and to work with consulting parties to assess effects. EERE retains responsibility to document its findings and determinations in order to appropriately conclude Section 106 review.

EERE also remains responsible for initiating government-to-government consultation with federally recognized Indian Tribes. EERE's responsibility to consult on a government-to-government basis with Indian Tribes as sovereign nations is established through specific authorities and is explicitly recognized in 36 CFR Part 800. Accordingly, EERE may not delegate this responsibility to a non-federal party without

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the agreement of the Tribe to do so. Where no such agreement exists, EERE will initiate tribal consultation.

Authorized Applicants must notify EERE whenever:

- Either the EERE Applicant or the SHPO/THPO believes that the Criteria of Adverse Effect pursuant to 36 CFR § 800.5, apply to the proposal under consideration by EERE;

- There is a disagreement between an Applicant, or its authorized representative, and the SHPO/THPO about the scope of the area of potential effects, identification and evaluation of historic properties and/or the assessment of effects;

- There is an objection from a consulting party or the public regarding their involvement in the review process established by 36 CFR Part 800, Section 106 findings and determinations, or implementation of agreed upon measures; or

- There is the potential for a foreclosure situation or anticipatory demolition as defined under 36 CFR § 800.9(b) and 36 CFR § 800.9(c), respectively.

EERE will participate in the consultation when such circumstances arise.

EERE expects its Applicants that are so authorized, to involve consulting parties in Section 106 findings and determinations and to carry out the exchange of documentation and information in a respectful, consistent and predictable manner. Technical assistance is available to Applicants from EERE regarding the coordination of Section 106 reviews, if needed.

If you have any questions, please contact Dr. F. G. (Skip) Gosling, DOE Federal Preservation Officer/Chief Historian, Office of History and Heritage Resources, (202) 586-5241or skip.gosling@hq.doe.gov or Steven P. Blazek, NEPA Compliance Officer, (303) 275-4723 or steve.blazek@go.doe.gov.

Memorandum of Understanding
Among the
U.S. Department of Defense,
U.S. Department of the Interior,
U.S. Department of Agriculture,
U.S. Department of Energy,
and the Advisory Council on Historic Preservation
Regarding Interagency Coordination and Collaboration for the
Protection of Indian Sacred Sites

I. Purpose and Principles

The Departments of Defense, the Interior, Agriculture, and Energy and the Advisory Council on Historic Preservation (Participating Agencies) enter into this Memorandum of Understanding (MOU) to improve the protection of and tribal access to Indian sacred sites through enhanced and improved interdepartmental coordination and collaboration.

II. Background

Federal land managing agencies hold in public trust a great diversity of landscapes and sites, including many culturally important sites held sacred by Indian tribes. Indian tribes are defined here as an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior has published on the list of federally-recognized tribes pursuant to Public Law No. 103-454, 108 Stat. 4791. All Federal agencies are responsible for assessing the potential effects of undertakings they carry out, fund, or permit on historic properties of traditional cultural and religious importance to Indian tribes. While the physical and administrative contexts in which Federal agencies encounter sacred sites vary greatly, similarities do exist. Because of those similarities, the Participating Agencies recognize that consistency in policies and processes can be developed and applied, as long as they remain adaptable to local situations.

For purposes of this MOU, a "sacred site" retains the same meaning as provided in Executive Order 13007; that is, "any specific, discrete, narrowly delineated location on Federal land that is identified by an Indian tribe, or Indian individual determined to be an appropriately authoritative representative of an Indian religion, as sacred by virtue of its established religious significance to, or ceremonial use by, an Indian religion; provided that the tribe or appropriately authoritative representative of an Indian religion has informed the agency of the existence of such a site." Such sacred sites may also be eligible for the National Register of Historic Places as historic properties of religious and cultural significance to Indian tribes.

Sacred sites often occur within a larger landform or are connected through features or ceremonies to other sites or a larger sacred landscape. Agencies should consider these broader areas and connections to better understand the context and significance of sacred sites. Sacred sites may include, but are not limited to geological features, bodies of water, archaeological sites, burial locations, traditional cultural properties, and stone and earth structures.

III. Authorities Which May be Relevant to the Protection and Preservation of Sacred Sites

The Participating Agencies will review the following authorities to determine their potential relevance to sacred sites and to determine if additional inter-agency measures may be warranted to better protect sacred sites:

Executive Order 13007: Indian Sacred Sites
National Historic Preservation Act
National Environmental Policy Act
Native American Graves Protection and Repatriation Act
American Indian Religious Freedom Act
Religious Freedom Restoration Act
Executive Order 13175: Consultation and Coordination with Indian Tribal Governments

IV. Participating Agency Agreement

The Participating Agencies hereby agree to work together to accomplish and consult with Indian tribes as appropriate in developing and implementing the following actions:

1. Creating a training program to educate Federal staff on (a) the legal protections and limitations regarding the accommodation of, access to, and protection of sacred sites and (b) consulting and collaborating effectively with Indian tribes, tribal leaders, and tribal spiritual leaders to address sacred sites;

2. Developing guidance for the management and treatment of sacred sites, including best practices and sample tribal-agency agreements;

3. Creating a website that includes links to information about Federal agency responsibilities regarding sacred sites, agency tribal liaison contact information, the websites of the agencies participating in this MOU, and information directing agencies to appropriate tribal contact information for project consultation and sacred sites issues; this website would be hosted by one of the Participating Agencies;

4. Developing and implementing a public outreach plan focusing on the importance of maintaining the integrity of sacred sites and the need for public stewardship in the protection and preservation of such sites;

5. Identifying existing confidentiality standards and requirements for maintaining the confidentiality of sensitive information about sacred sites, analyzing the effectiveness of these mechanisms, and developing recommendations for addressing challenges regarding confidentiality;

6. Establishing management practices that could be adopted by Participating Agencies; for example, these could include mechanisms for the collaborative stewardship of sacred sites with Indian tribes, such as Federal-tribal partnerships in conducting landscape-level cultural geography assessments;

7. Identifying impediments to Federal-level protection of sacred sites and making recommendations to address the impediments;

8. Developing mechanisms to exchange and share subject matter experts among Federal agencies and identifying contracting mechanisms for obtaining tribal expertise;

9. Developing outreach to non-Federal partners to provide information about (a) the political and legal relationship between the United States and Indian tribes; (b) Federal agency requirements to consult with Indian tribes; and, (c) the importance of maintaining the integrity of sacred sites;

10. Exploring mechanisms for building tribal capacity to participate fully in consultation with Federal agencies and to carry out the identification, evaluation, and protection of sacred sites;

11. Establishing a working group of appropriate staff from each of the Participating Agencies to facilitate the implementation of the provisions of this MOU and address issues as they arise. The working group will develop an action plan for implementation of this MOU within 90 days. Participating Agency representatives will serve on the working group until replaced by their agencies. The working group will be chaired by one of the Participating Agencies chosen by majority vote of the working group and will serve a 2-year term. At the expiration of the chair's term, the Participating Agencies shall select a new chair from among the Participating Agencies.

V. Non-Funding Obligating Document

Participating Agencies will handle their own activities and use their own resources in pursuing these objectives. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.

Nothing in this MOU shall obligate any Participating Agency to obligate or transfer funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various Participating Agencies will require execution of separate agreements and will be contingent upon the availability of appropriated funds. Any such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

VI. Third Parties

This MOU is not intended to and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by any party against the United States, its agencies, its officers, or any person.

VII. Administrative Provisions

1. This MOU takes effect upon the signature of all Participating Agencies and shall remain in effect until December 31, 2017. This MOU may be extended or amended upon written consent from any Participating Agency and the subsequent written concurrence of the others.

2. Any Participating Agency can opt out of this MOU by providing a 60-day written notice to the other signatories.

3. Other Federal agencies may participate in this MOU at any time while the MOU is in effect. Participation will be evidenced by an agency official signature on the MOU.

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TAB 5

Grant Application

Objectives:

1. Identify and explain the purpose of the various components of the grant application package
2. Determine the need for inclusion of compliance and other supporting documents
3. Discuss the estimated costs of the project

Handouts:

- 5-1 522 FW 1 (appendix 1)
- 5-3 sample AFA
- 5-5 sample grant cover letter
- 5-7 sample project statement
- 5-11 sample NEPA letter
- 5-13 sample Section 7 Phase 1
- 5-17 sample SHPO letter

	Exercise: The Grant Application Package

Review **handout 5-1 522 FW 1 (appendix 1)** Standards for Administration in the Service Manual Chapters. Compare the sample grant application package to the description found in the guidance. Work with your tablemates and answer the following questions:

1. List the documents required in a grant application package. Cite the references used.

   Application for Wildlife and Sport Fish Restoration Program, Form SF 424

   Project Statement

   Budget Information or Budget Form

   Statement of Assurances, Form SF 424B or SF 424D (annually for all grants)

   State Process documents under E.O. 12372 (Clearinghouse to reduce duplication of effort or conflicts on ;land use.) single point of contact

   Supporting documents depending on grant program & project type

   Cite CFR for program – WR 50 CFR 80.11, additional documents from

   FW Service Manual based on project type. Supporting documents

   or information needed to meet compliance requirements. NEPA/Sec 7.

2. Are all of the necessary forms and documents included in the sample grant application package (handouts)? Missing?

   If participant says something is missing or extra ask them to cite reference

   that supports that the document be included or excluded from the package.

   Assurances may be submitted one time annually for all grant applications.

   SF-LLL may be included if State is using State funds to lobby.

   State Clearinghouse may be included if State has a SPOC.

   NEPA/Section 7 information or documentation depending on regional

   process. Depending on project type other documents may be included

   SHPO, permits, etc. Budget document may also be included if costs are not

   in project statement or use SF 424 A or C. (drawings, appraisals, permits)

Assemble the Grant Application Package

Using the following as a grant application package checklist.

Documents	Included?
SF - 424	
Project Statement	
Budget Information	
Assurances	
State Process Documents	
Compliance Documentation	
Other Documents	

Learning Points

- ✓ The Grantee/State is responsible for submitting the correct documentation.
- ✓ Grants cannot be approved without the submission of the appropriate documents. Documents may vary depending on regional/state and program/project requirements.
- ✓ Grant application is submitted to the Wildlife and Sport Fish Restoration Program Regional Office for review and approval or selection based on competitive process.

Federal Aid Grant Proposal

Formerly the Application for Federal Assistance

The Grant Proposal Package includes:

- An Application for Federal Assistance, Form SF-424;
- The Standard Assurances;
- State process documents under E.O. 12372 (as applicable); and
- One of more project statements with supporting documents.

  - The project statement is the key component of the Grant Proposal.

  - The project statement describes each proposed project and includes a narrative of:

    Need
    Objective
    Expected results and benefits
    Approach
    Location
    Estimated cost

Federal Aid Grant Proposal Package
Grant Proposal for Several Projects

Title: Management of Central Region Wildlife Management Areas

Form SF 424
(the AFA form)

Assurances

State Process
E.O. 12372
(as applicable)

+

Project Statement
Project A:
O&M
1.Need
2.Objective
3.Expected Results/Benefits
4.Approach
5.Location(s)
6.Estimated Cost

Project Statement
Project B:
Habitat Improvements
1.Need
2.Objective
3.Expected Results/Benefits
4.Approach
5.Location(s)
6.Estimated Cost

Project Statement
Project C:
Angler Survey
1.Need
2.Objective
3.Expected Results/Benefits
4.Approach
5.Location(s)
6.Estimated Cost

Project Statement
Project D
Access Construction
1.Need
2.Objective
3.Expected Results/Benefits
4.Approach
5.Location(s)
6.Estimated Cost

+ + + +

Supporting Documents
(as applicable)

Supporting Documents
(as applicable)

Supporting Documents
(as applicable)

Supporting Documents
(as applicable)

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

2. DATE SUBMITTED 05/15/2014	Applicant Identifier	
3. DATE RECEIVED BY STATE	State Application Identifier W-777-E	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application	Pre-application
☐ **Construction**	☐ **Construction**
☒ **Non-Construction**	☒ **Non-Construction**

5. APPLICANT INFORMATION

Legal Name: State of Grace	**Organizational Unit:** Department: Department of Conservation
Organizational DUNS: 123456789	Division: Fish and Wildlife
Address: Street: 200 Bluebird Way	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: First Name: Ed
City: Essex	Middle Name U
County: Branch	Last Name Cator
State: Grace Zip Code 30001	Suffix:
Country: United States	Email: Educator@Grace.gov
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 3 1 - 0 0 0 0 0 0 0 0	Phone Number (give area code) (555) 777-8888 / Fax Number (give area code) (555) 777-8881
8. TYPE OF APPLICATION: ☐ **New** ☒ **Continuation** ☐ **Revision** If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify)	**7. TYPE OF APPLICANT:** (See back of form for Application Types) A. State Other (specify)
	9. NAME OF FEDERAL AGENCY: U.S. Department of Interior, Fish and Wildlife Service
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 5 - 6 1 1 TITLE (Name of Program): Wildlife Restoration Basic HE	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Grace Basic Hunter Education Student Training
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*: Statewide	
13. PROPOSED PROJECT Start Date: 07/01/2014 Ending Date: 06/30/2015	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant 25 b. Project 32

15. ESTIMATED FUNDING:

a. Federal	$	266,250.00
b. Applicant	$	
c. State	$	88,750.00
d. Local	$	
e. Other	$	
f. Program Income	$	3,500.00
g. TOTAL	$	358,500.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☒ PROGRAM IS NOT COVERED BY E. O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix Mr.	First Name Forest	Middle Name
Last Name Game		Suffix
b. Title Director		c. Telephone Number (give area code) (555) 777-9999
d. Signature of Authorized Representative Forest Game		e. Date Signed 5/30/2014

Previous Edition Usable
Authorized for Local Reproduction

Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

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STATE OF GRACE
DEPARTMENT OF CONSERVATION
200 Bluebird Way
Essex, Grace 30001

OFFICE OF THE DIRECTOR

101-202-3344
FAX 101-222-3434

May 15, 2014
Mr. Bob White
Federal Assistance
U.S. Fish & Wildlife Service
Albuquerque, NM 12345

Dear Mr. White:

I am writing in reference to the Application for Federal Assistance for:

Grace Basic Hunter Education Student Training

The purpose of this project is to meet the statewide demand to provide basic hunter education courses for all first time hunters in the State of Grace to ensure safe and responsible participation in hunting.

I have enclosed an Application for Federal Assistance, project narrative, and documents regarding compliance with the National Environmental Policy Act, Section 7 of the ESA and the National Historic Preservation Act. We request a start date of July 1, 2014.

We request approval for the full grant amount of $355,000 of which ($266,250) is the Federal share, ($88,750) is the State share.

Thank you for your time reviewing this grant application.

