

# Coordination and Administration

## 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 New Hampshire Fish and Game Department.

## New Hampshire Statewide Federal Aid Coordination

### Need

The New Hampshire Fish and Game Department has a need for coordination of grant management processes and maintenance of our Wildlife and Sport Fish program eligibility requirements. New Hampshire is apportioned approximately \$6,000,000 each year under the Pittman-Robertson Wildlife Restoration Act and the Dingell-Johnson Sport Fish Restoration Act. These funds are administered by the Wildlife and Sport Fish Restoration Program (WSFR) of the U.S. Fish and Wildlife Service and used by the State through approved grant agreements for eligible projects. Approved projects must have as their objective the restoration, conservation, management, or enhancement of wild birds, wild mammals, or sport fish, or provide for public use and benefit from these resources. The use of these funds through numerous and varied grant agreements requires considerable coordination and administration, from the application process through post-closeout. To maintain eligibility for the programs, the Department must establish and maintain management control systems adequate to meet requirements for participation in these federal assistance programs, and must comply with applicable Federal laws and regulations.

### Purpose

The purpose of this grant is the coordination of New Hampshire Fish and Game Department's Wildlife and Sport Fish Restoration grant management processes and maintenance of the Department's program eligibility requirements.

### Objectives

- Administer 24 projects by June 30, 2017. (*NOTE: TRACS strategy - Coordination & Administration*).

### Results and Benefits Expected

- New Hampshire Fish and Game retains its eligibility for participation in the Wildlife and Sport Fish Restoration.
- Timely submission of complete grant application packages and performance reports.
- Effective communication and coordination of all aspects of program and grant activities with the Wildlife and Sport Fish Restoration Program (WSFR) regional office.
- Effective communication and coordination with New Hampshire Fish and Game Department's leadership, administrative and project staff.

### Approach

Objective 1: Administer 17 grants by June 30, 2017.

- The Department's Federal Aid Administrator will work with the Business Administrator, Federal Aid Accountant, senior staff and project personnel to maintain management control systems adequate for participation in the Wildlife and Sport Fish Restoration. Programs and establish appropriate procedures to effectively administer approved grants.
- The Federal Aid Administrator and Business Administrator will be delegated signature authority by the Department's Executive Director to sign Federal Assistance documents on behalf of the agency.
- The Federal Aid Administrator will have primary oversight of grant application, administration, and the obligation of federal assistance funds in coordination with the Department's Business Administrator and Division Chiefs. Project leaders will coordinate through the Federal Aid Administrator for the submission of applications, amendments and submission of performance reports.
- The Business Division will perform financial accounting and reporting functions. The Federal Aid Accountant, working under the supervision of the Chief Accountant in the Business Division, will maintain financial documentation systems adequate to meet requirements for participation in the Wildlife and Sport Fish Restoration Programs.
- Secretarial and/or other support staff as needed will work under supervision of the Federal Aid Administrator to process written and electronic correspondence, prepare grant documents, and maintain records.
- The Federal Aid Administrator, Accountant, and other personnel as pertinent will attend meetings and training sessions provided by U.S. Fish and Wildlife Service, Division of Wildlife and Sport Fish Restoration.
- Staff will participate in other training opportunities as relevant to Wildlife and Sport Fish Restoration and beneficial to effective grant administration, such as management, administration, accounting and information technology.
- Equipment necessary to perform the functions of this project will seek prior approval from the U.S. Fish and Wildlife Service before procurement.
- Miscellaneous activities relating to Wildlife and Sport Fish Restoration that are not covered under existing grants, but are required for the proper administration of these grant programs, will also be carried out. In some cases other Department personnel may charge time to this project. These would include activities such as continued improvement or reconciliation of the Department's real property database. Land agents may spend significant time in review of land records to ensure they are complete and correctly identify the source of funding for real property acquired with WSFR funds and license revenues. Land agents in particular may assist with audit requirements and help to develop priorities, policies, and procedures related to the lands database and real property inventory.

The Federal Aid Administrator will perform the following ongoing functions in support of the Department's participation in the Wildlife and Sport Fish Restoration Programs:

- Serve as a liaison between U.S. Fish and Wildlife Service and New Hampshire Fish and Game Department on federal assistance matters.
- Prepare and/or review grant proposals to ensure that they meet state and federal standards, including coordination of necessary compliance documentation.
- Submit completed grant proposals and grant agreements for approval.
- Request the obligation of apportioned funds from the appropriate Wildlife and Sport Fish sub-accounts, as well as monitor and manage account balances and carryover funds from prior fiscal years.
- Monitor projects to ensure they are executed in accordance with the terms of the notice of award, including the timely submission of required reports, and are in compliance with applicable federal and state laws and regulations.
- Review costs incurred to ensure that they are consistent with federal and state cost principles.
- Prepare annual compliance documents as needed, such as annual assurances, annual license certifications, and 3% statewide cost allocation plan limitation analysis for preparation of indirect cost rates.
- Monitor state legislation or regulations, which may have an impact on the state meeting federal requirements for participation in WSFR Programs.
- Maintain current awareness of Federal and State laws, regulations, and policies affecting WSFR programs, and provide assistance and guidance to agency personnel as needed.
- Assist with Wildlife and Sport Fish Restoration program or Single Audit audits.
- Prepare corrective action plans to audits, as applicable.
- Provide information to agency personnel, constituents, conservation organizations, legislators, media, and the public regarding the WSFR Programs.
- Serve as New Hampshire's Technical Committee member for the U.S. Fish and Wildlife Service Survey of Fishing, Hunting, and Wildlife Associated Recreation.
- Participate as a member of the agencies' Senior Staff in planning and budgeting for program funds.
- Serve as a liaison between New Hampshire Fish and Game Department and the Wildlife and Sport Fish Restoration Program training program as necessary.
- Attend the annual WSFR Region 5 Federal Aid Coordinator's meeting.

