



# Final Performance Report

Date Generated: October 16, 2013

## **BMP\_Coordination**

SAP/PO Number# SAMPLE1005

Mod Number- 0-BASE

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## Grant Performance Snapshot

### Grant Snapshot #SAMPLE1005 - BMP\_Coordination

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Grant SAP/PO Number    SAMPLE1005  
 Grant Mod Number        0-BASE  
 Start Date                July 1, 2010  
 End Date                    June 30, 2011

### Grant Funds Allocated to Actions

Action	Action Category	Est. WSFR Fed Cost	Est. WSFR Non-Fed Match	Est. Total Amount
Coordination and Management	Coordination and Administration	\$67,500	\$22,500	\$90,000
Totals		\$67,500	\$22,500	\$90,000

### Project Statement Performance #361610 - NH Sport Fish and Wildlife Coordination Program Coordination

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Project Name                BMP\_Coordination  
[\[View Project Details\]](#)

### SMART Objectives - Needs/Threats

#### 1 - Administrative Needs

Need/Threat Level        1  
 Description                The Department must establish and maintain management control

systems adequate to meet requirements for participation in the Wildlife Restoration and Sport Fish Restoration programs, and must comply with applicable Federal laws and regulations.

**Objectives**

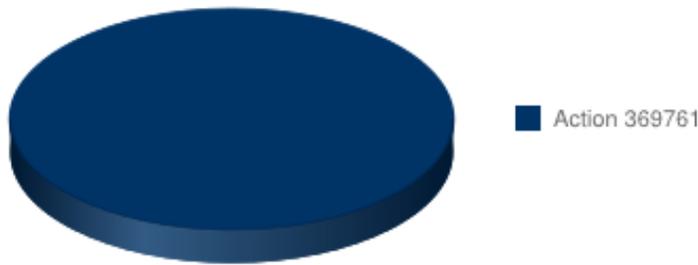
**Objective ID - 1**

Objective Name Grant Administration  
 Objective Statement Effectively manage and monitor 16 New Hampshire Wildlife and Sport Fish Restoraiton grants in compliance with all applicable laws and regulations. Submit a complete grant propsoal package, performance report and financial report for all 16 grants by the required deadlines.

**Custom Quantitative Indicators**

Desired Future Value	Base Value	Output	Deadline
16	0	Number of grants administered	June 29, 2011

**% of Desired Output Reported by Action**

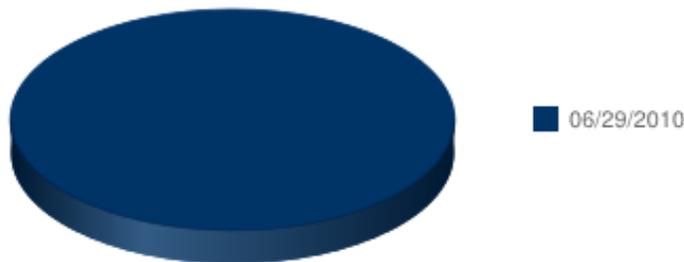


**Addressing Actions**

**Action # 369761 - Coordination and Management**

[\[View Action Details\]](#)

**% of Desired Output by Date**



Date Reported	Reported Value	Output	% of Desired Output
June 29, 2010	16	Number of grants administered	100%
	The Coordinator worked with appropriate staff to prepare and submit several new Applications for Federal Assistance, resulting in new grants FW-33-D, FW-		

<b>Results</b>	34-E, W-95-C, W-96-R, W-97-R, W-98-L and W-99-L. These grants were for diverse activities including development, recruitment and retention, research, and land acquisition projects. Continuations to Applications for Federal Assistance F-53-E and W-66-S were also submitted, along with an amendment to grant W-90R. Program leaders continued to identify costs charged to grants, which are then reviewed by the federal aid accountant as they are entered into the Federal Aid accounting system. Any costs that may be identified as questionable are brought to the Coordinator's attention for determination of eligibility. Additionally, the coordinator periodically reviews expenses and audits timesheets.		
<b>Totals</b>	<b>16</b>	<b>Number of grants administered</b>	<b>100%</b>

## Objective ID - 2

Objective Name	Program Coordination and Management
Objective Statement	Maintain procedures and adequate management control systems meeting the requirements for participation in the Wildlife Restoration and Sport Fish Restoration programs.