Ed U. Cator
Project Leader
Grace Department of Conservation

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State of Grace Department of Conservation

Project Title: Grace Basic Hunter Education Student Training
WSFR Grant W-777-E
Grant Program: Basic Hunter Education
July 1, 2014 - June 30, 2015

NEED:
The State of Grace has enjoyed a rich hunting heritage throughout its history. Hunting provides benefits to the Grace economy, improves wildlife management in Grace and provides wildlife dependent recreation. Grace's abundance of natural habitat, public lands and bountiful game species allows for limitless opportunities for people to participate in hunting. Ironically, the State of Grace has experienced a 12% decline in hunting participation over the last two decades according to the 2006 National Survey on Wildlife Dependent Recreation conducted by the U.S. Fish and Wildlife Service. A survey of current, former and potential new hunters, performed by Grace State University in 2009, revealed that the mandatory hunter education course required for State of Grace first time hunters was a significant barrier to recruitment of new hunters. The survey identified that the number of basic hunter education courses offered annually in the State of Grace was grossly inadequate to meet the demand for all potential first time hunters. The survey revealed hunter dissatisfaction over the lack of courses offered at convenient locations and times throughout the year. It is imperative that Grace Fish and Game meet the statewide demand to provide basic hunter education courses for all first time hunters to sustain and enable participation in hunting. Failure to take action to meet the demand for hunter education will result in a continued decline in hunting participation and significantly jeopardize Grace's ability to sustain its rich hunting heritage.

PURPOSE:

Improve student access to hunter education courses.

OBJECTIVES:

- By June 30, 2015, conduct a minimum of 600 basic hunter education courses statewide as mandated for all first time hunters in the State of Grace through multiple delivery methods.
- Annually train and certify 30,000 - 34,000 students in basic hunter education.
- Annually develop and maintain a corps of 2400 volunteer hunter education instructors.
- By June 30, 2015, increase the volunteer instructor corps by 5%.

EXPECTED RESULTS & BENEFITS:

- Customer demand for basic hunter education training fully satisfied.
- An increase in participation in hunting in the State of Grace by 30,000 hunters.
- An increase in hunting license sales by 30,000.
- The rich hunting heritage will be sustained in the State of Grace.
- An increase in the number of women and minorities participating in hunting.
- An increase in hunting participation should also result in an increase in hunting firearms and ammunition sales thereby increasing excise tax dollars in support of the Wildlife and Sport Fish Restoration Program.
- A well developed highly skilled and trained volunteer instructor corps.

APPROACH:

Employ 3 full time professional personnel involved in the management and oversight of the state mandated basic Hunter Education program. Regional Hunter Education Division staff and Information and Education staff will be used to accomplish project objectives. Staff will develop, manage and provide support services for the ongoing operation of the state mandated basic Hunter Education program. Responsibilities include maintenance of a reliable state-of-the-art, customer-friendly student registration and record management system via web-based technology. Hunter education students will be able to locate and register for any hunter education class via the Internet. Volunteer instructors will be able to conveniently and efficiently manage student and course records. Hunter Education staff will acquire training equipment, event supplies and materials to conduct above programs and activities. Hunter Education staff will develop and implement multiple course delivery methods including instructor-led, home study and on-line courses. Courses will be added in strategic locations where demand is highest.

Education staff will be responsible for the recruitment, training and recognition of at least 2,400 volunteer instructors. This includes conducting a minimum of twelve (12) new instructor training workshops annually that provide standardized training on subjects such as: lesson plan development, records management, public speaking, learning styles & educational theory, use of teaching aids, interactive teaching methods, student evaluations, conducting skill-based training exercises, dilemma-style teaching methods, program policy and procedures, child protection and sexual harassment. To provide for the ongoing development and implementation of instructor training curricula and programs, staff will conduct at least twelve (12) in-service instructor training workshops for existing volunteer instructors to address ongoing and current training needs.

To maintain and develop a volunteer corps, staff will develop, acquire, distribute and maintain teaching aids, course materials, volunteer uniforms and equipment used in the recruitment, training, recognition and management of all hunter education program instructors. To maintain and develop volunteer instructor corps an incentive program for volunteer instructors will be developed and implemented whereby instructors will be presented awards based upon established performance standards, such as "number of classes taught", "number of training events attended", etc.

USEFUL LIFE: Not Applicable

LOCATION:
Statewide

PRINCIPAL INVESTIGATOR: Not Applicable

(Project leader is Grace hunter education coordinator: Ed U. Cator)

ESTIMATED PROGRAM INCOME: $3,500 (Replacement training certificates fees) Apply through the deductive method.

ESTIMATED COSTS:

FEDERAL SHARE = $266,250

STATE SHARE = $88,750

Personnel Costs:
Salaries…..$143,000
Benefits…..$20,150
Training…..$5,900

Operational Costs:
Computers and projectors……..…$6,250
Equipment trailer…….. $6,000
Educational supplies/services…….$9,100
Incentive items……...$4,500
Telephone/communication charges…$4,100

In-Kind State Match……..$156,000 (volunteer instructor services valued at base rate of pay of entry level education officer $19.50/hour includes fringe)

TOTAL PROJECT COST =$355,000

MULTIPURPOSE PROJECTS: Not Applicable

RELATIONSHIP TO OTHER GRANTS: Volunteer instructors once trained may be used for instructing advanced hunter education topics such as tree stand safety, turkey hunting, target shooting and archery instruction through the National Archery in the Schools (NASP) program. These courses are conducted under WSFR project W-888-E Enhanced Student Training.

TIMELINE:

- July1-August 30, 2014- All equipment, supplies and materials procured.
- August - September 30, 2014, twelve volunteer instructor training courses conducted regionally.
- One in-service instructor training course and recognition event conducted monthly.
- Hunter education courses and workshops conducted monthly.

STATE OF GRACE
DEPARTMENT OF CONSERVATION
200 Bluebird Way
Essex, Grace 30001

OFFICE OF THE DIRECTOR

101-202-3344
FAX 101-222-3434

May 15, 2014
Mr. Bob White
Federal Assistance
U.S. Fish & Wildlife Service
Albuquerque, NM 12345

Dear Mr. White:
I am writing in reference to the Application for Federal Assistance for:
Grace Basic Hunter Education Student Training regarding compliance with the National Environmental Policy Act.

The actions proposed for this grant involve providing basic hunter education courses for all first time hunters to ensure safe and responsible participation in hunting.

We have reviewed the proposal for meeting **NEPA compliance** and found that it is **completely covered by 516 DM 8 categorical exclusion No(s). 8.5 A(2).** Further, we find (516 DM 2, Appendix 2) that this proposal will NOT:

1. Have significant impacts on public health or safety.
2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation or refuge lands; wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (Executive Order 11990); floodplains (Executive Order 11988); national monuments; migratory birds; and other ecologically significant or critical areas.
3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA Section 102(2)(E)].
4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks.
5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects.
6. Have a direct relationship to other actions with individually insignificant but cumulatively significant environmental effects.
7. Have significant impacts on properties listed, or eligible for listing, on the National Register of Historic Places as determined by either the bureau or office.
8. Have significant impacts on species listed, or proposed to be listed, on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species.
9. Violate a Federal law, or a State, local, or tribal law or requirement imposed for the protection of the environment.
10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898).
11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007).
12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112).

Thank you for your time reviewing this grant proposal,

Ed U. Cator, Project Leader
Grace Department of Conservation

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SECTION 7 BIOLOGICAL EVALUATION FORM
U.S. Fish and Wildlife Service

1. State: Grace

2. Grant Program: Wildlife Restoration, sub program Basic Hunter Education

3. Grant Title: **GRACE BASIC HUNTER EDUCATION STUDENT TRAINING**

Grant Number: (FWS use only) W-777-E

4**. Project Title(s)**: **GRACE BASIC HUNTER EDUCATION STUDENT TRAINING**

5**. Person Completing Form**: Billy Bass
a. Title: Hunter Education Coordinator
b. Phone Number: 555-777-8888

6**. Date Evaluation Completed**: 5/01/2014

7**. Pertinent Species and Habitat Information**: **(List the Species and Habitat)**

A. Listed species and/or their critical habitat within the action area:

No species present…….training courses will be conducted statewide but at facilities where no species could possibly be present.

B. Proposed species and/or proposed critical habitat within the action area:

No species present

C. Candidate species within the action area:

No species present

8**. Geographic Area / Location (Attach Map)**:

Statewide at educational training facilities with indoor classrooms

9. Describe Species and their Habitat occurrences:

None

10. Description of proposed action:

Annually train and certify 30,000 - 34,000 students in basic hunter education.

11. Explanation of effects of the action:

A. Species status – no species present in classrooms where training will occur.

B. Habitat status – no designated habitat present (indoor activities)

C. Impacts of the proposed action on species and/or critical habitat –

None present-no effect

D. Assessment of effects – No effects

12. State Recommendation:

A. Listed species/critical habitat:

__X__No effect on species/critical habitat (list species/habitat):

____May affect, is not likely to adversely affect species/critical habitat (list species/habitat):

____May affect, is likely to adversely affect species/critical habitat (list species/habitat):

____Undetermined effect (list species/habitat):

B. Proposed species/critical habitat:

__X__No effect on species/critical habitat (list species/habitat):

____May affect, is not likely to adversely affect species/critical habitat (list species/habitat):

____May affect, is likely to adversely affect species/critical habitat (list species/habitat):

____Undetermined effect (list species/habitat):

C. Candidate species:

__X__No effect on candidate species (list species):

____May affect, not likely to jeopardize candidate species (list species):

____May affect, likely to jeopardize candidate species (list species):

____Undetermined effect (list species):

13. Remarks: This project area does not contain listed, proposed or candidate species or designated critical habitat.

14. State Approval:

_____ _____

Signature: Ed U. Cator Date 5/15/2014

15. Wildlife and Sport Fish Restoration Program Determination

____No effect (list species/habitat):

____Not likely to adversely affect (list species/habitat):

____Likely to adversely affect (list species/habitat):

____Undetermined effect (list species/habitat):

Remarks:

Signatures:

_____ _____

Grant Manager Date

May 1, 2014

Grace Department of Conservation

200 Bluebird Way, Essex, Grace 30001

Project: W-777-E Grace Basic Hunter Education Student Training

Dear Mr. Ed U. Cator:

In response to your request, I have reviewed the information received March 15, 2014 to initiate consultation on the above referenced project in accordance with Section 106 of the National Historic Preservation Act of 1966, as amended.

Based on the information provided, I have concluded that there will be no historic properties [architectural or archaeological] affected by the proposed undertaking. Please contact Kirk Gravedigger of this office if we can be of further assistance in this matter.

Sincerely,

Stone Age

Stone Age
State Historic Preservation Officer

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TAB 6

Award

Objectives:

1. Identify and explain the purpose of the grant award and the elements contained in the grant award document
2. Describe the terms of acceptance, grant provisions and special conditions on the grant award
3. Discuss the obligation of funds for awarded grants
4. Recognize importance of complying with the terms and conditions stated on the grant award document

Handouts:

- 6-1 State of Grace award letter
- 6-3 Program Income chart

Notice of Grant Award

After the grant application package is approved by Wildlife and Sport Fish Restoration Program the grant is awarded. Grantees are sent a transmittal memo containing approved grant information, terms of acceptance and special conditions.

Grantees must review the elements contained in the transmittal memo for acceptance and compliance with all grant terms, conditions and any special provisions that may be placed on award.

- Federal Identifier and/or amendment number
- Dates
- Federal Share Authorized
- Terms of Acceptance
- Special Provisions/Conditions
- Signature of Authorized Federal Personnel

NOTES:

	Exercise: Notice of Grant Award

As a group review **Service Manual Part 522 Chapters 16, 17, 19, 23, 25** to answer the following questions.

1. What is the "Effective Date" of a grant award and how is it established? **522 FW 25**

Effective date as defined in 25.5 is the **starting date** of the grant period. At the time the grant is approved an effective date is established. When the application is approved prior to requested start date, the effective date is the date requested. If the application is received after the requested start date the effective date is either the start date requested or the date the complete grant package was received by the RO, whichever is later.

2. During what period are expenditures eligible for reimbursement? **522 FW 25.7**

The begin/end date of the grant award. May be referenced as performance period or grant period on Award Letter. Exception is pre-award costs that are approved in Award or contracts approved during award period.

3. What happens if the grantee begins work prior to approval of the grant application? **522 FW 25.7 and 16.5**

Grantees may begin work whenever they choose. If grant is not approved grantee is responsible for costs incurred. If grant effective date is later than start date requested, prior costs are not eligible for reimbursement.

	Exercise: Notice of Grant Award

4. What are ways to prevent costs from being incurred outside of the approved award period? **522 FW 16.5**

   Submit "complete" applications prior to requested start date, document & request pre-award costs if applicable, see 522 FW 16.5. If pre-award costs are approved it will be listed on award as special terms/conditions. Coordinate and communicate with your accounting and field staff concerning approved dates, work and invoices. Monitor dates on the award notification.

5. What are the requirements regarding budget changes for approved grants? (Transfers between cost categories or jobs?) **FW 522 Chapter 23**

   FW 522 Chapter 23 – refer to the 10% rule. CFR requires non-construction grants to obtain prior written approval (amendment) from WSFR for cumulative transfers among cost categories/jobs/activities that exceed10% of the total grant budget. If 10% rule is not waived, the grantee is limited to re-budgeting 10% of total grant award for any grants where the federal share exceeds $100,000. WSFR may waive this requirement and allow grantees to transfer funds between categories or jobs. However, transfers between subprograms must be approved with an amendment to the grant. Construction grants always require approval to rebudget funds.

6. Define program income and list allowable methods to apply program income. **FW 522 Chapter 19**

   FW 522 Chapter 19 – Revenue received by grantee or subgrantee from activities directly supported by grant during open grant period Need to account for income and use in accordance with approved method in award Deductive (default), Additive, Cost sharing. **19.7**

	Exercise: Notice of Grant Award

7. Explain the following conditional statement that may be placed on the Notification of Award: Cost accounting required at the project level. **FW 522 Chapter 17**

FW 522 Chapter 17 – Grantee must establish cost codes at project level. This is the level at which substantiality in character & design were made and must be tracked. Matching is required at the subaccount, subprogram level.

8. What does it mean if the Notification of Award states: The U.S. Fish and Wildlife Service approves this grant Subject to the Availability of Funds.

Applies to WR/SFR and associated programs. Because these programs are permanent & indefinite appropriations (not dependent on Congress), States receive an apportionment every year. If funds are not available when the grant is approved, a statement will be included on the Notification of Award stating that the grant is approved but funds will not be available until the apportionment is received. States manage obligations of their apportionments based on State needs.

Learning Points

- ✓ The transmittal memo is the awarding document, states the terms and conditions of the grant; obligates the Federal share of estimated project costs by program (if available); and provides information to monitor uses of funds by subprogram or purpose.
- ✓ Only costs incurred during the funding period are eligible for reimbursement.
- ✓ Conditional statements clarify the terms and conditions of the grant agreement.

