

U.S. Fish & Wildlife Service

Wildlife & Sport Fish Restoration Program

Project Leaders Course

Workbook - FY2019



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TAB 1

Project Leaders Course
Wildlife and Sport Fish Restoration
National Training Program

Day One

- 8:30 a.m. Welcome / Introductions / Getting Acquainted – Unit 1
Goals and Objectives - Unit 2
Review of On-Line Module “Introduction to the WSFR Programs”
Review of On-Line Module “Grants Management Process”

MORNING BREAK

- Elements of a Project Statement - Unit 3
Writing a Project Statement – group exercise

LUNCH

- Writing a Project Statement – group exercise
Reviewing a Project Statement – group exercise

AFTERNOON BREAK

- Compliance: National Environment Policy Act – Unit 4
Compliance: Endangered Species Act
Compliance: State Historic Preservation Act
5:00 p.m. Adjourn

Day Two

8:00 a.m. Review Day 1/Preview Day 2
 Requirements for a Complete Grant Application – Unit 5
 Notice of Grant Award / Program Income – Unit 6

MORNING BREAK

 Managing and Monitoring the Grant Award – Unit 7
 Allowability, Reasonableness, and Allocability of Costs
 Third-party *In-kind* Match
 Revising / Amending a Grant Award

LUNCH

 Reporting Requirements of a Grant Award – Unit 8
 Closeout Process for a Grant Award – Unit 9

AFTERNOON BREAK

 Post-Closeout, Ongoing Responsibilities – Unit 10
 Lands Acquired with Federal Funds
 Lands Acquired with State License Revenue
 Facilities
 Equipment and Supplies
 Monitoring of Subrecipients
 Records Retention
 Single Audit and Program Specific Audit Requirements
 Parking Lot / Discussion
 Wrap-Up / Course Survey

4:00 p.m. Adjourn

TAB 2

Introduction and Course Purpose

Welcome to the Project Leaders Class (PLC). This class is part of a suite of Financial Assistance classes taught by the United States Fish and Wildlife Service (Service) Wildlife and Sport Fish Restoration (WSFR) Program, Division of Financial Assistance Support and Oversight – Training Branch.

The mission of the WSFR Training Branch 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 those awards administered by the WSFR program.

The purpose of the PLC is to increase the effectiveness of project leaders in developing and managing projects funded through the WSFR program.

PLC Course Goal

To more effectively manage grant funding, improve compliance with administrative and financial rules and regulations, reduce audit findings, and promote consistency and communication.

PLC Course Objectives

The objectives of this course are to increase your knowledge, skills, and abilities related to:

1. Writing project statements;
2. Federal compliance requirements when receiving Federal awards;
3. Allowable costs under Federal awards;
4. Writing and submitting complete financial and performance reports;
5. Grant cost accounting processes; and
6. Communicating and coordinating with individuals/agencies involved in WSFR grant programs.

Handouts:

- 2-1 E-Learning Evaluation Questions

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WSFR Distance Learning
Introduction to the Wildlife and Sport Fish Restoration Programs

Select all the correct answers to each question. More than one answer may apply to certain questions.

- 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, revolvers, and handguns
 - C. Bows, archery and arrow components
 - D. All of the above

- 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 habitats.
 - B. Projects for education of hunters and development of shooting ranges.
 - C. Projects for the conservation of reptiles and amphibians.

- 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. Project with a main purpose of producing revenue.
 - C. Public relation activities promoting the State fish and wildlife agency.
 - D. All of the above.

- 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 compared to the proportion of the national total.

- 5) Which of the following indicates the required minimum non-Federal share for Wildlife and Sport Fish Restoration grant awards?
 - A. 25%
 - B. 50%
 - C. 65%
 - D. 75%

- 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

- 7) Which of the following statements is not fully in compliance with a State's 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 wildlife agency.
 - B. Must restrict a State's hunting and fishing license revenue solely for fish and wildlife management projects.
- 8) What are the factors in the distribution formula for Sport Fish Restoration funds to the States?
- A. The State's overall population in proportion to the national total.
 - B. The number of fishing license sold annually in proportion to the national total.
 - C. The total square miles of a State's 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 in proportion to the national total.
- 9) Which of the following is a source of revenue for the Sport Fish Restoration and Boating Trust fund?
- A. Federal excise taxes on fishing tackle.
 - B. Import duties on recreational boats.
 - C. Marine fuel tax.
 - D. All of the above
- 10) Which of the following are requirements under the Sport Fish Restoration program?
- A. Each State must obligate at least 15% of its annual Sport Fish Restoration apportionment on Boating Access projects.
 - B. Each State is limited to spending no more than 15% of its annual Sport Fish Restoration apportionment on Boating Access projects.
 - C. Each State must obligate at least 15% of its annual Sport Fish Restoration apportionment on Aquatic Education projects.
 - D. Each State must obligate no more than 15% of its annual Sport Fish Restoration apportionment on Aquatic Education projects.
- 11) The State Wildlife Grants program provides funding for which of the following group of animals?
- A. Animals on the endangered species list.
 - B. Non-game (not hunted or fished) species.
 - C. Species of greatest conservation need.
- 12) Which of the following indicates the required non-Federal cost share for implementation projects funded with State Wildlife Grant program funds (as of October 1, 2010)?
- A. 25%
 - B. 30%
 - C. 35%
 - D. 75%

WSFR Distance Learning The Grants Management Process

Pre-Award Phase:

- 1) Whose responsibility is it to review project information for compliance on National Environmental Policy Act, Endangered Species Act, and Historic Preservation Act and make a final determination under each?
 - A. Grantee
 - B. Federal awarding agency
- 2) Whose responsibility is it to review and approve a Federal financial assistance grant proposal?
 - A. Grantee
 - B. Federal awarding agency

Award Phase:

- 3) Whose responsibility is it to distribute the grant terms and conditions of the Notice of Award to project leaders and staff?
 - A. Grantee
 - B. Federal awarding agency
- 4) Whose responsibility is it to obligate the Federal funds of an award?
 - A. Grantee
 - B. Federal awarding agency

Post-award Phase:

- 5) Whose responsibility is it to conduct activities to accomplish grant objective?
 - A. Grantee
 - B. Federal awarding agency
- 6) Whose responsibility is it to monitor subrecipient activities?
 - A. Grantee
 - B. Federal awarding agency

Close-out Phase:

- 7) Whose responsibility is it to provide final performance and financial reports?
 - A. Grantee
 - B. Federal awarding agency

8) Whose responsibility is it to officially sign off on the final financial report and close out the grant award?

A. Grantee

B. Federal awarding agency

Post-closeout Phase:

9) Whose responsibility is it to maintain management control of grant-acquired real property assets?

A. Grantee

B. Federal awarding agency

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

A. Grantee

B. Federal awarding agency

TAB 3

Module 3 Project Statement

Learning Objectives

1. Identify and explain the required elements of the project statement.
2. Understand how a proposed project qualifies as substantial in character and design.
3. Understand how TRACS will help to “tell the story” about the national accomplishments of the WSFR-funded programs.

Handouts:

- 3-1 Best Management Practices for Writing Project Statements
- 3-5 TRACS Enhancement Matrix
- 3-13 Project Statement Scenario - Exercise
- 3-15 Project Statement Template - Exercise
- 3-17 Project Statement Peer Review - exercise
- 3-19 Project Statement Example – Fish Stocking
- 3-31 Project Statement Example – Boating Access Construction
- 3-37 Project Statement Example – Boating Infrastructure

Project Statement

A project statement is one of the required documents (perhaps the most important document) to be included in a grant application when applying for Wildlife and Sport Fish Restoration program funds. Other WSFR-administered programs also require a project statement, but sometimes refer to it by other means (i.e. project narrative or proposal).

Project statements are not required for those States applying for a CMS grant. (see **50 CFR 80.81**)

The project statement is the heart and soul of your grant application. It helps to identify a conservation issue, problem, or opportunity that must be addressed, as well as, the actions that your agency will implement to help resolve the issue, problem, or opportunity.

There is no standard, specific format that all applicants must use for their project statements. However, there are certain required elements that must be included for a complete project statement. Each Federal program may have their own required elements. When applying for Wildlife and Sport Fish Restoration funding, there are 13 required elements that comprise a complete project statement (**50 CFR 80.82(c)**). These elements include:

1. Need
2. Purpose and Objectives
3. Results or benefits expected
4. Approach
5. Useful life
6. Geographic location
7. Principal investigator for research projects
8. Program income
9. Budget narrative
10. Multipurpose projects
11. Relationships with other grants
12. Timeline
13. General

Projects are approvable for funding if they qualify as Substantial in Character and Design. (see **50 CFR 80.56**)

Notes:



Exercise: Substantial in Character and Design

Read **50 CFR 80.56** at the bottom of this page and answer the following questions about “substantial in character and design”.

1. In your own words, define substantial in character and design.

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

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

§ 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

Elements of the Project Statement

NEED:

The need explains why the project is necessary and how it fulfills the purposes of the relevant Act(s). It basically identifies a conservation issue, problem, or opportunity facing the State fish and wildlife agency, wildlife, sport fish, or their habitats.

When writing the need, it is often considered a best management practice to provide or cite some form of evidence or data to support your need statement. Examples of data include: fish and wildlife abundance and population metric surveys, participation use surveys, angler creel surveys, and hunter or angler or boater satisfaction surveys.

While not a regulatory requirement, another best management practice is to articulate the null alternative, which is the negative result of taking no action. For example, if the State fish and wildlife agency does not increase recreational boating access opportunities at Beaver Lake, then boaters will go elsewhere or perhaps not go boating.

See **Handout 3-1** for Best Management Practices when writing a Project Statement.

When you think you have identified the need, ask yourself “why”. For example, many project leaders often think that the need is to build a boat ramp. When in reality, the need is to increase recreational boating access opportunities.

PURPOSE and OBJECTIVES:

State the purpose and objectives of the project and base them on the need.

The purpose states the desired outcome of the proposed project in general or abstract terms. The objectives state the desired outcome of the proposed project in terms that are specific and quantified.

Objectives should be written in an active tense and use action verbs such as construct, survey, train, construct, repair, operate and maintain, and acquire. As a best management practice, the WSFR program encourages the use of “SMART” objectives.

SMART objectives:

- ✓ Specific
- ✓ Measureable
- ✓ Achievable
- ✓ Relevant
- ✓ Time bound

Notes:

Elements of a Project Statement (continued)

APPROACH:

The approach describes the methods used to achieve the stated objectives. It describes the specific conservation actions (activities) and efforts that the applicant will conduct in order to fulfill the objectives of the grant award. The approach section answers the question “How will the objectives be accomplished?”.

The approach section should be written to a level of adequate detail to fully describe the actual work that is proposed for accomplishment. The level of detail should help to demonstrate that the applicant is using sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles. The level of detail should also be adequate enough to help assist the WSFR grants management specialist conduct a thorough and complete review for compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and the National Historic Preservation Act.

After the applicant has written a detailed approach, they should consult the TRACS Matrix (see **Handout 3-5**) in order to determine what reportable metrics will be quantified during performance reporting. As part of the performance report, recipients will quantify those metrics, based upon project type (strategy), that have been determined to be of national significance. These metrics will help to tell the accomplishment story of the WSFR programs, as well as, answer common questions or inquiries from Congress, industry, and stakeholders.

RESULTS OR BENEFITS EXPECTED:

The results or benefits expected will specify the benefits of completing the objectives and resolving the need for which the project was funded. When completing this section, as a best management practice, applicants should consider the potential benefits to the:

- Resource
- Users
- Economy
- Society

In performance reports, recipients are not bound to report on whether the benefits actually occurred.

Notes:

Elements of a Project Statement (continued)

BUDGET NARRATIVE (COSTS):

Provides costs estimates by project and subaccount program with additional information to show that the project is cost effective. Applicants should provide a justification for each budget category. This justification should be a brief general description of the costs that makeup the category, yet provide enough detail to demonstrate that the applicant has a financial plan for implementation of the proposed objectives. For example, under personnel costs, include the total number of staff and the various job titles anticipated to be charging to the project.

Applicants should also describe any particular item of cost that requires the Service's approval. The item's estimated cost should also be included. Examples are preaward costs, capital expenditures for land, buildings, and equipment.

Applicants should also include information about:

- A. In-Kind match – Include the source, amount, and the valuation methodology.
- B. Program Income – Include the source, amount, and requested method of disposition of the program income.
- C. Indirect costs – Any entity that is charging indirect costs must: (1) include those indirect costs in the approved budget; and (2) have, during the period of performance of the grant award, an approved negotiated indirect cost rate agreement (NICRA).

Wildlife TRACS Enhancement

Wildlife TRACS stands for the “Tracking and Reporting on Actions for the Conservation of Species.” It serves as WSFR's repository electronic system for all performance and accomplishment reporting related to awards funded by the WSFR programs.

The new TRACS Enhancement will allow States and territories to enter their project statement information and the system will generate their project statement. States and territories will also be able to report on their WSFR award directly in TRACS. These reports will then be submitted directly to WSFR staff to make performance reporting more easy and direct.

TRACS will allow the WSFR program to generate reports and answer questions about the accomplishments of its programs.

Writing Competitive Project Statements/Narratives

Competitive grant programs may contain additional requirements used to evaluate and rank grant applications. Specific program guidance should be reviewed for ranking criteria. Always make sure your project statements:

- Follow the program guidance carefully and be aware of critical submission (pre-proposal and full proposal) dates.
- Are visibly easy to read and flow in a logical progression. Make it easy for reviewers to find required elements in the project statement.
- Address the ranking criteria. Write your project statement specific to address the ranking criteria as this is how your project will be ranked against others.
- Maximize the use of non-Federal match requirements, if applicable. Finding additional third party funding or *in-kind* match often times makes your proposal more attractive and may earn additional ranking points.
- Are concise, but complete. Limit the number of pages, including appendices and attachments, to only what is necessary.
- Include page numbers, use standard fonts, font sizes, and required margins.
- Indicate whether partial funding would be acceptable to complete portions of the project, particularly in highly competitive programs.
- Are communicated in advance to the Regional WSFR grants management specialist prior to and during the application process. WSFR staff should be aware of your project ideas well before they receive the application.

Notes:



Exercise: Writing a Project Statement

In this exercise, students will prepare a sample project statement using an example scenario. In this exercise, we will only focus on the Need, Objectives, Approach, Results and Benefits Expected; and Budget Narrative elements of a project statement. In completing this exercise, use **Handouts 3-1, 3-5, 3-13, 3-15, and 3-17**. Follow these instructions:

1. Work in assigned teams, as directed by the instructor.
2. Review the example scenario in **Handout 3-13**.
3. 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 **3-13**.
4. Use the project statement template (**Handout 3-15**) to prepare your project statement.
5. Each team should select someone to serve as timekeeper/facilitator and another person to serve as official recorder (grant writer).
6. After one hour (more or less) you must submit your project statement to another team who will act as the WSFR Regional office grant management specialist assigned to your grant application.
7. Each team will review the project statement submitted to them and determine if it is substantial in character and design. Use **Handout 3-17** to record the results of your review.
8. Each team will select a spokesperson to provide a brief oral report on the results of your review.



Learning Points

- ✓ A project statement is one of the required documents (perhaps the most important document) to be included in a grant application when applying for Wildlife and Sport Fish Restoration program funds on a project-by-project grant.
- ✓ A project statement may not be required for those States apply for a Comprehensive Management System (CMS) grant.
- ✓ The project statement(s) is the heart and soul of your grant application. It helps to identify a conservation issue, problem, or opportunity that must be addressed, as well as, the actions that your agency will implement to help resolve the issue, problem, or opportunity.
- ✓ Under the Wildlife and Sport Fish Restoration grant programs, a project statement is comprised of 13 required elements.
- ✓ Projects are approvable for funding if they qualify as Substantial in Character and Design.
- ✓ The need explains why the project is necessary and how it fulfills the purposes of the relevant Act(s). It basically identifies a conservation issue, problem, or opportunity facing the State fish and wildlife agency, wildlife, sport fish, or their habitats.
- ✓ Objectives state the desired outcome of the proposed project in terms that are specific and quantified.
- ✓ The approach describes the methods used to achieve the stated objectives. It describes the specific conservation actions and efforts that the applicant will conduct in order to fulfill the objectives of the grant award. It should be written to a level of adequate detail to fully describe the actual work that is proposed for accomplishment.
- ✓ TRACS will allow the WSFR program to generate reports and answer questions about the accomplishments of its programs.
- ✓ See **Handouts 3-19, 3-31, and 3-37** for example project statements for various WSFR 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?) Train

(How many?) 150

(Who or what?): Volunteer hunter education instructors

(By when?): June 30, 2019.

Putting it all together:

Train 150 instructors by June 30, 2019.

Objective Examples:

Not SMART: Acquire as much land as is possible to increase access to recreational hunting opportunities.

SMART: Acquire real property interests in 3,000 acres by December 21, 2019.

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

SMART: Directly restore, enhance, create, or manage 50 miles by June 30, 2019.

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

SMART: Directly restore, enhance, create, or manage 1,500 acres by June 30, 2019.

Approach

The approach describes the specific conservation activities 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 **TRACS Matrix (Handout 3-5)** to classify each activity.

Example:

- Activity Tag 1: Hunter Education
- Activity Tag 2: Firearms - Hunting

Provide a narrative description of each activity after identifying the Activity Tags.

Example: Training of instructors, teachers, mentors, and students in hunting, shooting, and trapping.

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.

TRACS Enhancement Matrix

The Activity Matrix corresponds to SMART Objectives. For each SMART Objective, a TRACS user is required to select at least one **Activity Tag 1** and provide the corresponding unit of measurement. More than one **Activity Tag 1** may be selected per strategy. One or more **Activity Tag 2** is required if present but does not require a unit of measurement. **Activity Tag 2** data is from State-based organizations (SOBA, AREA, IHEA) that have requested that certain information be collected in TRACS specific to their organizations interests. **Target Species/Habitat Type (Required)** indicates those activities where TRACS would require that a target species and/or habitat be identified.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
COORDINATION AND ADMINISTRATION					Coordination and administration necessary for effective agency operations and program/project management and identified in a WSFR-Funded grant/project.
Administer XX Projects under a grant that includes Coord/Admin by XXXX					Coordination and administration of a project that is identified in a WSFR funded grant (e.g., acquisition of goods and services, human resources tasks, environmental compliance, monitoring progress of grant proposal and reporting processes) necessary for effective agency operations, project management, compliance, or monitoring. NOTE: This objective does not include day-to-day grant administration activities.
	Project coordination and administrative support, compliance, and monitoring	# of projects	NA	NA	Coordination and administration of a project that is identified in a WSFR funded grant (e.g., acquisition of goods and services, human resources tasks, environmental compliance, monitoring progress of grant proposal and reporting processes) necessary for effective agency operations, project management, compliance, or monitoring. NOTE: This objective does not include day-to-day grant administration activities.
RESEARCH, SURVEY, DATA COLLECTION AND ANALYSIS					Research, survey, collection and analysis of data.
Create or manage XX databases by XXXX.					Information technology development and maintenance to support project objectives (e.g., database development). For the purpose of this measure, "Database" refers to a structured compilation of data.
	Information Technology and Management	# of databases	NA	NA	Information technology development and maintenance to support project objectives (e.g., database development). For the purpose of this measure, "Database" refers to structured compilation of data.
Create or manage XX applications by XXXX.					Information technology development and maintenance to support project objectives (e.g. web application development). For the purpose of this measure, "application" refers to an IT system that includes a user interface to provide data (including web based and spatial data).
	Information Technology and Management	# of applications	NA	NA	Information technology development and maintenance to support project objectives (e.g. web application development). For the purpose of this measure, "application" refers to an IT system that includes a user interface to provide data (including web based and spatial data).
Conduct XX investigations by XXXXX.					Investigations means the collection and analysis of data as part of research, survey or monitoring. Note: includes compilation, management, synthesis, analysis and reporting of spatial and non-spatial data.
	Fish and wildlife species data acquisition and analysis	# of Investigations	NA	Identify target species type(s)	Collection and analysis of data as part of research, survey or monitoring primarily focused on fish and wildlife populations and movements Note: includes compilation, management, synthesis, analysis and reporting of spatial and non-spatial data.
	Habitat data acquisition and analysis	# of Investigations	NA	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	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.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Utilization data acquisition and analysis	# of Investigations	NA	Identify target species type(s)	Collection and analysis of data as part of research, survey or monitoring primarily focused on utilization of fish or wildlife resources, demographics of users, and economics. Note: includes compilation, management, synthesis, analysis and reporting of data.
	Fish/Wildlife Disease Assessment data acquisition and analysis	# of Investigations		Identify target species type(s)	Collection and analysis of data as part of research, survey or monitoring primarily focused on fish and wildlife disease. Note: includes compilation, management, synthesis, analysis and reporting of data.
	Recruitment, Retention, and Reactivation data acquisition and analysis	# of Investigations		NA	Collection and analysis of data as part of research, survey or monitoring primarily focused on the recruitment, retention, and reactivation of recreational hunters and anglers. Note: includes compilation, management, synthesis, analysis and reporting of data.
	Human Dimensions related data acquisition and analysis	# of Investigations		NA	Collection and analysis of data as part of research, survey or monitoring primarily focused on human dimensions. Note: includes compilation, management, synthesis, analysis and reporting of data. Note: Harvest and Creel information should be reported under Utilization.
Develop XX techniques by XXXX.					Research and development of techniques important for the conservation and management of fish and wildlife.
	Conservation Techniques development	# of techniques developed	NA		Research and development of techniques important for the conservation and management of fish and wildlife.
DIRECT HABITAT AND SPECIES MANAGEMENT					
Directly restore, enhance, remove, create or manage XX structures by XXXX.					Creation, maintenance, or removal of natural or man-made structures for the benefit of fish, wildlife, their habitats and recreational users.
	Aquatic barriers removal	# of structures	Species and Habitat	Identify target species and habitat type(s)	Removal of barriers to maintain aquatic species populations and restore ecological functions.
	Aquatic barriers modification	# of structures	Species and Habitat	Identify target species and habitat type(s)	Modification of barriers to maintain aquatic species populations and restore ecological functions.
	Terrestrial wildlife habitat structures	# of structures	Species and Habitat	Identify target species and habitat type(s)	Structures to benefit terrestrial wildlife, their habitats and recreational users. Includes Exclusion structures.
	Freshwater fish and wildlife habitat structures	# of structures	Species and Habitat	Identify target species and habitat type(s)	Structures to benefit freshwater fish, wildlife, their habitats and recreational users. Excludes fish passage and screening facilities. See activity tags under the Facilities objective.
	Marine/Estuary fish and wildlife habitat structures	# of structures	Species and Habitat	Identify target species and habitat type(s)	Structures to benefit marine/Estuary fish, wildlife, their habitats and recreational users, including breakwaters, artificial reefs, etc.
	Hazard or infrastructure removal	# of structures	Species and Habitat	Identify target species and habitat type(s)	Removal of hazards or infrastructure to benefit fish, wildlife, their habitats and recreational users. Includes road decommissioning. Excludes aquatic barriers covered above.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Water management structures	# of structures	Species and Habitat	Identify target species and habitat type(s)	Structures for the management of water to benefit fish, wildlife, their habitats and recreational users. Excludes acquisition of water rights. See acquisition of water rights activity tag under Lands objective.
Directly restore, enhance, create or manage XX acres by XXXX.					Creation, restoration, enhancement or management of habitat for the benefit of fish and wildlife and recreational users.
	Prescribed Fire	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Prescribed fire (acres burned) to benefit fish, wildlife, their habitats and recreational users. NOTE: Fire prevention, such as fire lines, should be reported in "# of Feet" under Facility O and M.
	Grazing/farm management	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Agricultural practices to benefit fish, wildlife, their habitats and recreational users.
	Planting/seeding	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Propagating, planting or seeding to benefit fish, wildlife, their habitats and recreational users.
	Other vegetation management practices	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Biological, chemical or physical manipulation of terrestrial/aquatic vegetation (other than invasives) to benefit fish, wildlife, their habitats and recreational users.
	Forest Stand management	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Forest stand management to benefit fish, wildlife, their habitats and recreational users.
	Wetland creation/management	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Wetland creation/management to benefit fish, wildlife, their habitats and recreational users.
	Wildlife damage management	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Management of nuisance fish and wildlife. Note: Limited eligibility for funding through WSFR grant programs.
	Lake/Pond creation, management	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Lake/Pond creation and/or management to benefit fish, wildlife, their habitats and recreational users, including but not limited to liming, fertilization, use of rotenone, and aeration.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Marine/Estuary management	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Marine/Estuary habitat management to benefit fish, wildlife, their habitats and recreational users. Reintroduction of coral reported under Reintroduction objective.
	Invasive species control - plants	# of acres	Species and Habitat	Identify target species and habitat type(s) and on back end enter # of acres by habitat type(s)	Assessment and biological, chemical and physical control of invasive plant species to benefit fish, wildlife, their habitats and recreational users, including invasive algae and seaweed. NOTE: Invasive animal species should be entered under "Invasive species control - Animals".
Directly restore, enhance, create or manage XX miles by XXXX.					Restoration, enhancement, creation, or management of rivers and streams for the benefit of fish and wildlife and recreational users.
	Stream modification	# of stream miles	NA	Identify target species and habitat type(s)	River/stream/springs improvements to benefit fish, wildlife, their habitats and recreational users; includes streambank stabilization, channel modification.
	River/Stream management	# of stream miles	NA	Identify target species and habitat type(s)	River/stream management, including liming, to benefit fish, wildlife, their habitats and recreational users; includes springs.
Directly restore, enhance, create or manage XX feet by XXXX.	Living Shorelines	# of feet	NA	Identify target species and habitat type(s)	Physical manipulation of shoreline areas to benefit fish, wildlife, their habitats and recreational users.
	Other Shorelines	# of feet	NA	Identify target species and habitat type(s)	Physical manipulation of shoreline areas to benefit fish, wildlife, their habitats and recreational users, other than "Living Shorelines".
Directly manage XX species by XXXX.					Assessments and biological, chemical, and physical control of invasive species, nuisance species to benefit fish and wildlife and their habitats and recreational users. NOTE: invasive PLANTS are addressed under Directly restore, enhance, create or manage XX acres by XXXX
	Invasive species control - Animals	# of species	NA	Identify target species type(s) on back end	Assessment and biological, chemical and physical control of invasive animal species to benefit fish, wildlife, their habitats and recreational users.
	Fish and Wildlife Predation Management	# of species	NA	Identify target species type(s) on back end	Assessment and management response to alleviating predation impacts to benefit fish, wildlife, and recreational users. Excludes Invasive species. Invasive species reported under Invasive Species Control activity tag.
	Wildlife feeding	# of species	NA	Identify target species type(s) on back end	Feeding of wildlife to benefit wildlife, their habitat and recreational users; e.g. winter feeding of elk, emergency feeding of deer due to natural disaster.
Directly manage restoration and recovery of XX individuals by XXXX					Production, rehabilitation, introduction, re-introduction, supplementation, and relocation of species in suitable habitats for restoration and recovery purposes.
	Species restoration/recovery	# of individuals	NA	Identify # of individuals by species type(s)	Production, rehabilitation, introduction, re-introduction, supplementation, and relocation of species in suitable habitats for restoration and recovery purposes.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
Directly manage XX incidents by XXXX					Assessments and management responses to alleviate fish and wildlife depredation or disease; or alleviate damage actions resulting from nuisance fish and wildlife species.
	Fish and Wildlife depredation management	# of incidents	NA	Identify target species type(s)	Assessment and management response to alleviating wildlife damage to private property and nuisance species.
	Fish and Wildlife disease management	# of Incidents	NA	Identify target species type(s)	Management responses to disease in order to benefit fish, wildlife, their habitats and recreational users.
	Wildlife damage management	# of incidents	NA	Identify target species and habitat type(s)	Assessment and management response to alleviate damage from nuisance fish and wildlife. Note: Limited eligibility for funding through WSFR grant programs.
ENVIRONMENTAL REVIEW					Inter-agency, intra-agency, and non-governmental review of agency and private sector policies, projects and plans (primarily related to development and adverse impacts to natural resources, NEPA documents, Permits, etc.) 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)
Review XX projects/plans by XXXX.					Review of 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).
	Review of proposed projects/plans	# of projects/plans reviewed	NA	NA	Review of 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).
FACILITIES/AREA CONSTRUCTION					New construction or renovation of facilities in support of programs/projects (e.g., office buildings, garages, equipment sheds, access sites, ranges, hatcheries, or education centers)
Construct or renovate XX facilities by XXXX.					Construction or renovation of facilities in support of programs/projects (e.g., office buildings, garages, equipment sheds).
	Firearm and archery ranges	# of facilities		Link to facilities record(s)	Construction or renovation of facilities that provide recreational shooting.
			Archery ranges		Archery ranges for hunter education and other recreational purposes.
			Shooting ranges		Shooting ranges for hunter education and other recreational purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education.
	Fish passage facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	Facilities, including each structure that is 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.
	Fish screening and related facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	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.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Fish Hatcheries	# of facilities		Identify target species type(s) and link to facilities record(s)	Facilities to propagate fish species for recreational or restoration purposes.
	Education centers	# of facilities		Link to facilities record(s)	Facilities used in support of education.
			Aquatic resource education		Classrooms for aquatic resource education purposes.
			Hunter education		Classrooms for hunter education purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education.
	Wildlife passage facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	Facilities, including structures that are designed to allow wildlife to move past barriers (e.g., roads, fences, etc.)
	Wildlife propagation facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	Facilities used in support of wildlife propagation, including aquatic species (e.g. freshwater mussels).
	Program Support facilities	# of facilities	NA	Link to facilities record(s)	Facilities used in support of programs/projects (e.g., office buildings, garages, equipment sheds).
	Recreational boating facilities	# of facilities		Link to facilities record(s)	Boating-related facilities for the handling, launching, mooring, tie-up, pump out or parking of public watercraft, trailers or transport vehicles, including ancillary features commonly associated with such facilities.
			Access roadways		Roadways to access public Boating Facilities
			Carry-down access		Access facilities for hand-launched watercraft (i.e. kayak or non-motorized boat access)
			Docks/piers		Docks/piers at boat launch sites
			Fish cleaning stations		Fish cleaning stations at boat launch sites
			Launch ramps		Boat ramp lanes at boat launch sites
			Hoist launching systems		Systems marinas or docks designed to launch watercraft via a hoist.
			Parking areas		Parking areas at boat launch sites
			Restrooms		Restrooms at boat launch sites
			Shelters		Shelters at boat launch sites
			Dump stations		Dump stations
			Floating restrooms		Floating restrooms
			Pump out boats		Pump out boats
			Pump out stations		Pump out stations
			Boat Courtesy Docks/without slips		Spaces for tie-ups to docks
			Boat Courtesy Docks/with slips		Spaces for tie-ups to docks with slips
			Fuel stations		Fuel Stations