### Custom Qualitative Indicators

Custom Output	Deadline
Maintain program eligibility	June 29, 2011

### Addressing Actions

#### Action # 369761 - Coordination and Management

[\[View Action Details\]](#)

Date Reported	June 29, 2011
Objective Achieved?	Yes
Results	The coordination project supports the Department's federal aid function in relation to the Wildlife and Sport Fish Restoration Programs. Project staff includes the Federal Aid Coordinator, Federal Aid Accountant, support staff, and other agency personnel when performing direct activity in support of this grant. Federal aid program activities were carried out in accordance with U.S. Fish and Wildlife Service Federal Assistance requirements. The Coordinator and Accountant worked with appropriate Federal Assistance staff as needed to address issues related to grants administered by the Division of Sport Fish and Wildlife Restoration. Annual ?assurances,? certification of spending, and license certifications were completed and submitted, as required. The Coordinator worked to develop a new in-house form, and corresponding process, to be used by staff for collecting required information from sub-grantees in relation to the Transparency Act (FFATA). The Coordinator worked with Mr. George Cortez of the USFWS Northeast Regional Office Division of Diversity and Civil Rights Programs to coordinate a scheduled, systematic civil rights review of the Department as a recipient of Federal assistance.

The Coordinator arranged for staff participation, developed a proposed agenda for the review, and provided support to Mr. Cortez during his visit. The Coordinator and Accountant attended the 2010 U. S. Fish and Wildlife Service Region 5 Federal Aid Coordinator's meeting in Grasonville, MD where state and federal staff receive training and information related to various grants management issues. Proposed state legislation during the 2010-2011 session was monitored to determine the potential impact of the legislation on the state meeting federal requirements for participation in the Sport Fish and Wildlife Restoration Programs. The annual "3% SWCAP Limitation Analysis" for the Sport Fish and Wildlife Restoration Programs was completed as part of the Department's indirect cost rate proposal. The coordinator continued to participate on the Department's Lands Team to keep apprised of land acquisition and management issues and to advise the team on pertinent federal aid land use policy and requirements. Department land agents continued work on updating and entering data entered into the Departments new lands database. Staff worked to reconcile records in the database with Division of WSFR land records in response to a previous audit finding of weaknesses in its real property controls. The Department can now submit a report of all federally funded lands to the Division of WSFR for review.

## Appendix A: Grant Details

### Grant Details #SAMPLE1005 - BMP\_Coordination

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Grant SAP/PO Number	SAMPLE1005
Grant Mod Number	0-BASE
Recipient State	New Hampshire
Start Date	July 1, 2010
End Date	June 30, 2011

### Grant Sub Accounts

Program	Sub Activity	Est. WSFR Fed Cost	Est. WSFR Non-Fed Match
Sec. 4 Wildlife Restoration	Sec. 4 Wildlife Restoration	\$28,350	\$9,450
Boating Access Program	Freshwater Boating Access	\$4,563	\$1,521
Boating Access Program	Marine Boating Access	\$1,287	\$429
Sport Fish Restoration/Aquatic Resource Education Program	Freshwater Sport Fish Restoration	\$7,326	\$2,442

Sport Fish Restoration/Aquatic Resource Education Program	Marine Sport Fish Restoration	\$25,974	\$8,658
<b>Totals</b>		<b>\$67,500</b>	<b>\$22,500</b>

Grantors U.S. Fish and Wildlife Service  
 Agency Grantees New Hampshire Fish and Game Department

## Appendix B: Project Statement Details

### Project Snapshot #361609 - BMP\_Coordination

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Primary Agency New Hampshire Fish and Game Department  
 Start Date June 30, 2010  
 End Date June 29, 2015  
 Project Categories Administration

### Project Statement Details #361610 - NH Sport Fish and Wildlife Coordination Program Coordination

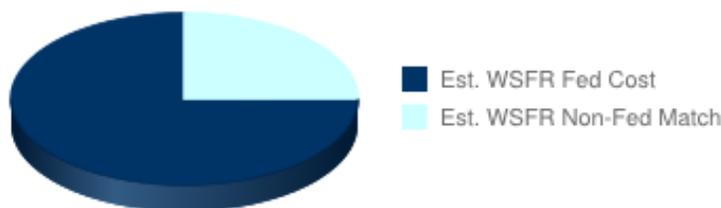
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#### Properties

Is Revision? No  
 Grant Programs Freshwater Sport Fish Restoration (9514),  
 Marine Sport Fish Restoration (9512),  
 Freshwater Boating Access (9521),  
 Marine Boating Access (9522),  
 Sec. 4 Wildlife Restoration (5222)

Project Statement Cost Breakdown	Estimated WSFR Federal Cost:	\$67,500
	Estimated WSFR Non-Federal Match:	\$22,500
	<b>Total Estimated Cost:</b>	<b>\$90,000</b>

Cost Breakdown Graph



#### Need Statement

The New Hampshire Fish and Game Department 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 of the U.S. Fish and Wildlife Service and utilized 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 cost accounting and performance reporting. Furthermore, to maintain eligibility, 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.