The Federal Aid Accountant will work under supervision of the Chief Accountant in the Business Division and perform the following ongoing functions:

- Maintain financial documentation systems adequate to meet requirements for participation in the Wildlife and Sport Fish Restoration Programs.
- Track and report program costs incurred under approved grants. Perform the drawdown of federal funds for reimbursement of incurred costs.
- Prepare financial progress reports for the Business Administrator's review and approval, and submit to the Service as required.
- Maintain the inventory of equipment purchased with WSFR funds.
- Assist with applicable audits and provide documentation as needed.
- Provide agency personnel with information on Wildlife and Sport Fish Restoration Programs and grant status.

(NOTE: TRACS action levels for reporting purposes.)

TRACS Activity Tag 1: Program/project administrative support, compliance, and monitoring

TRACS Activity Tag 2 (Optional): Administration

TRACS Activity Tag 2 (Optional): Compliance

TRACS Activity Tag 2 (Optional): Technical

#### **Useful Life**

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

#### **Geographic Location**

Statewide - the majority of the activities will be carried out at 11 Hazen Drive, Concord, NH 03301.

Principal Investigator(s), for Research Projects

Not applicable

#### **Program Income**

None anticipated

#### **Budget Narrative**

Funding for this project will be split equitably between Wildlife Restoration and Sport Fish Restoration.

Total project cost is estimated at \$400,000

Federal Share shall be \$300,000 (75%) - \$150,000 WR / \$150,000 SFR

State Share shall be \$100,000 (25%)

In-Kind Match: \$0

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 | Sport Fish Restoration Program | Wildlife Restoration Program | Total     |
|-----------------------|--------------------------------|------------------------------|-----------|
| Personnel             | \$115,000                      | \$115,000                    | \$230,000 |
| Fringe Benefits       | \$39,675                       | \$39,675                     | \$79,350  |
| Travel                | \$3,000                        | \$3,000                      | \$6,000   |
| Equipment             | \$1,500                        | \$1,500                      | \$3,000   |
| Supplies              | \$2,156                        | \$2,156                      | \$4,312   |
| Contractual           | \$0                            | \$0                          | \$0       |
| Construction          | \$0                            | \$0                          | \$0       |
| Other                 | \$0                            | \$0                          | \$0       |
| Total Direct Costs    | \$162,675                      | \$162,675                    | \$325,350 |
| Indirect Cost         | \$38,669                       | \$38,669                     | \$77,338  |
| TOTAL                 | \$200,000                      | \$200,000                    | \$400,000 |

The budget consists primarily of salaries and fringe benefits (\$309,350) associated with staff time to carry out the activities specified in the approach section of the approach. This includes most of the personal service costs associated with the Federal Aid Administrators and the Federal Aid Accountant. Other Department agency staff will charge time to the project when performing tasks outlined in the approach that do not fall within the scope of another approved project. Listed below are the job titles expected to charge fully or partially to the award:

- Fish and Wildlife Administrator (4);
- Accountant (1);
- Accounting Tech (2).

Fringe benefits (\$79,350) consists of the required employer contribution of Social Security, Medicare, unemployment tax, retirement and employee health insurance, and is estimated at 34.5% of salaries.

Indirect costs (\$77,338) are based on the approved negotiated indirect cost rate agreement with the Department of Interior National Business Center. The applicable rate for this period is 25% of salaries and fringe benefits base. Our approved NICRA is on file with the WSFR Regional Office.

Travel (\$6,000) is for attendance at the annual Federal Aid Coordinator's meeting and some in-state travel costs for management meetings and project monitoring activities.

Equipment (\$3,000) consists of 2 new laptops for staff working directly on the project. The State of New Hampshire classifies computers as equipment rather than supplies.

Supplies (\$4,312) consists of general offices supplies, software and other items. We anticipate purchasing a new DSLR camera for project monitoring and documentation purposes.

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 25%. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is in file in the WSFR Regional Office."

Single Audit Reporting Statement: The State of New Hampshire 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 New Hampshire'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**

Not applicable

## Relationship with Other Grants

Not applicable

## Timeline

- July - September
  - Review final performance reports for submission to the U.S. Fish and Wildlife Service from prior year awards.
  - Review cost information and finalize Federal Financial Reports (SF-425) for prior year awards.
- October - December
  - Attend annual WSFR Region 5 Federal Aid Coordinator's meeting.
- January - March
  - Attend annual planning meeting with leadership and program staff to prepare the development process for the next cycle of awards.
  - Monitor legislative activities that may impact New Hampshire's assent legislation provisions.
- April - June
  - Submit new project proposal packages to U.S. Fish and Wildlife Service.

## 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.**

---

## Related Pages

[Sport Fish Restoration Eligible Activities - WSFR](#)

[Sport Fish Restoration Program Apportionments- WSFR](#)

[Wildlife Restoration- WSFR](#)

---

## Resources

[Project Statement - Coordination](#)

[WSFR\\_Quick Reference\\_SFR](#)

[WSFR\\_Quick Reference\\_WR](#)

[Sport Fish Restoration Funding diagram](#)

[Wildlife Restoration Funding Diagram](#)

---

## References

[§ 50 CFR 80.50 What activities are eligible for funding under the Pittman-Robertson Wildlife Restoration Act?](#)

[§ 50 CFR 80.51 What activities are eligible for funding under the Dingell-Johnson Sport Fish Restoration Act?](#)

[§ 50 CFR 80.82 What must an agency submit when applying for a project-by-project grant?](#)

---