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
			Gangways		Gangways
			Laundry facilities		Laundry facilities
			Moorings		Moorings
			Restrooms		Restrooms
			Secondary improvements		Secondary improvements (e.g. utilities, buoys, lights, etc.)
Construct or renovate XX areas by XXXX.					Construction or renovation activities in areas in support of programs/projects (e.g. non-boating access public fishing areas such as fishing piers). Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes.
	Public access areas	# of areas	NA	Link to facilities record(s)	Construction or renovation activities in areas in support of programs/projects (e.g. non-boating access public fishing areas such as fishing piers, wildlife watching areas, etc.). Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes.
FACILITIES/AREA O&M					
Operate and Maintain XX facilities by XXXX.					Operation and Maintenance of facilities in support of programs/projects (e.g., office buildings, garages, equipment sheds, dams).
	Firearm and archery ranges	# of facilities		Link to facilities record(s)	Operations and maintenance of facilities that provide recreational shooting.
			Archery ranges		Archery ranges for hunter education AND OTHER RECREATIONAL purposes.
			Shooting ranges		Shooting ranges for hunter education and other recreational purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education.
	Fish passage facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	Facilities, including each structure that is 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.
	Fish screening and related facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	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.
	Fish Hatcheries	# of facilities		Identify target species type(s) and link to facilities record(s)	Facilities to propagate fish species for recreational or restoration purposes.
	Education centers	# of facilities		Link to facilities record(s)	Facilities used in support of education.
			Aquatic resource education		Classrooms for aquatic resource education purposes.
			Hunter education		Classrooms for hunter education purposes Note: Could be funded through Wildlife Restoration basic or Section 10 enhanced hunter education.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Wildlife passage facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	Facilities, including structures that are designed to allow wildlife to move past barriers (e.g., roads, fences, etc.)
	Wildlife propagation facilities	# of facilities	NA	Identify target species type(s) and link to facilities record(s)	Facilities used in support of wildlife propagation, including aquatic species (e.g. freshwater mussels).
	Program Support facilities	# of facilities	NA	Link to facilities record(s)	Facilities used in-support of programs/projects (e.g., office buildings, garages, equipment sheds) that meet the definition of a capital improvement in the Federal program that provided funding.
	Recreational boating facilities	# of facilities		Link to facilities record(s)	Boating-related facilities for the handling, launching, mooring, tie-up, pump out or parking of public watercraft, trailers or transport vehicles, including ancillary features commonly associated with such facilities.
			Access roadways		Roadways to access public boating facilities
			Carry-down access		Access facilities for hand-launched watercraft (i.e. kayak or non-motorized boat access)
			Docks/piers		Docks/piers at boat launch sites
			Fish cleaning stations		Fish cleaning stations at boat launch sites
			Launch ramps		Boat ramp lanes at boat launch sites
			Hoist launching systems		Systems marinas or docks designed to launch watercraft via a hoist.
			Parking areas		Parking areas at boat launch sites
			Restrooms		Restrooms at boat launch sites, including portable latrines
			Shelters		Shelters at boat launch sites
			Dump stations		Dump stations
			Floating restrooms		Floating restrooms
			Pump out boats		Pump out boats
			Pump out stations		Pump out stations
			Boat Courtesy Docks/without slips		Spaces for tie-ups to docks
			Boat Courtesy Docks/with slips		Spaces for tie-ups to docks with slips
			Fuel stations		Fuel Stations
			Gangways		Gangways
			Laundry facilities		Laundry facilities
			Moorings		Moorings
			Restrooms		Restrooms
			Secondary improvements		Secondary improvements (e.g. utilities, buoys, lights, etc.)
Operate and maintain XX areas by XXXX.					Operation and Maintenance of areas in support of programs/projects (e.g., Wildlife Management Areas, Public Access Areas, etc.).

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Cooperatively managed areas for hunting	# of areas	NA	Link to facilities record(s)	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).
	Cooperatively managed areas for fishing	# of areas	NA	Link to facilities record(s)	Waters not owned by the State fish and wildlife agency that are cooperatively managed for fishing purposes (e.g., this includes community-based marine management areas).
	Cooperatively managed areas for conservation and other purposes	# of areas	NA	Link to facilities record(s)	Lands not owned by the State fish and wildlife agency that are cooperatively managed for conservation and other purposes (e.g., US Forest Service lands, State parks, private lands).
	Public access areas	# of areas	NA	Link to facilities record(s)	Operations and Maintenance in areas in support of programs/projects (e.g. non-boating access public fishing areas such as fishing piers, wildlife watching areas, etc.). Note: Activities primarily for restoration and management of species and habitats should be coded to Create, Restore or Enhance Habitat and Natural Processes.
	Wildlife management areas	# of areas	NA	Link to facilities record(s)	State Fish and Wildlife Agency owned Wildlife Management Areas Note: Activities primarily for restoration and management of species and habitats should be coded to Direct Habitat & Species Management.
Operate and maintain XX feet by XXXX.	Fire lines	# of feet	NA	Link to facilities record(s)	Fire lines maintained for the purpose of fire prevention. NOTE: Controlled burns should be entered in Acres under Direct Management of Habitat and Species.
INCENTIVES					
Provide or secure XX stream miles of access by XXXX.					Development and delivery of economic incentives to private landowners to secure public access in areas otherwise not accessible by the public; or stewardship of species and habitats (e.g. short-term lease, etc. Leases over 10-years should be reported under Acquisitions).
	Angler access	# of stream miles	NA	NA	Economic incentives to private landowners for public access to rivers/streams by anglers.
Provide or secure XX landowner acres by XXXX.					Economic incentives to private landowners to conserve habitat or to provide public access areas for hunting, angling and/or other outdoor recreation.
	Hunter access	# of acres	NA	NA	Economic incentives to private landowners for public access for hunting.
	Angler access	# of acres		NA	Economic incentives to private landowners for public access to a pond, lake, etc. for angling.
	Other recreation	# of acres		NA	Economic incentives to private landowners for public access for other outdoor recreation (e.g., wildlife viewing, hiking access, canoe/kayak trail).
	Conservation	# of acres		Enter target species and habitat type(s) , on back end enter # of acres by habitat type(s)	Economic incentives to private landowners to influence responsible stewardship of habitats and specific species (e.g., protect bat caves, manage early successional habitat, restore/enhance wetlands).
Provide or secure XX access points by XXXX			NA		Economic incentives to private landowners to provide public access points for hunting, fishing and/or other recreation. Note: These are access points rather than large areas measured in acres.
	Hunter access	# of points		NA	Economic incentives to private landowners to provide public access points for hunting.
	Angler access	# of points		NA	Economic incentives to private landowners to provide public access points for angling.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Other recreation	# of points		NA	Economic incentives to private landowners to provide public access points for other outdoor recreation (e.g., kayak/canoe launches, trailheads, surf fishing parking, beach access parking).
Provide or secure XX landowner Agreements by XXXX.					Agreements with private landowners to conserve habitat or provide public access. This is the number of landowner agreements entered into or maintained with grant funds.
	Landowner agreements	# of agreements	NA	NA	Agreements with private landowners to conserve habitat or provide public access. This is the number of landowner agreements entered into or maintained with grant funds.
OUTREACH/ COMMUNICATION	NOTE: For this Strategy, the TRACS Wireframe will: 1) Incorporate a Check Box if an Outreach/Education project is part of an R3 activity; 2) Include a "Drop Down" menu to identify a Target Audience for the project e.g. Anglers, Shooters, etc.				Provide information to increase awareness of agency programs and activities funded by WSFR Grants through a variety of means, including, but not limited to, displays at agency facilities; participation/attendance at events to inform potential stakeholders (trade shows, county fairs, workshops, etc.); development of digital and social media and publications to disseminate research results.
Inform/communicate with XX individuals by XXXX.					Individuals refer to the number of "unique" participants, attendees, visitors to websites, followers on Facebook, etc. NOTE: The subgroup agreed that it should be clarified that the number of individuals be represented as unique individuals to avoid double-counting (e.g. one individual visits your agency's website 4 times per day or watches a video multiple times in a day).
	Outreach to individuals	# of individuals		NA	Individuals refer to the number of "unique" participants, attendees, visitors to websites, followers on Facebook, etc. NOTE: The subgroup agreed that it should be clarified that the number of individuals be represented as unique individuals to avoid double-counting (e.g. one individual visits your agency's website 4 times per day or watches a video multiple times in a day).
Participate in or sponsor XX events by XXXX.	Outreach events				Events may include, but are not limited to: conferences, trade shows, informational meetings, county fairs, open houses, facility tours, webinars, migratory bird days, salmon steelhead days, community fishing events, etc.
		# of events		NA	Events may include, but are not limited to: conferences, trade shows, informational meetings, county fairs, open houses, facility tours, webinars, migratory bird days, salmon steelhead days, community fishing events, etc.
Produce XX products by XXXX.					Products may include, but are not limited to: kiosks, pamphlets, posters, print media, online media, social media posts, publications, books, articles etc.
	Print products	# of products		NA	Total number of print products produced (e.g. 10,000 brochures). Products may include, but are not limited to: pamphlets, posters, print media, publications, books, magazine articles etc.
	Digital Products	# of products		NA	Total number of digital products (e.g. 500 Tweets). Products may include, but are not limited to: online media, social media posts, audio/visual, articles etc.
	Functional Products	# of products		NA	Total number of functional products. Functional products include CVA pump-out fitting, deep-water release mechanisms, fishing poles, etc.
	Installed products	# of products		NA	Total number of products (e.g. 5 kiosks). Products may include, but are not limited to: kiosks, signs, etc.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
PLANNING					Development and revision of agency strategic and operational plans and fish and wildlife comprehensive management systems Note: Does not include actions to implement plans
Develop/Revise XX plans by XXXX.					Development or revision of agency strategic and operational plans and fish and wildlife comprehensive management systems Note: Does not include actions to implement plans.
	CMS planning	# of plans	NA	NA	Development or revision of fish and wildlife comprehensive management systems Note: Does not include actions to implement comprehensive management systems.
	Land use planning	# of plans	NA	NA	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).
	Organizational strategic and operational planning	# of plans	NA	NA	Development or revision of agency strategic and operational plans Note: Does not include actions to implement plans.
	Species and habitat management planning	# of plans	NA	Identify target species and habitat type(s)	Development or revision of management plans for fish and wildlife species and habitats, including WMA planning.
	Species management planning	# plans	NA	Identify target species type(s)	Development or revision of management plans for fish and wildlife species.
	Habitat management planning	# plans	NA	Identify target habitat type(s)	Development or revision of management plans for fish and wildlife habitats, including WMA planning.
	WSFR program/subprogram planning	# of plans	NA	NA	Conduct planning activities for a specific WSFR program or subprogram (e.g., CVA planning, hunter education planning).
SPECIES STOCKING					Production and stocking of animals for recreational, educational and subsistence purposes.
Stock XX of fish or wildlife by XXXX.					Production and stocking of animals for recreational, educational and subsistence purposes. This activity is ineligible using PR funds unless there is a population restoration focus.
	Production and stocking for recreational or subsistence purposes	# of individuals	NA	Identify target species type(s) and enter # individuals by species type(s)	Production and stocking of animals for recreational, educational and subsistence purposes. This activity is ineligible using PR funds unless there is a population restoration focus.
STAKEHOLDER INVOLVEMENT					Engagement of partners to achieve shared objectives and broad coordination on program/project funded activities across geographic areas and/or subject matters of shared interest.
Engage XX organizations by XXXX.					Engagement of partners to achieve shared objectives and broader coordination on program/project funded activities across overlapping areas (e.g. intra-agency work groups for planning efforts, CMS strategic plan revisions, SWAP development, species management plans, WMA management plans). Organizations include, but are not limited to: other state agencies, federal agencies, municipalities, conservation organizations, land trusts, stakeholder groups, tribes, universities, associations , etc. Note: Engagement with organizations on projects/activities that are developed by other entities should be reported under Technical Assistance.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Organizational engagement	# of organizations	NA	NA	Engagement of partners to achieve shared objectives and broader coordination on program/project funded activities across overlapping areas (e.g. intra-agency work groups for planning efforts, CMS strategic plan revisions, SWAP development, species management plans, WMA management plans). Organizations include, but are not limited to: other state agencies, federal agencies, municipalities, conservation organizations, land trusts, stakeholder groups, tribes, universities, associations, etc. Note: Engagement with organizations on projects/activities that are developed by other entities should be reported under Technical Assistance.
Engage XX individuals by XXXX.					Engagement of individuals to achieve shared objectives and broader coordination across overlapping areas (e.g. intra-agency work groups for planning efforts, CMS strategic plan revisions, SWAP development, species management plans, WMA management plans). Note: Individuals specifically refers to a single person for this category. Engagement of individuals on projects/activities that are developed by other entities should be reported under Technical Assistance.
	Partner engagement	# of individuals	NA	NA	Engagement of individuals to achieve shared objectives and broader coordination across overlapping areas (e.g. intra-agency work groups for planning efforts, CMS strategic plan revisions, SWAP development, species management plans, WMA management plans). Note: Individuals specifically refers to a single person for this category. Engagement of individuals on projects/activities that are developed by other entities should be reported under Technical Assistance.
TECHNICAL ASSISTANCE					
Provide technical assistance to XX individuals by XXXX.					Expert advice/training on fish and wildlife assessments, species and/or habitat management to private landowners.
	Assistance to private landowners	# of individuals	NA	NA	Expert advice/training on fish and wildlife assessments, species and/or habitat management to private landowners.
Provide technical assistance to XX organizations by XXXX.					Expert advice/training on fish and wildlife assessments, research techniques, species and/or habitat management to organizations (e.g., prescribed burning, electrofishing). Organizations may include staff (professional training), government agencies, public entities, land managers, and non-governmental organizations among others.
	Assistance to other organizations	# of organizations	NA	NA	Expert advice/training on fish and wildlife assessments, research techniques, species and/or habitat management to organizations (e.g., prescribed burning, electrofishing). Organizations may include staff (professional training), government agencies, public entities, land managers, and non-governmental organizations among others.
Participate on XX technical committees by XXXX					Participation on technical committees as subject matter experts providing technical advice on species management decisions, regional habitat and research priorities. This includes participation on technical committees of organizations like AFWA, Mississippi Interstate Cooperative Resource Association, Great Lakes Fisheries Commission, etc.

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
	Participation on technical committees	# of technical committees	NA	NA	Participation on technical committees as subject matter experts providing technical advice on species management decisions, regional habitat and research priorities. This includes participation on technical committees of organizations like AFWA, Mississippi Interstate Cooperative Resource Association, Great Lakes Fisheries Commission, etc.
TRAINING/EDUCATION	NOTE: For this Strategy, the TRACS Wireframe will: 1) Incorporate a Check Box if an Outreach/Education project is part of an R3 activity; 2) Include a "Drop Down" menu to identify a Target Audience for the project e.g. Anglers, Shooters, etc.				Provide training and/or education activities for a wide variety of audiences. Note: These activities are specific to providing structured curricula through a variety of formats. This category should not be confused with Outreach/Communication (See above Strategy/Smart Objective). When considering where a given WSFR funded grant activity is most appropriate, please reference the units of measure to consider where the activity is most appropriate.
Conduct XX training events by XXXX.					Events, including classes, held to train instructors, teachers, mentors, and students and over 30 minutes in duration.
	Aquatic education	# of events		NA	Training of instructors, teachers, mentors, and students in aquatic resource education. Note: This includes angler education volunteer instructors, teachers, nature center staff and camp counselors who attend ARE workshops, teachers who help the agency write curricula, students, etc.
			Aquatic Ecology Education		
			Fishing Skills		
			Advanced Education Activities		
	Hunter education	# of events		NA	Training of instructors, teachers, mentors, and students in hunting, shooting, and trapping .
			Archery - Hunting		
			Archery - Shooting		
			Firearms - Hunting		
			Firearms - Shooting		
			Trapping		
			Advanced Education Activities		
	Fish and wildlife technical training	# of events		NA	Training of instructors, teachers, mentors, and students in students on topics related to wildlife species and their habitats in an educational setting Note: This activity has a limited eligibility for reimbursement through WSFR grant programs.
			Advanced Education Activities		

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
Train XX instructors/mentors by XXXX.					Training of instructors, teachers, and mentors.
	Aquatic education	# of instructors/mentors		NA	Training of instructors, mentors, and teachers in aquatic resource education. Note: This includes angler education volunteer instructors, teachers, nature center staff and camp counselors who attend ARE workshops, teachers who help the agency write curricula, etc.
			Aquatic Ecology Education		
			Fishing Skills		
			Advanced Education Activities		
	Hunter education	# of instructors/mentors		NA	Training of new instructors, teachers, and mentors in hunting, shooting, and trapping .
			Archery - Hunting		
			Archery - Shooting		
			Firearms - Hunting		
			Firearms - Shooting		
			Trapping		
			Advanced Education Activities		
	Fish and wildlife technical training	# of instructors/mentors		NA	Training of instructors, teachers, and mentors on topics related to wildlife species and their habitats in an educational setting Note: This activity has a limited eligibility for reimbursement through WSFR grant programs.
			Advanced Education Activities		
XX students complete training by XXXX.					Students completing training.
	Aquatic education	# of students		NA	Training of student in aquatic resource education. Note: This includes angler education volunteer instructors, teachers, nature center staff and camp counselors who attend ARE workshops, teachers who help the agency write curricula, etc.
			Aquatic Ecology Education		
			Fishing Skills		
			Advanced Education Activities		
	Hunter education	# of students		NA	Completion of training of students in basic and advanced hunter education.
			Archery - Hunting		
			Archery - Shooting		
			Firearms - Hunting		

STRATEGY/SMART Objectives	Activity Tag 1 (Required)	Unit of Measurement	Activity Tag 2 (Required)	Additional Info - species, habitat, facilities and/or real property (Required)	Descriptions and Examples
			Firearms - Shooting		
			Trapping		
			Advanced Education Activities		
	Hunter Education Certificates earned	# of students		NA	Completion of training of students in basic and advanced hunter education that results in issuance of a certification. Note: This may be a different number than # of students completing Hunter Education Training above.
	Fish and wildlife technical training	# of students		NA	Training of students on topics related to wildlife species and their habitats in an educational setting. Note: This activity has a limited eligibility for reimbursement through WSFR grant programs.
			Advanced Education Activities		
REAL PROPERTY ACQUISITION and Management					
Acquire real property interest in XX acres by XXXX.					Limited to acquisition of real property interest using WSFR funding. Projects not requiring NOFP are captured under other strategies such as Direct Habitat Management or Incentives
	Land acquisition	# of acres		Identify target species and habitat type(s) and link to real property record(s)	

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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 year round resident population of the island is 750,000. 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. An increase in hunting participation has coincided with the rapid increase of non-native residents and tourists to the island.

As hunting participation has increased, hunting incidents have escalated at alarming rates. In 2015, 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.

2015 % 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%

Species pursued when incident occurred in 2015
Deer 24
Turkey 8
Feral pigs 8
Other 2

Equipment used (2015)
Rifle 30
Shotgun (shell) 8
Shotgun (slug) 3
Bow 1

of incidents caused by: (2015)
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, 2016 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 provides limited staff time to assist in the program.

Exercise

Review the project statement guidelines (handout 3-1) and use the project statement template (handout 3-7) 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 (i.e. build a boat ramp) ... ground truth it by asking why you need to build it?

Objectives: provide the appropriate TRACS strategy_____

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

Which project objective does this address? # _____

- Activity Tag 1: _____
- Activity Tag 2: _____

Provide a brief narrative description of the action_____

Which project objective does this address?) # _____

- Activity Tag 1: _____
- Activity Tag 2: _____

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 cost categories 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. Include any equipment purchases.

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: (Specific, Measurable, Achievable, Relevant, Time 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)

Disclaimer: This project statement is meant to be used as a training aid. While some of the information provided is based upon factual data, the entire project statement is not meant to represent an actual project statement drafted by the Kentucky Department of Fish and Wildlife Resources.

KY – Sport Fish Stocking and Fish Hatchery Operations/Maintenance

Need

There is a need to maintain and enhance existing sport fish populations, in order to ensure species continued viability, as well as meeting angler catch rates that are acceptable to the public. In 2011, data from the National Survey of Fishing, Hunting, and Wildlife-Associated Recreation indicated over 554,000 anglers fished in Kentucky for a total of 10.2 million angler-days. These anglers expended over \$807 million in trip and equipment-related expenditures.

Unfortunately, many of Kentucky's sport fish species are not able to sustain adequate populations through natural reproduction as a result of water level fluctuations, man-made impoundments, inadequate spawning habitat, environmental perturbations, and intense angling pressure. Kentucky's musky, striped bass, hybrid striped bass, walleye, saugeye, and rainbow trout fisheries typically do not successfully reproduce annually. Although largemouth bass, white crappie, blue catfish, and channel catfish spawn annually, surveys have shown that these species, oftentimes, produce a strong year-class only once in every 2-3 years. The Kentucky Department of Fish and Wildlife Resources (KDFWR) is the state agency charged with managing the state's recreational sport fisheries. It is our statutory responsibility to operate fish hatcheries and stock fish to meet the needs of Kentucky's anglers, in addition to conserving and managing existing fish populations. Without supplemental stocking efforts, many of the state's recreationally important sport fish species would decline to unviable levels which would ultimately result in unacceptably low angler catch rates.

Purpose

The purpose of this grant is to enhance recreational sport fish populations and provide increased recreational fishing opportunities throughout the Commonwealth of Kentucky.

Objectives

The objectives of this grant are to:

- (1) Stock 3,240,300 fish by December 31, 2018. *(NOTE: TRACS strategy – Species stocking)*
- (2) Operate and maintain two (2) facilities by December 31, 2018. *(NOTE: TRACS strategy – Facilities/Area operations and maintenance)*

Results and Benefits Expected

This grant will help to conserve, supplement, and improve recreational sport fish populations throughout Kentucky. Supplemental stocking helps to offset poor (or complete lack thereof) year-class production.

This grant will benefit anglers through increased catch and satisfaction rates. These stocking efforts will help to maintain acceptable angler catch rates that have been determined through management plans and ongoing creel surveys.

This grant will also benefit local economies as anglers are willing to travel considerable distances to enjoy their fishing experiences. Local economies will derive benefits from increased sales of gasoline, food, supplies, lodging, and fishing equipment. Society will benefit from a healthy environment and increased outdoor recreation participation.

Approach

Objective 1 – Stock 3.2 million fish by December 31, 2018.

Hatchery staff maintain on-site brood stock of white bass, largemouth bass, blue catfish, channel catfish, and rainbow trout. For all other species, brood fish will be collected from wild stocks. Musky brood fish (n=25) will be collected from Cave Run Lake and the Licking River immediately below Cave Run Lake Dam. Walleye brood fish (n=100) will be collected from Carr Creek Lake and the Green River Lake tailwater. Sauger brood fish (n=125) will be collected from the Ohio River (below Markland Dam). Striped bass brood fish (n=25) will be collected from Lake Cumberland. All fish will be collected using boat mounted DC electrofishing or gillnets once surface water temperatures reach 35-40F (typically mid/late February). Once collected, brood fish will be placed onto hauling trucks and immediately transported to their respective hatcheries where they will be quarantined and treated (salt) to minimize mortality and prevent disease or parasite outbreaks.

Musky, walleye, striped bass, white bass, sauger, and rainbow trout will be artificially spawned using the “dry” method (Piper et al. 1989). Human chorionic gonadotropin (HCG) may be used to help induce spawning (injections will follow prior accepted standards for each species). Following fertilization, eggs will be placed in hatching jars to allow for incubation. Post hatching, swim up fry (musky, walleye, striped bass, white bass, hybrid striped bass, and saugeye) will be collected and immediately stocked into earthen aquaculture ponds that have been extensively fertilized to promote suitable plankton forage. Rainbow trout fry will be retained indoors intensively and immediately offered a commercially prepared diet to begin the feed training process.

Largemouth bass, blue catfish, and channel catfish will be allowed to spawn naturally in earthen aquaculture ponds. Spawning mats will be provided for largemouth bass, while spawning canisters will be provided for both blue and channel catfish. After spawning, adults will be removed and the resulting largemouth bass fry will be allowed to remain in the pond for grow-out. Blue and channel catfish eggs will be incubated intensively indoors. Post hatching, all catfish fry will be stocked into earthen aquaculture ponds for grow-out.

Walleye, striped bass, white bass, hybrid striped bass, and saugeye will be reared to a size of approximately 2”, using plankton as the food source. On average, these species reach their desired stocking size by late May/mid June. Musky and largemouth bass will initially be reared using plankton as the food source. Once fingerlings reach a size of 2”, fathead minnows/goldfish will be regularly stocked to provide the remaining forage necessary to reach the target stocking size. Rainbow trout, blue catfish, and channel catfish will be reared using commercially prepared diets. These diets will be feed according

to established aquaculture standards for each species. Water quality, dissolved oxygen, disease, and growth of each pond will be monitored regularly throughout the grow-out phase.

As species reach stocking size, fish will be harvested from ponds by draining each pond and fish will be collected in the kettle basins. Nets will be used to collect fish and will be immediately loaded onto hauling trucks and taken to the fish hatching houses and placed in raceways. Length, weight, and numbers will be determined for each species/pond. Fish will then be loaded onto hauling trucks based on stocking density/location. Liquid oxygen will be provided in each hauling compartment to sustain dissolved oxygen concentrations greater than 4.0 ppm. Dissolved oxygen will be monitored every 3 hours en route to each stocking location. At the stocking site, fish will be tempered to ensure that water temperatures do not differ by more than 5 degrees between the hauling truck and the receiving surface water temperature. A list of stocking locations, numbers, and GPS coordinates for each species is provided in Table 1.

(NOTE: TRACS Activity Tag for reporting purposes.)

TRACS Activity Tag 1: Production and stocking for recreational or subsistence purposes (# of individuals)

TRACS Activity Tag 2: None

Objective 2 – Operate and maintain two facilities by December 31, 2018.

Pfeiffer Fish Hatchery – Pfeiffer Fish Hatchery is located in Franklin County and resides upon 145 acres adjacent to Elkhorn Creek, which acts as the primary water source for the entire hatchery. The hatchery has a total of 48 earthen production ponds encompassing approximately 50 acres of production water: 37 (0.9 acre ponds), 8 (0.5 acre ponds), 1 (4.0 acre pond), and 2 irregular ponds (totaling 8.5 acres). Each pond contains one concrete fish harvesting kettle and some ponds have liners installed to prevent water seepage or for specific fish production purposes. Water supply and drain lines exist at each pond, in addition to electricity to aid with the operation of aerators.

Two modern fish hatching/intensive culture buildings are also located at the hatchery. A total of 24 raceways and 16 large circular tanks are permanently established within the buildings. Numerous smaller raceways and tanks are also present and may be constructed/deconstructed based upon the production species desired and their individual needs. Additional infrastructure includes pumps, biofilters, settling chambers, computer monitoring systems, heat pumps, chillers, scales, and generators.

The remaining hatchery infrastructure is comprised of: (1) three hatchery residence houses (furnished); (2) one main office building; (3) three storage sheds; and (4) one well pump structure. Other capital assets include vehicles, ATV's, aerators, hauling tanks, mowers, welders, microscopes, and other typical fish hatchery items.

Minor Clark Fish Hatchery – Minor Clark Fish Hatchery is located in Rowan County and resides upon 300 acres, immediately below the dam that forms Cave Run Lake and which provides water for the hatchery. The hatchery has 97 earthen production ponds encompassing approximately 122 acres of production water: 83 (1.0 acre ponds), 10 (1/10th acre ponds), two (7 acre ponds), one (10 acre pond), and one (14 acre pond). Each pond contains one concrete fish harvesting kettle and some ponds have liners installed to prevent water seepage or for specific fish production purposes. Water supply and drain lines exist at each pond, in addition to electricity to aid with the operation of aerators.