Forest Game, Director
Department of Conservation
200 Bluebird Way
Essex, Grace 30001

Dear Mr. Game:
This letter constitutes approval for a New Application for Federal Assistance (AFA) W-777-E titled, Grace Basic Hunter Education Student Training is effective July 1, 2014. This AFA has been approved in the amount of **$355,000** of which the federal share is **$266,250.** The performance period for this award is July1, 2014 through June 30, 2015.

Terms of Acceptance:
Acceptance of a Federal Financial award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of the award (http://www.doi.gov/pam/TermsandConditions.html). Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated in pertinent federal regulations, policies and guidelines which can be found at http://wsfrprograms.fws.gov/Subpages/Training/FAToolkit.html and with the provisions as stated below.

Provisions: (1) Cost accounting is at the grant agreement level; (2) This grant is not subject to the prior written approval requirements of 43 CFR 12.70(c)(1)(ii), the “10-percent” rule.

Annual interim financial status reports and performance reports are due no later than 90 days after four full quarters have occurred following the anniversary of the effective date of the AFA.

Sincerely,

Bob White
Chief, Division of Wildlife and Sport Fish

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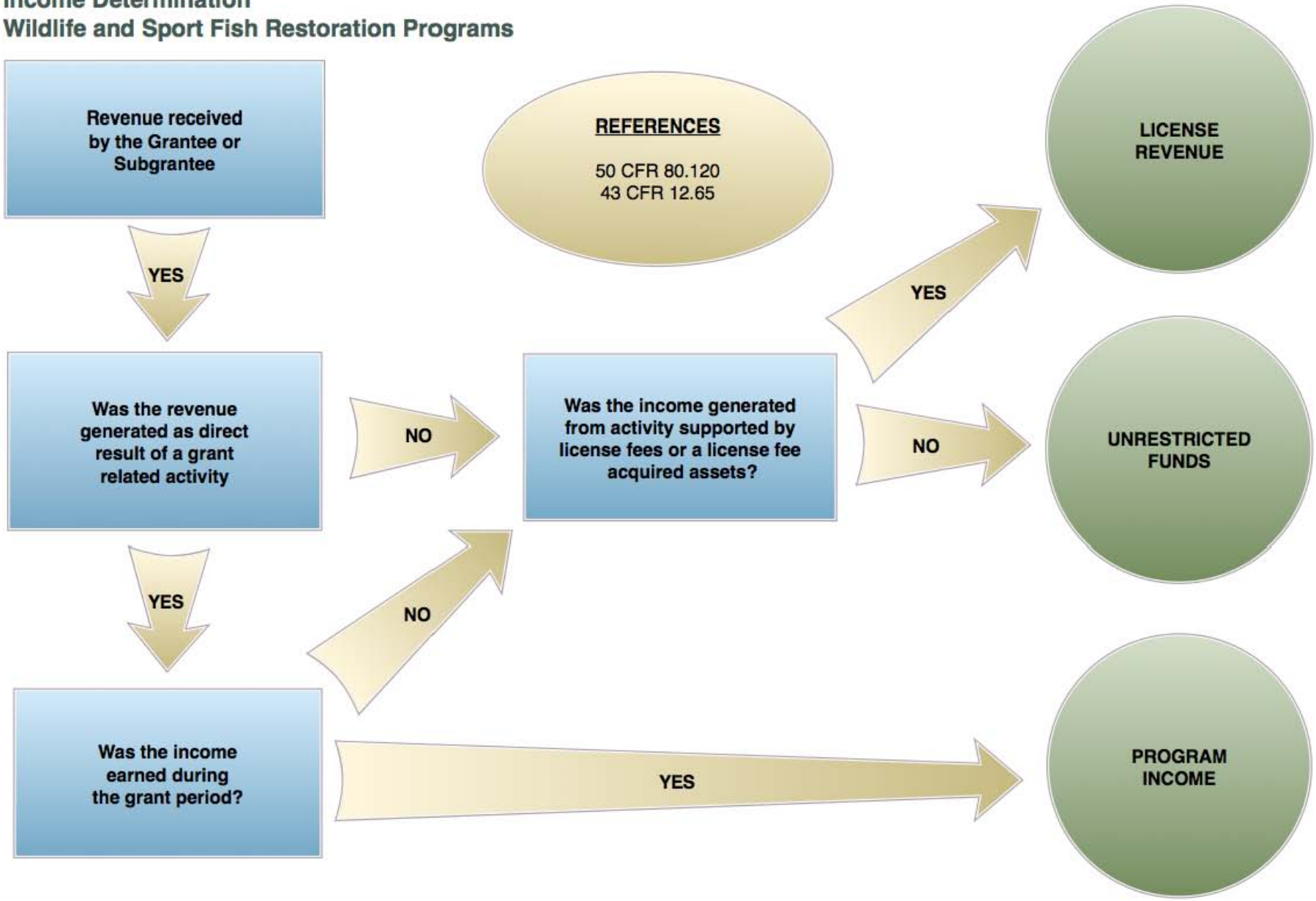
Income Determination
Wildlife and Sport Fish Restoration Programs



Real Property - Proceeds from the disposal of real property are not program income. Proceeds from the disposal of real property must be returned to the applicable program. Consult the FWS Regional Office for instructions. The disposal of real property requires prior approval from the FWS. (50 CFR 80.137)

Barter Transactions - The exchange of goods or services for other goods or services without the use of cash. Barter transactions are to handled in accordance with 50 CFR 80.98.

Governmental Revenues - Taxes, special assessments, levies, fines, and other such revenues raised by a grantee or subgrantee are not program income unless the revenues are specifically identified in the grant agreement or Federal agency regulations as program income. (43 CFR 12.65)

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TAB 7

Managing and Monitoring

Objectives:

1. Identify and explain activities involved in implementing, managing and monitoring grant awards
2. Describe the communication needed and people involved during grant implementation and management
3. Explain the importance of monitoring during the grant period and what should be monitored
4. Describe ways to monitor and evaluate the grant
5. Determine when a grant needs to be modified and what documentation needs to be provided

Handouts:

- 7-1 Donated Services_ Flow Diagram

Grant Implementation

Once the Notice of Award is received by the grantee, what are the actions and/or activities that take place and who is involved?

Notice of Award

- Review important elements and disseminate information and/or award notice

Establish accounting to manage and monitor grant award

- Accounting/tracking codes for federal funds and matching funds
- In-kind
- Inventory for real and personal property
- Obligation of federal funds
- Program income
- Financial reporting due dates
- Drawdowns (reimbursement of funds)

Establish measures to manage and monitor grant performance

- Work schedules
- Purchases
- Salaries
- Contract services or subgrants
- Milestones
- Accomplishment reporting due dates
- Site visits

Allowable Costs (Cost Principles 2 CFR 200.403)

- Necessary and reasonable
- Allocable under 2 CFR 200.405.
- Authorized, not prohibited under State or local laws or regulations
- In compliance laws, terms/conditions, governing regs, types/amounts
- Be consistent
- Conformance with GAAP
- Not included in cost/match of other federally funded activity
- Net of all applicable credits
- Adequately documented

What is Reasonable?

- Does not exceed what a prudent person would pay
- Factors determining reasonable
    - Generally recognized in government
    - Sound, arm's length, complying with State & Federal laws
    - Market prices
    - Acted with prudence
    - Significant deviations from established practices

Proper Allocation of Costs

- Chargeable or assignable to objective in accordance with relative benefits
- All activities receive an appropriate allocation of indirect costs
- Not charged to other Federal awards – deficiencies or restrictions
- Cost allocation plan

Reasonable + Allocable = Allowable

Third Party In-Kind Match (2 CFR 200.306)

Definition

Property or services which benefit a federally-funded activity and are contributed by non-federal third parties without charge to the grantee.

Eligibility Requirements

- Be documented in project records
- Not used to match another grant
- Match projects within a single grant, project, or sub-account
- Necessary and reasonable for the project objectives
- Allowable costs under OMB rules
- Not paid from other Federal funds
- Must occur within the effective dates of the grant (Exception: Land)

Proper Valuation of Goods

- What would the agency normally have to pay for those goods?
    - Price quotes
    - Other documented evidence of valuation
    - Governmental Rate Schedules

Valuing Donated Services

- Organization
    - Salaries exclusive of fringe benefits
        - Must be for similar type of work
- Individual
    - Appropriate equivalent State rate
        - What would you have had to pay a staff person to perform the task?
        - Document your valuation methodology!

Exercise: Managing and Monitoring

Your accounting section has established an internal accounting code to track expenditures for your grant award. Field personnel are performing the work listed in our project statement. Salaries are being paid, supplies purchased and contracts initiated. What happens next?

1. Who is responsible for monitoring grant expenditures for compliance with federal rules and regulations? What role does the project leader play?

   Combination Coordinator & accountant. Coordinator is aware of projects listed in project statement and should have knowledge of cost principles. Accountants have knowledge of cost principles, direct/indirect expenses, etc. **Project leader is gatekeeper of funds ensuring costs eligible,necessary and reasonable**

2. What are some tools we can use to monitor grants? What is the role of a project leader in grant monitoring?

   Progress reports, email, phone, site visits, Invoice transaction listings Budget status reports. Contract status.The key is to stay engaged with the monitoring process. The need for a grant revision or reporting extension should be dealt with as early as possible.. Recognize the time it takes to accomplish procurement within the State process. Hiring takes time..Plan your process!

3. Can equipment be purchased on a WSFR program grant? Are there any restrictions on use of the equipment?

   Yes equipment may be purchased if "necessary and reasonable" for accomplishment of the grant objective(s). **Can equipment be used for other purposes?** Alternative use of the equipment must not interfere with the primary purpose of acquisition. Can use for other WSFR projects/purposes after grant closes. Must follow state policy for disposal of equipment

   2 CFR 200.313

	Exercise: Managing and Monitoring

4. What are some ways a grantee can provide match for a grant?

   Most WSFR grants have a matching requirement.

   The matching is usually provided proportionally whether cash or in-kind.

   It depends on which part of the CMIA your agency is required to follow.

   Most States do not have to match proportionally. (Can draw 100% until fed funds gone).

5. A local construction company donates the use of their heavy equipment to your agency to perform grant related work. Is this an allowable in-kind match? If so, how will the value be determined?

   Yes, value of third party contributions applicable to the period to which the

   sharing or matching requirements apply. Not necessary to have prior

   approval for in-kind. See CFR 12.64 for various methods of valuing

   third party contributions. Phone bids etc...

6. Could there be compliance issues to address during the implementation phase of the grants management process?

   Yes, if something is uncovered (artifacts, remains etc…) compliance may need to be re-addressed. 48 hours to notify SHPO to propose actions to resolve adverse affects.

   Civil rights, ADA, etc.

   Or—may discover previously unknown occurance of listed species. Must perform compliance.

	Exercise: Managing and Monitoring

7. What happens if grant objectives are not met? Are there valid reasons objectives may not be met?

   It depends on the reason the objectives were not met. May have to pay back funds. There are valid reasons for not meeting objectives, weather delays, change in key personnel, contractor performance, lack of communication & coordination. Hiring freeze, illness, equipment breakdown.

8. Does a grant award ever need to be revised?

   Yes, to add, delete or modify a project, funding changes, etc.

   Changes as a result of monitoring/managing, being proactive.

   More details on next slide

Revising a Grant

If changes are anticipated during the post award phase a grant revision is appropriate.

When to revise the grant:

- Addition, deletion, modification of a project objective or job
- Change in key personnel
- Extension of funding period
- Increasing or decreasing Federal funds
- Revising rate of Federal participation

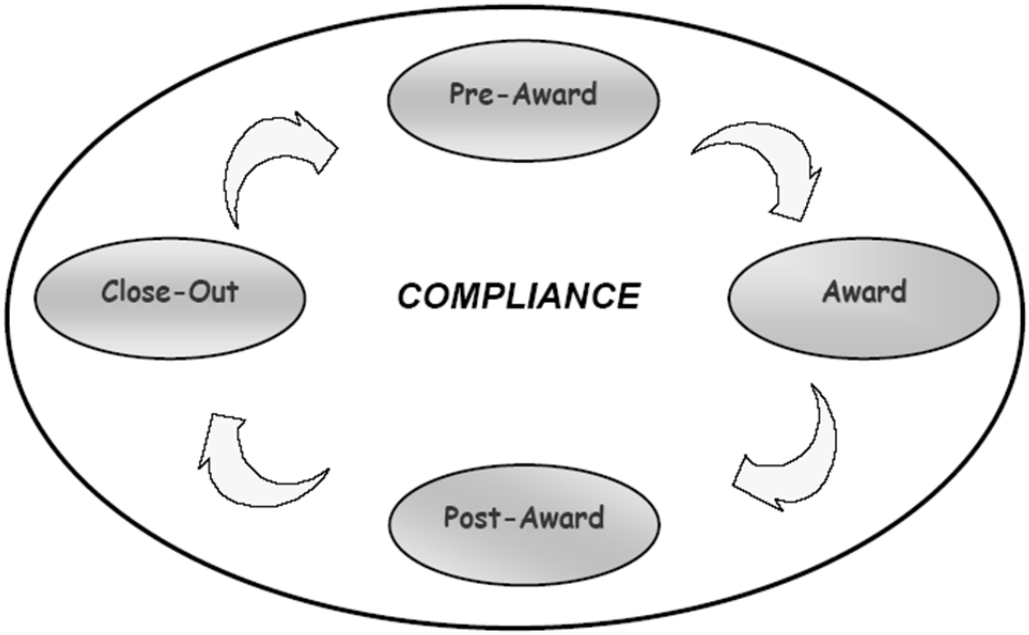
Note: When revising a grant for an addition or modification of a project or job, compliance may need to be addressed.

