

Hunter Education Program

Disclaimer

This project statement is meant to be used as a training aid. While some of the information provided in the project statement is based upon factual data, the entire project statement is not meant to represent an actual project statement drafted by the West Virginia Division of Natural Resources.

West Virginia Hunter Education Program

Need

There is a need to develop safe and responsible hunters in West Virginia. WV 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 WV has a hunting incident rate above the national average. Unless safe and responsible hunters are cultivated, the WV Department of Natural Resource's ability to sustain a rich hunting heritage and to provide safe hunting experiences will be significantly compromised.

Purpose

The purpose of this project is to provide safe hunting experiences in WV.

Objectives

- 24,000 students complete training by June 30, 2017. *(NOTE: TRACS strategy - Training/Education)*
- Train 300 instructors by June 30, 2017. *(NOTE: TRACS strategy - Training/Education)*
- Conduct 600 training events by June 30, 2017. *(NOTE: TRACS strategy - Training/Education)*

Results and Benefits Expected

- 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 activity tags for reporting purposes)

Objective 1: Train 24,000 students by June 30, 2017

- TRACS Activity Tag 1: Hunter education
- TRACS Activity Tag 2 (optional): Archery-hunting
- TRACS Activity Tag 2 (optional): Firearms-hunting
- TRACS Activity Tag 2 (optional): Firearms-shooting

Objective 2: Train 300 instructors by June 30, 2017

- TRACS Activity Tag 1: Hunter education
- TRACS Activity Tag 2 (optional): Archery-hunting
- TRACS Activity Tag 2 (optional): Firearms-hunting
- TRACS Activity Tag 2 (optional): Firearms-shooting

Objective 3: Conduct 600 training events by June 30, 2017

- TRACS Activity Tag 1: Hunter education
- TRACS Activity Tag 2 (optional): Archery-hunting
- TRACS Activity Tag 2 (optional): Firearms-hunting
- TRACS Activity Tag 2 (optional): Firearms-shooting

Useful Life

Not Applicable – No capital improvements over \$10,000 will be made with this project proposal.

Geographic Location

Statewide

Principal Investigator

Not applicable.

Program Income

None anticipated.

Budget Narrative

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 2015 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.

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	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

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 WV 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 West Virginia 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 West Virginia's EIN (99-9999999).

Conflict of Interest Statement: New Hampshire Fish and Game Department, 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 New Hampshire 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

No programs other than Basic Hunter Education will receive benefits that would require allocation of costs for shared labor, facilities or equipment.

Relationship with Other Grants

This grant is part of the overall WV hunter education program that also includes a grant for Recruitment and Retention of Hunters and a grant for Statewide Shooting Range Development and Renovation.

Timeline

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

General

NOTE: 50 CFR 80.82 (c) requires that a project statement must include information pertaining to 13 data elements. Element 13 (General)

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.

Related Pages

[Wildlife Restoration- WSFR](#)

[Substantial in Character and Design - WSFR](#)

[Basic and Enhanced Hunter Education and Safety - WSFR](#)

Resources

[Project Statement_Hunter Education](#)

[Wildlife Restoration Funding Diagram](#)

[WSFR_Quick Reference_WR](#)

References

§ 50 CFR 80.50 What activities are eligible for funding under the Pittman-Robertson Wildlife Restoration Act?

§ 50 CFR 80.60 What is the relationship between the Basic Hunter Education and Safety subprogram and the Enhanced Hunter Education and Safety program?

§ 50 CFR 80.82 What must an agency submit when applying for a project-by-project grant?