One large, modern fish hatching/intensive culture building is also located at the hatchery. A total of 8 raceways and 12 large circular tanks are permanently established within the building. Additional circular tanks may be constructed/deconstructed based upon production species desired and their individual needs. Additional infrastructure includes pumps, biofilters, settling chambers, monitoring systems, heat pumps, chillers, scales, and generators.

The remaining hatchery infrastructure is comprised of: (1) three hatchery residence houses (furnished); (2) one main office building; (3) one workshop building; (4) four storage sheds; and (5) one well pump structure. Other capital assets include vehicles, ATV's, aerators, hauling tanks, mowers, welders, microscopes, and other typical fish hatchery items.

Operational and maintenance activities (actions necessary to ensure useful life and grant objectives are met) at each hatchery will include the following:

- Mowing/spraying of vegetation (terrestrial/aquatic) around ponds, office/production buildings, storage sheds, and residence houses.
- Roadway and levee repairs/maintenance.
- Vehicle and equipment operation/repair/replacement.
- Plumbing, electrical, HVAC maintenance/repair/replacement.
- Pond (including kettles and liners) and production building (including raceways, pumps, recirculating systems, biofiltration systems, heat pumps, settling chambers, and electrical monitoring systems) maintenance/repair.
- Maintaining existing brood fish species for future production.
- Maintenance of existing structures (residence houses, storage sheds, and office buildings).
- General administrative functions (timesheets, developing reports, employee evaluations, answering phone/emails, record keeping).
- Continuing education/training of hatchery staff (production techniques, disease/parasite, chemical application, staff leadership development, OSHA, CPR/First Aid, and other state mandated employee development).

Larger maintenance activities will include the following:

- Install new well pump (Minor Clark Fish Hatchery).
- Replace existing roofs at office building and one hatchery residence house (Pfeiffer Fish Hatchery).
- Replace existing sump pump at one hatchery residence house (Pfeiffer Fish Hatchery).

(NOTE: TRACS Activity Tag for reporting purposes.)

TRACS Activity Tag 1: Fish hatcheries (# of facilities)

TRACS Activity Tag 2: None

Useful Life/Equipment

The useful life of the new well pump at Minor Clark Fish Hatchery is expected to be 15 years. The useful life of the new roof at the Pfeiffer Fish Hatchery office building is expected to be 20 years. The useful life of the new roof at the Pfeiffer Fish Hatchery residence house is expected to be 20 years.

Geographic Location

The locations of KDFWR's two state-owned hatcheries are listed below.

Fish Hatchery	County	Latitude	Longitude
Pfeiffer Fish Hatchery	Franklin	38.318528	-84.819745
Minor Clark Fish Hatchery	Rowan	38.120222	-83.538601

Principal Investigator(s), for Research Projects

Not applicable.

Program Income

None.

Budget Narrative

Federal Share: \$ 1,617,285 (75%) - Sport Fish Restoration subprogram (9514)
 State Share: \$ 539,095 (25%) - KDFWR restricted Fish and Game Fund
Total Cost: \$ 2,156,380

NOTE: Applicants may provide the budget information using the SF 424A (Budget Information for Non-Construction Programs), SF 424C (Budget Information for Construction Programs), or using the applicant's created budget displaying an equivalent or greater level of detail.

Budget Class Category	Cost
Personnel	\$692,000
Fringe Benefits (@51.47%)	\$356,172
Travel	\$10,500
Equipment	\$275,000
Supplies	\$100,000
Contractual	\$500,000
Construction	\$0
Other	\$55,000
Total Direct Costs	\$1,988,672
Indirect Costs	\$167,708
TOTAL	\$2,156,380

Personnel - budget estimate comprised of staff (15-20) in the following classifications: (1) Hatchery Manager; (2) Assistant Hatchery Manager; (3) Fisheries Biologist; (4) Fisheries Technician; (5) Fish and Wildlife Seasonal.

Fringe benefits - consists of the required employer contribution of Social Security, Medicare, unemployment tax, retirement, and employee health insurance, and is estimated at 51.47% of salaries.

Travel - staff will attend in-state meetings related to fish production issues. Staff may also attend regional/national meetings such as AFS and SDAFS (including the various committees and sections), as well as SEAFWA and MAFWA. Travel costs will include lodging, transportation, and per diem following state policies and procedures.

Equipment - the following equipment is necessary and reasonable for the accomplishment of grant objectives.

- Pfeiffer Fish Hatchery
 - (1) Two Ford F-150 Supercab $\frac{3}{4}$ ton trucks - \$25,000 each. Useful life = 6 years.
 - (2) International truck with ten compartment hauling tank - \$90,000. Useful life = 10 years.
- Minor Clark Fish Hatchery
 - (1) Two Ford F-150 Supercab $\frac{3}{4}$ ton trucks - \$25,000 each. Useful life = 6 years.
 - (2) John Deere 5085E Tractor - \$85,000. Useful life = 15 years.

Supplies - budget estimate includes general office/lab supplies, field attire (raingear, overalls, rubber boots), HCG and oxytetracycline HCl (fish marking chemical), nets, tubs, jars, vials, containers, salt.

Contractual - budget estimate comprised of one contract (\$20,000) with Ohio University to perform genetic analysis of tissue samples from walleye broodstock in order to differentiate between native-strain vs Lake Erie strain adults prior to spawning. Additionally, to perform genetic analysis of largemouth bass broodstock to determine allele frequency of Florida bass genes present. Also includes contract (\$480,000) for fish food acquisition (prepared diets and fathead minnows).

Other - budget category estimates include utilities and bottled gas.

Indirect Costs - The KDFWR's approved NICRA is 16.00% charged to the base of salaries and fringe. A copy of the NICRA is on file in the WSFR Region 4 Office.

In-Kind Match: No in-kind match will be utilized for this grant.

Pre-Award Costs: No pre-award costs are requested for this grant.

Indirect Cost Statement: "We are (1) a U.S. state government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of 16.00%. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached."

Single Audit Reporting Statement: The Commonwealth of Kentucky was required to submit a Statewide Single Audit report for its most recently closed fiscal year and that report is available on the Federal

Audit Clearinghouse Single Audit Database website. The report is filed under the Commonwealth of Kentucky's EIN (99-9999999).

Conflict of Interest Statement: KDFWR, at the time of this application, is not aware of any actual or potential conflicts of interest that may arise during the life of this award which may affect the KDFWR, its employees, or its subrecipients. Should an actual or potential conflict of interest arise during the period of performance, then KDFWR will notify the WSFR Regional Office.

Multipurpose Projects

Not applicable.

Relationship with other Grants

None.

Timeline

Period of performance is January 1, 2018 - December 31, 2018

January 1, 2018 – March 31, 2018

- Collection of wild brood fish.
- Setup and prepare all spawning equipment, hatching jars, rearing tanks, and ponds (fertilize/lime).
- Complete strip spawning of brood fish and distribute eggs/fry in rearing jars/tanks/aquaculture ponds.
- Monitor ponds for water quality.
- Initiate feed training practices on select production species.

April 1, 2018 – June 30, 2018

- Complete spawning actions for blue catfish, channel catfish, white bass, and largemouth bass.
- Continue grow-out phase of target species.
- Monitor hatchery production for survival, growth, and disease issues.
- Maintain hatchery grounds, facilities, and equipment.
- Stock walleye, striped bass, hybrid striped bass, white bass, and rainbow trout at target locations.

July 1, 2018 – September 30, 2018

- Continue grow-out phase of target species.
- Maintain hatchery grounds, facilities, and equipment.
- Monitor hatchery production for survival, growth, and disease issues.
- Stock blue catfish, channel catfish, saugeye, and rainbow trout at target locations.

October 1, 2018 – December 31, 2018

- Continue grow-out phase of target species.
- Maintain hatchery grounds, facilities, and equipment.
- Monitor hatchery production for survival, growth, and disease issues.

- Stock musky, largemouth bass, and rainbow trout at target locations.
- Winterize hatchery grounds, facilities, and equipment.
- Draft stocking summary/accomplishment reports.

General

NOTE: 50 CFR 80.82 (c) requires that a project statement must include information pertaining to 13 data elements. Element 13 requires that information be included in the project statement that (a) shows that the proposed activities are eligible for funding and substantial in character and design and (b) enables the Service to comply with applicable requirements under NEPA, ESA, and NHPA, and other laws, regulations, and policies. If information is not provided in the project statement, please attach additional documentation regarding NEPA, ESA, and NHPA compliance.

Table 1. Planned sport fish production and stocking by the Kentucky Department of Fish and Wildlife Resources from January 1, 2018 - December 31, 2018.

Species	Size	# Stocked	Water Body	County	Latitude	Longitude
Musky						
	9-13"	1,000	Cave Run Lake	Rowan	38.10235	-83.51325
	9-13"	1,000	Cave Run Lake	Rowan	38.09146	-83.49680
	9-13"	1,000	Cave Run Lake	Rowan	38.05933	-83.46476
	9-13"	1,000	Cave Run Lake	Rowan	38.04028	-83.40241
	9-13"	1,000	Green River Lake	Campbell	37.29174	-85.28847
	9-13"	1,000	Green River Lake	Campbell	37.23185	-85.33736
	9-13"	1,000	Green River Lake	Adair	37.22240	-85.26925
	9-13"	3,000	Buckhorn Lake	Leslie	37.27192	-83.37032
	9-13"	250	Licking River	Bath	38.12996	-83.55768
	9-13"	250	Licking River	Bath	38.11758	-83.53868
	9-13"	75	Kentucky River - Pool 3	Owen	38.29307	-84.87873
	9-13"	75	Kentucky River - Pool 4	Franklin	38.20492	-84.88563
	9-13"	75	Kentucky River - Pool 5	Anderson	38.03468	-84.83607
	9-13"	<u>75</u>	Kentucky River - Pool 6	Mercer	37.91354	-84.82351
		10,800				
Walleye						
	2"	70,000	Lake Cumberland	Pulaski	37.01478	-84.63460
	2"	70,000	Lake Cumberland	Pulaski	37.01186	-84.70314
	2"	70,000	Lake Cumberland	Pulaski	36.96601	-84.84328
	2"	70,000	Lake Cumberland	Wayne	36.95364	-84.93672
	2"	70,000	Lake Cumberland	Russell	36.95371	-85.00698
	2"	80,000	Laurel River Lake	Whitley	36.96870	-84.12743
	2"	80,000	Laurel River Lake	Whitley	36.95274	-84.20795
	2"	80,000	Laurel River Lake	Knox	36.97720	-84.25845
	2"	80,000	Laurel River Lake	Knox	37.00217	-84.23746
	2"	50,000	Carr Creek Lake	Knott	37.22845	-82.99921
	2"	60,000	Paintsville Lake	Johnson	37.84298	-82.87992
	2"	100,000	Green River Lake	Campbell	37.29174	-85.28847
	2"	100,000	Green River Lake	Campbell	37.23185	-85.33736
	2"	100,000	Green River Lake	Adair	37.22240	-85.26925
	2"	<u>35,000</u>	Wood Creek Lake	Laurel	37.18585	-84.17671
		1,115,000				
Striped Bass						
	2"	80,000	Lake Cumberland	Pulaski	37.01478	-84.63460
	2"	80,000	Lake Cumberland	Pulaski	37.01186	-84.70314
	2"	80,000	Lake Cumberland	Pulaski	36.96601	-84.84328
	2"	80,000	Lake Cumberland	Wayne	36.95364	-84.93672
	2"	80,000	Lake Cumberland	Russell	36.95371	-85.00698

2"	40,000	Ohio River - Markland	Gallatin	38.73869	-85.06439
2"	45,000	Ohio River - Cannelton	Hancock	37.90387	-86.74840
2"	50,000	Ohio River - Smithland	Livingston	37.14286	-88.40674
2"	100,000	Kentucky Lake Tailwater	Marshall	37.01907	-88.27927
2"	<u>100,000</u>	Barkley Lake Tailwater	Lyon	37.02858	-88.22618
	735,000				

Hybrid Striped Bass

2"	75,000	Barren River Lake	Barren	36.87169	-86.07074
2"	75,000	Barren River Lake	Barren	36.90489	-86.07513
2"	75,000	Barren River Lake	Monroe	36.88995	-86.12368
2"	35,000	Taylorville Lake	Anderson	37.97366	-85.15802
2"	35,000	Taylorville Lake	Spencer	38.02578	-85.27324
2"	25,000	Herrington Lake	Mercer	37.75139	-84.70574
2"	25,000	Herrington Lake	Mercer	37.69621	-84.74108
2"	20,000	Guist Creek	Shelby	38.20908	-85.14460
2"	75,000	Ohio River - Markland	Gallatin	38.73869	-85.06439
2"	60,000	Ohio River - Cannelton	Hancock	37.90387	-86.74840
2"	<u>50,000</u>	Ohio River - Smithland	Livingston	37.14286	-88.40674
	550,000				

White Bass

2"	25,000	Taylorville Lake	Anderson	37.973662	-85.158023
2"	25,000	Taylorville Lake	Spencer	38.025776	-85.273235
2"	30,000	Herrington Lake	Mercer	37.751388	-84.705735
2"	<u>30,000</u>	Herrington Lake	Mercer	37.696211	-84.741081
	110,000				

Largemouth Bass

4-5"	12,500	Taylorville Lake	Anderson	37.97366	-85.15802
4-5"	12,500	Taylorville Lake	Anderson	37.97619	-85.19339
4-5"	12,500	Taylorville Lake	Spencer	38.02578	-85.27324
4-5"	20,000	Laurel River Lake	Whitley	36.96870	-84.12743
4-5"	20,000	Laurel River Lake	Whitley	36.95274	-84.20795
4-5"	20,000	Laurel River Lake	Knox	36.97720	-84.25845
4-5"	20,000	Laurel River Lake	Knox	37.00217	-84.23746
4-5"	30,000	Ohio River - Markland	Gallatin	38.76915	-84.93512
4-5"	30,000	Ohio River - Markland	Gallatin	38.78270	-84.80884
4-5"	30,000	Ohio River - Markland	Boone	38.80363	84.80680
4-5"	<u>30,000</u>	Ohio River - Markland	Boone	38.90290	-84.79865
	237,500				

Blue Catfish

10-12"	7,500	Taylorville Lake	Anderson	37.97366	-85.15802
10-12"	7,500	Taylorville Lake	Anderson	37.97619	-85.19339
10-12"	7,500	Taylorville Lake	Spencer	38.02578	-85.27324
10-12"	2,000	Wilgreen Lake	Madison	37.70551	-84.35598

10-12"	10,000	Barren River Lake	Barren	36.87169	-86.07074
10-12"	10,000	Barren River Lake	Barren	36.90489	-86.07513
10-12"	<u>10,000</u>	Barren River Lake	Monroe	36.88995	-86.12368
	54,500				

Channel Catfish

10-12"	15,000	Guist Creek	Shelby	38.20908	-85.14460
10-12"	15,000	Beaver Lake	Anderson	37.97631	-85.00848
10-12"	15,000	Elmer Davis Lake	Owen	38.49869	-84.87593
10-12"	20,000	Lake Beshear	Caldwell	37.14786	-87.68475
10-12"	10,000	Corinth Lake	Grant	38.49929	-84.58124
10-12"	12,500	Bullock Pen Lake	Grant	38.79910	-84.63931
10-12"	10,000	Dewey Lake	Floyd	37.70183	-82.73893
10-12"	10,000	Dewey Lake	Floyd	37.71442	-82.73912
10-12"	<u>10,000</u>	Dewey Lake	Floyd	37.72649	-82.74277
	117,500				

Saugeye

2"	20,000	Guist Creek	Shelby	38.20908	-85.14460
2"	20,000	Bullock Pen Lake	Grant	38.79910	-84.63931
2"	<u>20,000</u>	Corinth Lake	Grant	38.49929	-84.58124
	60,000				

Rainbow Trout

10"	6,000	Anderson Lake	Anderson	38.04015	-84.90471
10"	10,000	Casey Creek	Trigg	36.83360	-87.83895
10"	15,000	Cedar Creek lake	Lincoln	37.48428	-84.55941
10"	15,000	Cedar Creek lake	Lincoln	37.49252	-84.54785
10"	9,000	Dewey Lake Tailwater	Floyd	37.73738	-82.73105
10"	15,000	Greenbo Lake	Greenup	38.48459	-82.88719
10"	45,000	Cumberland Tailwater	Russell	36.87401	-85.14992
10"	45,000	Cumberland Tailwater	Clinton	36.89440	-85.14614
10"	45,000	Cumberland Tailwater	Cumberland	36.38711	-85.24471
10"	<u>45,000</u>	Cumberland Tailwater	Monroe	36.78599	-85.36575
	250,000				

Total Anticipated Fish Stocked = 3,240,300

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Disclaimer: This project statement is meant to be used as a training aid. This project statement is not based on actual, true project statement drafted by the Tennessee Wildlife Resources Agency (TWRA).

TN – Otter Creek Boat Ramp Construction at Beaver Lake

Need

There is currently a lack of adequate boating access facilities at Beaver Lake. Beaver Lake is the fourth largest reservoir (20,000 acres) in the state and is located approximately 20 minutes from Allentown (the state's third most populous city). The lake provides an outstanding recreational fishery for largemouth bass, crappie, hybrid striped bass, and channel catfish.

There are a total of six boat ramps presently in operation at Beaver Lake. Four of these are privately-owned marina ramps that charge user fees to launch boats. The remaining two boat ramps are owned by the Tennessee Wildlife Resources Agency (TWRA) and are free to the public. During the prime boating season, these two ramps quickly reach full capacity, which forces users to seek alternative facilities or forces users to not be able to launch their boats. Collectively, the six ramps at Beaver Lake do not meet the current demand for anglers and boaters seeking access to Beaver Lake. The TWRA is the state agency charged with managing and developing recreational boating access facilities for the public. It is our statutory responsibility to improve boating opportunities throughout the state. Without the development of new boat ramp facilities, recreational anglers and boaters will be forced to travel elsewhere.

Purpose

The purpose of this grant is to increase opportunities for sport fishing and recreational boating at Beaver Lake in Tennessee.

Objective

Construct one (1) facility by June 30, 2019. *(NOTE: TRACS strategy – Facilities/Area Construction)*

Results and Benefits Expected

This grant will help to satisfy the current and anticipated future (15-20 year) demand for recreational fishing and boating access at Beaver Lake. Based upon best available data, the TWRA estimates that this ramp will provide for approximately 320 boating days/month of use during the peak boating season of May – September.

This grant will also benefit nearby, local economies as anglers and boaters are willing to travel considerable distances to enjoy these activities. Local economies will derive benefits from increased sales of gasoline, food, equipment, supplies, and lodging.

Approach

Objective 1 – Construct one (1) facility by June 30, 2019.

The TWRA will construct a public boat launching facility (Otter Creek Boat Ramp) at Beaver Lake that will be comprised of a 2-lane, paved, launching ramp, a boat courtesy dock, and single parking area that will accommodate parking for 50 vehicles and trailers. The facility will be constructed on land under the control (fee title) of the TWRA. The facility will be constructed following state procurement policies and procedures. All applicable permits have been obtained and will be kept on file for future audit/compliance purposes.

The facility will be constructed as designed (see attached design plans) following the plans developed by Knight & King Environmental Consultants, LLC. The boat launching ramps will be poured concrete, with each lane being 12 feet wide and the slab extending approximately 35 feet into the water to ensure a year-round minimum water depth of 8 feet at the end of the ramp.

The boat courtesy dock will consist of a fixed-style dock with composite decking to enhance the useful life and minimize annual maintenance requirements. The dock will accommodate for the ability to tie up a minimum of 2-4 boats at a time and allow for individuals to safely dock their vessels while they park/retrieve their vehicles and trailers. The approach and gangways will be constructed to meet all ADA-compliance requirements to ensure maximum usability to the public, following the best management practices provided by the States Organization for Boating Access (SOBA) manual "Design Handbook for Recreational Boating and Fishing Facilities."

The parking area will be constructed to accommodate parking spaces for 50 vehicles and trailers. This includes four parking spaces that will be constructed and designated handicapped accessible. An additional five parking spaces will be designed for single vehicle parking to accommodate individuals driving separately from their boating/angling partners. The parking area will be paved and individually striped. Additional areas will be designed for vessel unloading/loading. The walkway leading from the parking area to the boat ramp/courtesy dock will meet ADA specifications.

Once completed, the facility will be designated with signage identifying that funding was provided in part through the Sport Fish Restoration program and TWRA. No user fees will be charged to the public at this facility. The facility will remain open to the public 24-hours/day. Also, once completed, this facility will be included in the TWRA annual "Operations and Maintenance of Boating Access Facilities" Sport Fish Restoration grant. Costs associated with the annual, ongoing maintenance of this facility will be charged to that grant.

(NOTE: TRACS activity tags shown below for reporting purposes)

TRACS Activity Tag 1: Recreational boating facilities

TRACS Activity Tag 2s (required): Docks/piers, Launch ramps, Parking areas

Useful Life

The useful life of the Otter Creek Boat Ramp facility is expected to be 25 years. This determination is based upon the architectural engineering firm that was contracted to develop the design for the project. Their determination is based upon a variety of factors including: (1) size of project; (2) geographic location; (3) quality of construction materials; (4) anticipated volume of use; (5) anticipated type of vehicles/boats using the site; (6) prevailing geographic weather; (7) wave erosion; and (8) previous knowledge of useful life of similar size/scope projects.

Geographic Location

Ramp	County	Latitude	Longitude
Otter Creek Boat Ramp	Monroe	36.871594	-84.070703

Principal Investigator(s), for Research Projects

Not applicable.

Program Income

None.

Budget Narrative

Federal Share: \$71,250 (75%) - Boating Access subprogram (9520)
State Share: \$23,750 (25%) - TWRA restricted license revenue fund
Total Project: \$95,000

NOTE: Applicants may provide the budget information using the SF 424A (Budget Information for Non-Construction Programs), SF 424C (Budget Information for Construction Programs), or using the applicant's created budget displaying an equivalent or greater level of detail.

Budget Category	Cost
Administrative / Legal Expenses	\$4,000
Land, Structures, Appraisals	\$0
Relocation Expenses and Payments	\$0
Architectural and Engineering Fees	\$0
Other Architectural and Engineering Fees	\$0
Project Inspection Fees	\$3,500
Site Work	\$7,500
Demolition and Removal	\$0
Construction	\$80,000
Equipment	\$0
Miscellaneous	\$0

Subtotal (Construction)	\$95,000
Contingencies	\$0
Subtotal (Construction + Contingencies)	\$95,000
Program Income	\$0
Total	\$95,000

Administrative/Legal Expenses - budget estimate for potential administrative or legal fees that may arise during the construction of the project.

Project Inspection Fees - budget estimate for TWRA engineering staff to conduct routine project inspection site visits and regular construction update meetings with the contractor.

Site Work - budget estimate for initial site work preparation and mobilization of construction heavy equipment and supplies.

Construction - budget estimate for construction contract with Knight & Associates Construction Company. This contract will be bid competitively according to state procurement policies and procedures.

In-Kind Match: No in-kind match will be utilized for this grant.

Pre-Award Costs: No pre-award costs are requested for this grant.

Indirect Cost Statement: "We are (1) a U.S. state government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of 29.8%. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached."

Single Audit Reporting Statement: The TWRA was required to submit a Single Audit report for the agencies most recently closed fiscal year and that report is available on the Federal Audit Clearinghouse Single Audit Database website. The report is filed under the TWRA's EIN (99-9999999).

Conflict of Interest Statement: TWRA, at the time of this application, is not aware of any actual or potential conflicts of interest that may arise during the life of this award which may affect the TWRA, its employees, or its subrecipients. Should an actual or potential conflict of interest arise during the period of performance, then the TWRA will notify the WSFR Regional Office.

Multipurpose Projects

None.

Relationship with other Grants

Once completed, this facility will be included in the TWRA annual "Operations and Maintenance of Boating Access Facilities" Sport Fish Restoration grant.

Timeline

Period of performance is July 1, 2018 - June 30, 2019.

July 1, 2018 – September 30, 2018:

- Issue bid request package.
- Review bid proposals and work with Finance Department to issue state contract.

October 1, 2018 – December 31, 2018:

- On-site meeting with contractor to discuss any questions/concerns prior to mobilization.
- Coordinate mobilization of construction equipment and begin construction.
- Conduct routine site visits to ensure compliance.
- Attend regularly scheduled construction update meetings and review progress to-date reports.
- Process contractor payment requests.

January 1, 2019 – March 31, 2019:

- Monitor construction activities.
- Conduct routine site visits to ensure compliance.
- Attend regularly scheduled construction update meetings and review progress to-date reports.
- Process contractor payment requests.
- Complete final completion site inspections.

April 1, 2019 – June 30, 2019:

- Complete final completion site inspections.
- Verify that contractor has met all compliance requirements.
- Process final contractor payment requests.
- Develop final completion reports (financial/performance).
- Officially open site for public use.
- Close out award.

General

NOTE: 50 CFR 80.82 (c) requires that a project statement must include information pertaining to 13 data elements. Element 13 requires that information be included in the project statement that (a) shows that the proposed activities are eligible for funding and substantial in character and design and (b) enables the Service to comply with applicable requirements under NEPA, ESA, and NHPA, and other laws, regulations, and policies. If information is not provided in the project statement, please attach additional documentation regarding NEPA, ESA, and NHPA compliance.

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SC – Tier 1: Seaside Marina Transient Recreational Boating Facility Construction Project Statement

Need

There is a need to construct additional facilities for transient, recreational boaters due to a growing demand for waterfront access in the Town of Seaside, SC. Since 2008, the Town of Seaside has supported the revitalization of the historic downtown waterfront and reestablishment of the town as a tourist destination along the Atlantic Intracoastal Waterway (AIWW). The town acquired waterfront property in 2010 to provide public water access and recreational opportunities. The town constructed a 100-ft long floating dock for tie-ups, kayak/canoe launch, ½-mile boardwalk, and picnic shelter along the waterfront park in 2012. Music, arts and cultural events are now supported at the waterfront park and throughout the downtown business district, such as the annual Shrimp Festival, Plein Air Art competition, and the First Friday's concert series which runs April through October.

Through daily logs maintained by the town's parks and recreation staff, average annual visits by vessels greater than 26 feet in length increased from 20% in 2013 to 75% in 2017. During town events and due to local tourism promotion, the dock reaches capacity more frequently, causing boaters to anchor off the main channel or continue cruising to the next destination, oftentimes bypassing the town altogether. With new events planned for 2018 and an aggressive tourism campaign being undertaken by Palmetto County, transient boater traffic and occupancy is only expected to increase.

Dedicated slips for transient vessels over 26 feet in length are greatly needed to support the growing boater community in Seaside, ensure safe overnight dockage for all visitors, and provide boaters convenient access to shore-side amenities. The existing dock is only able to support a few smaller vessels, and larger transient vessels cannot be easily accommodated. At present, a boater bath house is unavailable, and public restrooms are located at Town Hall, roughly a half mile from the waterfront. The docks also currently do not provide water, electric, or sewage pumpout utilities. Better boater amenities and utilities are needed to fully establish Seaside as a first-class boater destination. Without a transient docking facility, the Town of Seaside will not be able to meet the needs and expectations of its rapidly increasing transient boater population.

In the proposed project area, transient dockage is also available at the Anchorage Marina, located about 2 miles west of the downtown waterfront. The marina currently offers a 60-ft 'T' dock and un-leased slips as transient tie-up space at a rate of \$1.50 per foot per night plus utilities. Restrooms, showers, and fuel pumps are also available for transient guests. Transient dockage is limited at this marina and reaches capacity quickly during peak seasons. The addition of a downtown transient facility will provide boaters easy access to downtown shops and restaurants and ensure all visitors can be accommodated. The next nearest marinas are located approximately 20 miles to the south and 30 miles to the north. This is an area which has been identified in the SC Transient Boater Needs Assessment report (2009) as needing additional boating infrastructure to support demand.

Purpose

The purpose of this project is to increase the number transient boating facilities in South Carolina by establishing a needed waypoint destination along the AIWW. The South Carolina Department of Natural Resources will partner with the Town of Seaside to construct a 10-slip docking facility and bath house for transient boaters to better accommodate the growing boating community, provide public waterfront access, and generate local tourism.

Objectives

Construct 1 facility by March 31, 2020. *(NOTE: TRACS strategy - Facilities/Area Construction)*

Results and Benefits Expected

The Seaside Marina will be an ADA-compliant transient docking facility with ten (10) slips located on town property, and owned and managed by the Town of Seaside. Water, electric, and sewage pumpout services will be available. The Seaside Marina will also offer an ADA-compliant boater bath house of men's and women's restrooms, unisex bathroom with shower, and a laundry room.

The new docks and bath house will provide safe overnight dockage and land-based comforts for transient boaters cruising the AIWW where only limited accommodations were previously available. Boaters will no longer have to anchor off the main channel and dinghy to shore. This will improve waterway navigation and decrease the potential for boating accidents. The addition of a downtown transient facility will also support other marina overflows and provide boaters easy access to downtown shops and restaurants.

The Palmetto County Economic Development Center estimates the transient docks will generate an additional 1,000 overnight stays per year. Boaters are estimated to contribute about \$150/day into the local economy for an annual economic impact of \$150,000. An enhanced revenue stream will continue to support the growth of local downtown businesses and job opportunities. Separately, revenues generated from user fees will enable the town to manage, repair, and/or improve the facility for boaters throughout its useful life.