Notes:

Service Manual 522 FW 1.5 | 522 FW 1.8

Keeping the Work Going

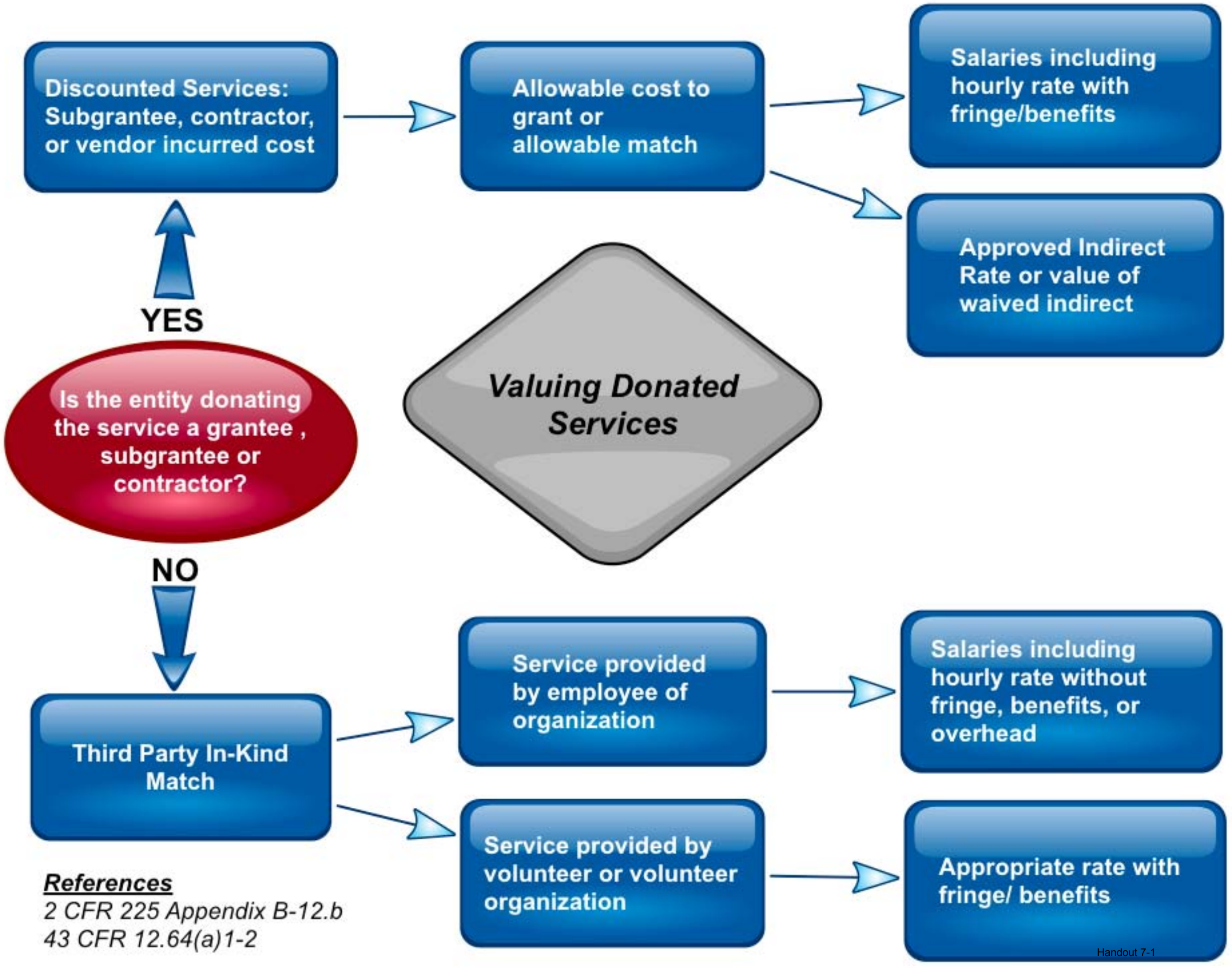
Prior to the ending date of the grant award, an application may be submitted to continue the project (s) into the next funding period by submitting an SF-424 and supporting documents. "Continuation" is checked as the Type of Application on the SF-424. In addition SF-424 may be submitted for new projects.



Notes:

Learning Points

- ✓ Effective communication is essential to successfully implementing a grant.
- ✓ Grants require managing and monitoring fiscal, program and compliance concerns throughout process.
- ✓ Anticipated changes as a result of managing and monitoring grant awards may require modifying or amending the grant.


Valuing Donated Services
Is the entity donating the service a grantee , subgrantee or contractor?
YES
Discounted Services: Subgrantee, contractor, or vendor incurred cost
Allowable cost to grant or allowable match
Salaries including hourly rate with fringe/benefits
Approved Indirect Rate or value of waived indirect
NO
Third Party In-Kind Match
Service provided by employee of organization
Salaries including hourly rate without fringe, benefits, or overhead
Service provided by volunteer or volunteer organization
Appropriate rate with fringe/ benefits
References
2 CFR 225 Appendix B-12.b
43 CFR 12.64(a)1-2

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TAB 8

Reporting Requirements

Objectives:

1. Identify reporting requirements
2. Explain the consequences of not meeting the reporting requirements

Handouts:

- 8-1 Reporting due date charts
- 8-3 TRACS sample performance report

Reporting Requirements

Federal Financial Report (FFR)

- SF 425
- Hard copy, electronic, scanned or faxed
- Signature of authorized representative (may be electronic)

Performance Report (2 CFR 200.328)

- No standard or printed form
- Required information
- Hard copy, electronic, scanned, faxed or email containing required information
- Must be received from grantee or authorized representative of grantee

TRACS Performance Reports

Actions created in TRACS are managed and monitored through a workflow process. At the end of the reporting period the progress of Actions are entered and a PDF Performance Report is generated by TRACS for each project. TRACS will submit the Performance Reports to WSFR.

Notes:

Frequency

- Required at least annually for grants over one year (annual interim) and at end of grant period (final)

- Annual interim due 90 calendar days after the end of each 4 FULL Quarters based on fiscal quarters (March 31, June 30, September 30 and December 31)

- Final
    - Due 90 calendar days after the grant ending date

- Extension may be requested for annual interim or final
    - Request must be in writing; letter, fax or email
    - Prior to original due date
    - Include justification, revised due date and type of report

- If extension is approved
    - Issue extension in writing; letter, fax or email
    - Notification includes non-compliance sanctions that may be imposed
    - WSFR Program may approve one extension up to 90 days

WSFR may require reports quarterly or more frequently under certain conditions. This will be clearly stated in pre-award, award or post-award.

Notes:

_____

_____

_____

Remedies for Non-Compliance

- Report is not received by due date within 30 days WSFR will:
  - Issue written warning notice stating non-compliance with grant terms
  - Require report to be submitted within 10 calendar days or no further payments will be made and award suspended

- Report or explanation is not received by end of 10 day period:
  - Grant award and payments suspended
  - Require report to be submitted within 30 calendar days of suspension or suspension will be converted to termination and further awards withheld for the grant program

Notes:

Performance Reports (2 CFR 200.328)

There is no standard report format, but specific information is required.

Information in project statements and performance reports must “connect”.

- Performance Reports will contain, for each grant award, brief information on the following: (2 CFR 200.328)
  - A comparison of actual accomplishments to the objectives established for the period
  - The reason for slippage, if established objectives were not met.
    - Weather, Permit
    - Contractors, Budget
    - Changes in Key Personnel
  - Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs
    - Photos, Brochures, Supporting Information

- Additional information may be required based on the type of project
  - Research
  - Land

Performance Reporting (TRACS)

- Actions (approaches) are created any time after the post award phase
- Accomplishment reporting now occurs at the action level
- TRACS will generate a performance report bundle (PDF) that groups all actions for each project and all projects by WSFR grant
- Submit the performance report using the TRACS system

2 CFR 200.328

Learning Points

- ✓ Financial and Performance reports are due 90 days after the grant period or annually depending on award period
- ✓ Performance reports have specific information requirements
- ✓ There are negative consequences for not complying with reporting requirements

Determining the Reporting Periods and Due Dates Reports

Funding Period Effective Date	Annual Interim Report End Effective Date	Annual Interim Report Due Dates
January 1	December 31	March 31
January 2- March 31	March 31	June 29
April 1	March 31	June 29
April 2- June 30	June 30	September 28
July 1	June 30	September 28
July 2- September 30	September 30	December 29
October 1	September 30	December 29
October 2 – December 31	December 31	March 31

Examples of Reporting Periods and Report Due Dates

Award Funding Period		Length of Award	First Annual Interim Reporting Period	First Annual Interim Report Due Date	Subsequent Annual Interim Reporting Periods	Subsequent Annual Interim Report Due Dates	Final Report Due Date
Award Start Date	Award End Date						
4/1/2009	3/31/2010	12 Months	Not Required	Not Required	Not Required	Not Required	6/29/2010
4/2/2009	6/30/2010	Almost 15 Months	Not Required	Not Required *(See Note 1)*	Not Required	Not Required	9/28/2010
4/1/2009	6/30/2010	15 Months	4/1/2009-3/31/2010	06/28/2010	Not Required	Not Required	9/28/2010 *(See Note 2)*
4/2/2009	9/30/2010	Almost 18 Months	4/2/2009-6/30/2010	9/28/2010	Not Required	Not Required	12/29/2010 *(See Note 2)*
4/2/2009	6/30/2011	Almost 27 Months	4/2/2009-6/30/2010	9/28/2010	Not Required	Not Required	9/28/2011
4/1/2009	9/30/2011	30 Months	4/1/2009-3/31/2010	6/28/2010	4/1/2010-3/31/2011	06/28/2011	12/29/2011
4/2/2009	9/30/2011	Almost 30 Months	4/2/2009-6/30/2010	9/28/2010	7/1/2010-6/30/2011	9/28/2011 *(See Note 2)*	12/29/2011 *(See Note 2)*

NOTES:

1 – An Annual Interim Report is not required until the award period contains 4 full quarters. In the example, the award start date of April 2nd prevents the 1st quarter from being a full quarter (short by 1 day).

2 - Grantees may submit the Final Report by the Annual Interim Report due date to avoid submitting both an Annual Interim and Final Report.

Final Performance Report

Date Generated: January 31, 2014

BMP_HE

SAP/PO Number# SAMPLE1008
Mod Number- 0-BASE

Table of Contents

Grant Performance Snapshot
- Grant # SAMPLE1008 - BMP_HE
  - Project Statement # 370478 - Basic Hunter Education
  - Project Statement # 370489 - Shooting Range Renovation

Appendix A: Grant Details
- Grant # SAMPLE1008 - BMP_HE

Appendix B: Project Statement Details
- Project # 60000000 - BMP_Hunter Education
  - Project Statement # 370478 - Basic Hunter Education
  - Project Statement # 370489 - Shooting Range Renovation

Appendix C: Project Details
- Project # 60000000 - BMP_Hunter Education

Appendix D: Action Details
- Action # 370493 - Basic Hunter Education Courses
- Action # 370512 - Student Certification
- Action # 370519 - Volunteer Coordination
- Action # 370525 - Volunteer Instructor Recruitment
- Action # 370531 - Additional shooting facilities

Grant Performance Snapshot

Grant Snapshot #SAMPLE1008 - BMP_HE

[View Grant Details] [top]

Grant SAP/PO Number	SAMPLE1008
Grant Mod Number	0-BASE
Start Date	July 1, 2012
End Date	June 30, 2013

Grant Funds Allocated to Actions

Action	Action Category	Est. WSFR Fed Cost	Est. WSFR Non-Fed Match	Est. Total Amount
Volunteer Coordination	Education	$30,000	$10,000	$40,000
Basic Hunter Education Courses	Education	$30,000	$10,000	$40,000
Additional shooting facilities	Facilities and Areas (Major Renovation)	$60,000	$20,000	$80,000
Student Certification	Education	$30,000	$10,000	$40,000
Volunteer Instructor Recruitment	Education	$30,000	$10,000	$40,000
	Totals	$180,000	$60,000	$240,000

Project Statement Performance #370478 - Basic Hunter Education

[View Statement Details] [top]

Project Name	BMP_Hunter Education [View Project Details]

SMART Objectives - Needs/Threats

1 - Training Needs

Need/Threat Level	2
Level 1 Need/Threat	Recreation Needs
Description	The hunting culture in WV has resulted in unsatisfactory levels of hunting incidents. According to the National Hunter Education Association, over the last two decades, the State of WV had a hunting incident rate 12% above the national average. The number of basic hunter education courses offered annually in the State of WV was grossly inadequate to meet the demand for all potential first time hunters.

Objectives

Objective ID - 1

Objective Name	Basic Hunter Education Courses
Objective Statement	Conduct a minimum of 600 basic hunter education courses statewide in West Virginia through multiple delivery methods by June 30, 2013

Custom Quantitative Indicators

Desired Future Value	Base Value	Output	Deadline
600	0	courses	June 29, 2013

% of Desired Output Reported by Action

Addressing Actions

Action # 370493 - Basic Hunter Education Courses

[View Action Details]

% of Desired Output by Date

Date Reported	Reported Value	Output	% of Desired Output
June 29, 2013	650	courses	108%
Results	Conducted 650 basic hunter education courses statewide.		
Totals	650	courses	108%

Objective ID - 2

Objective Name	Student Certification
Objective Statement	Train and certify 18,000 students in basic hunter education by June 30, 2013

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
18000	0	Students	June 29, 2013

% of Desired Output Reported by Action

Addressing Actions

Action # 370512 - Student Certification

[View Action Details]

% of Desired Output by Date

Date Reported	Reported Value	Output	% of Desired Output
June 29, 2013	18500	Students	103%

Results	Trained and certified 18,500 students in basic hunter education.		
Totals	18500	Students	103%

Objective ID - 3

Objective Name	Volunteer Coordination
Objective Statement	Develop and maintain the existing corps of 1800 volunteer hunter education instructors by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
1800	0	Instructors	June 29, 2013

% of Desired Output Reported by Action

Addressing Actions

Action # 370519 - Volunteer Coordination

[View Action Details]

% of Desired Output by Date

Date Reported	Reported Value	Output	% of Desired Output
June 29, 2013	1800	Instructors	100%
Results	Provided training, evaluation, recognition and coordination of current volunteer staff.		
Totals	1800	Instructors	100%

Objective ID - 4

Objective Name	Volunteer Instructor Recruitment
Objective Statement	Recruit and train 200 new volunteer instructor corps by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
200	0	Instructors	June 29, 2013

% of Desired Output Reported by Action

Addressing Actions

Action # 370525 - Volunteer Instructor Recruitment

[View Action Details]

% of Desired Output by Date

Date Reported	Reported Value	Output	% of Desired Output
June 29, 2013	180	Instructors	90%
Results	Succesfully recruited and trained 180 new volunteer hunter education instructors		
Totals	180	Instructors	90%

Project Statement Performance #370489 - Shooting Range Renovation

[View Statement Details] [top]

Project Name BMP_Hunter Education
[View Project Details]

SMART Objectives - Needs/Threats

1 - Training Needs

Need/Threat Level 2

Level 1 Need/Threat Recreation Needs

Description The hunting culture in WV has resulted in unsatisfactory levels of hunting incidents. According to the National Hunter Education Association, the State of WV has a hunting incident rate 12% above the

national average over the last two decades. There is a lack of adequate shooting ranges in WV where hunters can develop safe shooting and gun handling skills.