Approach

Engineering and Permitting

The Town of Seaside will issue a request for bids for engineering and permitting services in accordance with the town's procurement policies following submittal of this application. The services will include facility design for the docks and bath house to ADA-compliant standards, completion of construction plans and site plats, preparation and submission of federal, state and local development permit applications, and preparation of construction bid packages for the docks and bath house. All engineering and permitting will be conducted prior to the award. The selected engineering firm will also provide construction oversight and general project administration services.

The Town will give a presentation and receive public comments on preliminary facility plans during an upcoming Town Council meeting in October 2017. All comments received will be considered in developing the final project designs and included with the submitted permit application.

The Town of Seaside will submit a Joint Federal and State Application Form by February 2018 to the U.S. Army Corps of Engineers Charleston District Office (USACE) to initiate the permit process with the USACE and South Carolina Department of Health and Environmental Control (SCDHEC). An environmental assessment will be prepared as part of this application in accordance with Section 404(b)(1) guidelines, and the USACE will issue a public notice seeking comments and conduct an evaluation in compliance with NEPA. Concurrently, the SCDHEC will review the project application and issue Section 401, Coastal Zone Management, and Critical Areas permits. If the project is not contrary to public interest and all state permits are received, a Finding of No Significant Impacts (FONSI) will be issued, and all project requirements and conditions will be documented and issued in a permit from the USACE. No construction activities will begin until all necessary permits are received.

This proposal will also be submitted the South Carolina State Historic Preservation Office (SHPO) for review under Section 106 of the National Historic Preservation Act. There are no known historic, cultural, or archaeological resources that may be impacted by this project. The project site is located, however, about five miles from the Seaside Plantation, which is designated on the national register of historic sites.

Dock and Bath House Construction

The Town's preliminary design for the 10-slip transient docking facility is a 100' x 6' floating 'T'-dock with two 4' x 30' finger piers and two 4' by 40' finger piers (Figure 1). Four interior slips will be 16' x 36' and the other four interior slips will be 20' x 46' (8 slips new construction). The existing 100' floating dock will become the head of the 'T' to accommodate very large vessels (2 slips). The existing gangway will serve the entire facility. Five utility pedestals (with both 50 amp and 100 amp connections) will be purchased from a commercial marine electronics supplier. All electrical and plumbing installation work will be undertaken by a certified/licensed electrician and plumber. A pumpout station and connections to the town's sewage system will also be installed on the dock using anticipated CVA grant funds.

The current depth at the proposed project site ranges from 3-6 feet (Figure 2 shows current bathymetry). Dredging will occur within the basin to provide at least a 6-ft depth at mean low water, to best ensure accessibility for larger vessels. Figure 3 shows the area anticipated to be dredged. The total area and volume to be dredged is unknown at the time of this application, and will be determined by the contracted engineers in consultation with state/federal permitting authorities.

The public restrooms and boater bath house facility will be located about 50 feet from the entrance to the docks. The town's preliminary design for the bath house include men's and women's restrooms with three stalls each, unisex bathroom with shower stall, and a laundry room (one washer and dryer) (Figure 4). The restrooms will be open to all users; the shower

and laundry rooms will be restricted to transient boaters only (see the Budget Narrative section for a description of the cost proration).

Requests for construction, electric, and plumbing services will be put out for bid in accordance with the town's procurement policies once all necessary permits are in hand and the Seaside Town Council has approved of the final engineered transient docking facility and bath house designs produced by the contracted engineering firm. The selected contractors will be responsible for the procurement of all building materials, with the exception of utility pedestals, sewage pumpout, and laundry appliances, which will be purchased directly by the Town.

Once all required permits have been issued to the Town, these will be submitted to the U.S. Fish and Wildlife Service (USFWS) with a copy of the subrecipient/third-party agreement. The agreement between the SCDNR and Town of Seaside will ensure the BIG-funded facilities will be used for their authorized purposes for their useful life.

Once approval is received from the USFWS, construction will begin within one month of contractor selection and award, or during the next in-water work period as authorized by permitting agencies. Dredging and in-water construction activities are planned during the late fall and winter months (October to January) to reduce the likelihood of impacts to protected species (see the attached "Intra-Service Section 7 Biological Evaluation Form" for additional information). Construction is expected to be completed no later than March 31, 2019.

Both the docks and bath house will be inspected and certified prior to their opening to the public. Signage with the Sport Fish Restoration logo and credit to the BIG Program will be placed at both the docks and the bath house.

Facility Management

The Town expects to charge a user fee of \$1.50 per foot per night stay, plus a \$10/day utility service fee, upon opening of the facility after the close of the award. These rates are comparable to area facilities at the time of this application and are expected to remain constant. A rate schedule, facility use rules, and town maintenance and management plan will be written for incorporation into the Town's overarching public facilities management plan to be approved by the Town Council. A draft will be provided to the SCDNR for review prior to grant closure. A marketing plan will be developed and implemented in partnership with the Palmetto County Tourism Authority through a Palmetto County Tourism Grant. A kiosk in front of the bath house will house facility management information, hours of operation, facility use rules, and local area tourism brochures/flyers.

A Notice of Federal Participation in the transient dock and bath house facilities will be recorded into the Town's property deed.

(NOTE: 50 CFR 86.43(e)(1) and the BIG Notice of Funding Opportunity requires applicants to provide enough information on the status of required permits or other compliance requirements (National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act) for the Service to make a preliminary assessment. The

compliance information in the above Approach section is intended to provide an example, not a prescription of format or the level of detail that needs to be provided. If information is not provided in the project statement, please attach additional documentation regarding NEPA, ESA, and NHPA compliance.)

Timeline

Period of Performance: July 1, 2018 - March 31, 2019

October 2017 – June 2018: engineering and permitting

July 2018: Award issued by USFWS to SCDNR, and subaward issued by SCDNR to the Town of Seaside

August – September 2018: Bid solicitation and selection of contractors

October 2018 – March 2019: Construction of docks and bath house facilities

Key Personnel

SC Project Officer

Ms. Jane Williams
SC BIG Coordinator
SC Dept. of Natural Resources
Charleston, SC
(555) 555-1234
J_Williams@dnr.sc.gov

Town Project Officer

Mr. John Smith
Town Parks and Recreation Manager
Town of Seaside
Seaside, SC
(555) 555-9876
John.Smith@seaside.sc.gov

(NOTE: TRACS Activity Tags for reporting purposes.)

TRACS Activity Tag 1: Recreational boating facilities
TRACS Activity Tag 2: Boat Courtesy Docks with slips
TRACS Activity Tag 2: Gangways
TRACS Activity Tag 2: Restrooms
TRACS Activity Tag 2: Laundry facilities
TRACS Activity Tag 2: Secondary improvements

Relationship with Other Grants

The Town intends to apply for a grant from the state for Clean Vessel Act funds for the installation of sewage connections and a stationary pumpout to serve the marina. The Town has applied for and will receive a State Parks and Recreation grant to support costs for the public restrooms at the waterfront park. A county tourism grant is anticipated to support the costs of marketing the town's waterfront and downtown business district.

Single Audit Reporting Statement

The State of South Carolina was required to submit a Statewide Single Audit report for its most recently closed fiscal year and that report is available on the Federal Audit Clearinghouse Single Audit Database website. The report is filed under South Carolina's EIN (99-9999999). An independent financial audit of the Town of Seaside's most recently closed fiscal year was conducted and is on file with the state. There were no reported findings.

Conflict of Interest Disclosure

The South Carolina Department of Natural Resources, at the time of this application, is not aware of any actual or potential conflicts of interest that may arise during the life of this award which may affect the SCDNR, its employees, or its subrecipients. Should an actual or potential conflict of interest arise during the period of performance, the SCDNR will notify the WSFR Regional Office.

Required Overlap/Duplication Statement

This application does not duplicate any other Federal award or application in either activities, cost, or time commitment of key personnel. All non-Federal and Federal grant requests described in the Budget Narrative are supplemental to this Federal funding request.

Attachments

(NOTE: These attachments are not included as part of this example project statement.)

1. Map of project location
2. Preliminary site designs (Figures 1-4)
3. Letter of commitment of local funds
4. State Parks and Recreation Grant Award Letter

**SC – Tier 1: Seaside Marina Transient Recreational Boating Facility Construction
Budget Narrative**

Total Requested Federal Share: \$199,500 (75%)
Total Non-Federal Share: \$66,500 (25%)
 Total BIG Project Cost: \$266,000

All funds awarded to the South Carolina Department of Natural Resources will be subawarded to the Town of Seaside. The following budget was provided for the Seaside Marina project:

Total Project Cost	Description	Total Eligible BIG Cost
\$15,000	Engineering & permitting services – docks	\$15,000
\$20,000	Engineering & permitting services – bath house (50%)	\$10,000
\$10,000	Mobilization/Demobilization	\$10,000
\$30,000	Dredging	\$30,000
\$98,000	Dock materials and construction	\$98,000
\$15,000	5 Water/electric pedestals (\$3,000 ea)	\$15,000
\$10,000	Dock electric installation & service connections	\$10,000
\$10,000	Dock water installation & service connections	\$10,000
\$120,000	Bath house construction (50%)	\$60,000
\$30,000	Sewage pumpout and utility connections (CVA grant)	\$0
\$10,000	Marketing (County tourism grant)	\$0
\$10,000	Construction oversight and project administration (75%)	\$7,500
\$500	Signage and kiosk	\$500
\$378,000	TOTAL	\$266,000

(NOTE: You may also use the SF 424C or SF 424A Budget Information forms to submit budget information.)

Pre-award Costs

Engineering and permitting service costs incurred by the Town of Seaside are requested pre-award costs (\$18,750 total Federal share). All remaining compliance requirements will be satisfied during this time.

Match and Other Partner Contributions

The required cost share (25%) will be contributed as cash from local funds and a state parks and recreation grant (\$22,500 of the total grant). The state parks and recreation grant is funded through a state trust fund (non-Federal source). There will be no in-kind contributions.

Funding Source	Total Project Contribution	Total Eligible BIG Contribution
CVA Sewage Pumpout Grant	\$30,000	\$0
State Parks and Recreation Grant (non-Federal)	\$95,000	\$22,500
County Tourism Grant (non-Federal)	\$10,000	\$0
BIG Grant	\$199,500	\$199,500
Town Cash (non-Federal)	\$44,000	\$44,000
Total Cost	\$378,500	\$266,000

Contingency Costs

No contingency costs are requested. Cost overruns will be paid for by the Town of Seaside.

Cost Proration

The bath house will include restrooms that will be open to the general public as well as boaters. Only registered transient boaters having paid the appropriate user fees will be allowed access to the shower and laundry facilities. Requested BIG funds for the bath house are prorated by 50% based on the preliminary square footage of the building that will be used in whole, or in part, by eligible users (Figure 4). Construction oversight and project administration costs that will be contracted to the engineering firm are prorated at 75%, reflective of both the dock and bath house projects. Electric and water service connections to the sewage pumpout have been prorated and removed from the cost estimates shown.

Program Income

Program income will not be generated, as the Town of Seaside will not begin to collect user fees from the BIG-funded docking facility until after grant closure.

Equipment

No equipment will be purchased through this BIG award.

Useful Life

Docks – 20 years

The docks will be constructed with the same materials and to the same standards as the existing 100-ft dock. Specifications provided from the engineers and contractors for that project estimated a useful life of 20 years based on experience with deterioration caused by water, wind, temperature, and anticipated volume of use for projects of similar size and scope.

Bath House – 35 years

The bath house will be constructed to meet state and local building codes, which provide assurances that the structural integrity should persist for a minimum of 35 years. Fixtures and appliances will be replaced as needed. Estimated useful life was determined by the Town Public Works and Planning Department staffs familiarity with state and local building codes and standards.

Indirect Cost Statement

We are a U.S. state agency that will charge all costs directly.

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TAB 4

Module 4 Compliance

Learning Objectives:

1. Understand the National Environmental Policy Act (NEPA) process and how to properly document it.
2. Define what a categorical exclusion is under NEPA. Become familiar with the eligible categorical exclusions under the Department of the Interior.
3. Understand the difference between an Environmental Assessment and an Environmental Impact Statement.
4. Understand the review process associated with compliance with Section 7 of the Endangered Species Act.
5. Understand the different between a “No Effect”, “Not Likely to Adversely Affect”, and “Likely to Adversely Affect” determination.
6. Define an “undertaking” as it relates to the National Historic Preservation Act. Understand the role of the State Historic Preservation Officer.
7. Discuss other forms of compliance that may apply to certain project types.

Handouts:

- 4-1 National Environmental Policy Act process flowchart
- 4-3 516 DM 8 “Managing the NEPA Process – Service”
- 4-9 NEPA Extraordinary Circumstances
- 4-11 Endangered Species Act – Section 7 process flowchart
- 4-13 National Register Criteria for Evaluation – National Park Service
- 4-15 Section 106 Review process flowchart
- 4-17 Delegation of Authority - example
- 4-19 Area of Potential Effects (APE)
- 4-21 Sample MOU Concerning Indian Sacred Sites

National Environmental Policy Act (1969)

The National Environmental Policy Act (NEPA) was one of the first laws ever written that established the broad national framework for protecting the U.S. environment. It established the President’s Council on Environmental Quality (CEQ) and currently, more than 100 nations around the world have enacted national environmental policies that are modeled after NEPA. Some States have enacted their own State versions of NEPA.

NEPA requires that all Federal agencies give proper consideration to the environment prior to undertaking a Federal action that significantly affect the “human environment”. Federal agencies comply by preparing, when necessary, environmental assessments (EAs) and environmental impact statements (EISs) stating the potential environmental effects of proposed Federal agency actions. Additionally, NEPA ensures that the public plays a role in both the decision making process and the implementation of that decision.

Human Environment means the natural and physical environment and the relationship of people to the environment.

The approval of a WSFR-funded grant application constitutes a “Federal action”. Under NEPA, all Federal actions must be reviewed for their compliance with NEPA. Therefore, all projects, activities, or jobs included in a grant application, must be reviewed prior to the grants approval. These reviews must be documented.

Compliance with NEPA is often 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 determinations about the affects of the proposed work on the human environment.

The general process for documenting the NEPA determination is depicted in **Handout 4-1** (additional information is also found in **Handout 4-3**). Working through the NEPA decision making process requires evaluating several factors before approving Federally-funded work projects.

Notes:

NEPA Responsibilities

WSFR (acting as the Federal awarding agency) is responsible for preparing the administrative record for complying with NEPA and, if necessary, requiring the preparation of EAs or EISs. WSFR has the ultimate responsibility to make the final NEPA determination.

State's (acting as the applicant and eventual grant recipient) play a critical role in providing detailed project information to the WSFR grants management specialist and making a NEPA "recommendation" based on a thorough review of proposed project actions and their potential significant effect on the human environment.

NEPA Review Factors

A NEPA recommendation (State) and determination (WSFR) can be made, by documenting a detailed review of the proposed Federal action(s). Decisions may sometimes seem subjective, but we can make the determination more objective by looking at the WSFR programs history and the nature of the work that is typically being funded. A detailed review should include:

- A review of the project scope;
- The potential for significant impact on the human environment; and
- The public's interest and/or controversy.

Documenting the NEPA Review Process

There are three (3) levels of analysis that a Federal agency must undertake to comply with NEPA. These levels include:

- Preparation of a Categorical Exclusion;
- Preparation of an Environmental Assessment; or
- Preparation of an Environmental Impact Statement.

Categorical Exclusions (CatEx)

A CatEx is a list (classes) of actions which an agency has determined do not individually or cumulatively have a significant affect on the human environment (see **Handout 4-3, Section 8.5**).

If a proposed action is listed in an agency's CatEx, the agency must ensure that no extraordinary circumstances may cause the proposed action to affect the human environment. Extraordinary circumstances are listed in **Handout 4-9**. The State and WSFR must be able to answer "no" to the list of extraordinary circumstances in order to apply a CatEx to a proposed action.

If a proposed action is not listed as a CatEx, then an EA or EIS must be done.

Environmental Assessment (EA)

An EA is a concise, public document that should include the need for the actions, a listing and evaluation of possible alternatives, and a listing of all the agencies and personnel consulted. The ultimate purpose of the EA is to determine the significance of the proposed actions effect on the human environment and potential to cause significant public controversy. The EA should provide a detailed analysis and justification whether to prepare an EIS.

Most Federal agencies strongly encourage that there is some form of public involvement in the draft EA stage in order to be in full compliance with the law.

If no significant effects on the human environment are found during the analysis, the end result of the EA process is a “Finding of No Significant Impact (FONSI)”. This document explains why the action will not have a significant effect on the human environment.

Environmental Impact Statement (EIS)

If the proposed Federal action does not fall within a CatEx or does not qualify for a FONSI, then an EIS must be prepared. The purpose of the EIS is to make an informed decision about the effects of the proposed actions and their significant effect on the human environment and the possible alternatives that may exist.

The EIS describes the environmental impacts, any adverse environmental impacts that may not be avoided, and any reasonable alternatives to the proposed actions. The end result of the EIS is a “Record of Decision (ROD)” which is issued by the Federal action agency. It is their final decision concerning the proposed actions.

Notes:



Exercise: NEPA – Categorical Exclusions

Review 516 DM 8 Managing the NEPA Process – U.S. Fish and Wildlife Service (**Handout 4-3**) and **Handout 4-9** in order to answer the questions below.

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

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

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		
Bird Banding		
Riparian Zone Border Fencing		
Supplemental Stocking of Native Sport Fish		
Disposition of Grant Acquired Land		
Paving of a Wildlife Management Area Parking Lot		

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

Endangered Species Act (1973)

Section 7(a)(1) of the Endangered Species Act (ESA) mandates that all Federal agencies must determine how to use their existing authorities (i.e. developing a conservation program for listed species) to further the purposes of the ESA.

Section 7(a)(2) also mandates that all Federal agencies must insure that any action they authorize, fund, or carry out is not likely to: (a) jeopardize the existence of a listed species; or (b) adversely modify designated critical habitat.

The ESA is administered (consultation) by two Federal agencies, the U.S. Fish and Wildlife Service (Service) and the National Oceanic and Atmospheric Administration (NOAA, sometimes also referred to as NMFS). Depending on the species/habitat involved, will determine who your consulting partner is during the ESA review process. NOAA has jurisdiction over marine species and anadromous fish. The Service has jurisdiction over terrestrial and freshwater species. The purpose of the consulting partner is to reduce the Federal agencies legal risk.

In some cases, both the Service and NOAA jointly consult (i.e. sea turtles)

Interagency consultation occurs when any Federal action agency consults with either the Service or NOAA. Intra-agency (or Intra-service) consultation occurs when the Service (acting as the Federal action agency) consults with itself through Ecological Services (ES). The purpose of the Service or NOAA acting as a consulting partner is to help the Federal action agency reduce its “legal risk” by:

- Providing regulatory, policy, and biological information.
- Discussing potential effects of proposed Federal actions.
- Discuss measures to reduce and avoid effects.

Intra-service consultation requires that candidate and proposed species be reviewed, as well as threatened and endangered species. This process is called going to “conference” rather than “consultation”.

Notes:

ESA – Section 7 Review Process

The approval of a WSFR-funded grant application constitutes a “Federal action” (see **Handout 4-11**). Under Section 7(a)(2), all Federal agencies must insure that any action they authorize, fund, or carry out is not likely to: (a) jeopardize the existence of a listed species; or (b) adversely modify designated critical habitat.

For all WSFR-funded grant applications, the Service is considered the Federal Action agency. State and territory fish and wildlife agencies are considered the applicant. The States assist the Service in making a review and recommendation on the effects of the proposed actions. This review, recommendation, and determination ultimately determines the appropriate level of consultation required under ESA.

Three levels of consultation under ESA:

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

- A “no effect” determination results in “No Consultation” required.
- A “may effect, but not likely to adversely affect” determination results in “Informal consultation”.
- A “may effect, and is likely to adversely affect” determination results in “Formal consultation”.

Conducting a Proper Analysis of Effects

A good analysis of effects of proposed actions, first involves the identification of all potential stressors (physical, chemical, biotic) caused by the actions being taken. Examples of stressors include noise, turbidity, increases temperature or sunlight, compaction, and exposure to contaminants.

Next, you should determine if the species or habitat will be exposed to the stressors.

Finally, if exposure will occur, determine the likely response (alarm, avoidance, displacement, reduced fecundity, reproductive failure) of the species or habitat once exposed to the stressor. This will determine the ultimate effect on the species or habitat.

Exposure + Response = Effects

Making an ESA Recommendation to WSFR

After you have conducted your analysis of effects, you should make a recommendation to the WSFR Regional office grants management specialist. If your analysis results in:

(1) **No Effect Determination**. If a “No Effect” determination is made, then no consultation is required. This is the most sensible determination to make when species or habitat are not present in the project area. A “no effect” determination should be based on actual knowledge of biological staff who are experts in the location and life history of species and habitat.

As a Best Management Practice, the Training Branch recommends that if proposed actions are on-the-ground and destructive, consider adding language in your recommendation that work will stop if species or habitat are discovered in the project area.

(2) **May Effect, But Not Likely to Adversely Affect**. This type of determination results in “Informal Consultation” with the consulting party. This determination is made when species or habitat are present within or near the project area, and the proposed activities will not have any affect on the species or habitat. In selecting this determination, the Federal action agency has a high confidence that “take” is not likely to occur. The effects of the proposed actions are perhaps discountable, insignificant, or beneficial to species or habitat.

Take is defined as: “*To hunt, harass, harm, pursue, shoot, wound, trap, capture, collect, kill, or attempt to engage in any of the above.*”

Under this determination, the Federal action agency submits a biological assessment to the consulting party and requests their concurrence. ES and NOAA have 30 days to provide their concurrence or a reasoning why need additional time. Some WSFR regions have agreements with ES to allow informal consultation to be completed by the WSFR grants management staff.

(3) **May Effect, and Is Likely to Adversely Affect**. This type of determination results in “Formal Consultation: with the consulting party. This determination is made when take is likely to occur with species.

Under this determination, the consulting party has 30 days to concur with the determination. Then they offer their assistance (consultation) for 90 days during the development of the biological assessment which is submitted to the consulting party. Once submitted, they have 45 days to summarized their review in a biological opinion.

National Historic Preservation Act (1966)

The National Historic Preservation Act (NHPA) was passed to preserve historical, cultural, and archaeological sites throughout the U.S. Section 106 of the NHPA requires Federal agencies to take into account the effects of their “undertakings” on historic properties (both listed and those eligible for listing on the National Historic Register). (see **Handout 4-13**).

Historic Property Examples

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

An undertaking (**36 CFR 800.16(y)**) is any project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including:

- Those carried out by or on behalf of a Federal agency;
- Those carried out with Federal financial assistance; and
- Those requiring a Federal permit, license, or approval.

Section 106 Review Process

The review process for NHPA requires the Federal action agency to consult with the State Historic Preservation Officer (SHPO) and all other interested parties, including Tribes (Federally recognized or not) for those Federal undertakings that have the potential to effect historic properties (see **Handout 4-15**). If the Federal action agency determines that an undertaking has no potential to cause effects on historic properties, and the SHPO concurs, then the agency has no further obligations.

It is the statutory obligation of the Federal action agency to fulfill the requirements of the Section 106 review process and to ensure that an agency official with jurisdiction over an undertaking takes legal and financial responsibility for the review process.

An official Delegation of Authority must be established if the State wants to accept the Section 106 review process on behalf of the Service. (see **Handout 4-17**)

Notes:

Section 106 Review Process (continued)

States assist the Service in completing the Section 106 review process by following these steps:

Step 1: Is the action(s) considered a Federal undertaking?

- If the State is submitting a grant application to use WSFR funding, then the answer to this question is always “yes”. It meets the definition of a Federal undertaking.

Step 2: Determine if the undertaking has the potential to affect historic properties and features if they are present? If the answer to this question is no, SHPO’s concurrence should be documented in the official grant paperwork files.

Step 3: Determine the Area of Potential Effect (APE). (see **Handout 4-19**)

Step 4: Determine if historic properties or features are present in the APE. This is typically accomplished by doing a Phase I archaeological survey.

Step 5: Evaluate for the effect of the undertaking on historic features. SHPO will provide their concurrence on whether or not the effects will be adverse. SHPO’s role is to help avoid, minimize, or mitigated for adverse effects.

- By law, SHPO has 30 days from the receipt of a letter for consultation or concurrence to response. A no response within 30 days is equivalent to concurrence (but this is not considered a Best Management Practice).
- If a disagreement between the Federal action agency / State and SHP occurs, the National Advisory Council on Historic Preservation may intervene.
- Oftentimes, Tribal Historic Preservation Officers (THPO) may not communicate directly with States. As such, the Service will do all consultation with THPOs.

Notes:



Exercise: Section 106 Review - Undertakings

As a group consider the following undertakings and determine if they have the potential to effect historic properties? **Federal Regulations> 36 CFR 800.5 a 2**

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

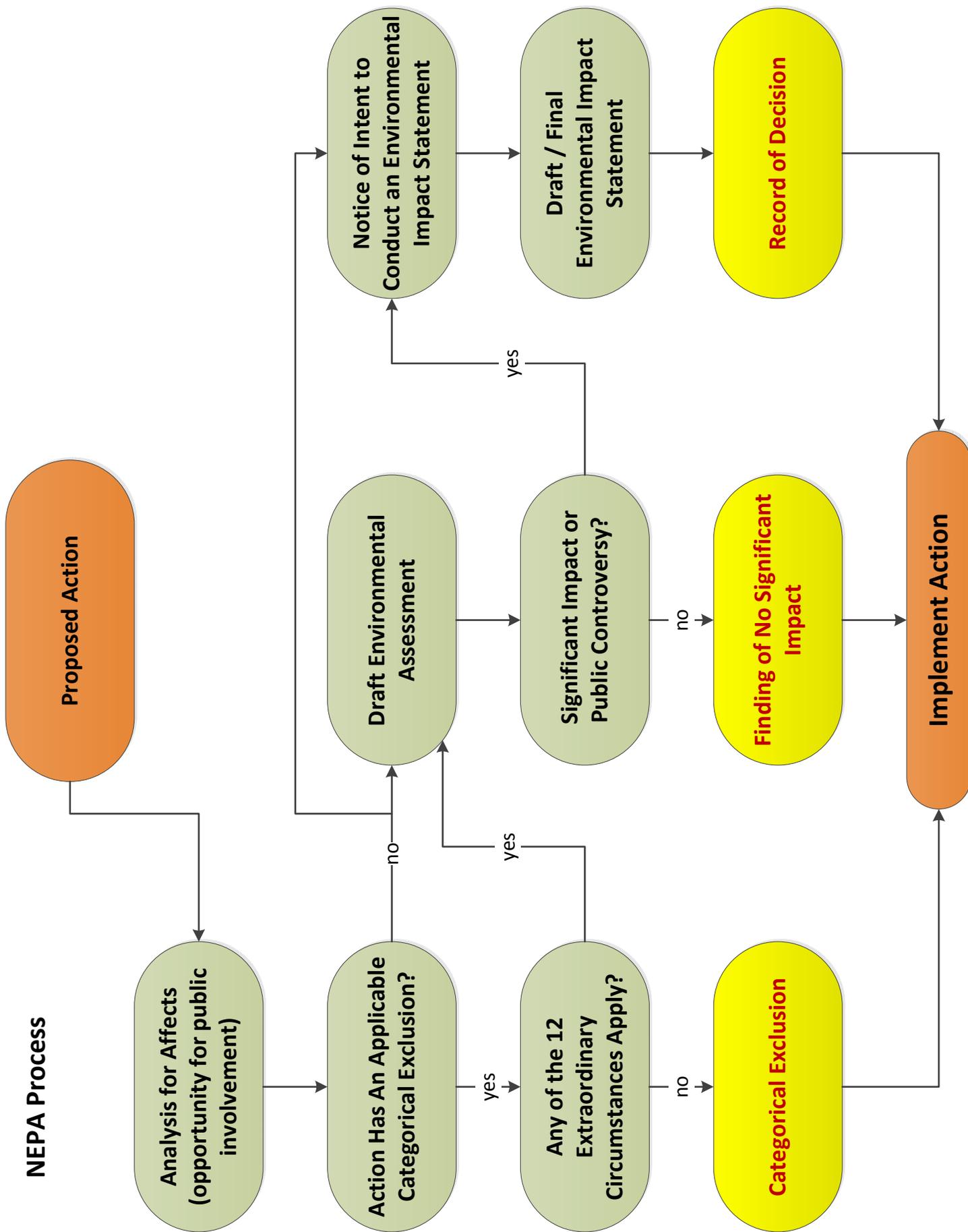


Learning Points

- ✓ NEPA requires that all Federal agencies give proper consideration to the environment prior to undertaking a Federal action that significantly affect the “human environment”. Additionally, NEPA ensures that the public plays a role in both the decision making process and the implementation of that decision.
- ✓ The approval of a WSFR-funded grant application constitutes a “Federal action”. Under NEPA, all Federal actions must be reviewed for their compliance with NEPA. Therefore, all projects, activities, or jobs included in a grant application, must be reviewed prior to the grants approval. These reviews must be documented.
- ✓ Categorical exclusions are a list (classes) of actions which an agency has determined do not individually or cumulatively have a significant affect on the human environment.
- ✓ Section 7(a)(2) of the Endangered Species Act mandates that all Federal agencies must insure that any action they authorize, fund, or carry out is not likely to: (a) jeopardize the existence of a listed species; or (b) adversely modify designated critical habitat.
- ✓ The ESA is administered (consultation) by two Federal agencies, the U.S. Fish and Wildlife Service (Service) and the National Oceanic and Atmospheric Administration (NOAA, sometimes also referred to as NMFS). Depending on the species/habitat involved, will determine who your consulting partner is during the ESA review process. NOAA has jurisdiction over marine species and anadromous fish. The Service has jurisdiction over terrestrial and freshwater species.
- ✓ Section 106 of the NHPA requires Federal agencies to take into account the effects of their “undertakings” on historic properties (both listed and those eligible for listing on the National Historic Register.
- ✓ The review process for NHPA requires the Federal action agency to consult with the State Historic Preservation Officer (SHPO) and all other interested parties, including Tribes (Federally recognized or not) for those Federal undertakings that have the potential to effect historic properties.

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NEPA Process



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Department of the Interior

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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

[Click here to download in WP Format](#)



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).

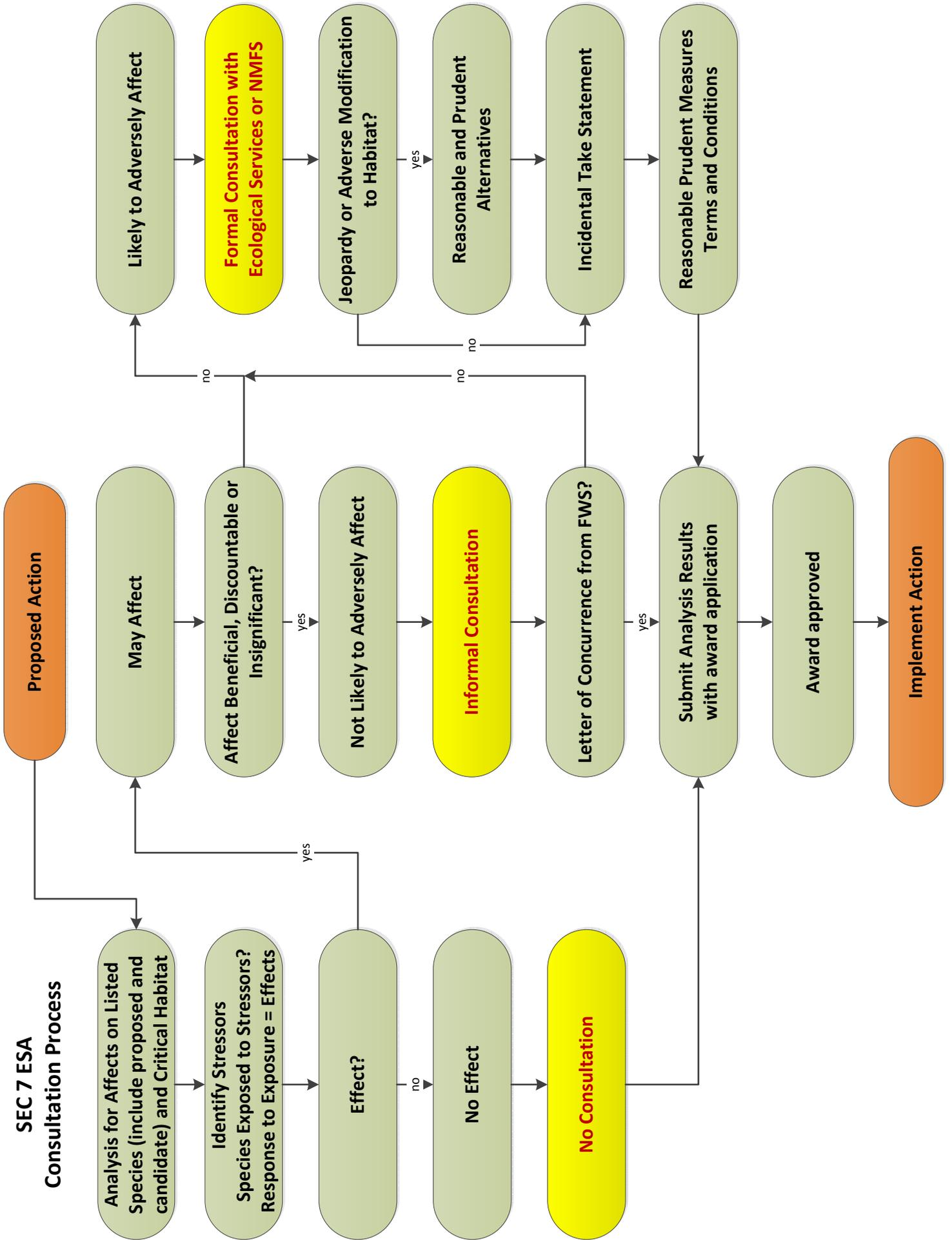
2.12 Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112).

6/21/05 #3675

Replaces 5/27/04 #3612

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SEC 7 ESA Consultation Process



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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

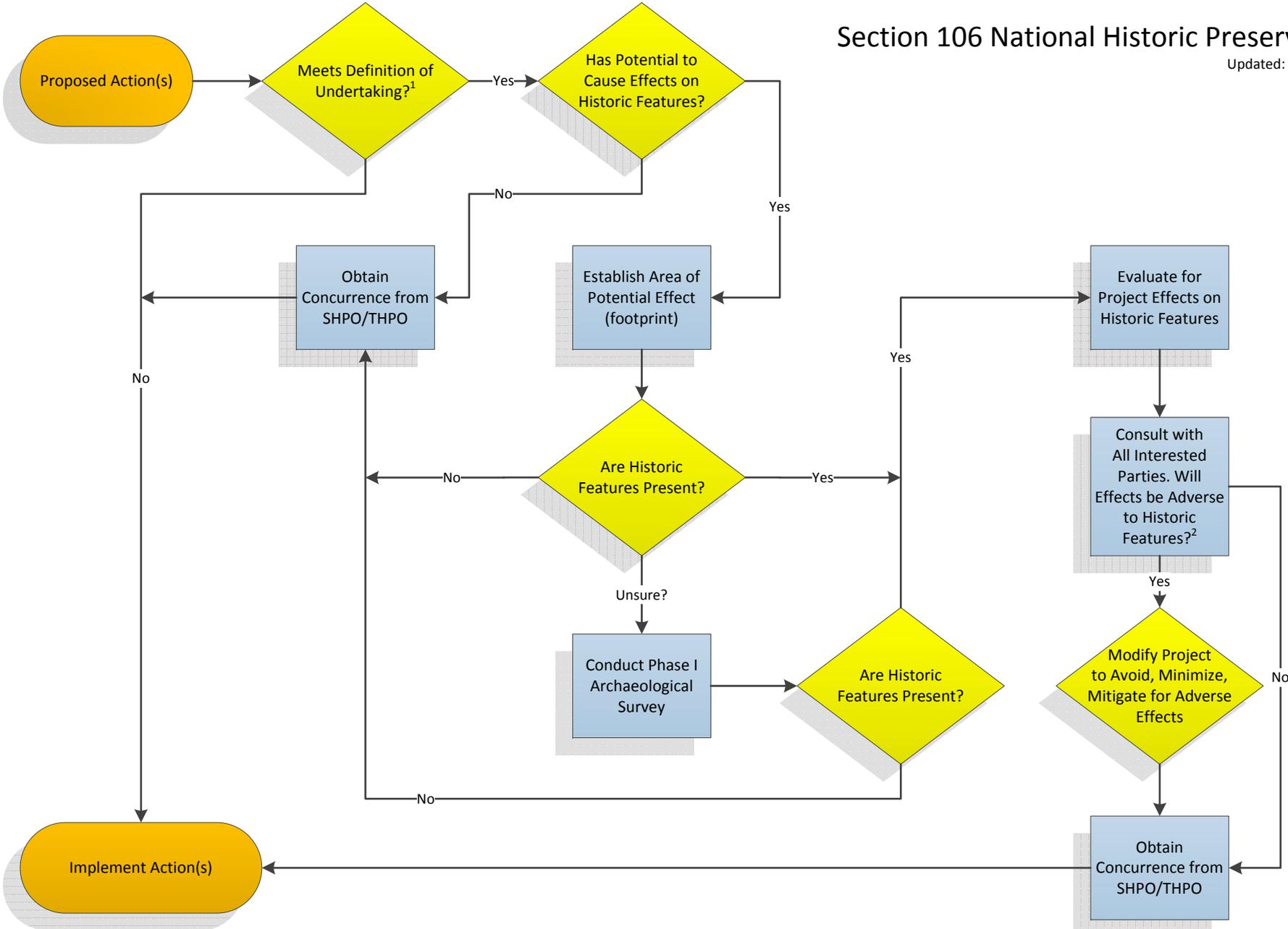
f. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or

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.

Section 106 National Historic Preservation

Updated: 01/06/2016



¹ Undertaking means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license, or approval. **36 CFR 800.16(y)**

² Examples of Adverse Effects include: (1) Physical destruction or damage; (2) Alteration of a property; (3) Removal of a property from its location; (4) Change of the character of the property's use or physical features; (5) Introduction of visual, atmospheric, or audible elements; (6) Neglect of a property; and (7) Transfer, lease, or sale of property. **36 CFR 800.5(a)(2)**

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United States Department of the Interior



FISH AND WILDLIFE SERVICE

P.O. Box 1306

Albuquerque, New Mexico 87103

December 12, 2012

In Reply Refer To:
FWS/R2/RD-WSFR

Dr. Jeff Pappas
State Historic Preservation Officer
New Mexico Historic Preservation Division
Department of Cultural Affairs
407 Galisteo Street, Suite 236
Santa Fe, New Mexico 87501

Dear Dr. Pappas:

The U.S. Fish and Wildlife Service (Service) with this letter is providing notification that we are formalizing the role of the New Mexico Department of Game and Fish (NMGF) to assist the Service in carrying out our Section 106 compliance responsibilities. The Service provides financial assistance to the NMGF through the Wildlife Restoration Act (WR), Sport Fish Restoration Act (SFR), State Wildlife Grants (SWG), Boating Infrastructure Grants (BIG), Clean Vessel Act (CVA), and Endangered Species Act (ESA). Attached is a summary of the grant programs. Additional grant program information is available at the following link:
http://www.fws.gov/southwest/federal_assistance/index.html

In order to streamline the Service's compliance with Section 106 and its implementing regulations, "Protection of Historic Properties" (36 CFR Part 800), the Service is authorizing NMGF under the WR, SFR, LIP, SWG, BIG, CVA and ESA grant programs to initiate consultation pursuant to 36 CFR § 800.2(c) (4). Effective immediately, NMGF may consult with the State Historic Preservation Officer (SHPO) to initiate the review process established under 36 CFR Part 800 and to carry out some steps. Specifically, NMGF is authorized to identify consulting parties, identify historic properties, assess potential effects and make determinations/recommendations. The Service remains responsible for all findings and determinations, provided that we are properly notified by NMGF, in advance, of measures taken by NMGF to comply with granting requirements, including any and all special arrangements NMGF intends to make with third party cooperators. This is an interim measure until the Programmatic Agreement can be executed under 36 CFR 800.14 which will account for other jurisdictions and further streamline the Section 106 compliance process.

This delegation does not extend to projects being carried out on Federal lands. The Service also remains responsible for initiating government-to-government consultation with federally recognized Indian Tribes. The Service's responsibility to consult on a government-to-government basis with Indian Tribes as sovereign nations is established through specific authorities and is explicitly stated in 36 CFR Part 800.

Grant Program Summary

Wildlife Restoration Act (WR)

- Restoration, conservation, management, and enhancement of wild birds and wild mammals, and providing for public use and benefit from these resources
- Educating responsible hunters and archers in skills, knowledge, and attitudes

Sport Fish Restoration Act (SFR)

- Restoring, conserving, managing, and enhancing sport fish, and providing for public use and benefit from these resources. Sport fish are limited to aquatic, gill breathing, vertebrate animals, bearing paired fins, and having material value for sport or recreation
- Enhancing the public's understanding of water resources and aquatic life forms, and assisting them in developing responsible attitudes toward the aquatic environment.

Endangered Species Act (ESA)

- Conserving species of fish, wildlife, or plants included on Federal or State lists of endangered or threatened species, or those that are candidates for listing status. Activities may include:
 - a) Acquisition of endangered or threatened species habitat.
 - b) Introduction of species into suitable habitats within their historic range.
 - c) Enhancement of habitat.
 - d) Surveys and inventories of habitats or populations.
 - e) Research on endangered species.
 - f) Propagation of animals and plants for introduction or protection of the species.
 - g) Protection of listed or candidate species, or their habitat (e.g., mitigation of threats).

Boating Access Program (BA)

- The purpose of this program provides is to provide access to America's waterways by developing new access facilities or renovation and/or improvement of existing facilities.

Boating Infrastructure Grant Program (BIG)

- The purpose of this program is to construct, renovate, and maintain tie-up facilities with features for transient boaters in vessels 26 feet or more in length, and to produce and distribute information and educational materials about the program.

Clean Vessel Act (CVA)

- The purpose of this program is to construct, renovate, operate, and maintain pumpout stations and waste reception facilities for recreational boaters and also for educational programs that inform boaters of the importance of proper disposal of their sewage.

State Wildlife Grants (SWG)

- Targets species and their habitats identified in State Wildlife Action Plans (SWAP) to address conservation needs, such as research, surveys, species and habitat management, and monitoring, identified within the SWAP.

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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**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

Module 5

The Grant Application

Learning Objectives:

1. Understand that Federal awarding agencies must post Notice of Funding Opportunities for competitive, discretionary programs. WSFR also posts NOFOs for the mandatory programs that they administer.
2. Identify and understand the required documents and form that constitute a complete application for Federal financial assistance awards.

Handouts:

- 5-1 FY2018 Wildlife Restoration Notice of Funding Opportunity
- 5-19 Sample Application for Federal Assistance (SF 424)
- 5-23 Sample Grant Cover Letter
- 5-25 Sample Project Statement
- 5-33 Sample National Environmental Policy Act Documentation
- 5-35 Sample Section 7 Biological Evaluation Form
- 5-39 Sample State Historic Preservation Documentation

Submission of a Complete Grant Application

Prior to submitting an application for financial assistance funding, applicants should verify that they have included all required forms and documents. If an incomplete application is received by the Regional office, WSFR staff must return the application or contact the applicant to request the missing information. This may delay the approval of the grants effective date.

For those States applying for Wildlife or Sport Fish Restoration program funding on a project-by-project grant, **50 CFR 80.82** provides information as to what constitutes a complete grant application. Applicants should also review the most current Notice of Funding Opportunity (NOFO) for any additional requirements that must be included in a complete grant application package (see **Handout 5-1**).

For those Comprehensive Management System (CMS) States, **50 CFR 80.81** provides guidance as to the required documents necessary when applying for grants.

Notice of Funding Opportunity

For competitive grants and cooperative agreements, the Federal awarding agency must announce specific funding opportunities by providing a NOFO in the form of a public notice. The WSFR program also posts NOFOs for its mandatory programs as well.

NOFOs are posted on Grants.gov. Applicants may simply search using the Federal funding program name.

The sections of the NOFO are described in detail in **Appendix I to 2 CFR 200** are listed below:

- A. Program Description
- B. Federal Award Information
- C. Eligibility Information
- D. Application and Submission Information
- E. Application Review Information
- F. Federal Award Administration Information
- G. Federal Awarding Agency Contact(s)
- H. Other Information

Notes:



Exercise: The Grant Application Package

3. Use the following table as a grant application package checklist.

Documents	Included?
SF – 424 Application for Federal Assistance	
Project Statement	
Budget Form	
Budget Justification (Narrative)	
Indirect Cost Statement	
NICRA	
Single Audit Reporting Statement	
Statement of Assurances	
Certification and Disclosure of Lobbying	
Conflict of Interest Disclosure	
Intergovernmental Review Documents	
Compliance Documents	
Other Supporting Documents	



Learning Points

- ✓ Applicants are responsible for submitting all required forms and documents when applying for Federal grants and cooperative agreements. Failure to submit a complete application package may result in the delay of the effective date of the award.

- ✓ Applicants should review the current NOFO for a description of the Federal funding program, eligible applicants, and application requirements.

- ✓ WSFR staff can not approve applications that are not complete.

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Wildlife Restoration Grant Program Fiscal Year 2019 Notice of Funding Opportunity

Notice Overview

Federal Agency Name

U.S. Department of the Interior, Fish and Wildlife Service (Service), Wildlife and Sport Fish Restoration Program (WSFR)

Funding Opportunity Title

Wildlife Restoration and Basic Hunter Education – Region 5 Northeast Region

Catalog of Federal Domestic Assistance (CFDA) Number

15.611

Announcement Type

Notice of Funding Opportunity (NOFO) for Federal Fiscal Year (FY) 2019

Funding Opportunity Number F19AS00004

Paperwork Reduction Act Statement

We are collecting this information in accordance with the Pittman-Robertson Wildlife Restoration Act (16 U.S.C. 669-669k). Your response is required to obtain or retain a benefit. We will use the information you provide to evaluate your application for potential award of Federal funding through this program and, if awarded, to evaluate performance. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. We estimate that it will take you about 40 hours to complete an initial application, 3 hours to revise the terms of an award, and 8 hours to prepare and submit performance reports, including time to maintain records, and gather information. All burden estimates include the time to review instructions, search existing data resources, gather data needed and complete and review the submission. You may send comments on the burden estimate or any other aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, MS BPHC, 5275 Leesburg Pike, Falls Church, VA 22041-3803.

OMB Control Number

1018-0100 (expires: 7/31/2021)

Submission Deadline and Other Information

State applicants can continuously apply for funding up to the application deadline. The deadline for receipt is August 31, 2020, 11:59 p.m. EDT. The Service recommends that you submit your application early enough to address any unforeseen technical complications and verify that all documents have been received by your Regional WSFR Office before the deadline. The Service will not consider applications received after the deadline.

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Significant Developments: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known (2 CFR 200.328(d)):	16
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I. Description of Funding Opportunity

References to “you” in this NOFO refer to the State, Commonwealth, or Territory agency completing the application and any sub-recipient, if applicable. References to “we,” “our,” or “us” in this NOFO refer to the Service.

The Federal Aid in Wildlife Restoration Act of 1937, 50 Stat. 917 as amended; 16 U.S.C. 669-669k, now known as the Pittman-Robertson Wildlife Restoration Act, was enacted on September 2, 1937, and began functioning July 1, 1938. The purpose of this Act has been to provide funding for the selection, restoration, rehabilitation, and improvement of wildlife habitat, wildlife management research, and the distribution of information produced by the projects. The Act was amended on October 23, 1970, to include funding for hunter safety programs and the development or the operation and maintenance of firearm and archery ranges. Additional information about the Wildlife Restoration Grant Program is available on our website here: [Wildlife Restoration Grant Program](#).

WSFR’s mission is to work through partnerships to conserve and manage fish and wildlife and their habitats for the use and enjoyment of current and future generations. WSFR’s vision is of healthy, diverse, and accessible fish and wildlife populations that offer recreation, economic activity, and other societal benefits, in addition to sustainable ecological functions. WSFR’s guiding principle is that society benefits from conservation-based management of fish and wildlife and their habitats and opportunities to use and enjoy them. The Wildlife Restoration Grant Program aligns with WSFR’s mission, vision, and guiding principle, and supports three of the Department of the Interior’s priorities including:

- 1) Creating a conservation stewardship legacy second only to Teddy Roosevelt;
- 2) Utilizing our natural resources; and
- 3) Restoring trust with our local communities.

II. Award Information

The Wildlife Restoration Grant Program provides Federal grant funding to the 50 States as well as the Commonwealths, and territories (not the District of Columbia) for the selection, restoration, rehabilitation, and improvement of wildlife habitat, wildlife management research, wildlife population surveys and inventories, land acquisition, hunter education and safety programs, coordination, development of facilities, facilities and services for conducting a hunter education and safety programs, and provisions for public use of wildlife resources. For a complete list of activities eligible for funding through this program, please see 50 CFR 80.50.

The Hunter Education and Safety Program (Section 4(c) of the Act) allocates Federal funding to provide training in the safe handling and use of firearms and archery equipment, hunter responsibilities and ethics, survival, construction, operation, and maintenance of public shooting ranges, and basic wildlife management and identification. Hunter Education and

Safety Programs include the development and implementation of a programmed course of instruction leading toward the achievement of the hunter safety training goals and objectives. In general, the course is to train students to be safe and responsible hunters and assist the agency in accomplishing its mission and goals.

Information on Wildlife Restoration annual apportionments are available on our website: [Wildlife Restoration Apportionments](#). The Wildlife Restoration Grant Program apportionment is determined based on the following:

1. It is a formula-based apportionment;
2. Fifty percent of the formula is based on land area of the State and 50 percent is based on the number of paid hunting license holders;
3. No State may receive more than five percent or less than one-half of one percent of the total apportionment;
4. The Commonwealth of Puerto Rico receives one-half of one percent of the total apportionment;
5. The Commonwealth of the Northern Mariana Islands and the territories of American Samoa, Guam, and the U.S. Virgin Islands receive one-sixth of one percent of the total apportionment;
6. The eligible agency must furnish a certification of the number of paid hunting license holders on an annual basis;
7. Eligible agencies may be paid up to 75 percent of project costs through the program (see Section III. D. for details); and
8. Wildlife Restoration funds are available for a period of two years. Funds not obligated within two years are reverted and spent under the provisions of the Migratory Bird Conservation Act. Also under the provisions of the Wildlife Restoration Act, the interest accumulated from the Act goes to the North American Wetland Conservation Act Grant Program. Only eligible agencies may apply for and receive grants under this program.

The Basic Hunter Education Program apportionment is determined based on the following:

1. It is a formula-based apportionment;
2. It is based on State population compared to the total United States population using the most recent census figures;
3. No State may receive more than three percent or less than one percent of the total Hunter Education funds apportioned; and
4. The Commonwealths of Puerto Rico and the Northern Mariana Islands and the territories of American Samoa, Guam, and the U.S. Virgin Islands receive one-sixth of one percent of the total apportionment.

Ineligible activities include law enforcement of fish and game regulations, public relations activities to promote the fish and wildlife agency, and activities conducted for the primary purpose of generating revenue. See 50 CFR 80.54.

III. Basic Eligibility Requirements

Eligible Applicants

Participation is limited to State, Commonwealth, or territorial agencies (but not agencies of the District of Columbia) with lead management responsibility for fish and wildlife resources in the United States of America. States, Commonwealths, and territories (State(s)) must pass laws (assent legislation) for the conservation of fish and wildlife. The law(s) must include a prohibition against the diversion of license fees paid by hunters for purposes other than the administration of the fish and wildlife agency. If you are uncertain of your eligibility, please contact WSFR (see Section VII, Agency Contacts).

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information.

DUNS Registration

Request a DUNS number online at Dun & Bradstreet Registration. For technical difficulties, contact Dun & Bradstreet by email at: govt@dnb.com, or by calling the Government Customer Resource Center at voice phone: 866-705-5711 or TTY line: 877-807-1679 (hearing impaired customers only). Obtaining a DUNS number is free for all entities doing business with the Federal government. Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

Entity Registration in SAM

Register in SAM online at the SAM website. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information.

Note: The official U.S. Government website address for SAM is <https://sam.gov/>. There is no cost to register in or access SAM. There are third-party vendors who charge a fee in exchange for registering entities in SAM; please be aware that you can register to do business with the U.S. Government for free directly in SAM at <https://sam.gov/>.

Excluded Entities

Applicant entities or their key project personnel identified in the SAM exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal

funding, as applicable to the funding being requested under this Federal program. The Service conducts a review of the SAM Exclusions database for all applicant entities and their key project personnel prior to award.

Cost Sharing or Matching

States may be paid up to 75 percent of project costs through the program. The State must provide at least 25 percent of the project costs from a non-Federal source. The Regional Director may provide funds to pay 75 to 100 percent of the allowable costs of a project funded by a grant to a fish and wildlife agency of the Commonwealths of Puerto Rico and the Northern Mariana Islands and the territories of Guam, the U.S. Virgin Islands, and American Samoa. In accordance with 48 U.S.C. 1469(a), the Regional Director will waive the first \$200,000 of match for each grant from the Commonwealth of the Northern Mariana Islands and the territories of American Samoa, Guam, the U.S. Virgin Islands. The non-Federal share may come from license fees. Matching and cost-share requirements are discussed in 50 CFR 80.85 and 2 CFR 200.306.

You may meet your required cost share or match through contributions from a third party. A third party is any individual or organization other than the State applicant, such as a partner or sub-recipient. Match provided must be necessary and reasonable for accomplishing the proposed project objective(s). As the primary recipient, you are responsible for the full amount of the non-Federal match proposed, including any amount provided by one or more third parties as listed on the Standard Form 424, Application for Federal Assistance.

You may attribute some or all your allowable indirect costs as voluntary committed cost-share/match; however, you may only charge to the Federal award the indirect costs calculated against the allowable direct costs charged to the Federal award.

IV. Application Requirements

You can download the application package for the Wildlife Restoration Grant Program on Grants.gov here: [Application Forms](#). If you have trouble accessing the online forms, you can contact one of the Service WSFR Offices (see VII. Agency Contacts).

Applications must be formatted to fit on 8.5" X 11" paper, with 1" margins at the top, bottom, and both sides, and page numbers at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman, or another commonly used font.

To be considered for funding under this funding opportunity, an application must contain:

Application for Federal Assistance

Submit a completed, signed and dated Application for Federal Assistance form (Standard Form 424). Note that the proper forms are part of the Grants.gov application package for this NOFO. Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

Project Statement

Applicants applying for awards on a project-by- project basis are required to provide a project statement containing the elements required by 50 CFR 80.82 and listed below. In general, the project statement must provide sufficient information so reviewers may verify that the proposed activities are eligible for funding and substantial in character and design (see 50 CFR 80.56). Please see the WSFR Standard Project Statement Wiki for general examples and guidance. Any images should be appended rather than included within the narrative project statement.

Need

Explain why the project is necessary and how it fulfills the purpose of the Wildlife Restoration Grant Program.

Purpose

State the ultimate purpose for the proposed project and link the purpose to the demonstrated need.

Objectives

Identify specific, measurable, attainable, relevant, and time-bound (SMART) objectives to be accomplished during the project period.

Results or benefits expected

Describe the expected results or benefits from accomplishing the objectives.

Approach

Describe the approach to be used in meeting the objectives:

- a. Describe the methods, designs, and/or procedures to be used to achieve the objectives, key personnel and cooperators, and provide enough information on the status of required permits or other compliance requirements (National Environmental Policy Act (NEPA), Section 7 of Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA)) for us to make a preliminary assessment. Use a planned approach, appropriate procedures, and accepted principles of fish and wildlife conservation and management, research, or education;
- b. Identify the project officer, or principal investigator for research projects, including their name, work address, and work telephone number. To prevent unnecessary transmission of Personally Identifiable Information, do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications;
- c. Project location – Maps or other geographic aids may be attached. Please include Geographic Coordinates in degrees, minutes, and seconds, if relevant and available; and
- d. Provide a timeline of activities. Describe significant milestones in completing the project and any accomplishments to date.

Relationship with other grants

Describe any relationship between the proposed project and other related work funded by Federal grants that is planned, anticipated, or underway.

For CMS States

A project statement may not be required for applicants who are applying for awards under a comprehensive management system (CMS). Applicants considering submitting an application under a CMS should contact their WSFR Regional Office for details (see Section VII., Agency Contacts). CMS applications must submit the information required in 50 CFR 80.81, provide adequate description of activities to allow WSFR staff to evaluate the 25 items in 2 CFR 200.407 requiring prior written approval, and provide a description of the activities in sufficient detail so WSFR staff are able to evaluate compliance with NEPA, ESA, and NHPA.

Budget Form

Complete the Budget Information for Non-Construction Programs (SF-424A) form, or the Budget Information for Construction Programs (SF-424C) form, *or* submit a budget spreadsheet that provides a similar or greater level of budget detail. You may use the SF-424A if your project does not include construction or land acquisition, and the SF-424C if the project includes construction or land acquisition. The SF-424A and SF-424C budget forms, should you choose to use them, are published along with this NOFO at Grants.gov. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in 2 CFR 200, as applicable to the recipient organization type. Links to the full text of the Federal cost principles are available on the Internet at the Code of Federal Regulations website. If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested or secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form.

Budget Narrative

In a separate narrative titled "Budget Narrative," explain and justify all requested budget items/costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources you used to develop cost estimates for your project. Provide costs by project and subaccount with additional information sufficient to show that the project is cost effective. Describe any item that requires WSFR's approval under the applicable Federal cost principles and estimate its cost. Please also address the following:

Match and other partner contributions

Identify the cash and in-kind contributions that you, a partner, or other entity contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind match, include the source, the amount, and the valuation methodology used to arrive at the total.

Program Income

Program income is gross income received by the grantee or sub-recipient and earned only as a result of the grant during the grant period. Estimate the amount of program income that the project is likely to generate. If necessary, indicate the method or combination of methods (deduction, addition, or cost-share) of applying your expected program income.

Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

Useful life

Propose a useful life for each capital improvement that meets or exceeds \$10,000 (see 50 CFR 80.2), and reference the method used to determine the useful life of a capital improvement with a value greater than \$100,000 (see 50 CFR 80.82(c)(5)).

Multipurpose Projects

A grant-funded project or facility is multipurpose if it carries out the purposes of: (a) a single grant program under the Acts; and (b) another grant program under the Acts, a grant program not under the Acts, or an activity unrelated to grants. You must allocate costs in multipurpose projects based on the uses or benefits for each purpose that will result from the completed project or facility, and must also describe the method used to allocate costs.