Objectives

Objective ID - 1

Objective Name	Additional Shooting Facilities
Objective Statement	Renovate 4 existing WV DNR managed shooting ranges to provide 3 additional shooting lanes at each range for a total of 12 new shooting lanes statewide by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
4	0	Sites	June 29, 2013

% of Desired Output Reported by Action

Addressing Actions

Action # 370531 - Additional shooting facilities

[View Action Details]

% of Desired Output by Date

Date Reported	Reported Value	Output	% of Desired Output
June 29, 2013	4	Sites	100%
Results	Construction completed of 12 new shooting lanes at 4 existing shooting ranges operated and maintained by WV DNR for a total of eight new shotgun lanes and 4 new rifle lanes.		
Totals	4	Sites	100%

Appendix A: Grant Details

Grant Details #SAMPLE1008 - BMP_HE

[top]

Grant SAP/PO Number	SAMPLE1008
Grant Mod Number	0-BASE
Recipient State	West Virginia
Start Date	July 1, 2012
End Date	June 30, 2013

Grant Programs

Program	Est. WSFR Fed Cost	Est. WSFR Non-Fed Match
Hunter Ed - Enhanced	$60,000	$20,000
Hunter Ed - Basic	$120,000	$40,000
Totals	$180,000	$60,000

Grantors	U.S. Fish and Wildlife Service
Agency Grantees	WV DNR

Appendix B: Project Statement Details

Project Snapshot #60000000 - BMP_Hunter Education

[View Project Details] [top]

Primary Agency	WV Department of Natural Resources
Start Date	June 29, 2012
End Date	June 28, 2013
Project Categories	Recreation, Administration

Project Statement Details #370478 - Basic Hunter Education

[top]

Properties

Is Revision?	No
Grant Programs	Hunter Ed - Basic

Project Statement Cost Breakdown

Estimated WSFR Federal Cost:	$160,000
Estimated WSFR Non-Federal Match:	$40,000
Total Estimated Cost:	$200,000

Cost Breakdown Graph

Need Statement

The State of West Virginia (WV) has enjoyed a rich hunting heritage throughout its history. Hunting provides benefits to the WV economy, improves wildlife management in WV and provides wildlife dependent recreation.West Virginia's abundance of natural habitat, public lands and bountiful game species allows for limitless opportunities for people to participate in hunting. Unfortunately, the hunting culture in WV has resulted in unsatisfactory levels of hunting incidents. According to the National Hunter Education Association, over the last two decades the State of WV had a hunting incident rate 12% above the national average. A survey of current,former and potential new hunters, performed by State University in 2009, revealed that the number of basic hunter education courses offered annually in the State of WV was grossly inadequate to meet the demand forall potential first time hunters. The survey revealed hunter dissatisfaction over the lack of courses offered at convenient locations and times throughout the year. It is imperative that WV DNR meet the statewide demand to provide basic hunter education courses to develop safe and responsible hunters. Failure to take action to meet the demand for hunter education will result in continued unsatisfactory levels of hunting incidents and will significantly jeopardize Grace's ability to sustain a rich hunting heritage and safe hunting experience.

Approach

Employ one full time professional and two part time staff involved in the management and oversight of the statemandated Basic Hunter Education program. Staff will develop, manage and provide support services for the ongoing operation of the state mandated Basic Hunter Education program. Responsibilities include maintenance of a reliable state-of-the-art, customer-friendly student registration and record managements ystem via web-based technology. Hunter education students will be able to locate and register for any hunter education class via the Internet. Volunteer instructors will be able to conveniently and efficiently manage student and course records. The Hunter Education staff will acquire training equipment, event supplies and materials to conduct above programs and activities. The Hunter Education staff will develop and implement multiple course delivery methods including instructor-led, home study and on-line courses. Courses will beadded in strategic locations where demand is highest. Hunter Education staff will be responsible for the recruitment, training and recognition of at least 200 new volunteer instructors. This includes conducting a minimum of six (6) new instructor training workshops annually that provide standardized training on subjects such as: lesson plan development, records management, public speaking, learning styles & educational theory, use of teaching aids, interactive teaching methods, student evaluations, conducting skill-based training exercises, dilemma-style teaching methods, program policy and procedures, child protection and sexual harassment. To provide for the ongoing development and implementation of instructor training curricula and programs, staff will conduct at least six (6) in-service instructor training workshops for 1800 existing volunteer instructors to address ongoing and current training needs.To maintain and develop a volunteer corps, staff will develop,

acquire, distribute and maintain teaching aids,course materials, volunteer uniforms and equipment used in the recruitment, training, recognition and management of all hunter education program instructors. To maintain and develop volunteer instructor corps an incentive program for volunteer instructors will be developed and implemented whereby instructors will be presented awards based upon established performance standards, such as "number of classes taught","number of training events attended", etc.

Expected Results

•A decrease in hunting incidents below the national average. •Customer demand for basic hunter education training fully satisfied. •A well developed, highly skilled and trained volunteer instructor corps.•A decrease in hunting incidents below the national average.
•Customer demand for basic hunter education training fully satisfied.
•A well developed, highly skilled and trained volunteer instructor corps.

General

The proposed project activities are eligible for funding and meet criteria for substantiality in character and design under 50 CFR 80.50 (b)

Useful Life

NA

Program Income

None anticipated

Multipurpose Projects

NA

Relationship with Other Grants

Volunteer instructors once trained may be used for instructing advanced hunter education topics such as tree
stand safety, turkey hunting, target shooting and archery instruction through the National Archery in the Schools
(NASP) program. These courses are conducted under WSFR project W-001-E Enhanced Student Training.

Timeline

- July1-August 30, 2012- All equipment, supplies and materials procured.
- August - September 30, 2012, six volunteer instructor training courses conducted regionally.
- One in-service instructor training course and recognition event conducted bi-monthly.
- Hunter education courses and workshops conducted monthly.

SMART Objectives - Needs/Threats

1 - Training Needs

Need/Threat Level 2

Level 1 Need/Threat	Recreation Needs
Description	The hunting culture in WV has resulted in unsatisfactory levels of hunting incidents. According to the National Hunter Education Association, over the last two decades, the State of WV had a hunting incident rate 12% above the national average. The number of basic hunter education courses offered annually in the State of WV was grossly inadequate to meet the demand for all potential first time hunters.

Objectives

Objective ID - 1

Objective Name	Basic Hunter Education Courses
Objective Statement	Conduct a minimum of 600 basic hunter education courses statewide in West Virginia through multiple delivery methods by June 30, 2013

Custom Quantitative Indicators

Desired Future Value	Base Value	Output	Deadline
600	0	courses	June 29, 2013

Objective ID - 2

Objective Name	Student Certification
Objective Statement	Train and certify 18,000 students in basic hunter education by June 30, 2013

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
18000	0	Students	June 29, 2013

Objective ID - 3

Objective Name	Volunteer Coordination
Objective Statement	Develop and maintain the existing corps of 1800 volunteer hunter education instructors by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
1800	0	Instructors	June 29, 2013

Objective ID - 4

Objective Name	Volunteer Instructor Recruitment
Objective Statement	Recruit and train 200 new volunteer instructor corps by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
200	0	Instructors	June 29, 2013

Project Statement Details #370489 - Shooting Range Renovation

[top]

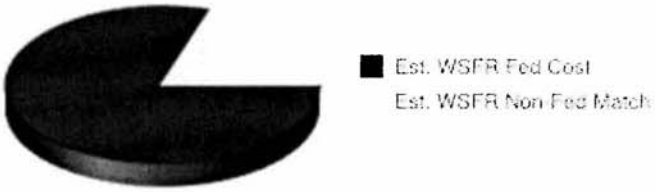
Properties

Is Revision?	No
Grant Programs	Hunter Ed - Enhanced

Project Statement Cost Breakdown

Estimated WSFR Federal Cost:	$80,000
Estimated WSFR Non-Federal Match:	$20,000
Total Estimated Cost:	**$100,000**

Cost Breakdown Graph



Need Statement

The State of West Virginia (WV) has enjoyed a rich hunting heritage throughout its history. Hunting providesbenefits to the WV economy, improves wildlife management in WV and provides wildlife dependent recreation.West Virginia's abundance of natural habitat, public lands and bountiful game species allows for limitlessopportunities for people to participate in hunting. Unfortunately, the hunting culture in WV has resulted inunsatisfactory levels of hunting incidents. According to the National Hunter Education Association, the State ofWV has a hunting incident rate 12% above the national average over the last two decades. A survey of current,former and potential new hunters, performed by Grace State University in 2009, revealed that there is a lack ofadequate shooting ranges in WV where hunters can develop safe shooting and gun handling skills. It isimperative that WV DNR meet the statewide demand to provide shooting facilities to develop safe andresponsible hunters. Failure to take action to meet the demand for hunter education will result in continuedunsatisfactory levels of hunting incidents and will significantly jeopardize Grace's ability to sustain a rich huntingheritage and safe hunting experience.

Approach

Contracts will be offered to renovate 4 existing WV DNR managed shooting ranges in the four establishgeographic districts. Renovations will be to construct 3 additional (2 shotgun and 1 rifle) shooting lanes at eachrange. Renovations will begin in September after contracts are awarded and engineering designs have beencompleted and approved. Compliance reviews for NEPA, Sec 7 of the ESA and NHPA will be conducted beforerenovations begin.

Expected Results

•A decrease in hunting incidents below the national average.•Customer demand for shooting facilities fully satisfied.•Increased access and opportunity to state managed shooting ranges•A decrease in hunting incidents below the national average.•Customer demand for shooting facilities fully satisfied.•Increased access and opportunity to state managed shooting ranges

General

The proposed project activities are eligible for funding and meet criteria for substantiality in character and design under 50 CFR 80.50 (b)

Useful Life

25 years expected useful life for the new shooting lanes based on prior experience with operation and
maintenance of shooting facilities.

Program Income

None anticipated. No range fees collected

Multipurpose Projects

NA

Relationship with Other Grants

West Virginia Basic Hunter Education W-000-E

Timeline

- Engineering design for range renovations completed by September 1, 2012.
- Range renovation begins September 1, 2012 and completed by April 1, 2013.

SMART Objectives - Needs/Threats

1 - Training Needs

Need/Threat Level	2
Level 1 Need/Threat	Recreation Needs
Description	The hunting culture in WV has resulted in unsatisfactory levels of hunting incidents. According to the National Hunter Education Association, the State of WV has a hunting incident rate 12% above the national average over the last two decades. There is a lack of adequate shooting ranges in WV where hunters can develop safe shooting and gun handling skills.

Objectives

Objective ID - 1

Objective Name	Additional Shooting Facilities
Objective Statement	Renovate 4 existing WV DNR managed shooting ranges to provide 3 additional shooting lanes at each range for a total of 12 new shooting lanes statewide by June 30, 2013.

Standard Indicators

Desired Future Value	Base Value	Output	Deadline
4	0	Sites	June 29, 2013

Appendix C: Project Details

Project Details #60000000 - BMP_Hunter Education

[top]

Properties

Status	Active
Primary Agency	WV Department of Natural Resources
Primary Contact	Ed Cator
Start Date	June 29, 2012
End Date	June 28, 2013
Is Project Sensitive?	No
Project Categories	Recreation, Administration
Action Categories	Education, Facilities and Areas (Major Renovation)

Project Description

Basic Hunter Education has played an important role in making West Virginia a safe place to live and enjoy its bountiful natural resources. It also is critical to the continued enjoyment of the important part of West Virginia's tradition and heritage. The Hunter Education Program is intended to impact the new hunter's knowledge, skill, attitude, behavior, and hunting incident rate. The program provides educational experiences to improve hunter-landowner relationships and acceptance of hunting by nonhunting citizens. The program also teaches students about wildlife biology, conservation, and habitat.

Hunter Education provides classes targeted to certain audiences, and provides alternative delivery methods to provide an excellent opportunity to reach non-traditional hunters and hunters with previous experience.

Location Details

Is Statewide Project?	Yes

Action Summaries

Action # 370493 - Basic Hunter Education Courses

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Student training

Action # 370512 - Student Certification

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Student training

Action # 370519 - Volunteer Coordination

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Educator/Instructor training

Action # 370525 - Volunteer Instructor Recruitment

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education
Action Strategy	Educator/Instructor training

Action # 370531 - Additional shooting facilities

[View Action Details]

Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Facilities and Areas (Major Renovation)
Action Strategy	Hunter education - firearm shooting ranges

Appendix D: Action Details

Action Details #370493 - Basic Hunter Education Courses

[top]

Properties

Project Name	BMP_Hunter Education [View Project Details]
Status	Completed
Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education

Action Strategy

Strategy	Measured Output	Output Unit
Student training	600	Students

Activities

Activity	Measured Output	Output Unit
Wildlife education	0	Students
Aquatic resource education	0	Students
Hunter education - firearms	600	Students
Hunter education - other archery	0	Students
Hunter education - Archery in the Schools	0	Students

Action Details #370512 - Student Certification

[top]

Properties

Project Name	BMP_Hunter Education [View Project Details]
Status	Completed
Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education

Action Strategy

Strategy	Measured Output	Output Unit
Student training	18500	Students

Activities

Activity	Measured Output	Output Unit
Hunter education - other archery	0	Students
Aquatic resource education	0	Students
Hunter education - Archery in the Schools	0	Students
Hunter education - firearms	18500	Students
Wildlife education	0	Students

Action Details #370519 - Volunteer Coordination

[top]

Properties

Project Name	BMP_Hunter Education [View Project Details]
Status	Completed
Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education

Action Strategy

Strategy	Measured Output	Output Unit
Educator/Instructor training	1800	Instructors

Activities

Activity	Measured Output	Output Unit
Hunter education - firearms	1800	Instructors
Aquatic resource education	0	Instructors
Cumulative hours of volunteer effort	0	Hours
Cumulative number of active instructors	0	Instructors

Action Details #370525 - Volunteer Instructor Recruitment

[top]

Properties

Project Name	BMP_Hunter Education [View Project Details]
Status	Completed
Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Education

Action Strategy

Strategy	Measured Output	Output Unit
Educator/Instructor training	200	Instructors

Activities

Activity	Measured Output	Output Unit
Cumulative number of active instructors	0	Instructors
Cumulative hours of volunteer effort	0	Hours
Aquatic resource education	0	Instructors
Hunter education - firearms	200	Instructors

Action Details #370531 - Additional shooting facilities

[top]

Properties

Project Name	BMP_Hunter Education [View Project Details]
Status	Completed
Start Date	June 29, 2012
End Date	June 28, 2013
Action Category	Facilities and Areas (Major Renovation)

Action Strategy

Strategy	Measured Output	Output Unit
Hunter education - firearm shooting ranges	4	Sites

Images

Shooting Range Expansion

[Download]

File Name	IMG_0091.JPG
Author	Ed U Cator
Uploaded Date	December 17, 2013

TAB 9

Grant Closure

Objectives:

1. Describe the actions and documentation that initiate grant closure
2. Become familiar with the dissemination of information
3. Describe the communication and people involved in grant closure
4. Understand your role in closing a grant

Handouts:

- None

Grant Closure Process

The Grantee/State must submit a:

1. **Final Drawdown** (request for reimbursement)
2. **Performance Report** (a final report if closing out a research grant)
3. **Federal Financial Report** (SF-425)

A final drawdown should be made through ASAP to request reimbursement for federal share of grant expenditures.

The performance and financial reports are due to the Regional Wildlife and Sport Fish Restoration Program Office within 90 days after the grant's ending date. If these reports cannot be provided within the 90 day period, a written request for an extension must be submitted prior to the deadline.

The Regional Wildlife and Sport Fish Restoration Program Office is responsible for:

1. **Monitoring State accomplishments** (performance reports, site visits, etc.)
2. **Processing the Federal Financial Report** (SF-425)
3. **Updating FBMS**

Federal staff reviews and accepts the closure documentation. Information is entered into the Federal Business Management System (FBMS).

Closure and Disposition of Remaining Funds

Submission and acceptance of the final Federal Financial Report (SF-425) closes the grant award and denotes disposition of the remaining balance on the award (unused balance of grant funds). The grant award is closed financially.

The unused balance may be returned to the grantee, reverted back to the program or used for other purposes depending on the established rules and regulations for each specific grant program.

Distribution of Information

One of the last things to happen is the distribution of information about the project results.

Both Federal and State agencies distribute information through:

- Fishing, hunting, boating, and outdoor shows
- Journals and magazines
- Technical assistance with other states
- Accomplishment Reports
- FBMS

Notes:

REVIEW

Steps in the Grants Management Process

1. Needs Assessment - identifies needs, issues and problems
2. Identify a Project that would meet the need(s) identified in the needs assessment
3. Identify the grant program and grant type appropriate for the project
4. Prepare and submit a Grant Application package: SF-424, Standard Assurances, Project Statement, and other required documents
5. Grant application package is reviewed, approved and awarded
6. Implementation, Monitoring and Evaluation of the grant
7. Grant changes and continued implementation, monitoring and evaluation
8. Grant closure
9. Dissemination of information
10. Re-assess needs for new grant and monitor for post closure issues

Learning Points

- ✓ The grant closure process requires effective communication among several people
- ✓ Grantee initiates grant closure by submitting final financial and performance reports
- ✓ Submission and acceptance of final financial report closes grant award and disposes of unused grant funds
- ✓ Information from performance reports is distributed in various formats to program stakeholders
- ✓ The primary role of a project leader in closing a grant is the completion of the performance report and ensuring all charges to the grant are submitted

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TAB 10

Post Closure

Objectives:

1. Identify responsibilities that continue after grant closure
2. Discuss 2 CFR 200.507 Program Audits
3. Describe importance of understanding and applying grant program requirements and guidance

Handouts:

- None

Post Grant Closure Responsibilities

Land purchased with WSFR funds or license revenue

Land purchased with federal funds carries a perpetual federal nexus which applies to all land use, ownership, control and disposition. Income issues with bartering, timbering and mineral extraction. Land purchased with license revenue must stay within the control of the F&W agency because

Facilities purchased, constructed, or improved with WSFR funds

Have ongoing responsibilities such as useful life, **access** and program income. FWS will be putting useful life in grant award and may go back to make determination on past grants. 522 FW 10, FW 7
522 FW 21, 22, 2 CFR 200.311

Equipment acquired using WSFR funds

Must be used by the grantee or subgrantee in the project for which it was acquired as long as needed whether activity
continues to be funded by WSFR.
When no longer needed may be used for activity currently or previously

Monitoring Cooperative Agreements and Sub-grantees

Binding contracts that have protection and performance requirements that often extend beyond the grant ending date. ie..state park boat ramps public access and hunter education program use of shooting, ranges disposition/use of user fees. Access, maintenance and useful life.

Post Grant Closure Responsibilities (continued)

Record Retention

Grantees must retain grant records according to 2 CFR 200.333 and other program specific regulations. Records are used for audits and reviews to verify financial transactions to determine if funds are used in accordance with laws & regulations. Provide objective appraisals of financial accounting systems and administrative controls. Determines reliability of financial records and reports. Generally must be kept for 3 years unless audit finding.

Single Audits and Program Audits

The single audit is intended to meet the needs of both the non-Federal entity and the Federal awarding agency. Additional audits by the Federal government build upon the work performed in the Single Audit

Only Federal programs determined to be major Federal programs are. reviewed or tested.

Program audits mandated in 2000 Improvement Act.

Wildlife and Sport Fish Restoration Program Audits

As specified in the Wildlife and Sport Fish Restoration Program audits Improvement Act of 2000, grantees are audited once each 5 year period for the two most recent completed State Fiscal Years. The Wildlife and Sport Fish Restoration Program audits supplement the Single Audit Act audits.

Currently the audits only cover the Sport Fish (SFR) and Wildlife Restoration (WR) programs, but there are plans to begin auditing the State Wildlife Grant Program (SWG) and the Landowner Incentive Program (LIP).

Wildlife and Sport Fish Restoration Program has contracted with the Department of Interior, Office of Inspector General to perform the program audits.

The audit encompasses assent legislation, license certifications, the income and expenses associated with license revenues, grant expenditures and program income for the most recent two-year period. In addition, the audit includes a review of historical records for the acquisition, condition, use, management, and disposal of real and personal property purchased with either license fees or federal grant funds.

Audit findings must be addressed in the corrective action plan (CAP).

417 FW 1-6 | Congressional Acts | General Guidance > Audit Guidelines

Learning Points

- ✓ Compliance issues continue, even after the grant is closed
- ✓ The Improvement Act of 2000 required additional audits of SFR and WR programs once during a 5 year period
- ✓ Taking the appropriate actions improve the audit experience for all parties
- ✓ Generally records must be maintained for 3 years from the date of submission of the last expenditure report unless actions involving audits, litigation, claims or negotiations. Records for real property and equipment must be retained until final disposition
- ✓ Grantees are accountable for all federal funds received including funds passed through or sub awarded. Grantees should have monitoring techniques in place for subrecipients

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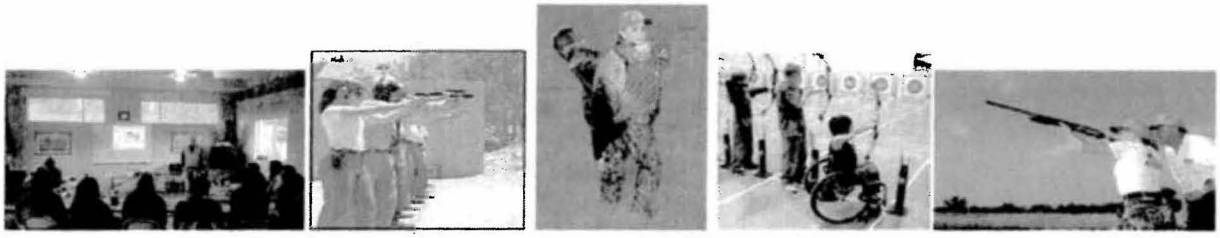
TAB 11



PITTMAN-ROBERTSON WILDLIFE RESTORATION PROGRAM

Question: Why is there a difference in the eligible activities funded under the three funding categories of the Pittman-Robertson Wildlife Restoration Act: Wildlife Restoration, Basic Hunter Education and Enhanced Hunter Education?

Answer: The eligible activities under each of the funding categories are outlined in the respective sections of 16 U.S.C. 669-669k, as amended, and the Pittman-Robertson Wildlife Restoration program regulations (50 CFR 80). In order to be approved for grant funds, the activities must meet eligibility standards set by Congress for Wildlife Restoration (Section 4a), Basic Hunter Education (Section 4c), and Enhanced Hunter Education (Section 10).

Examples of eligible activities that support recruitment and retention efforts include, but are not limited to, the following:

Wildlife Restoration – carry out research and surveys that assess trends in hunter participation, including recruitment and retention, socio-economic studies and barriers to hunting; acquire, lease or manage lands to increase hunting opportunity; develop facilities to support hunters, hunting and wildlife-related recreation; and conduct tests to evaluate the results of recruitment and retention techniques.

Basic Hunter Education –assess the effectiveness of basic and advanced hunter education programs on recruiting and retaining participants; develop and implement model recruitment and retention programs provided the activities involve teaching skills, knowledge, and attitudes necessary to be a responsible hunter; improve public access to hunter education materials and courses; acquire land, construct and operate firearm and archery ranges; acquire, develop and maintain hunter education facilities; and provide technical assistance to target range operators.

Enhanced Hunter Education – develop and implement model recruitment and retention programs; offer shooting skills development programs, such as Archery in the Schools and Scholastic Clays that introduce individuals to the shooting sports; develop and sponsor exhibits at outreach events; increase opportunities for recreational shooting, such as mobile shooting clays and live fire exercises; acquire and maintain facilities that encourage hunting, firearms and archery activities; and communicate positive hunting messages through media programs.

For additional information, contact:

http://wsfrprograms.fws.gov

Hannibal Bolton,
Assistant Director,
Wildlife and Sport Fish Restoration Program
US Fish and Wildlife Service
202-208-7337

WILDLIFE RESTORATION

PITTMAN-ROBERTSON WILDLIFE RESTORATION PROGRAM

The activities listed below are eligible for funding by the Pittman-Robertson Wildlife Restoration program, Basic Hunter Education and Safety subprogram (Basic Hunter Education) and the Enhanced Hunter Education and Safety program (Enhanced Hunter Education):

Wildlife Restoration (Section 4a)	Basic Hunter Education (Section 4c)	Enhanced Hunter Education (Section 10)
Restore and manage wildlife for the benefit of the public. Conduct research on the problems of managing wildlife and its habitat if necessary to administer wildlife resources efficiently. Obtain data to guide and direct the regulation of hunting. Acquire real property suitable or capable of being made suitable for wildlife habitat, or public access for hunting and other wildlife oriented recreation. Restore, rehabilitate, improve, or manage areas of land or water as wildlife habitat. Build structures or acquire equipment, goods, and services to restore, rehabilitate, or improve lands or waters as wildlife habitat; or provide public access for hunting and other wildlife-oriented recreation. Operate or maintain projects that the State fish and wildlife agency completed under the Pittman-Robertson Wildlife Restoration Act or facilities that the agency acquired or constructed with other sources of funds if these facilities are necessary to carry out activities authorized by the Pittman-Robertson Wildlife Restoration Act.	Teach the skills, knowledge, and attitudes necessary to be a responsible hunter; and Construct, operate, or maintain firearm and archery ranges for public use.	Enhance programs for hunter education, hunter development, and firearm and archery safety. Hunter-development programs introduce individuals to and recruit them to take part in hunting, bow hunting, target shooting, or archery. Enhance interstate coordination of hunter-education and firearm- and archery-range programs. Enhance programs for education, safety, or development of bow hunters and archers. Enhance construction and development of firearm and archery ranges. Update safety features of firearm and archery ranges.

Guidance on Land as Match for Federal Assistance Grants

Introduction

States are making frequent inquiries to Federal Assistance (FA) as to whether the value of lands acquired with non-Federal funds can be used as match for FA grants. Historically, FA has approved the market value of land to be used as match primarily for land acquisition, facilities acquisition and construction activities provided the match land is necessary and reasonable to accomplish the project objectives. As new grant programs get underway and non-Federal matching funds becomes more difficult to find, States are increasingly looking for new sources of funds to meet cost sharing requirements for a wide range of activities. This guidance is intended to describe a consistent process grounded in relevant Federal regulations and program guidance for use by States and FA staff to evaluate when land is an allowable source of match and how to value the use of this land as match in FA grants.

Approach

States and FA staff should take a two step approach to determining when land is an allowable source of match and how to value this land:

- First, determine whether the land is a necessary and reasonable cost for the grant. (Could the project be accomplished without fee title, easement or other control over the land?)

- Second, refer to 43 CFR 12.64 (http://training.fws.gov/fedaid/toolkit/43cfr12.pdf) to determine how to properly value land used as match.

Necessary and Reasonable

The following regulations give particular guidance as to the definition and intent of the "necessary and reasonable" standard:

- 2 CFR Part 225, Appendix A Section (C)(1)(a): To be allowable under a Federal award, all costs must be *necessary and reasonable* for proper and efficient performance and administration of Federal awards.

- 2 CFR Part 225, Appendix A Section (C)(2): Reasonable costs are further defined as: "a cost is reasonable if, in its nature and amount, *it does not exceed that which would be incurred by a prudent person* under the circumstances prevailing at the time the decision was made to incur the cost."

- 2 CFR Part 225, Appendix A Section (C)(2)(a): When determining reasonable costs, further consideration shall be given to: "whether the cost is of a type generally recognized as *ordinary and necessary* for the operation of the governmental unit or the performance of the Federal award."

- The FA Handbook (522 FW1.11(A)(1)) further clarifies that costs must be "necessary and reasonable and allocable to the work covered by the Grant Agreement."

- Section II.C. in Appendix 1. Guidelines for In-Kind Contributions referenced in the FA Handbook 1.13 further clarifies that "real property such as land or buildings, is an allowable in-kind contribution if it meets the test of necessary and reasonable for the planned project objectives." The guidelines provide the following examples to assess whether the land is necessary and reasonable to meet planned project objectives (underlining added for emphasis):

- "A site specific-acquisition project may use the value of donated land within the defined project area if it is suitable to the purpose for which the land is acquired"

- "An acquisition project which has objectives based on specific habitat types by location in the State may use donated land which meets the plan."

- "For a construction project, only the amount of land required may be counted for in-kind matching purposes. A test would be to consider the amount of land which would have been purchased for the specific construction."

The underlined portions of these examples indicate that land should only be used as match within limits, and that the land used as match must be related (by location or habitat) to the land being acquired. The emphasis is at the project objective, not broad goals at the grant level.

Acquisition grants can be written in various ways in order to address individual State needs and eligible purposes. The need, as described in grant documents, must meet an eligible purpose under the grant program and be written at a level of detail where the objectives logically follow and, when accomplished, produce the desired results and benefits. Eligible purposes for land acquisition can be described in terms of habitat types, providing public access, protection of land for a particular species, facility construction, and to acquire land within a specific boundary. Land acquired with grant funds must meet the objective of that grant. Likewise, land used as match must meet the grant objective, fall within the scope of the grant, and provide the intended use and benefits.

Based on these regulations and guidance, States and FA staff can ask themselves the following questions when assessing whether a proposed use of land as match is a necessary and reasonable cost:

- Is the land necessary to achieve the grant/project objectives? Does the State need to own the land, or have control over it through a real property interest, in order to achieve the grant/project objective? Do the grant objectives support the acquisition or lease of land, regardless of whether it is to be cost-shared or used as match?
  For example, if the objective is to complete surveys of at-risk species on a State Wildlife Management Area, does the State need to have control of the land through a real property interest (lease, fee, or easement) in order to complete the survey? Or, does the State conduct similar surveys on non-State land by simply obtaining permission from landowners?

- Is the cost of the land a reasonable charge to the grant/project? Under ordinary circumstances, would a prudent person (i.e. the State or other organization with similar mission) incur the cost of the land to ensure that the objectives of the grant/project could be met?
  For example, does the State or the conservation organization under ordinary circumstances use its own funds to purchase land in fee, or an easement or a lease to conduct a short-term research project? Or would the State or other organization normally simply seek permission to access the land to conduct research without a formal lease or acquisition?

- Is the cost of the land generally recognized by the State as a cost that is ordinary and necessary to achieve the grant/project objective?
  For example, does the State or other conservation organization ordinarily purchase land in fee or enter into a lease to ensure that restoration can take place to benefit several species of greatest conservation concern? Or, does the State or other conservation organizations ordinarily conduct restoration on lands they don't own or control by simply entering into some sort of an agreement or understanding with landowners?