Required Indirect Cost Statement

You must include in the budget narrative one of the following statements and attach any required documentation identified in the applicable statement: "We are:

- a. A U.S. State agency receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached, or on file with the Regional WSFR Office.
- b. A U.S. State agency receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
- c. A U.S. State agency that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.
- d. A U.S. State agency that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a

condition of award to charge a flat *de minimis* indirect cost rate of 10 percent of modified total direct costs as defined in 2 CFR 200.68. We understand that the 10 percent *de minimis* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

e. A U.S. State agency that will charge all costs directly.”

Please take note of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10 percent *de minimis* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period of performance renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

For more information on indirect cost rates, see the [Service’s Indirect Costs and Negotiated Indirect Cost Rate Agreements guidance document](#).

Negotiating an Indirect Cost Rate with the Department of the Interior

Entities that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) must first have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
650 Capitol Mall, Suite 7-400
Sacramento, CA 95814
Phone: 916-930-3803
Email: Through [this email web form](#).
Internet address: [Link to Indirect Cost Services Webpage](#).

Single Audit Reporting Statements

As required in 2 CFR 200, Subpart F, a non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year. All U.S. State applicants must provide a statement regarding whether your organization was or was not required to submit a Single Audit report for the State's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website and provide the EIN under which that report was submitted. Include these statements at the end of the Project Statement in a section titled "Single Audit Reporting Statements."

Assurances

If not already on file with your Regional WSFR Office, include the appropriate signed and dated Assurances form. The form is available online and published with this NOFO at Grants.gov. Use the Assurances for Construction Programs (SF-424D) form for construction projects, or the Assurances for Non-Construction Programs (SF-424B) form for non-construction projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

Certification and Disclosure of Lobbying Activities

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A- Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this proposal AND the Federal share exceeds \$100,000, complete and submit the SF-LLL, Disclosure of Lobbying Activities form available in the Grants.gov Workspace or WSFR's Financial Assistance Wiki Forms Page. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required.

Conflict of Interest Disclosures

You must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient organization, the recipient organization's employees, or the recipient organization's sub-recipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person

with knowledge of the relevant facts to question the impartiality of the applicant organization, the applicant organization's employees, or the applicant organization's future sub-recipients in the matter.

Applicants must notify the Service in writing in their application if any key project personnel, including sub-recipient and contractor personnel, are known to be related to, married to, or have a close personal relationship with any Federal employee in or associated with the program to which you are applying for funding or who otherwise may be involved in the review and selection of the application. Upon receipt of such a notice, the Service program, in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the project not being selected for funding.

Application Checklist

Failure to provide complete information may cause delays, postponement, or rejection of the application.

- SF-424, Application for Federal Assistance:** A complete, signed and dated SF-424, SF-424-Mandatory, or SF-424-Individual form.
- Budget Information or SF-424 form:** A complete SF-424 Budget Information form (424-A or SF 424-C as appropriate), or a budget spreadsheet providing a similar, or greater, level of budget detail.
- Project Statement**
- Required Indirect Cost Statement**
- Budget Narrative**
- NICRA:** A statement regarding the status of the agency's Negotiated Indirect Cost Rate Agreement, and if applicable, a copy of the organization's current NICRA.
- Single Audit Reporting Statement:** Note whether your State was or was not required to submit a Single Audit report for your most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website. You do not need to attach a copy of your Single Audit report.
- SF-424 Assurances form:** Signed and dated SF-424B or SF-424D Assurances form if annual assurances are not already on file with the Regional WSFR Office.
- SF-LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form.
- Conflict of Interest statement,** when applicable.

V. Submission Instructions

Submission deadline: Grant application packages are due to your Regional WSFR Office (see Section VII, Agency Contacts) on or before August 31, 2020, 11:59 p.m. PDT.

Intergovernmental Review

Before submitting an application, you should visit the [White House State Point of Contact List](#) to determine whether your application is subject to the State intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental review of Federal Programs.” Note that this was the most recent State point of contacts list as of the publication date of this NOFO and that updates may have occurred since then. You can go to this [web page link](#) and look for the “SPOC List” under the Resources and Other Information section for additional updates. E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each State to designate an entity to perform this function. The current list of designated entities is posted at the link above. Contact your State’s designated entity for more information on the process the State requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Submission Instructions

For electronic submissions, download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Using the “Search Grants” tab, enter Funding Opportunity Number insert here. Downloading and saving the Application Package to your computer makes the required Government-wide standard forms fillable and printable. The project narrative and budget narrative must be attachments in the following formats: Microsoft Word, Adobe PDF, or Microsoft Excel. Completed applications must be submitted electronically through Grants.gov.

Go to the Grants.gov [“Apply for Grants”](#) page for an overview of the process to apply through Grants.gov. You must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

Important note on Grants.gov application attachment file names: Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters may create issues in the automatic interface between Grants.gov and the Service’s financial assistance management system.

For mail or email submissions, the required SF-424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization’s authorized official. The Signature and Date fields on the standard forms downloaded from [Grants.gov](#) are pre-populated with the text “Completed by [Grants.gov](#) upon submission” or “Completed on submission to [Grants.gov](#).” Remove this text (manually or

digitally) before signing the forms. The completed grant application package must be mailed or emailed to the appropriate U.S. Fish and Wildlife Service Regional Office.

VI. Award Administration

Award Notices

Applicants submitting eligible and complete proposals will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail. Award recipients are not required to sign or return the notice of award. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information or forms required and where to submit payment requests.

Administrative and National Policy Requirements

Compliance with all applicable Federal laws, regulations, and policies, including environmental laws such as NEPA, ESA, NHPA, and applicable executive orders must be satisfied before we can approve a grant and make funding available.

All financial assistance awards are subject to Federal financial administration requirements. The Service Regional WSFR Offices will work with applicants to ensure that all financial arrangements comply with these requirements. Administration of the Wildlife Restoration Grant Program is governed by 50 CFR 80.

Domestic Recipient Payments

Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Transmittal of Sensitive Data

Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission and delivery. The Service strongly recommends that recipients use the most secure transmission and delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; or emailing a password-protected zipped or compressed file attachment in one email followed by the password in a second email. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

Award Terms and Conditions

Acceptance of a financial assistance award from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the

following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available online [here](#). If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

There may be a Final Rule published for 50 CFR 80 that may impact some of the terms included in this Notice of Funding Opportunity. If the Final Rule is effective by the start date of your award these changes will apply. If you have questions, see Section VII for your Regional WSFR Office contact.

Financial and Performance Reports

Interim financial and performance reports may be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

Recipients must use the Standard Form 425, Federal Financial Report for financial reporting, available on the Internet at: [Post Award Reporting Forms](#).

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

Electronic submission of performance information using [Wildlife TRACS](#) may be required, as detailed in the terms and conditions of the award.

Significant Developments: Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known ([2 CFR 200.328\(d\)](#)):

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Other Mandatory Disclosures

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in

2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See also 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313). 2 CFR Part 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters is applicable to awards with a total Federal share of more than \$500,000, except those to individuals and foreign public entities.

VII. Agency Contacts

The Service administers the Wildlife Restoration Grant Program. You may learn about the national level program by contacting:

Christina Milloy
U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program
703-862-5761, christina_milloy@fws.gov

For specific information and application details, contact your Service Regional WSFR Office:

Region 1 - American Samoa, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, Idaho, Oregon, and Washington: r1fa_grants@fws.gov, 503-231-6128

Region 2 - Arizona, New Mexico, Oklahoma, and Texas: fw2fa@fws.gov, 505-248-7450

Region 3 - Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin: R3fedaid@fws.gov, 612-713-5130

Region 4 - Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, the Commonwealth of Puerto Rico, South Carolina, Tennessee, and the U.S. Virgin Islands: fws-r4federalassistance@fws.gov, 404-679-4159

Region 5 - Connecticut, Delaware, the District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia: fw5fareports@fws.gov, 413-253-8508

Region 6 - Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming: fw6_fagrants@fws.gov, 303-236-5420

Region 7 - Alaska: AK_FA@fws.gov, 907-786-3631

Region 8 - California and Nevada: R8fa_grants@fws.gov, 916-414-6525

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Application for Federal Assistance SF-424

* 1. Type of Submission:

- Preapplication
 Application
 Changed/Corrected Application

* 2. Type of Application:

- New
 Continuation
 Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

11/15/2017

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

W-777-E

8. APPLICANT INFORMATION:

* a. Legal Name: State of Grace

* b. Employer/Taxpayer Identification Number (EIN/TIN):

31-9999999

* c. Organizational DUNS:

1234567890000

d. Address:

* Street1: 200 Bluebird Way

Street2:

* City: Essex

County/Parish: Branch

* State:

WV: West Virginia

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code: 99999-9999

e. Organizational Unit:

Department Name:

Department of Conservation

Division Name:

Fish and Wildlife Resources

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Dr.

* First Name:

Ed

Middle Name: U.

* Last Name: Cator

Suffix:

Title: Federal Aid Coordinator

Organizational Affiliation:

* Telephone Number: (555) 888-9999

Fax Number: (555) 888-8889

* Email: Educator@Grace.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Department of the Interior - Fish and Wildlife Service

11. Catalog of Federal Domestic Assistance Number:

15.611

CFDA Title:

*** 12. Funding Opportunity Number:**

F18AS00082

* Title:

Wildlife Restoration Grant Program - Region 5

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Grace Basic Hunter Education Student Training

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="291,000.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text" value="97,000.00"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="388,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

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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

November 15, 2017
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 January 1, 2018.

We request approval for the full grant amount of \$388,000 of which (\$291,000) is the Federal share, (\$97,000) is the State share.

Thank you for your time reviewing this grant application.

Ed U. Cator
Federal Aid Coordinator
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
January 1, 2018 - December 31, 2018

NEED:

There is a need to develop safe and responsible hunters in the State of Grace. Grace enjoys a strong hunting heritage with a participation rate above the national average according to the 2011 National Hunting and Fishing Survey. As with any recreational pursuit, there comes a risk of incident or injury. The International Hunter Education Association 2015 hunter incident report reveals the State of Grace has a hunting incident rate above the national average. Unless safe and responsible hunters are cultivated, Grace Department of Conservation's ability to sustain a rich hunting heritage and to provide safe hunting experiences will be significantly compromised.

PURPOSE:

Provide safe hunting experiences in Grace.

OBJECTIVES:

- 24,000 students complete training by December 31, 2018
- Train 300 instructors by December 31, 2018
- Conduct 600 training events by December 31, 2018

EXPECTED RESULTS & BENEFITS:

- Fewer hunting incidents
- Increase in hunter satisfaction
- A reduction in the number of wounded game
- More positive image of hunting
- Fewer hunting regulation violations
- Increased participation in hunting, shooting, and other related outdoor skills
- Increase in overall hunting knowledge and skills

APPROACH:

Activities addressing Objectives 1-3

- Maintain 1 full-time hunter education coordinator and 4 part-time regional hunter education coordinators to develop, operate, manage and coordinate and the state's mandated hunter education program.

Activities addressing Objectives 1 & 3

- Develop course content and implement multiple course delivery methods including instructor-led, home study and online courses. Courses will be scheduled and conducted in strategic locations where demand is highest. Approximately 550 hunter education training events will be conducted for students.
- Acquire firearm training equipment and general office supplies to conduct all hunter education programs and activities. We plan to acquire 2 Lasershot firearms training systems during this performance period.
- Annually inspect, clean and repair all guns and training equipment.
- Develop and maintain an online student registration and records management system by securing the services of a private vendor.
- Annually evaluate (course observation) hunter education courses and conduct statewide instructor training to address emerging issues in course content and delivery.
- Evaluate where, when and how many training events are needed to meet demand.
- Annually collect, review and incorporate summary findings on hunting incidents into hunter education curriculum and provide hunting incident statistics to the International Hunter Education Association and other interested parties. Maintain all hunter incident records and reports.
- Assure that the Hunter Education Program courses are widely advertised by providing program information via the internet on the Department's website and other social media platforms.

Activities addressing Objective 2 & 3

- Recruit, train, develop and maintain a volunteer corps of at least 2,400 instructors who are positive role models within their communities. Approximately 50 training events will be conducted for veteran instructors and new instructors. Training events will 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 education.

- Acquire, distribute and maintain teaching aids, course materials, volunteer uniforms and firearms used in the recruitment, training, recognition and management of all hunter education program instructors.
- Develop and implement an incentive program for volunteer instructors. Instructors will be presented awards based upon established performance standards, such as "number of classes taught", "number of training events attended", etc.

(NOTE: TRACS action levels for reporting purposes.)

Objective 1: 24,000 students complete training by December 31, 2018

TRACS Activity Tag 1: Hunter Education (# of students)

TRACS Activity Tag 2: Firearm - Hunting

Objective 2: Train 300 instructors by December 31, 2018

TRACS Activity Tag 1: Hunter Education (# of instructors)

TRACS Activity Tag 2: Firearm - Hunting

Objective 3: Conduct 600 training events by December 31, 2018

TRACS Activity Tag 1: Hunter Education (# of events)

TRACS Activity Tag 2: Firearm - Hunting

USEFUL LIFE: Not Applicable

LOCATION:

Statewide

PRINCIPAL INVESTIGATOR: Not Applicable

(Project leader is Ed U. Cator, Federal Aid Coordinator)

PROGRAM INCOME

None Anticipated

BUDGET INFORMATION:

Funding for this project shall be provided by the Basic Hunter Education program of the Wildlife Restoration Act (subaccount 5221).

Total project cost is estimated at **\$388,000**

Federal Share shall be **\$291,000** (75%)

State Share shall be **\$97,000** (25%). The State Share shall be provided by non-federal funds from donated services of volunteer hunter education instructors.

In-Kind Match: \$97,000. Volunteer services will be valued at the FY 2018 hourly rate of \$24.75 plus fringe (base salary of Wildlife Officer I).

Pre-Award Costs: No pre-award costs are requested for this grant.

Budget Class Category	Wildlife Restoration Program
Personnel	\$175,000
Fringe Benefits	\$52,500
Travel	\$6,500
Equipment	\$8,000
Supplies	\$6,000
Contractual	\$8,000
Construction	\$0
Other	\$0
Total Direct Costs	\$256,000
Indirect Cost	\$35,000
In-Kind Personal Services	\$97,000
TOTAL	\$388,000

BUDGET JUSTIFICATION:

The budget consists primarily of salaries and fringe benefits (\$175,000) associated with staff time to carry out the activities specified in the approach section. This includes most of the personal service costs associated with the Hunter Education Coordinator and the 4 part-time regional hunter education coordinators. Other agency staff will charge time to the project when participating in the planning, management, and delivery of the program. Listed below are the positions expected to charge fully or partially to the award:

- Wildlife Officer IV (1) - State Hunter Education Coordinator
- Wildlife Officer III (4) - Regional Hunter Education Coordinators
- Wildlife Officer I and II (45) - Limited based on activities performed related to the program

Fringe benefits (\$52,500) consists of the required employer contribution of Social Security, Medicare, unemployment tax, retirement, and employee health insurance, and is estimated at 30.0% of salaries.

Indirect costs (\$35,000) is based on our approved indirect rate of **20%** with a base of salaries. Our approved Negotiated Indirect Cost Rate Agreement (NICRA) is on file with the WSFR Regional Office.

Travel (\$6,500) includes attendance at the annual International Hunter Education Association conference and other regional hunter safety meetings. We will incur in-state travel costs for DNR staff relating to course planning, development and delivery.

Equipment (\$8,000) consists of 2 Lasershot systems for use in our basic hunter safety courses and other events that focus on firearms hunter safety.

Supplies (\$6,000) consists of general offices supplies, teaching aids, course materials, volunteer uniforms and firearms.

Contractual (\$5,000) includes development of an online student registration and records management system by securing the services of a private vendor. The amount is estimated and we may elect to develop the system in-house using our own development resources.

INDIRECT COST STATEMENT: We are a U.S. state government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of **20%**. We submit our indirect cost rate proposals to the Interior Business Center. A copy of our most recently approved rate agreement is on file with the WSFR Regional Office.

SINGLE AUDIT REPORTING STATEMENT: The State of Grace was required to submit a Statewide Single Audit report for its most recently closed fiscal year and that report is available on the Federal Audit Clearinghouse Single Audit Database website. The report is filed under the State of Grace EIN (99-9999999).

CONFLICT OF INTEREST STATEMENT:

State of Grace, at the time of this application, is not aware of any actual or potential conflicts of interest that may arise during the life of this award which may affect the Grace Fish and Game Department, its employees, or its subrecipients. Should an actual or potential conflict of interest arise during the period of performance, then we will notify the WSFR Regional Office.

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:

- January - March: All equipment, supplies and materials procured.
- April - August: All volunteer instructor training courses conducted regionally.
- One in-service instructor training course and recognition event conducted monthly.
- Hunter education courses and workshops conducted monthly.

GENERAL: The proposed project activities are eligible for funding and are substantial in character and design under Revised 50 CFR Part 80 Subpart E – Eligible Activities. 80.50: (b) Wildlife Restoration—Basic Hunter Education and Safety subprogram. (1) Teach the skills, knowledge, and attitudes necessary to be a responsible hunter.

The proposed project activities are eligible for funding and are substantial in character and design under Revised 50 CFR Part 80 Subpart E – Eligible Activities. 80.50(b) Wildlife Restoration – Basic Hunter Education and Safety Subprogram □ Subsection (1) *“Teach the skills, knowledge, and attitudes necessary to be a responsible hunter.”*

National Environmental Policy Act (NEPA) Compliance

This project complies with the United States Fish and Wildlife Service’s (Department of the Interior) categorical exclusions under NEPA. Specifically, this project falls under categorical exclusion: **516 DM 8, A(2)** *“Personnel training, environmental interpretation, public safety efforts, and other educational activities, which do not involve new construction or major additions to existing facilities.”* Additionally, this project will not have an impact upon any of the twelve Extraordinary Circumstances under NEPA. See the attached NEPA Compliance documentation for additional information.

Section 7 of the Endangered Species Act Compliance

Implementation of this project will have no effect on federally listed species or designated critical habitat. The purpose of this project is teach the skills, knowledge, and attitudes necessary to be a responsible hunter. No listed, candidate or proposed species, as well as designated critical habitat, are known to present at any training locations.

All training locations have been evaluated by the DNR’s endangered species program to determine the presence of listed species and designated critical habitat. Should any federally listed, candidate, or proposed species be encountered, the DNR or any of its agents shall immediately cease all activities and notify the Ecological Services (ES) Field Office. Any activities shall not resume until notified to do so by the ES Field Office.

See the attached “Intra-Service Section 7 Biological Evaluation Form” for additional information.

National Historic Preservation Act Compliance

This grant is for the purposes of teaching the skills, knowledge, and attitudes necessary to be a responsible hunter. No ground disturbance activities will occur as a result of this grant. It is extremely unlikely that actions completed under this grant will have an impact on cultural or historic resources.

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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

November 15, 2017
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, Federal Aid Coordinator
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: 11/01/2017

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:

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:

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:

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 11/1/2017

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

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November 1, 2017

Grace Department of Conservation

200 Bluebird Way, Essex, Grace 30001

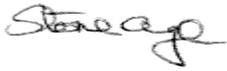
Project: W-777-E Grace Basic Hunter Education Student Training

Dear Mr. Ed U. Cator:

In response to your request, I have reviewed the information received October 1, 2017 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,

A handwritten signature in cursive script that reads "Stone Age".

Stone Age
State Historic Preservation Officer

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TAB 6

Module 6

Award: Notice of Grant Award

Learning Objectives:

1. Identify and explain the purpose of the notice of award.
2. Understand the various elements that comprise the notice of award.
3. Understand what constitutes the terms and conditions, as well as special terms and conditions, of a notice of award.
4. Understand how Federal funds are obligated to an award.
5. Recognize the importance of complying with the terms and conditions, as well as any special terms and conditions, that may apply to an award.

Handouts:

- 6-1 Notice of Award (example)
- 6-7 Program Income Determination Chart

Notice of Award

After the grant application package is approved by the WSFR Regional Office, the recipient (State) is sent a Notice of Award (NOA) (see **Handout 6-1**). The NOA may be sent by email, mail, or both. Recipients should review the NOA to ensure that they accept the award and are willing to comply with all of the award terms and conditions, as well as any special terms and conditions.

The components of the NOA letter include (see 2 CFR 200.210 for additional details):

(1) General Federal Award Information.

- Recipient name;
- Recipient's unique entity identifier;
- Unique Federal award identification number (FAIN);
- Federal award date;
- Period of performance start and end date;
- Amount of Federal funds obligated by this action;
- Total amount of Federal funds obligated;
- Total amount of the Federal award;
- Budget approved by the Federal awarding agency;
- Total approved cost sharing or matching, where applicable;
- Federal award project description, (to comply with statutory requirements (e.g. FFATA));
- Name of Federal awarding agency and contact information for awarding official;
- CFDA number and name;
- Identification of whether the award is for research and development; and
- Indirect cost rate for the Federal award.

Grantees accept the award by:

- ✓ Starting work on the award;
- ✓ Drawing down or requesting funds; or
- ✓ Accepting the award by electronic means.

(2) General Terms and Conditions.

(3) Special Terms and Conditions.

(4) Federal Award Performance Goals.

(5) Any other information required by the Federal awarding agency.

Notes:



Exercise: Notice of Award

Use the example Notice of Award (**Handout 6-1**) and **Handout 6-7** to answer the following questions.

1. What is the “Effective Date” of a grant award and how is it established?

2. During what period are expenditures eligible for reimbursement?

3. What happens if the grantee begins work prior to approval of the grant application?



Learning Points

- ✓ The Notice of Award is a legally binding document between the Federal awarding agency and the recipient that spells out the terms and conditions of the Federal award.
- ✓ Recipients accept the Federal award either by: (1) starting grant work; (2) drawing down or requesting Federal funds; or (3) accepting the award by electronic means.
- ✓ The effective date of a Federal award is the starting date of the period of performance. This is the date by which recipients may begin working on the award and incurring expenditures against the award.
- ✓ Pre-award costs are those costs incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the Federal awarding agency.
- ✓ For grants under the Wildlife and Sport Fish Restoration programs, program income is defined as gross income received by the grantee or subgrantee and earned only as a result of the grant during the grant period. **2 CFR 200.80** has a similar definition being gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance.
- ✓ Program must be disposed of using either the deductive, additive, or cost sharing method.



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Pacific Southwest Region
Wildlife & Sport Fish Restoration Program
2800 Cottage Way, W-1729
Sacramento, California 95825

In Reply Refer to:
FWS/R8/WSFR

July 26, 2016

Mr. Mike Cox, Staff Biologist
Nevada Department of Wildlife
6980 Sierra Center Parkway, Suite 120
Reno, Nevada 89511-2099
DUNS: 165111840

Subject: Notice of Grant Award for **FBMS# F16AF00529**

Dear Mr. Cox:

Your organization's application for Federal financial assistance titled "Bighorn Research (W-46)" submitted to the U.S. Fish and Wildlife Service (Service)'s CFDA Program 15.611 is approved. This award is made under the authority of: Pittman-Robertson Wildlife Restoration Act of 1937 16 U.S.C. 669-669k. For a complete list of this program's authorizing legislation, go to <https://www.cfda.gov/> and search by the CFDA Program number. This award is made based on Service approval of your organization's proposal, hereby incorporated by reference into this award.

The performance period of this award is July 1, 2016 through June 30, 2017. Only allowable costs resulting from obligations incurred during the performance period and any authorized pre-award costs may be charged to this award. All obligations incurred under the award must be liquidated no later than 90 calendar days after the end of the performance period, unless the Service approves a final financial reporting period extension (see Reporting Requirements section below). If you need more time to complete project activities, you must submit a written request to r8fa_grants@fws.gov before the end of the stated performance period (see Project/Program Plan and Budget Revisions section below).

Payments:

Your organization has completed enrollment in U.S. Treasury's Automated Standard Application for Payment (ASAP) system. When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the award number identified in the subject line on letter followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP.

Use the information below to identify your award funds at: <https://www.asap.gov>

ASAP Accounting Information	FY/Funding Title	Federal Share	% of Federal Share	State Share	% of State Share	Total Award
F16AF00529-0001-0000	Wildlife	210,581	75%	70,193	25%	280,774
Totals:		\$210,581		\$70,193		\$280,774

Terms of Acceptance:

Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down or requesting funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service. Awards are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The terms and conditions of Service awards flow down to subrecipients and contractors, unless a particular award term or condition specifically indicates otherwise. The Federal regulations applicable to Service recipients and their subrecipients and contractors are listed by recipient type in the **Service Financial Assistance Award Terms and Conditions** posted on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a printed copy of the award terms and conditions, contact the Service Project Officer identified below.

If Recipient decides to not accept this award, Recipient must notify the Service Project Officer in writing within 30 calendar days of that decision.

Special Conditions and Provisions:

- Cost accounting is required at Grant level
- Your organization's SAM CCR registration is set to expire on November 5, 2016. Under the terms and conditions of this award, your organization is required to maintain an active CCR registration throughout the entire approved award period.
- The equipment proposed (ATV and Transport Trailer) for purchase in the grant narrative is expected to have a useful life beyond the extent of the Grant Award. When the equipment is no longer needed for the original program or project, it may be used in other activities currently or previously supported by the Wildlife and Sport Fish Restoration program. Because the expected useful life of the equipment is longer than the grant award period, we request that information on the future use of this equipment be included in the final performance report. Additionally, according to 2 CFR 200.313, you must ensure the use, management and disposal of equipment acquired under the grant are in accordance with State laws and procedures.

Reporting Requirements:

Report Title	Report Period:	Due Date
Final Federal Financial Report (SF-425)	07/01/2016-06/30/2017	09/28/2017
Final Performance Report	07/01/2016-06/30/2017	09/28/2017

All Reports should be sent to r8fa_grants@fws.gov.

Recipients must use the Standard Form (SF) 425, *Federal Financial Report* form for all financial reporting. This form is available at http://www.whitehouse.gov/omb/grants_forms or Wildlife and Sport Fish Restoration Toolkit located at: <http://fawiki.fws.gov/display/WTK/Toolkit+Homepage>.

Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. Please include the Service award number provided in the subject line of this letter on all reports.

Financial and performance reporting due dates may be extended by the Service upon receipt of a written request addressed to the Service at r8fa_grants@fws.gov identifying the type of report to be extended, the requested revised due date, and a justification for the extension. The Service may approve an additional extension if justified by a catastrophe that significantly impairs the Recipient's operations. Requests for reporting due date extensions must be received by the Service no later than one day before the original reporting due date.

Significant Developments Reports (see 2 CFR 200.328(d)):

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, notify the Service Project Officer in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Conflict of Interest Disclosures:

Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the Recipient, the Recipient's employees, or the Recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

Other Mandatory Disclosures:

Recipients and their subrecipients must disclose, in a timely manner, in writing to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Non-Federal entities that have received a Federal award including the term and condition outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313).

Indirect Costs: Indirect costs under this award are approved on the condition that the Recipient will submit an indirect cost rate proposal to their cognizant agency immediately after the award is made and no later than 90 calendar days past the award performance period start date. The Recipient is not authorized to charge indirect costs under this award until the Recipient has received, and provided a copy to the Service Project Officer, an approved Negotiated Indirect Cost Rate Agreement (NICRA) from the Federal government. In the event the Recipient fails to establish an approved rate before the end of the award performance period, the Service may either: 1) deobligate the Federal amount budgeted for indirect costs and, if not otherwise prohibited by legislation or regulation, allow the Recipient to use costs otherwise allocable as indirect costs to satisfy cost-sharing or matching requirements; or 2) allow the Recipient to transfer the amount otherwise allocable as indirect costs to direct costs. Service approval of such budget changes will depend on the particular award circumstance. Indirect costs otherwise allocable to this award may not be shifted to another Federal award unless specifically authorized by legislation. The Recipient must comply with the approved NICRA agreement.

System for Award Management (SAM) Registration: Under the terms and conditions of this award, your organization must maintain an active SAM registration at <https://www.sam.gov/portal/public/SAM/> until the final financial report is submitted or final payment is received, whichever is later. If your organization's SAM registration expires during the required period, the Service will suspend payment under this and all other Service awards to your organization until you update your organization's SAM registration.

Project/Program Plan and Budget Revisions:

Recipients are required to report deviations from budget or project scope or objective, and request prior approvals for budget and program plan revisions in accordance with 2 CFR 200.308 unless otherwise specifically waived in this award.

Grant Period Extensions:

If additional time is needed to complete the approved project, you must send an SF-424 and written notice to the Service at r8fa_grants@fws.gov. This notice must be received prior to the authorized performance period end date, and must include supporting reasons and revised end date. Extensions for time cannot be authorized for the sole purpose of spending an unused balance of funds.

Project Contacts:

The Service Project Officer for this award is:	The Recipient Project Officer for this award is:
Justin Cutler, Grant Management Specialist Phone: (916) 414-6457 Cell: (916) 768-2336 Email: justin_cutler@fws.gov	Mike Cox, Staff Biologist Phone: (775) 688-1556 Email: mcox@ndow.org

Please contact Justin Cutler with any questions. Please include the Service award number provided in the subject line of this letter in all written communications.

Thank you for your interest and efforts in supporting conservation for fish and wildlife and their habitats.