All these questions require that grant objectives be written at a reasonable level of detail. Broad and generically written objectives (for example, "to implement the wildlife action plan") will not allow the grant reviewer to answer these questions in a reasonable manner. Any proposals submitted to FA must have discrete, specific objectives that allow the above questions to be answered. These objectives can either be at the grant or project level. If a grant objective is too vague and broad, the above questions should be applied to the project objectives.

Valuation of Land as Match

If it's determined that the land is necessary and reasonable to complete the grant/project objectives, then the provisions of 43 CFR 12.64 and the FA Handbook are used to determine what costs associated with the land are eligible for inclusion in the grant.

Land donated by a Third Party

43 CFR 12.64 (e): Valuation of third party donated equipment, buildings, and land. If a third party donates equipment, buildings, or land, ***and title passes to a grantee or subgrantee****, the treatment of the donated property will depend upon the purpose of the grant or subgrant, as follows:*

> *(1) Awards for capital expenditures. If the purpose of the grant or subgrant is to assist the grantee or subgrantee in the acquisition of property, the market value of that property at the time of donation may be counted as cost sharing or matching,*
>
> *(2) Other awards. If assisting in the acquisition of property is not the purpose of the grant or subgrant, paragraphs (e)(2) (i) and (ii) of this section apply:*
>
> > *(i) If approval is obtained from the awarding agency, the market value at the time of donation of the donated equipment or buildings and the fair rental rate of the donated land may be counted as cost sharing or matching. In the case of a subgrant, the terms of the grant agreement may require that the approval be obtained from the Federal agency as well as the grantee. In all cases, the approval may be given only if a purchase of the equipment or rental of the land would be approved as an allowable direct cost. If any part of the donated property was acquired with Federal funds, only the non-Federal share of the property may be counted as cost-sharing or matching.*
> >
> > *(ii) If approval is not obtained under paragraph (e)(2)(i) of this section, no amount may be counted for donated land, and only depreciation or use allowances may be counted for donated equipment and buildings…...*

Implicit in this regulation is a requirement that a third party cannot retain title of the property if the market value of the land is being pledged as match. Rather, title to the property must be passed to either the grantee or a subgrantee.

Land donated by a Grantee or Subgrantee for Land or Facilities Acquisition or Construction

43 CFR 12.64(f): *If a grantee or subgrantee donates real property for a construction or facilities acquisition project, the current market value of that property may be counted as cost sharing or matching. If any part of the donated property was acquired with Federal funds, only the non-Federal share of the property may be counted as cost sharing or matching.*

FA Handbook 522 FW1.13(C): *If the grantee donates real property for a construction or facilities acquisition project, the value of the real property is the current market value at the time of the donation.*

Land donated by a Grantee or Subgrantee for Other Activities

43 CFR 12.64 is silent on how to value land donated by a grantee or subgrantee and deemed necessary and reasonable as match for anything besides construction, land acquisition, or facilities acquisition. After review and opinion dated September 5, 2007 of a Department of Interior solicitor, FA is unable to imagine a situation in which a grantee or subgrantee has real property under its control and must "rent" it from itself in order to achieve a grant/project objective.

If the objective of the grant/project is not acquisition or construction, but ownership of the land by the grantee or subgrantee is both necessary and reasonable to achieve the grant/project objective, then the market value of that land may be used as match. If ownership of the land by a grantee or subgrantee is not necessary or reasonable to achieve the grant/project objective, then no value associated with that land may be used as match.

Definition of Construction

The term construction though referred to frequently in 43 CFR 12.64 and the FA Handbook is not defined in regulations or guidance for FA programs. The following definition of construction has been developed based on definitions used for other grant programs and the historic use of the term in the FA program:

Construction activities are those activities that produce new capital improvements or new habitat conditions or restore pre-existing habitat conditions or restore capital improvements at the end of their useful life, and thus increase the value or usefulness of a property in a manner consistent with the grant objectives. Examples include, but are not limited to new buildings, new fences, constructing new dams or dikes, creating forest or woodland openings, and creating or restoring wetlands, riparian areas, grasslands or other habitats, and land acquisition. Activities involving the routine upkeep of existing capital improvements or habitat conditions are not considered construction.

A Note on Grant Program Specific Provisions

This guidance describes and explains the provisions of 43 CFR Part 12 and the FA Handbook and how they relate to the issue of using land as match. Specific program rules for some FA programs have been promulgated (Sport Fish Restoration, Wildlife Restoration, National Coastal Wetland Conservation Grants, etc). Some of these program rules may provide additional guidance on the eligibility, use and requirements for land as match and should be followed accordingly.

Funding NASP program with Section 4 Basic Hunter Education

In order to meet the eligibility requirement for Section 4 Basic Hunter Education, programs must teach the "skills, knowledge, and attitudes necessary to be a responsible hunter." Adding modules on bowhunting would accomplish this for NASP. The following rough outline provides an example of how bowhunting information could be included. WSFR Hunter Education Specialists recommend that NASP staff and a small group of state hunter education coordinators develop lesson plans to flesh out the outline to make it a substantial introduction to bowhunting education. NASP participants would be encouraged to develop and continue to grow their new archery skills through a variety of means.

Two course modules (use of one or the other would be acceptable; ideally both):

Beginning of the NASP course:

- History of archery segment
    - Bow and arrow use from early humans to modern
    - Use for hunting and warfare by many cultures
- Modern archery
- Bowhunting
- Bowhunting as a wildlife management tool - urban/suburban wildlife population management
- Archery competition – from local clubs to the Olympics
- Target shooting

End of the NASP course:

- Where do I take my new archery skills from here?
    - Sportsmens clubs as venues to continue to learn and practice
    - 3 D archery trails
    - Competition - local, regional, national, Olympics
    - Bowhunting education
        - Many options: Explore Bowhunting, National Bowhunter Education program, online courses, traditional state courses
    - Basics of bowhunting – equipment, game, techniques

Add a handout/brochure that adds details on where to go for more specific information on activities that the novice archer can pursue, including the state fish and wildlife agency hunter education program.

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DIFFERENCE BETWEEN AQUATIC RESOURCE EDUCATION, OUTREACH AND OUTREACH AND COMMUNICATIONS

AQUATIC RESOURCE EDUCATION ACTIVITIES:

- Grants with the purpose of the enhancement of the public's understanding of water resources, aquatic life forms, and sport fishing, and the development of responsible attitudes and ethics toward the aquatic environment

- Funding Cap: States may obligate up to 15% of their apportionment (excludes Commonwealths, territories, and DC)

- Examples:
  - Angler education courses and clinics
  - Watershed education programs
  - Teacher training institutes
  - Raising perch/bass/salmon/trout/horseshoe crabs in the classroom

WSFR OUTREACH:

- Grants Informing the public about the accomplishments and benefits of the Sport Fish Restoration Program is an eligible activity under a WSFR Outreach grant, or as a project within an ARE grant.

- No funding cap

- Examples:

  - TV series on "Outdoor New Hampshire" featuring WSFR projects

  - Portable exhibit highlighting six WSFR projects, showing how Federal and license dollars restored habitat and wildlife, displayed at six outdoor shows

- Is outreach an eligible activity under the Aquatic Resource Education subprogram?

  - Programs to recruit anglers, to inform anglers and boaters about angling and boating opportunities, and to increase safety and best practices in angling and boating are eligible under a Sport Fish Restoration Outreach and Communications grant or as a project within an Aquatic Resource Education grant. We recommend that States carry out these activities in a separate grant because the accomplishments and expenditures for an Outreach and Communications program is reported separately from those of an Aquatic Resource Education program. A State may not use more than 15 percent of its annual Sport Fish Restoration apportionment for both programs (exception for the District of Columbia, the Commonwealths, and territories).

OUTREACH AND COMMUNICATION:

Grants or projects to:

  - Improve communications with anglers, boaters, and the general public regarding angling and boating opportunities;

  - Reduce barriers to participation in these activities;

- Advance adoption of sound fishing and boating practices;
- Promote conservation and the responsible use of the Nation's aquatic resources; and
- Further safety in fishing and boating.

- Funding Cap: Outreach and Communications grants are under the same 15% cap as ARE. States may not obligate more than 15% of their apportionments for both programs. This is an exception for the DC, Commonwealths, and territories – approved by Service's Regional Director.

- Examples:
  - Placing RBFF angler recruitment messages in State tourism magazine;
  - Web site and brochures distributed at highway visitor centers; and
  - Big fishing promotion festivals with media, but no education or training.

Boating Infrastructure Grant Program

1. **Enabling Legislation:**

   - Sport Fishing and Boating Safety Act of 1998

2. **Purpose:**

   - Grants to States and Territories to construct, renovate, or maintain tie-up facilities for recreational boats 26 feet or more in length

3. **Eligible Grantees:**

   - States and Territories

4. **Eligible Projects:**

   - Construction, renovation and maintenance of boating infrastructure tie-up facilities either publicly or privately owned for non-trailerable recreational vessels 26 feet or more in length
   - Produce information and education materials such as charts, cruising guides and brochures

5. **Source of funds:**

   Permanent/Indefinite Appropriation

   2% of amount in Sport Fish Restoration & Boating Trust Fund (authorized through 2009) - revenues from the following:
   - Excise taxes on sport fishing equipment, electric motors and sonar
   - Import duties on fishing tackle, yachts and pleasure craft
   - Portion of gasoline tax attributable to motorboats and small engines
   - Interest earned on Trust Fund

6. **Distribution method:**

   - Non-competitive $100,000 per year for each State
   - Nationally competitive based on ranking criteria

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Must be spent on needs identified in Act
   - Requires 25% matching, federal share not to exceed 75% of total costs
   - Funds are available from time of obligation on awarded grant until grant closing date. Unspent funds are returned to the BIG Program to be awarded in addition to new funds in the subsequent year
   - Funds not obligated 3 years from date of availability are reverted and made available to the U.S. Coast Guard for use on Boating Safety

8. **Special conditions or requirements:**

   - Facilities constructed, operated or maintained with grant funds must have reasonable access for all recreational vessels for the full period of their useful life
   - Be open for reasonable periods
   - Charge equitable fees based on prevailing rate in area
   - New construction and renovations must be designed to last at least 20 years

9. **Governing Guidance:**

   - Sport Fishing and Boating Safety Act of 1998
   - 50 CFR Part 86
   - 43 CFR Part 12
   - USFWS Manual Chapters

Clean Vessel Act

1. **Enabling Legislation:**

   - Clean Vessel Act of 1992 (amendment to the Sport Fish Restoration Act)

2. **Purpose:**

   - Grants to coastal and inland States for pump-out stations and waste reception facilities to dispose of recreational boater sewage

3. **Eligible Grantees:**

   - Coastal and Inland States

4. **Eligible Projects:**

   Coastal States:
   - Identifying operational pump-out & dump stations
   - Survey of recreational vessels in coastal waters with holding tanks/portable toilets
   - Cost of developing list of operational pump-out & dump stations and plans for construction/renovation of pump-out & dump stations in coastal zone

   All States:
   - Education / information program to educate / inform recreational boaters about environmental pollution resulting from sewage discharges from vessels
   - Location of pump-out & dump stations
   - Construction, renovation, operation and maintenance of pump-out & dump stations including floating restrooms used by boaters
   - Activities involved with holding, transporting, and getting sewage treatment facilities to accept sewage

5. **Source of funds:**

   Permanent/Indefinite Appropriation

   2% of amount in Sport Fish Restoration & Boating Trust Fund (authorized through 2009) - revenues from the following:
   - Excise taxes on sport fishing equipment, electric motors and sonar
   - Import duties on fishing tackle, yachts and pleasure craft
   - Portion of gasoline tax attributable to motorboats and small engines
   - Interest earned on Trust Fund

6. **Distribution method:**

   - Nationally competitive based on ranking criteria

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Must be spent on needs identified in Act
   - Requires 25% matching, federal share not to exceed 75% of total costs
   - Funds are available from time of obligation on awarded grant until grant closing date. Unspent funds are returned to the CVA Program to be awarded in addition to new funds in the subsequent year
   - Funds not obligated 3 years from date of availability are reverted and made available to the U.S. Coast Guard for use on Boating Safety

8. **Special conditions or requirements:**

   - Requires each coastal State to conduct survey of facilities and recreational vessels with certain marine sanitation devices
   - Requires each coastal State to develop and submit plan for construction and/or renovation of facilities within coastal zone
   - Facilities constructed, operated or maintained with grant funds must be accessible to public for the full period of their useful life
   - Limits charges for use of these facilities

9. **Governing Guidance:**

   - Clean Vessel Act of 1992
   - 50 CFR Part 85
   - 43 CFR Part 12
   - Service Manual 523 FW 1

Endangered Species Grant Program

1. **Enabling Legislation:**

   - Endangered Species Act of 1973 – Section 6

2. **Purpose:**

   - Provide assistance to State fish and wildlife agencies to assist in development of programs for the conservation of endangered and threatened species on non-federal lands

3. **Eligible Grantees:**

   - All State and Territory agencies that have entered into a cooperative agreement with the Secretary of Interior

4. **Eligible Projects:**

   - Animal, plant and habitat surveys; research; planning; monitoring; habitat protection, restoration, management and acquisition; and public education

5. **Source of funds:**

Annual Appropriation

   - Cooperative Endangered Species Conservation Fund

6. **Distribution method:**

   - Traditional Conservation Grants – funding allocated by formula to USFWS Regions based on number of species covered in cooperative agreements. Regions further allocate funding to States by formula or competitive basis.
   - Habitat Conservation Planning Assistance Grants – awarded based on National competition
   - Habitat Conservation Plan Land Acquisition Grants – awarded based on National competition
   - Recovery Land Acquisition Grants – awarded based on Regional competition

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Provides up to 75% federal funding, 25% required from non-federal sources (up to 90% federal funding when two or more States cooperate to conserve an endangered or threatened species of common interest)
   - 100% federal funds for Virgin Islands, Guam, American Samoa and N. Mariana Islands

8. **Special conditions or requirements:**

   - State or Territory must currently have or enter into a cooperative agreement with USFWS
   - Submit proposals meeting eligibility requirements for specific grant program

9. **Governing Guidance:**

   - Endangered Species Act
   - Notice of Availability of Federal Assistance for Section 6 ESA Grant Program
   - 43 CFR 12
   - USFWS Manual Chapters

Landowner Incentive Program

1. **Enabling Legislation:**

   - Annual Appropriations Act

2. **Purpose:**

   - Establish or supplement landowner incentive programs that protect and restore habitat on private lands to benefit Federally listed, proposed or candidate species or other species determined to be at-risk.
   - Provide technical and financial assistance to private landowners for habitat protection and restoration

3. **Eligible Grantees:**

   - All State and Territory agencies with primary responsibility for fish and wildlife