Sincerely,

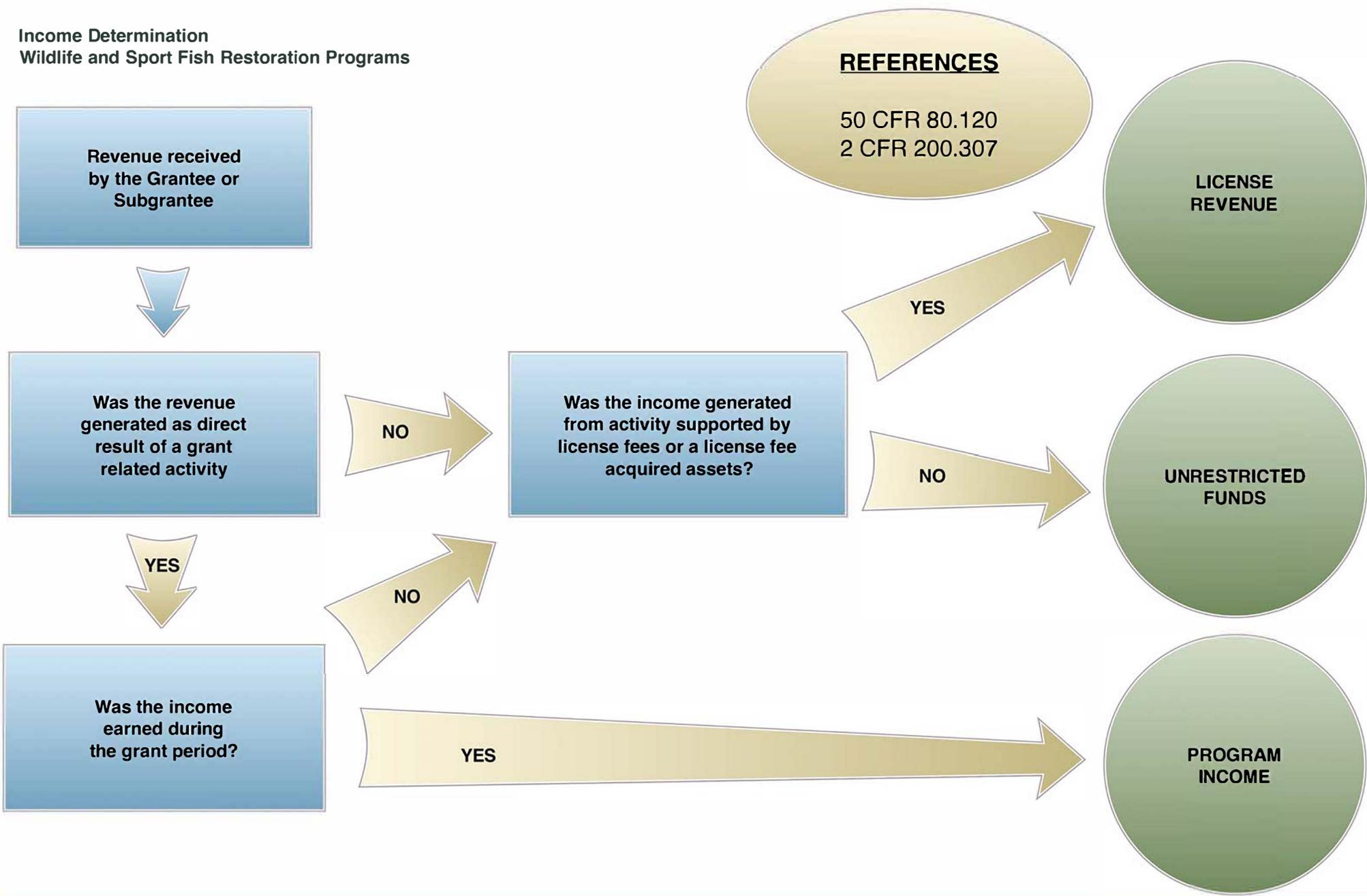


Marie Strassburger
Chief

Enclosure: SF424, Budget and Narrative

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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. 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 be 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. 2 CFR 200.307(c)

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TAB 7

Module 7

Managing and Monitoring the Grant Award

Learning 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. Understand the factors that affect the allowability of costs charged to Federal awards. Understand and explain the concepts of reasonable costs, allocable costs, and applicable credits as they relate to the Cost Principles.
4. Identify the general provisions for selected items of cost and their allowability to charge to Federal awards.
5. Determine when a grant needs to be revised and what documentation needs to be provided.

Handouts:

- 7-1 Valuing Donated Services
- 7-3 In-kind Volunteer Timesheet – Best Management Practice

Post Award – Grant Implementation

Acceptance of a financial assistance award from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the starting of work, drawing down of Federal funds, or accepting the Notice of Award via electronic means. Recipients should begin work on the award as soon as is possible in order to complete the objectives in a timely and efficient manner.

Recipients should review and accept the Notice of Award. This includes:

- The Federal Aid Coordinator, accounting staff, and project leaders reviewing the Notice of Award for accuracy (this is a legally binding document).
- The recipient organization and staff fully understanding the terms and conditions, as well as any special terms and conditions related to the award.
- The recipient making note, and informing project leaders and subrecipients, of the award reporting deadline dates.
- Disseminating copies of the Notice of Award to project leaders and fiscal staff who will be involved in the award.

Recipients should also establish and implement their financial management processes of the award. This may include:

- Establish accounting and tracking codes for the Federal award.
- Setup internal controls for in-kind match documentation and valuation.
- Communicate information regarding program income to both project staff and accountants in order to monitor income appropriately.
- Establish the frequency of Federal drawdowns as expenditures incur against the Federal award.
- Monitor financial expenditures in relation to performance accomplishments achieved under the award.

Recipients should also establish their managing and monitoring controls for performance measurement. This may include:

- Setting and agreeing upon proper work schedules with project staff.
- Conducting an inventory of current equipment, as well as equipment that must be acquired in order to accomplish the award objectives.
- Hiring personnel needed to complete the award objectives, if necessary.
- Conduct, review, and award bids for contractual services, if necessary.
- Establish milestone plans for achievement of award objectives.
- Draft and submit required reports to the Federal awarding agency.
- Conduct site visits and communicate with staff, on a routine basis, about the progress and performance of the award.

Cost Principles

The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices. The non-Federal entity also assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and terms and conditions of the Federal award. **(2 CFR 200.400(a-b))**

The total cost of a Federal award is the sum of the allowable direct and allocable indirect costs, less any applicable credits.

Factors Affecting Allowability of Costs (2 CFR 200.403)

Costs must meet the following criteria in order to be allowable under Federal awards:

1. Necessary and reasonable for the performance of the Federal award and allocable thereto under 2 CFR 200 Subpart E – Cost Principles.
2. Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federal-financed and other activities of the non-Federal entity.
4. Be accorded consistent treatment.
5. Be determined in accordance with generally accepted accounting principles (GAAP), except for state and local governments and Indian tribes only, as otherwise provided for in this part.
6. Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
7. Be adequately documented.

Notes:

Reasonable Costs (2 CFR 200.404)

A cost is reasonable if, 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. In determining reasonableness of a given cost, consideration must be given to:

- a) Is the cost of a type generally recognized as ordinary and necessary for the operation of the non-Federal entity.
- b) The restraints or requirements imposed by such factors as: sound business practices, arm's length bargaining; Federal, state, local, tribal, and other laws and regulations; and terms and conditions of the Federal award.
- c) Market prices for comparable goods or services for the geographic area.
- d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the non-Federal entity.
- e) Whether the non-Federal entity significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

Allocable Costs

A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received (**2 CFR 200.405**).

This is met if the cost:

- a) Is incurred specifically for the Federal award;
- b) Benefits both the Federal award and other work and can be distributed in proportions that may be approximated using reasonable methods; and
- c) Is necessary to the overall operation of the non-Federal entity.

Costs allocable to a particular Federal award may not be charged to other Federal awards to overcome fund deficiencies or to avoid restrictions under Federal statutes or regulations. (**2 CFR 200.405(c)**)

All activities which benefit from the non-Federal entity's indirect cost will receive an appropriate allocation of indirect costs.

Reasonable Cost + Allocable Cost = Allowable Cost
(Remember to also adequately document each cost)

Applicable Credits

Those receipts or reduction-of-expenditure type transactions that offset or reduce expense items allocable to the Federal award as direct or indirect costs (**2 CFR 200.406**). To the extent that such credits accruing to or received by the non-Federal entity relate to allowable costs, they must be credited to the Federal award either as a cost reduction or cash refund, as appropriate.

Examples of applicable credits include:

- Purchase discounts;
- Rebates or allowances;
- Recoveries or indemnities on losses;
- Insurance refunds or rebates;
- Adjustments of overpayments or erroneous charges.

Prior Written Approval (prior approval)

The reasonableness and allocability of certain items of cost may be difficult to determine. In order to avoid subsequent disallowance or dispute on unreasonableness or nonallocability, the non-Federal entity may seek the prior written approval of the Federal awarding agency in advance of the cost. See **2 CFR 200.407** for a list of elements of cost that require some aspect of prior approval requirement.

Selected Items of Cost

2 CFR 200.421-475 provides principles for determining the allowability of certain types of costs charged under Federal awards. These principles apply whether or not a particular item of cost is treated as direct cost or indirect cost. Omission of a particular item of cost is not intended to imply that it is either allowable or unallowable.

Notes:

Third Party *In-Kind* Match

Third-party *in-kind* match means “*the value of non-cash contributions (property or services) that (a) benefit a federally assisted project or program; and (b) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.*” (see **2 CFR 200.96** and **Handout 7-1**)

A third party is an entity that does not have a financial interest/involvement in the award.

2 CFR 200.306(b) For all Federal awards, any shared costs or matching funds and all contributions, including cash and third party *in-kind* contributions, must be accepted as part of the non-Federal entity’s cost sharing or matching when such contributions meet all of the following criteria:

- 1) Verifiable from the non-Federal entity’s records;
- 2) Not included as contributions for any other Federal award;
- 3) Necessary and reasonable for accomplishment of project or program objectives;
- 4) Allowable under 2 CFR 200 Subpart E- Cost Principles;
- 5) Not paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the Federal awarding agency; and
- 7) Conform to other provisions of **2 CFR 200.306**, as applicable.

Improper documentation and valuation of *in-kind* services is one of the most common audit findings in the WSFR program.

Notes:

Determining if Match is *In-kind*

It is important for recipients to be able to correctly determine what type of match is being charged to the award. In order to determine, recipients should ask themselves, “Is the entity that is providing the goods or services receiving payment under the award (i.e. do they have a financial interest or involvement in the Federal award)?” If so, then the match is considered part of the recipient’s or subrecipient’s match. If not, then the match is considered *in-kind*.

Why is this determination so important? First, the determination of how we value the match contribution differs between whether the contribution is recipient/subrecipient match compared to third-party *in-kind* match. And secondly, recipients/subrecipients cannot get reimbursed for third-party *in-kind* match contributions. They may only use these contributions to meet the cost sharing or matching requirements of the award.

Valuing Third Party *In-kind*

Volunteer services provided by individuals may be counted as cost sharing or matching if the service is integral and necessary part of an approved project or program. Rates for these third party volunteer services must be consistent with those paid for similar work by the non-Federal entity. In those situations where the required skills are not found in the non-Federal entity, rates must be consistent with those paid for similar work in the labor market. In both cases, fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation. **(2 CFR 200.306(e))**

For third party in-kind contributions, the value of goods and services must be documented and to the extent feasible supported by the same methods used internally by the non-Federal entity. (see **Handout 7-3**)

When a third-party organization provides the services of an employee, those services must be valued at the employee’s regular rate of pay plus an amount of fringe benefits that is reasonable, necessary, allocable, and otherwise allowable. **(2 CFR 200.306(f))**

Notes:



Exercise: Managing and Monitoring the Grant Award

Answer the following questions regarding the implementation, managing, and monitoring of your agency's grant award. In your response, consider your role, as well as other staff within your agency, in terms of successfully managing and monitoring the grant award.

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

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

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



Exercise: Managing and Monitoring the Grant Award

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

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?

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



Exercise: Managing and Monitoring the Grant Award

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

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

Grant Award Revisions

Recipients are required to report deviations from budget or project scope or objective, and request prior approvals from the Federal awarding agency for budget or program plan revisions for the following (**2 CFR 200.308(b)**):

For non-construction awards (**2 CFR 200.308(c)**):

1. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
2. Change in a key person specified in the application or the Federal award.
3. The disengagement from the project for more than three months, or a 25% reduction in time devoted to the project, by the approved project director or principal investigator.
4. The inclusion, unless waived, of costs that require prior approval in accordance with 2 CFR 200 Subpart E – Cost Principles.
5. The transfer of funds budgeted for participant support costs (**2 CFR 200.75**) to other categories of expense.
6. Unless described in the application and funded in the approved Federal awards, the subawarding, transferring, or contracting out of any work under a Federal award. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-Federal entity.
8. The need arises for additional Federal funds to complete the project.

All other changes to non-construction budgets do not require prior approval (**2 CFR 200.308(f)**).

Recipient should also be aware of **2 CFR 200.407** *Prior written approval.*

For construction awards (**2 CFR 200.308(g)**):

1. The revision results from changes in the scope or the objective of the project or program.
2. The need arises for additional Federal funds to complete the project.
3. A revision is desired which involves specific costs for which prior written approval requirements may be imposed consistent with applicable OMB cost principles listed in 2 CFR 200 Subpart E – Cost Principles.

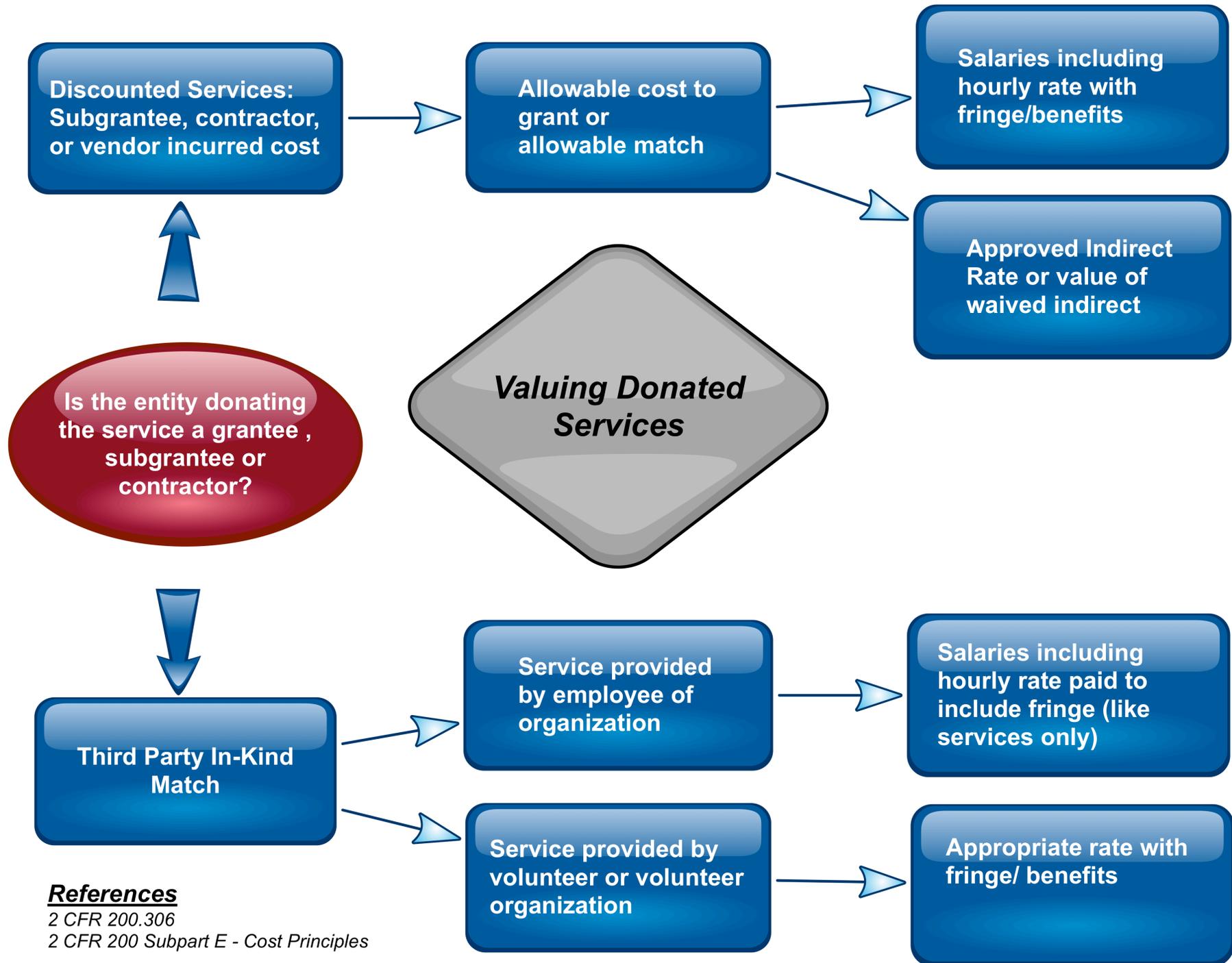
All other changes to construction budgets do not require prior approval unless an exception have been approved by OMB (**2 CFR 200.308(g)(4)**).



Learning Points

- ✓ Effective communication is essential to successfully implementing a grant award.
- ✓ Recipients of financial assistance awards are responsible for monitoring their awards.
- ✓ 2 CFR 200.403 provides criteria for the factors that affect the allowability of costs to be charged to a Federal award. Allowable costs must meet all the criteria in order to be allowable costs under Federal awards.
- ✓ A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective in accordance with relative benefits received.
- ✓ Certain costs under Federal awards require the prior approval of the Federal awarding agency. Project Leaders should be in constant communication with their Federal Aid Coordinator to ensure that such prior approvals are obtained prior to acquiring those items.
- ✓ Third party in-kind contributions means the value of non-cash contributions (property or services) that (a) benefit the Federally assisted project or program; and (b) are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

VALUING DONATED SERVICES



References

2 CFR 200.306

2 CFR 200 Subpart E - Cost Principles

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VOLUNTEER TIME & MILEAGE FORM



Hunter Education Program

P.O. Box 000
Any State 00000

Location of Course: _____
(Town in which course was taught)

Type of Course: _____
(Basic, Bow, Muzzleloading, Map & Compass, Trapping, Waterfowl ID)

Name: _____ Region _____
(Please print your name clearly!!!)

Name of Master Instructor: _____

Address: _____

Your Contribution to the Course: _____
(If Basic course, be specific ie: Bowhunting Basics, Firearms and Ammunition, Hunter Ethics)

Date	Class No.	A. - Hrs. Admin.	B. - Hrs. Instruction	C. - Hrs. Travel	Add A + B + C	Miles Per. Date	Your Signature <i>Please sign each line</i>
Total Hours ►►							◄◄ Total Mileage

- A. Hours for administrative meetings, workshops, trainings, shows, planning or course preparation spent outside the classroom.
- B. Hours spent in the classroom (including set-up and break-down).
- C. Total hours spent traveling to and from activities (including time even if passenger).

Signature of Master Instructor: _____

Last Date of course: _____

Signature Agency Hunter Ed Staff: _____ Date: _____

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TAB 8

Module 8 Reporting

Learning Objectives:

1. Identify and understand the types of reports and reporting frequency requirements of a Federal award.
2. Understand the noncompliance requirements resulting from the failure to submit reports by their required due dates.
3. Understand the elements that comprise an adequate performance report.

Handouts:

- 8-1 Determining Report Periods and Due Dates
- 8-2 Examples of Reporting Periods and Due Dates

Financial and Performance Monitoring/Reporting

Recipients of financial assistance awards are responsible for monitoring and reporting on the financial and performance aspects of their awards. The Federal awarding agency must require the recipient to use OMB-approved standard information collections when providing financial and performance information (**2 CFR 200.301**). The Paperwork Reduction Act requires all Federal awarding agencies to have information collection approval from the Office of Management and Budget (OMB) in order to collect information from the public.

Information Collection
Clearance Control Number
1018-0100 (expires
7/31/2021) is used for all
Service financial assistance
programs and activities.

Financial Reports

Unless otherwise approved by OMB, the Federal awarding agency may solicit only the standard, OMB-approved government-wide data elements for collection of financial information (**2 CFR 200.327**). Presently, financial reports are submitted to the Service using the OMB-approved Federal Financial Report (SF-425).

You can obtain the most
current version of the
SF-425 at [Grants.gov](https://www.grants.gov).

Recipients may submit the SF-425 electronically, scanned, faxed, or mailed to the Regional office. The form must be signed by the designated individual or official who has been authorized to certify the SF-425 on behalf of the recipient.

The Training Branch has developed a tutorial that explains how recipients of Service awards should complete the SF-425. The [tutorial](#) is available on the FA Wiki.

Performance Reports

The non-Federal entity is responsible for oversight of the operations of the Federal award. They must monitor their activities under Federal awards to assure compliance with applicable Federal requirements and performance expectations are being achieved (**2 CFR 200.328(a)**).

Unlike the SF-425, there is no standard OMB-approved form for submitting performance reports; however, there are required data elements that must be included with each performance report. Similar to the SF-425, recipients may submit their performance reports electronically, scanned, faxed, or mailed. There is no regulatory requirement for an authorized signers signature to be included with a performance report.

Frequency of Reporting Requirements

Final Reports: Recipients must submit a final financial and performance report to the Federal awarding agency no later than 90 calendar days after the award period of performance end date or termination date of the award, whichever comes first. For those awards with a period of performance of 12 months or less, the final financial and performance reports are the only required reports, unless the Federal awarding agency imposes additional special terms and conditions to the award as allowed for under **2 CFR 200.207**.

Interim Reports: For awards that last longer than 12 months, recipients must submit interim financial and performance reports at least annually, but no more frequently than quarterly. Annual interim reports are due no later than 90 calendar days after the award has been open for four (4) full quarters (see **Handouts 8-1 and 8-2**). Interim reporting period end dates align with the end of each Federal fiscal quarter to include March 31st, June 30th, September 30th, and December 31st.

The Service may allow a recipient to use alternate reporting schedule end dates if the recipient provides a valid written justification for changing the date and the Service ensures that the suggested date(s) requires the recipient to submit interim performance reports as least annually (**516 FW 1.11**).

Extension Requests for Reports

Recipients may request an extension for either interim or final reports. Recipients must submit extension requests in writing that includes a justification for the extension, the requested revised due date, and the type of report affected.

The Service may approve one due date extension for a maximum of 90 days past the original report due date, unless a longer period is justified by something that significantly impairs the recipient's operations. All approved extension requests will be provided in writing to the recipient (**516 FW 1.13**).

Notes:

Noncompliance with Reporting Requirements

If the Service does not receive a recipient's report by the due date or the agreed-upon extension date, then the Service must issue a notice of noncompliance (via letter or email), no later than 30 calendar days (but as soon as practicable) after the due date or agreed-upon extension date has passed. The noncompliance notice must state:

- The recipient is noncompliant with the terms and conditions of the award;
- The Service must receive the report within the next 10 calendar days of the recipient's receipt of notice. If not, then the Service reserves the right to make no further obligations and payments on the award and suspend the award until it receives the report;
- The Service reserves the right to impose additional conditions as allowed under 2 CFR 200.207 or 2 CFR 200.338; and
- The Service may withhold any other pending awards to the recipient until it receives the overdue report.

If within 10 calendar days of the recipient's receipt of the overdue report notice, the Service does not receive the recipients overdue report, then the Service may:

- Suspend payments and additional obligations for the award for 30 calendars. A written notice of suspension must be sent (via letter or email) to the recipient; and
- Consider imposing additional remedy conditions as allowed under 2 CFR 200.338.

If within 30 calendar days of the recipient's receipt of the overdue report notice, the Service does not receive the recipients overdue report, then the Service may:

- Convert the suspension to a termination. A written notice of termination must be sent (via letter or email) to the recipient; and/or
- Withhold any other pending awards to the recipient.

The Service must report the termination to the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS). This noncompliance information becomes viewable to other Federal awarding agencies.
(2 CFR 200.339(b))

Notes:

Elements of a Performance Report

TRACS is being designed to serve as the performance reporting platform for WSFR awards. TRACS performance reports are designed to meet the Federal reporting requirements of the Federal award and may not necessarily meet your individual State reporting requirements and purposes.

Non-construction performance reports: The recipient must submit performance reports at the interval required by the Federal awarding agency to best inform improvements in program outcomes and productivity. These reports will contain brief information on the following unless other collections are approved by OMB (2 CFR 200.328(b)(1-2)):

- A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where accomplishments can be quantified, a computation of the cost may be required if that information will be useful. Where trend data and analysis would be informative to the Federal awarding agency program, the awarding agency should include this as a performance reporting requirement.
- The reasons why established goals were not met, if appropriate.
- Additional pertinent information including, analysis and explanation of cost overruns or high unit costs.

Construction performance reports: For the most part, onsite technical inspections and certified percentage of completion data are relied on heavily by the Federal awarding agencies to monitor progress under Federal awards.

Significant Development Reports

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, the non-Federal entity must inform the Federal awarding agency or pass-through entity as soon as the following types of conditions become known.

- Problems, delays, or adverse conditions which will materially impair the ability to meet the objectives of the Federal award.
- Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Recipients are not required to pass the reporting requirements of their prime awards onto subrecipients. However, they are responsible for meeting the reporting requirements of their award. **(516 FW 1.15)**

Federal Review of Financial Reports

The Service reviews financial reports to ensure:

1. Required fields are completed and correct;
2. Figures are calculated correctly;
3. The indirect costs charged are supported by an approved indirect cost rate;
4. As compared to the performance report for the same reporting period, the expenditures appear reasonable to support the project activities conducted or completed to date;
5. The report does not raise any issues or concerns that may require follow up with the recipient such as having Federal cash on hand, unanticipated program income, or the recipient not maintaining a required match expenditure ratio.
6. On the final SF-425, that the Total Federal Share and the Unobligated Balance of Federal funds reported reconcile with ASAP.

Federal Review of Performance Reports

The Service reviews performance reports to ensure:

1. The recipient has provided the required elements necessary for an adequate performance report;
2. The information provided is sufficient to assess if the recipient is on track to meet project goals and objectives as planned; and
3. The report does not raise any issues or concerns that may require follow up with the recipient such as: (a) significant reduction of effort or project delays with no explanation of why or how the recipient plans to address the issue, (b) work conducted outside the approved project scope or moving project location without prior approval, or (c) other significant developments that were not otherwise promptly reported as required.

Notes:



Learning Points

- ✓ The Paperwork Reduction Act requires all Federal awarding agencies to have information collection approval from the Office of Management and Budget (OMB) in order to collect information from the public.
- ✓ There are two types of reports (financial and performance) that recipients of Federal awards must submit to the Federal awarding agency, unless specifically exempted in the Notice of Award.
- ✓ Final reports are due 90 calendar days after the end of the period of performance. For awards that last longer than 12 months, recipients must submit interim reports at least annually, but no more frequently than quarterly. Annual interim reports are due no later than 90 calendar days after the award has been open for four (4) full quarters.
- ✓ Recipients may request an extension for their reports. The Service may approve one due date extension for a maximum of 90 days.

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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.

TAB 9

Module 9 Grant Closeout

Learning Objectives:

1. Describe the actions and documentation that initiates the grant closure.
2. Determine the final disposition of grant funds.
3. Become familiar with the dissemination of WSFR accomplishment information.
4. Describe the communication and people involved in grant closure.

Handouts:

- None

Grant Closeout Phase

Closeout means the process by which the Federal awarding agency or pass-through entity determines that all applicable and administrative actions and all required work of the Federal award have been completed. (**2 CFR 200.16**)

2 CFR 200.343 describes the actions that take place during the Closeout phase of the grants management process.

The Grantee (State) is responsible for:

1. Completing any remaining drawdowns of Federal funds (including the final drawdown) for those eligible expenditures.
2. Submitting, no later than 90 calendar days after the end of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award (unless an approved extension has been granted by the Federal awarding agency or pass-through entity).
3. Refunding any balances of unobligated cash that the Federal awarding agency or pass-through entity paid in advance or paid that are not authorized to be retained by the non-Federal entity.
4. Accounting for any real and personal property acquired with Federal funds or received from the Federal government.

Grantees have 90 days after the period of performance to initiate a payment request or draw funds in ASAP. After 90 days, the account goes into "Suspended" status.

The Service (WSFR) is responsible for:

1. Monitoring the grantee for award accomplishments. This is done by reviewing performance reports, site visits, phone calls, etc.
2. Reviewing and processing the Federal financial report (SF-425).
3. De-obligating any unliquidated Federal funds from the award.
4. Closing the award no later than one year after receipt and acceptance of all required final reports.

Grants Oversight and New Efficiency (GONE) Act (2016) requires Federal awarding agencies to report to Congress on timeliness of award closeouts.

Spread the Word about WSFR Accomplishments

In addition to closing out the grant award, States are encouraged to “tell the story” and successes resulting from the grant award. While there is no regulatory requirement that grantees must do this, it without question, helps to inform hunters, anglers, boaters, shooters, wildlife-watchers, Congress, industry, watchdog groups, and others about the significant accomplishments of the WSFR programs.

Historically, both WSFR and States have done a poor job communicating the successes of the WSFR programs.

State and industry partners indicated that current national communications are not very effective in advertising the high-level impacts of the grant programs. Several industry stakeholders mentioned the need to “tell WSFR’s story” about where the funding comes from and how it is applied so that the program can gain additional support from taxpayers. One stakeholder described WSFR as “a very successful program that no one knows about.”

Program Management Analysis Summary Report (2018)

WSFR and States can help “tell the story” by distributing information about project/program results by:

- Attendance at fishing, hunting, boating, shooting, and other outdoor shows (i.e. ICAST and Shot Show).
- Writing articles and publications in journals and popular magazines.
- Using social media to reach large audiences.
- Technical assistance with other states and user groups.
- Writing accomplishment/summary reports.
- Reporting project accomplishment information in Wildlife TRACS.
- Posting signs and pictures which are sometimes “worth a thousand words”.

Notes:



Learning Points

- ✓ The grantee (State) initiates the closeout process by submitting final financial and performance reports.
- ✓ Review and acceptance of the final financial report closes the award and disposes of any unliquidated Federal funds.
- ✓ Grant accomplishments are tracked using the information provided in both the performance and financial reports. Wildlife TRACS is WSFR's designated performance system that will serve as a repository for program accomplishments.
- ✓ The Federal awarding agency or pass-through entity should complete all closeout actions for Federal awards no later than one year after receipt and acceptance of all required final reports.
- ✓ The GONE Act requires Federal awarding agencies to report to Congress on awards that have not been closed more than two years after the period of performance end date.
- ✓ 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

Module 10 Post-Closeout

Learning Objectives:

1. Identify responsibilities that continue after the Federal grant is closed, particularly as it relates to real property, equipment, facilities, monitoring of subrecipients, records retention, and audits.

Handouts:

- None

Post-Closeout Responsibilities

Following the closeout of the Federal grant, certain ongoing responsibilities remain for both the Federal awarding agency (WSFR) and the grant recipient (State fish and wildlife agency). Let's briefly discuss a few areas where post-closeout responsibilities continue beyond the period of performance of the grant award.

Real Property

- Title to real property acquired or improved under a Federal award will vest upon acquisition in the non-Federal entity. Real property will be used for the originally authorized purpose as long as needed for that purpose.
- Recipients must request disposition instructions from the Federal awarding agency when real property is no longer needed for the originally authorized purpose.
- Real property acquired with hunting and fishing license revenue must remain under the control of the State fish and wildlife agency. If not, this could be a potential diversion.
- Decisions about additional recreational or commercial activities that occur on lands acquired, developed, or managed with Federal funds lies with the State fish and wildlife agency. If the activities do not interfere, they may be allowed.
- Mineral extraction may be considered a disposal of real property in some States. Additionally, revenue generated from some activities may be required to be treated as hunting and fishing license revenue.
- Land reconciliation process and real property reporting requirements.

Facilities

- Facilities must be used for the purpose for which they were acquired. Under Wildlife and Sport Fish Restoration, the State fish and wildlife agency must control the parcel of land or water on which it completes a grant-funded capital improvement.
- Facilities must be maintained to ensure that they continue to serve their authorized purpose during its useful life.

Equipment

Post-grant period of performance requirements for equipment use, management, and disposition are determined by the type of recipient. States follow their own State laws and procedures for use, management, and disposition of equipment after the period of performance. States should also refer to their notice of award for any special terms and conditions that may apply to Federally-acquired equipment.

For all other types of non-Federal entities:

- Use – Priority of use.
 1. For award-supported activities as long as needed.
 2. For activities funded by the original Federal agency
 3. For activities funded by other Federal agencies
- Management – until disposition.
 - Property records.
 - Inventories conducted a minimum of every two years.
 - Security.
 - Maintenance.
- Disposal
 - May require approval from Federal awarding agency.
 - Percentage of salvage value may need to be returned to Federal awarding agency.

Monitoring Subrecipients

- Pass through entities are required to monitor the activities of the subrecipient to ensure that the subaward is used for authorized purposes.
- If the subrecipient was allowed purchase equipment or build facilities, routine monitoring must be conducted to ensure that equipment and facilities are being used for the purpose for which they were acquired.

Record Retention

- Grant recipients are required to retain all financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to the Federal award for a period of 3 years from the date of submission of the final expenditure report.
- Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- States should be aware of their own records retention policies. Similar to equipment, if your State policy requires a longer records retention, then you must follow that.

Single Audits and Program Audits

- All non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year.
- Every 5 years, States and territories participating in the Wildlife and Sport Fish Restoration programs will receive a program specific audit. This was mandated as a result of the Wildlife and Sport Fish Restoration Program Improvement Act (2000).

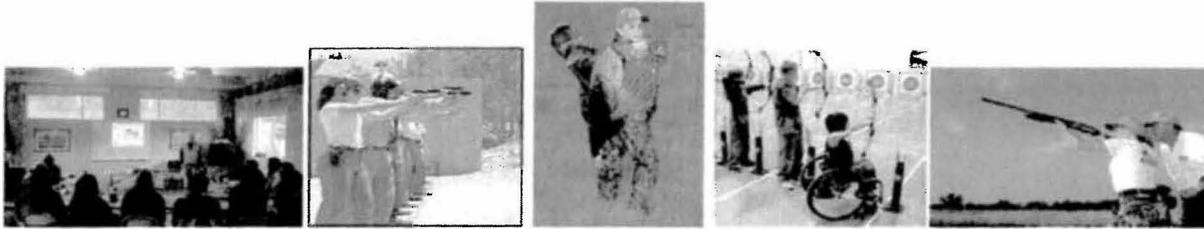


Learning Points

- ✓ Compliance issues continue, even after the grant is closed
- ✓ Real property must be monitored to ensure it continues to serve the purpose for which it was originally acquired.
- ✓ Real property may be disposed of when it no longer serves the intended purpose, with prior approval.
- ✓ The Grant notice of award may contain a special term and condition about the use, management, and disposition of equipment acquired under a Federal grant.
- ✓ Grant recipients are required to retain all financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to the Federal award for a period of 3 years from the date of submission of the final expenditure report.
- ✓ All non-Federal entities that expend \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year.
- ✓ Every 5 years, States and territories participating in the Wildlife and Sport Fish Restoration programs will receive a program specific audit. This was mandated as a result of the Wildlife and Sport Fish Restoration Program Improvement Act (2000).
- ✓ Grantees are accountable for all federal funds received including funds passed through or sub-awarded. Grantees should have monitoring strategies in place for their 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>

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Assistant Director,
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US Fish and Wildlife Service
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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)
<p>Restore and manage wildlife for the benefit of the public.</p> <p>Conduct research on the problems of managing wildlife and its habitat if necessary to administer wildlife resources efficiently.</p> <p>Obtain data to guide and direct the regulation of hunting.</p> <p>Acquire real property suitable or capable of being made suitable for wildlife habitat, or public access for hunting and other wildlife oriented recreation.</p> <p>Restore, rehabilitate, improve, or manage areas of land or water as wildlife habitat.</p> <p>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.</p> <p>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.</p>	<p>Teach the skills, knowledge, and attitudes necessary to be a responsible hunter; and</p> <p>Construct, operate, or maintain firearm and archery ranges for public use.</p>	<p>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.</p> <p>Enhance interstate coordination of hunter-education and firearm- and archery-range programs.</p> <p>Enhance programs for education, safety, or development of bow hunters and archers.</p> <p>Enhance construction and development of firearm and archery ranges.</p> <p>Update safety features of firearm and archery ranges.</p>



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;

DIFFERENCE BETWEEN AQUATIC RESOURCE EDUCATION, OUTREACH AND OUTREACH AND COMMUNICATIONS

- 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.

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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AQUATIC RESOURCE EDUCATION PROGRAM

UPDATED 1/2018



U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

DISTRIBUTION METHOD

Apportioned based on formula:
Maximum 15% of Sport Fish Restoration Funding

Governing Guidance

- Sport Fish Restoration Act also known as Dingell-Johnson (DJ) Act of 1950 (enabling legislation)
- 50 CFR 80
- 2 CFR 200
- USFWS Service Manual Chapters

ELIGIBLE GRANTEES: ALL STATE/TERRITORY FISH AND WILDLIFE AGENCIES WITH ASSENT LEGISLATION

Purpose Enhance the public's understanding of water resources, aquatic life forms, sport fishing, and develop responsible attitudes and ethics toward the aquatic environment

ELIGIBLE PROJECTS

- Projects that enhance the public's understanding of aquatic resources
- Projects that improve communications with anglers, boaters, and the general public on sport fishing and boating opportunities
- Projects that increase participation in sport fishing and boating
- Projects that advance the adoption of sound fishing and boating practices, including safety
- Projects that promote conservation and responsible use of aquatic resources

SOURCE OF FUNDS

Sport Fish Restoration & Boating Trust Fund

Includes Revenues from:

- 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

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- States may be paid up to 75% federal funds, 25% match requirement from non-federal sources
- 100% federal funding for District of Columbia, Puerto Rico, Northern Mariana Islands, Guam, Virgin Islands, and American Samoa
- Annual apportionment available for obligation to grants for two years before it reverts. Reverted funds are reapportioned to the Sport Fish Restoration program during the subsequent year

SPECIAL CONDITIONS OR REQUIREMENTS

- * State fish and wildlife agencies must pass and maintain assent legislation
- * State fish and wildlife agencies must submit annual license certifications
- * State fish and wildlife agencies may spend a maximum of 15% of their annual Sport Fish Restoration apportionment on aquatic education programs.
- * 15% maximum does not apply to DC, Puerto Rico, Northern Mariana Islands, Guam, Virgin Islands, and American Samoa

BOATING INFRASTRUCTURE GRANTS

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

Tier 1-State:

Provides up to \$200,000 per year to each state

Tier 2-National:

Nationwide funding based on set ranking criteria

Governing Guidance

- Sport Fishing and Boating Safety Act of 1998 (Enabling Legislation)
- 50 CFR 86
- 2 CFR 200

ELIGIBLE GRANTEES: GOVERNOR DESIGNATED AGENCIES OF STATES AND TERRITORIES

Purpose

Provide grants to States and Territories to construct, renovate, or maintain tie-up facilities for transient recreational vessels twenty-six feet or more in length

ELIGIBLE PROJECTS

- Construction, renovation, and maintenance of boating infrastructure tie-up facilities solely for transient recreational vessels twenty six feet or more in length
- Produce information and education materials specific to BIG or BIG-funded projects (i.e. charts, cruising guides, and brochures)

SOURCE OF FUNDS

Four percent of the amount in Sport Fish Restoration & Boating Trust Fund (shared with Clean Vessel Act grants).

Includes Revenues from:

- 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

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- Requires minimum of 25% matching funds, federal share not to exceed 75% total costs
- Funds not obligated within three years are reverted and are made available to the U.S. Coast Guard for Boating Safety
- Maximum amount of federal share for Tier 2-National is \$1,500,000
- Funds are available from time of obligation until the grant closure. Unspent funds are returned to be awarded in addition to new funds in the subsequent year

SPECIAL CONDITIONS OR REQUIREMENTS

- * Facilities constructed, operated, or maintained with grant funds must offer reasonable access for all transient recreational vessels for the full period of their useful life
- * Facilities must be open to the public during reasonable time periods
- * Entities may charge fees. Fees must be comparable to the prevailing rate in the area
- * New construction and renovations must be designed to last throughout its useful life

BOATING ACCESS PROGRAM

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

Apportioned based
on formula

Governing Guidance

- Sport Fish Restoration Act also known as Dingell-Johnson (DJ) Act of 1950 (enabling legislation)
- 50 CFR Part 80
- USFWS Manual Chapter 517 FW 7

ELIGIBLE GRANTEES: ALL STATE/TERRITORY FISH AND WILDLIFE AGENCIES WITH ASSENT LEGISLATION

Purpose Provide facilities that create or add to public access for recreational boating

ELIGIBLE PROJECTS

→ A broad range of access facilities and associated amenities that benefit recreation boaters may qualify

- Projects that seek to acquire, develop, renovate, maintain, or improve facilities that create or improve public access to the waters of the United States or improve the suitability of these waters for recreational boating. These facilities may include auxiliary structures to ensure safe use by recreational boaters. Projects may include surveys to determine information needed to plan for providing access to recreational waters for any size or type of recreational boat
- Maintenance and operations projects can be funded for boating access sites, facilities, and structures, even if the Sport Fish Restoration Program did not fund their acquisition or construction
- Facilities funded through the subprogram must be available to all recreational boaters, but States may restrict uses for public safety, property protection, noise abatement, or aquatic resource protection. Examples of restrictions include limiting the horsepower or types of boat motors and setting speed limits, no-wake zones, or hours of use
- States are responsible for maintenance of all capital improvements they acquire or construct using Sport Fish Restoration Boating Access funds throughout the improvement's planned useful life.

SOURCE OF FUNDS

Annual apportionment from the Sport Fish Restoration & Boating Trust Fund

Includes Revenues from:

- Federal excise taxes on boating and angling equipment
- Import duties on boating and angling equipment
- Portion of gasoline tax attributable to motorboats and small engines
- Interest earned on Trust Fund

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- States may be paid up to 75% federal funding, 25% required from non-federal sources
- At least 15% of the Region's Sport Fish Restoration apportionment over a five-year period must be allocated for Boating Access projects
- WSFR calculates the Regional allocations for separate five-year periods that coincide with Federal fiscal calendars (i.e. 2013-2017, 2018-2022)
- With Regional Director approval, a State may change its current year allocation up to, but not after, the close of the Federal fiscal year which funds were apportioned
- States must use Boating Access funds in the year that the State receives them, or in the following four fiscal years, otherwise the funds will revert to the Service and be reapportioned
- If the primary project purpose is to benefit users who are not recreational boaters, program funds may only be used to the extent that recreational boaters use a facility and other expenses must be matched through other methods. For example, if survey information shows that only 40% of facility's users are recreational boaters, program funds can account for no more than 40% of project costs

SPECIAL CONDITIONS OR REQUIREMENTS

- ◆ State fish and wildlife agencies are responsible for maintaining capital improvements to ensure that they serve its authorized purpose during its useful life.
- ◆ State fish and wildlife agencies must control the parcel of land and water on which it completes a grant-funded capital improvement. Control must be adequate for the protection, maintenance, and use of the improvement for its authorized purpose during its useful life.

CLEAN VESSEL ACT

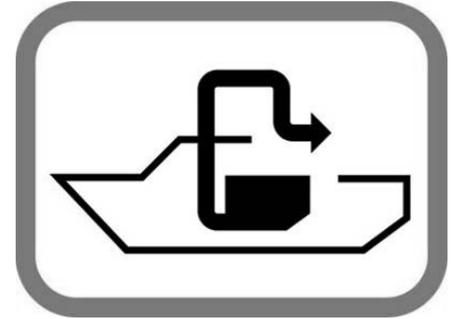
Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

DISTRIBUTION METHOD

Nationally competitive based on ranking criteria

Governing Guidance

- Clean Vessel Act of 1992, Amendment to the Sport Fish Restoration Act (Enabling Legislation)
- 50 CFR 85
- 2 CFR 200



ELIGIBLE GRANTEES: GOVERNOR DESIGNATED AGENCIES OF STATES AND TERRITORIES

Purpose Provide grants to States and Territories for pumpout stations and waste reception facilities to safely dispose of recreational boater sewage.

ELIGIBLE PROJECTS

Coastal States:

- Identify operational pumpout and dump stations
- Survey of recreational vessels in coastal waters with holding tanks/portable toilets
- Developing list of operational pumpout & dump stations and plans for construction/renovation of pumpout & dump stations in coastal zones

All States:

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

SOURCE OF FUNDS

Four percent of the amount in Sport Fish Restoration & Boating Trust Fund (shared with Boating Infrastructure grants). Includes revenues from:

- 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

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- Require 25% match, Federal share not to exceed 75% of total costs
- Unspent funds are returned to be awarded in addition to new funds in the subsequent year
- Funds not obligated three years from date of availability are reverted and made available to the U.S. Coast Guard for use on Recreational Boating Safety.

SPECIAL CONDITIONS OR REQUIREMENTS

- * Requires each coastal State to develop and submit plan for construction and/or renovation of facilities within coastal zone
- * Only equitable fees may be charged
- * Facilities constructed, operated, or maintained with grant funds must be accessible to public for the full period of their useful life
- * CVA signage must be displayed and visible to boaters from the water

ENDANGERED SPECIES GRANTS

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

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

Awarded based on National competition

Habitat Conservation Plan Land Acquisition

Awarded based on National competition

Recovery Land Acquisition Grants

Awarded based on Regional competition

Governing Guidance

- Endangered Species Act of 1973 —Section 6 (Enabling Legislation)
- 2 CFR 200
- Notice of Availability of Federal Assistance for Section 6 ESA Grant Program



ELIGIBLE GRANTEES: ALL STATE AND TERRITORY AGENCIES THAT HAVE ENTERED INTO A COOPERATIVE AGREEMENT WITH THE SECRETARY OF THE INTERIOR

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

ELIGIBLE PROJECTS

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

SOURCE OF FUNDS

Cooperative Endangered Species Conservation Fund

MATCHING REQUIREMENTS AND 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 Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands

SPECIAL CONDITIONS OR REQUIREMENTS

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

HUNTER EDUCATION PROGRAM

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

DISTRIBUTION METHOD

Apportioned based on formula that includes a factor for population size

Governing Guidance

- Wildlife Restoration Act, also known as Pittman-Robertson Act of 1937 (Enabling Legislation)
- 2 CFR 200
- 50 CFR 80



ELIGIBLE GRANTEES: ALL STATE/TERRITORY FISH AND WILDLIFE AGENCIES WITH ASSENT LEGISLATION

Purpose

To teach students to be safe, responsible, conservation-minded hunters; provide instruction in safe firearm operations, wildlife management, ethics, game laws, outdoor survival, wilderness first aid; and build/operate archery and firearm range facilities.

ELIGIBLE PROJECTS

Basic Hunter Education (BHE):

- Teach the skills, knowledge, and attitudes necessary to become a responsible hunter
- Construct, operate, or maintain firearm and archery ranges for public use

Enhanced Hunter Education (EHE):

- 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

SOURCE OF FUNDS

Wildlife Restoration Trust Fund Includes Revenues from:

- Excise taxes on sporting arms and ammunitions (firearms, ammunition, pistols, handguns, revolvers, bows, archery, arrow components)
- BHE funds: 1/2 of taxes collected on pistols, handguns, revolvers, and archery equipment
- EHE funds: \$8 million from Wildlife Restoration Trust fund

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- States may be paid up to 75% federal funding, 25% from nonfederal sources.
- 100% federal funding for Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands.
- BHE apportionment available for two years before it reverts.
- BHE reverted funds are provided to the Migratory Bird Program.
- EHE apportionment available for one year before it reverts. Reverted funds are apportioned, the following year, to those States who fully obligated their current year BHE apportionment to BHE eligible activities.

SPECIAL CONDITIONS OR REQUIREMENTS

* If a state fails to obligate all of its current year BHE apportionment on BHE eligible activities, then EHE apportionment funds may only be used for EHE eligible activities.

* If a state fully obligates all of its current year BHE apportionment on BHE eligible activities, then that state may use its current year EHE apportionment on any eligible activity authorized under the Wildlife Restoration Act (WR, BHE, or EHE) AND that state becomes eligible to receive reverted EHE funds the following fiscal year.

LANDOWNER INCENTIVE PROGRAM

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

DISTRIBUTION METHOD

TIER ONE

For eligible projects meeting Tier 1 criteria

- Each state receives \$180,000
- Territories and DC receive \$75,000

TIER TWO

Nationally competitive based on criteria

Governing Guidance

- Annual Appropriations Act
- 43 CFR Part 12
- Landowner Incentive Grant Program Implementation Guidelines



ELIGIBLE GRANTEES: ALL STATE AND TERRITORY AGENCIES WITH PRIMARY RESPONSIBILITY FOR FISH AND WILDLIFE

Purpose

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

ELIGIBLE PROJECTS

Tier One Grants:

- 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 Two Grants:

- Tier Two 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 Two grants to expand existing landowner incentive programs or those created under Tier One

SOURCE OF FUNDS

Land & Water Conservation Fund (annual appropriation).

Includes revenues from:

- **Outer Continental Shelf Oil & Gas**

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- Provides up to seventy-five percent federal funding, twenty-five percent required from non-federal sources
- One hundred percent federal funds for PR, 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

SPECIAL CONDITIONS OR REQUIREMENTS

Submit proposals meeting eligibility requirements for Tier One and/or Tier Two funding

MULTI-STATE CONSERVATION GRANTS

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

Awarded through cooperative process with Association of Fish and Wildlife Agencies (AFWA)

Governing Guidance

- Wildlife and Sport Fish Restoration Programs Act of 2000, amended Sport Fish Restoration and Wildlife Restoration (Enabling Legislation)
- 50 CFR 80
- 2 CFR 200
- USFWS Service Manual Part 517 Chapter 13

- ELIGIBLE GRANTEES**
- States or Groups 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

Purpose

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

ELIGIBLE PROJECTS

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

SOURCE OF FUNDS

Sport Fish Restoration & Boating Trust Fund, three million dollars

Includes Revenues from:

- 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, three million dollars

Includes Revenues from:

- Excise taxes on sporting arms and ammunitions (firearms, ammunitions, pistols, handguns, revolvers, bows, archery, and arrow components).

MATCHING REQUIREMENTS AND LIMITATIONS

- Six million dollars available annually
- Funds available to be obligated for two years
- Funds not obligated within two years revert back to both the SFR and WR programs for use by the States
- Once obligated, funds remain available until the grant closing date. Any unspent funds at closing are returned to the multi-state program to be awarded in the subsequent year, in addition to new funds
- No matching requirements

SPECIAL CONDITIONS OR REQUIREMENTS

- * Applicants must satisfy all standard Federal Application and assurance requirements as well as standards set by AFWA

- * Non-governmental applications 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

NATIONAL COASTAL WETLANDS

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

Nationally competitive to only coastal States

Governing Guidance

- Coastal Wetlands Planning, Protection, and Restoration Act of 1991 (Enabling Legislation)
- 50 CFR 84
- 2 CFR 200

ELIGIBLE GRANTEES: ANY AGENCY OR AGENCIES OF A COASTAL STATE DESIGNATED BY THE GOVERNOR AS HAVING RESPONSIBILITY FOR COASTAL WETLANDS

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

ELIGIBLE PROJECTS

- Acquisition of real property interest in coastal land 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

SOURCE OF FUNDS

15% annually of the 18.7% distributed to Coastal Wetlands Planning, Protection and Restoration Act from the Sport Fish Restoration & Boating Trust Fund

Includes revenues from:

- Interest earned on Trust Fund

- Import duties on fishing tackle, yachts and pleasure craft
- Excise taxes on sport fishing equipment, electric motors and sonar
- Portion of gasoline tax attributable to motorboats and small engines

MATCHING REQUIREMENTS AND LIMITATIONS

- 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 PR, American Samoa, Guam, Northern Mariana Islands and Virgin Islands

SPECIAL CONDITIONS OR REQUIREMENTS

- * Designated agencies of coastal States submit eligible proposals
- * Grantees must provide non-federal matching funds

SPORT FISH RESTORATION PROGRAM

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

Apportioned formula based on: 60% paid sportfishing license holders + 40% land/water area

Governing Guidance

- Sport Fish Restoration Act, also known as Dingell-Johnson Act of 1950 (Enabling Legislation)
- 50 CFR 80
- 2 CFR 200

ELIGIBLE GRANTEES: ALL STATE/TERRITORY FISH AND WILDLIFE AGENCIES WITH ASSENT LEGISLATION

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

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

SOURCE OF FUNDS

Fifty-eight percent of amount in Sport Fish Restoration & Boating Trust Fund

Includes Revenues from:

- 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

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- States may be paid up to 75% federal funding, 25% required from non-federal sources
- 100% federal funding for Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands
- Annual apportionment available for obligation to grants for two years before they revert. Reverted funds are reapportioned to the Sport Fish Restoration program during subsequent year
- Amount allocated by States for freshwater programs each fiscal year cannot be less than amount allocated in fiscal year 1988
- Up to 15% of annual apportionment may be allocated for aquatic education (no limit for PR, DC, CNMI, Guam, VI, and American Samoa)
- At least 15% of annual apportionment must be allocated to the boating access subprogram (each USFWS region's boating access allocation must be at least 15% during each 5 year period. If not, those states below 15% revert funds).
- Coastal States must equitably allocate apportionment between freshwater and marine projects in proportion to number of resident marine/freshwater anglers

SPECIAL CONDITIONS OR REQUIREMENTS

- * State Fish and Wildlife Agencies must pass and maintain assent legislation
- * Submit annual license certifications
- * Ineligible projects include law enforcement, public relations, and revenue producing activities

STATE WILDLIFE GRANTS

U.S. Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program

DISTRIBUTION METHOD

All Annually Distributed Competitive

Nationally competitive based on ranking criteria

Noncompetitive—Formula

Apportioned based on formula:

1/3 land area + 2/3 population

Governing Guidance

- Annual Interior Appropriations Acts (Enabling Legislation)
- 2 CFR 200
- State Wildlife Grant (SWG) Administrative Guidelines (*see <http://fawiki.fws.gov/>*)
- USFWS Manual Chapter (*<http://www.fws.gov/policy/517fw10.pdf>*)



ELIGIBLE GRANTEES

- ALL STATE AND TERRITORY FISH AND WILDLIFE AGENCIES
- REGIONAL ASSOCIATIONS OF FISH AND WILDLIFE AGENCIES

Purpose

Provide funds for development and implementation of programs that benefit sensitive and imperiled wildlife and their habitats, especially species not hunted or fished (referred to as “species of greatest conservation need”)

ELIGIBLE PROJECTS

Conservation actions such as research, surveys, species and habitat management, and monitoring that are identified in an approved State Wildlife Action Plan; or updating, revising, or modifying a State’s Plan; or addressing approved “emerging issues”

SOURCE OF FUNDS

- ⇒ Before 2006, funding provided through the Land and Water Conservation Fund.
- ⇒ 2006 and later, funding provided through General Appropriations.

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- Annual appropriation available for two years
- Competitive grants require 25% matching, federal share not to exceed 75% of total costs
- 100% federal funds for PR, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands
- Formula planning grants require 25% matching, federal share not to exceed 75% of total costs
- Formula implementation grants require 35% matching, federal share not to exceed 65% of total costs

SPECIAL CONDITIONS OR REQUIREMENTS

- * State/Territory must develop or commit to develop a comprehensive wildlife conservation plan by October 1, 2005.
- * Approved plans must be reviewed and updated at maximum intervals of ten years.

TRIBAL WILDLIFE GRANTS

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

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

Governing Guidance

- Annual Appropriations Act (Enabling Legislation)
- Tribal Wildlife Grant Program Implementation Guidelines
- 2 CFR 200

ELIGIBLE GRANTEEES: FEDERALLY RECOGNIZED TRIBES IN UNITED STATES INCLUDING PUEBLOS, RANCHEROS, AND ALASKA NATIVE VILLAGES OR TRADITIONAL COUNCILS AS DEFINED BY THE ALASKA NATIVE CLAIMS SETTLEMENT ACT

Purpose

Provide funding to federally recognized Tribes for development and implementation of programs that benefit wildlife and their habitat, including species of tribal culture or traditional importance and species that are not hunted or fished.

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/or 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.

SOURCE OF FUNDS

Land and Water Conservation Fund (annual appropriation).

Includes Revenues from:

- Outer continental shelf oil and gas
- General treasury since 2006

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- Cost reimbursement
- Provides up to 100% of federal funding
- Annual appropriation available for two years

SPECIAL CONDITIONS OR REQUIREMENTS

Eligible grantees submit applications including Tribal resolution of support to Regional Native American Liaisons of U.S. Fish and Wildlife Service.

WILDLIFE RESTORATION PROGRAM

UPDATED 1/2018

Fish and Wildlife Service, Wildlife and Sport Fish Restoration Program



DISTRIBUTION METHOD

Apportioned formula based on: 50% paid hunting license holders + 50% land/water area

Governing Guidance

- Wildlife Restoration Act, also known as Pittman-Robertson Act of 1937 (Enabling Legislation)
- 50 CFR 80
- 2 CFR 200

ELIGIBLE GRANTEES: ALL STATE/TERRITORY FISH AND WILDLIFE AGENCIES WITH ASSENT LEGISLATION

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

ELIGIBLE PROJECTS

Manage wildlife and their habitats, monitor populations, conduct research, collect and analyze data, maintain facilities, perform outreach, and other activities designed to promote wildlife restoration and wildlife-based recreation.

SOURCE OF FUNDS

Wildlife Restoration Trust Fund

Includes Revenues from:

- **Excise taxes on sporting arms and ammunition (firearms, ammunition, pistols, handguns, revolvers, bows, archery, arrow components)**

MATCHING REQUIREMENTS AND LIMITATIONS ON AVAILABILITY OF FUNDS

- States may be paid up to 75% federal funding, 25% required from non-federal sources
- 100% federal funding for Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands
- Annual apportionment available for two years before it reverts
- Reverted funds 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 (eight million dollars 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)

SPECIAL CONDITIONS OR REQUIREMENTS

- * State Fish and Wildlife Agencies must pass and maintain assent legislation
- * Submit annual license certification
- * Ineligible projects include law enforcement, public relations, and revenue producing activities
- * Wildlife includes indigenous or naturalized species of birds or mammals that are either wildlife or free-ranging; held in a captive breeding program for reintroduction of depleted species; or under the jurisdiction of State fish and wildlife agency.

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