4. **Eligible Projects:**

   - Tier 1 grants to fund staff and associated support necessary to develop or enhance existing landowner program to benefit private landowners and other partners to help manage and protect habitats that benefit species at-risk

   - Tier 2 grants to provide funding for technical and financial assistance to private landowners for the protection and restoration of habitats that benefit Federally listed, proposed, or candidate species or other at-risk species on private land

   - Tier 2 grants to expand existing landowner incentive programs or those created under Tier 1

5. **Source of funds:**

Annual Appropriation

Land and Water Conservation Fund – revenues from:
- Outer Continental Shelf Oil & Gas

6. **Distribution method:**

   - Tier 1 – each State receives $180,000, Territories and DC receive $75,000 for eligible projects meeting Tier 1 criteria
   - Tier 2 – Nationally competitive based on criteria

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Provides up to 75% federal funding, 25% required from non-federal sources
   - 100% federal funds for Virgin Islands, Guam, American Samoa and N. Mariana Islands
   - Funds are available from time of obligation on awarded grant until grant closing date. Unspent funds are returned to the LIP to be awarded in addition to new funds in the subsequent year

8. **Special conditions or requirements:**

   - Submit proposals meeting eligibility requirements for Tier 1 and/or Tier 2 funding

9. **Governing Guidance:**

   - Appropriations Act
   - Landowner Incentive Grant Program Implementation Guidelines
   - 43 CFR 12
   - USFWS Manual Chapters

Multi-State Grant Program

1. **Enabling Legislation:**

   - Wildlife and Sport Fish Restoration Programs Improvement Act of 2000, amended Sport Fish Restoration (Dingell-Johnson) and Wildlife Restoration (Pittman-Robertson)

2. **Purpose:**

   - Provide funding for wildlife and sport fish restoration projects identified as priority projects by the Association of Fish & Wildlife Agencies (AFWA)
   - Program is intended to address regional or national level priorities of state fish and wildlife agencies

3. **Eligible Grantees:**

   - States or group of States
   - USFWS, a State or group of States for the purpose of carrying out the National Survey of Fishing, Hunting and Wildlife Associated Recreation
   - Non-governmental organizations

4. **Eligible Projects:**

   - Sport fisheries and wildlife management and research projects, boating access development, hunter safety, aquatic education, habitat improvements and other projects consistent with Wildlife and Sport Fish Restoration Acts
   - Projects must benefit at least 26 States or a majority of States in any USFWS or AFWA Region

5. **Source of funds:**

   Permanent/Indefinite Appropriation

   Sport Fish Restoration & Boating Trust Fund $3 million (authorized through 2009) - revenues from the following:
   - Excise taxes on sport fishing equipment, electric motors and sonar
   - Import duties on fishing tackle, yachts and pleasure craft
   - Portion of gasoline tax attributable to motorboats and small engines
   - Interest earned on Trust Fund

   Wildlife Restoration Trust Fund $3 million (authorized through 2009) - revenues from the following:
   - Excise taxes on sporting arms and ammunitions (firearms, ammunition, pistols, handguns, revolvers, bows, archery, arrow components)

6. **Distribution method:**

   - Awarded through cooperative process with AFWA

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - $6 million available annually
   - No matching requirements
   - Funds available to be obligated for 2 years
   - Obligated funds are available from time of obligation on awarded grant until grant closing date. Unspent funds are returned to the multi-state grant program to be awarded in addition to new funds in the subsequent year

8. **Special conditions or requirements:**

   - Applicants must satisfy all standard Federal application and assurance requirements as well as standards set by AFWA
   - Non-governmental applicants must provide certification to AFWA that grant funds will not be used for any activities, projects or programs that promote or encourage opposition to regulated hunting or trapping of wildlife or angling for or taking of fish
   - Submit proposals to AFWA

9. **Governing Guidance:**

   - Wildlife and Sport Fish Restoration Acts
   - 50 CFR 80
   - 43 CFR 12
   - USFWS Manual Chapter

National Coastal Wetlands

1. **Enabling Legislation:**

   - Coastal Wetlands Planning, Protection and Restoration Act of 1991

2. **Purpose:**

   - Provide funding for long-term conservation of coastal wetland ecosystems by helping States to protect, restore and enhance coastal habitats

3. **Eligible Grantees:**

   - Any agency or agencies of a coastal State designated by the Governor as having responsibility for coastal wetlands
   - Usually a State natural resource agency or fish and wildlife agency
   - Exception: State of Louisiana which receives funding from Coastal Wetlands Planning, Protection and Restoration Act for LA Coastal Wetlands Program

4. **Eligible Projects:**

   - Acquisition of real property interest in coastal lands or waters providing that terms and conditions ensure property will be administered for long-term conservation
   - Restoration, enhancement, or management of coastal wetlands ecosystems, providing restoration, enhancement, or management will be administered for long-term conservation

5. **Source of funds:**

   15% annually of the 18.5% distributed to Coastal Wetlands Planning, Protection and Restoration Act from the Sport Fish Restoration & Boating Trust Fund (authorized through 2009) - revenues from the following:
   - Excise taxes on sport fishing equipment, electric motors and sonar
   - Import duties on fishing tackle, yachts and pleasure craft
   - Portion of gasoline tax attributable to motorboats and small engines
   - Interest earned on Trust Fund

6. **Distribution method:**

   - Awarded through National competition to coastal States

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Provides up to 50% federal funding, remaining 50% of costs must be from non-federal source (funds increased to 75% federal share for coastal States that have and are using a fund for acquiring coastal wetlands or other natural areas or open spaces)
   - 100% Federal funding for American Samoa, Guam, N. Mariana Islands and Virgin Islands

8. **Special conditions or requirements:**

   - Designated agencies of coastal States submit eligible proposals
   - Provide non-federal matching funds

9. **Governing Guidance:**

   - Coastal Wetlands Planning Protection and Restoration Act
   - 50 CFR 84
   - 43 CFR 12
   - USFWS Manual Chapters

Sport Fish Restoration Program

1. **Enabling Legislation:**

   - Sport Fish Restoration Act also known as Dingell-Johnson (DJ) Act of 1950

2. **Purpose:**

   - Restoration and management of fish species of material value for sport-fishing and recreation
   - Provide facilities that create or add to public access for recreational boating
   - Provide aquatic education to public to increase understanding of water resources and associated aquatic life

3. **Eligible Grantees:**

   - All State / Territory fish and wildlife agencies with assent legislation

4. **Eligible Projects:**

   - Projects restoring, conserving, managing, and enhancing sport fish having material value for sport or recreation
   - Projects enhancing the public's understanding of water resources and aquatic life, assisting them in developing attitudes toward the aquatic environment

5. **Source of funds:**

   Permanent/Indefinite Appropriation

   57% of amount in Sport Fish Restoration & Boating Trust Fund (authorized through 2009) - revenues from the following:
   - Excise taxes on sport fishing equipment, electric motors and sonar
   - Import duties on fishing tackle, yachts and pleasure craft
   - Portion of gasoline tax attributable to motorboats and small engines
   - Interest earned on Trust Fund

6. **Distribution method:**

   - Apportioned based on formula

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Cost reimbursement
   - Provides up to 75% federal funding, 25% required from non-federal sources
   - 100% federal funding for Puerto Rico, Virgin Islands, Guam, American Samoa and N. Mariana Islands
   - Annual apportionment available for 2 years
   - Reverted funds are reapportioned to Sport Fish Restoration in subsequent cycle
   - Only 15% of apportioned funds may be used for aquatic education (no limit for PR, DC, CNMI, Guam, VI and American Samoa)
   - At least 15% of apportioned funds must be used for acquisition, development, renovation or improvement of facilities to create or add public access to waters for recreational boating (averaged by region over 5 year period)
   - Coastal States must equitably allocate apportionment between freshwater and marine projects in proportion to number of resident marine / freshwater anglers
   - Amount allocated by States for freshwater programs each fiscal year cannot be less than amount allocated for fiscal year 1988

8. **Special conditions or requirements:**

   - Pass and maintain assent legislation
   - Submit eligible sport fish restoration projects including boating access and/or aquatic education
   - Submit annual license certification

9. **Governing Guidance:**

   - Sport Fish Restoration Act
   - 50 CFR 80
   - 43 CFR Part 12
   - USFWS Manual Chapters

State Wildlife Grant Program

1. **Enabling Legislation:**

   - Annual Appropriations Act

2. **Purpose:**

   - Provide funds for development and implementation of programs that benefit wildlife and their habitat, including species not hunted or fished
   - Planning and implementation programs are permitted

3. **Eligible Grantees:**

   - All State and Territory fish and wildlife agencies

4. **Eligible Projects:**

   - Development and implementation of programs benefiting wildlife and their habitats, including species not hunted or fished, priority placed on species of greatest conservation concern

5. **Source of funds:**

   Land and Water Conservation Fund (annual appropriation) – revenues from:
   - Outer Continental Shelf Oil & Gas
   - General treasury since 2006

6. **Distribution method:**

   - Apportioned based on formula (1/3 land area in proportion to other states and 2/3 population in proportion to other states) and a portion based on a nationally competitive basis

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Planning grants require 25% matching, federal share not to exceed 75% of total costs
   - Implementation grants require 35% matching, federal share not to exceed 65% of total costs since fy 2010. 50% federal share, 50% state share prior to fy 2010.
   - 100% federal funds for Virgin Islands, Guam, American Samoa and N. Mariana Islands
   - Annual appropriation available for 2 years (safety margins apply)

8. **Special conditions or requirements:**

   - State / Territory must develop or commit to develop a comprehensive wildlife conservation plan by October 1, 2005. Plans should be reviewed every three years and updated if needed.

9. **Governing Guidance:**

   - Appropriations Act
   - State Wildlife Grant Program Implementation Guidelines
   - 43 CFR 12
   - USFWS Manual Chapters

Tribal Landowner Incentive Grant Program

1. **Enabling Legislation:**

   - Annual Appropriations Act

2. **Purpose:**

   - Provide funding to federally recognized Tribes for actions and activities that protect and restore habitats that benefit federally-listed, proposed, or candidate species or other at-risk species on tribal lands

3. **Eligible Grantees:**

   - Federally recognized Tribes in all parts of the United States, including Federally recognized Tribes, pueblos, rancheros, and Alaska native villages or traditional councils as defined by the Alaska Native Claims Settlement Act

4. **Eligible Projects:**

   - Projects to improve, preserve, or maintain habitat for endangered, threatened, candidate, or other at-risk species.

5. **Source of funds:**

Annual Appropriation

Land and Water Conservation Fund – revenues from:

- Outer Continental Shelf Oil & Gas
- **No current appropriations**

6. **Distribution method:**

   - Competitive based on Request for Grant Proposals and Final Policy and Implementation Guidelines

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Cost reimbursement
   - Provides up to 75% federal funding, 25% required from non-federal sources
   - Funds are available from time of obligation on awarded grant until grant closing date. Unspent funds are returned to the TLIP to be awarded in addition to new funds in the subsequent year

8. **Special conditions or requirements:**

   - Eligible grantees submit application including Tribal resolution of support to Regional Native American Liaisons of USFWS

9. **Governing Guidance:**

   - Appropriations Act
   - Tribal Landowner Incentive Program Implementation Guidelines
   - 43 CFR Part 12
   - USFWS Manual Chapters

Tribal Wildlife Grant Program

1. **Enabling Legislation:**

   - Annual Appropriations Act

2. **Purpose:**

   - Provide funding to federally recognized Tribes for development and implementation of programs that the benefit wildlife and their habitat, including species of tribal cultural or traditional importance and species that are not hunted or fished.

3. **Eligible Grantees:**

   - Federally recognized Tribes in all parts of the United States, including Federally recognized Tribes, pueblos, rancheros, and Alaska native villages or traditional councils as defined by the Alaska Native Claims Settlement Act

4. **Eligible Projects:**

   - Development and implementation of programs for the benefit of wildlife and their habitat, including species of tribal cultural or traditional importance and species that are not hunted or fished.
   - Activities may include, but are not limited to, planning for wildlife and habitat conservation, ongoing and/new fish and wildlife management actions, fish and wildlife related laboratory and field research, natural history studies, habitat mapping, field surveys and population monitoring, habitat preservation, land acquisition, conservation easements, and outreach efforts.

5. **Source of funds:**

   Land and Water Conservation Fund (annual appropriation) – revenues from:
   - Outer Continental Shelf Oil & Gas
   - General Treasury since 2006

6. **Distribution method:**

   - Competitive based on Request for Grant Proposals and Final Policy and Implementation Guidelines

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Cost reimbursement
   - Provides up to 100% federal funding
   - Annual appropriation available for 2 years

8. **Special conditions or requirements:**

   - Eligible grantees submit application including Tribal resolution of support to Regional Native American Liaisons of USFWS

9. **Governing Guidance:**

   - Appropriations Act
   - Tribal Wildlife Grant Program Implementation Guidelines
   - 43 CFR Part 12
   - USFWS Manual Chapters

Wildlife Restoration Grants

1. **Enabling Legislation:**

   - Wildlife Restoration Act also known as Pittman-Roberson (PR) Act of 1937

2. **Purpose:**

   - Restoration, conservation, management and enhancement of wild birds and mammals and their habitat.
   - Provide public use and access to wildlife resources
   - Provide for education of hunters and development of shooting ranges

3. **Eligible Grantees:**

   - All State / Territory fish and wildlife agencies with assent legislation

4. **Eligible Projects:**

   - Selection, restoration, rehabilitation and improvement of areas of land or water adaptable as feeding, resting, or breeding places for wildlife

5. **Source of funds:**

   Permanent/Indefinite Appropriation

   Wildlife Restoration Trust Fund – revenues from:
   - Excise taxes on sporting arms and ammunitions (firearms, ammunition, pistols, handguns, revolvers, bows, archery, arrow components)

6. **Distribution method:**

   - Apportioned based on formula

7. **Spending mandates, fund matching requirements, and/or limitations on availability of funds:**

   - Cost reimbursement
   - Provides up to 75% federal funding, 25% required from non-federal sources
   - 100% federal funding for Puerto Rico, Virgin Islands, Guam, American Samoa and N. Mariana Islands
   - Annual apportionment available for 2 years
   - Reverted are returned to U.S. Fish and Wildlife Service for use in Migratory Bird Program
   - Basic Hunter Education (separate formula and apportionment) - may be used for hunter education or other WR Act authorized projects
   - Enhanced Hunter Education ($8 million set aside) – must be used for hunter education or shooting range enhancements (if all Basic Hunter Education funds are used for hunter education, Enhanced HE may be used for any WR Act authorized projects)
   - Enhanced HE funds available for 1 year

8. **Special conditions or requirements:**

   - Pass and maintain assent legislation
   - Submit eligible wildlife restoration projects including hunter education and/or shooting range enhancements
   - Submit annual license certification

9. **Governing Guidance:**

   - Wildlife Restoration Act
   - 50 CFR 80
   - 43 CFR Part 12
   - USFWS Manual Chapters

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