## Approach

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

- ? Provide 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 in progress to ensure they are executed in accordance with the terms of the grant agreement, 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.
- ? Provide reports required to meet federal reporting requirements and prepare annual compliance documents as needed, such as annual assurances, annual license certifications, and 3% SWeAP limitation analysis for preparation of indirect cost rates.
- ? Monitor state legislation or regulations, which may impact on the state meeting federal requirements for participation in Federal Aid Programs.
- ? Maintain current awareness of Federal and State laws, regulations, and policies affecting federal aid programs, and provide assistance and guidance to agency personnel as need.
- ? Assist with periodic Wildlife and Sport Fish Restoration audits or A- ) 33 program audits and prepare Corrective Action Plans, as applicable.
- ? Provide information to agency personnel, constituents, conservation organizations, legislators, media, and the public regarding the Wildlife and Sport Fish Restoration 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 branch as necessary. 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. ? Handle the draw down 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 federal assistance 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. 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. Materials, supplies or equipment necessary to perform the functions of this project will be purchased as needed, including office and/or information technology equipment. Miscellaneous activities relating to Sport Fish and Wildlife 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 Federal Assistance 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.

### **Expected Results**

This project will provide staff, procedures and materials necessary to ensure that New Hampshire Fish and Game Department meets its responsibilities for participation in the Wildlife Restoration and Sport Fish Restoration Programs, including work planning, record keeping, reporting, supervision of field staff, and coordination of federal aid activities with other state and agency programs. Effective administration of these federal assistance programs results in proper and efficient use of available program funding and maximizes potential benefits to wildlife resources and user groups.

### **General**

Coordination and administration of Wildlife Restoration and Sport Fish Restoration grants is an eligible activity per 50 CFR 80

### **Useful Life**

Not applicable

### **Program Income**

This grant is not expected to generate program income.

### **Multipurpose Projects**

Not applicable

## Relationship with Other Grants

Not applicable

## Timeline

The work described in the approach section will be carried out from July 1, 2010 to June 30,2011.

## SMART Objectives - Needs/Threats

### 1 - Administrative Needs

Need/Threat Level	1
Description	The Department must establish and maintain management control systems adequate to meet requirements for participation in the Wildlife Restoration and Sport Fish Restoration programs, and must comply with applicable Federal laws and regulations.

## Objectives

### Objective ID - 1

Objective Name	Grant Administration
Objective Statement	Effectively manage and monitor 16 New Hampshire Wildlife and Sport Fish Restoraiton grants in compliance with all applicable laws and regulations. Submit a complete grant propsoal package, performance report and financial report for all 16 grants by the required deadlines.

### Custom Quantitative Indicators

Desired Future Value	Base Value	Output	Deadline
16	0	Number of grants administered	June 29, 2011

### Objective ID - 2

Objective Name	Program Coordination and Management
Objective Statement	Maintain procedures and adequate management control systems meeting the requirements for participation in the Wildlife Restoration and Sport Fish Restoration programs.

### Custom Qualitative Indicators

Custom Output	Deadline
Maintain program eligibility	June 29, 2011

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## Appendix C: Project Details

### Project Details #361609 - BMP\_Coordination

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## Properties

Status	Active
Primary Agency	New Hampshire Fish and Game Department
Primary Contact	Randy Curtis
Other Contacts	Randy Curtis
Start Date	June 30, 2010
End Date	June 29, 2015
Website	<a href="http://www.wildlife.state.nh.us/SFWR_program/sfwr_program.htm">http://www.wildlife.state.nh.us/SFWR_program/sfwr_program.htm</a>
Is Project Sensitive?	No
Project Categories	Administration
Action Categories	Coordination and Administration

## Project Description

The New Hampshire Fish and Game Department is apportioned approximately \$6,000,000 each year under the Pittman-Robertson Wildlife Restoration Act and the Dingell-Johnson Sport Fish Restoration Act. This project is for administration and coordination of the Wildlife Restoration and Sport Fish Restoration federal assistance programs. To maintain eligibility, 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.

## Location Details

Is Statewide Project? Yes

## Action Summaries

### Action # 369761 - Coordination and Management

[\[View Action Details\]](#)

Start Date	June 30, 2010
End Date	June 29, 2011
Action Category	Coordination and Administration
Action Strategy	Coordination and Administration

**Images**

**NH\_Logo**



[\[Download\]](#)

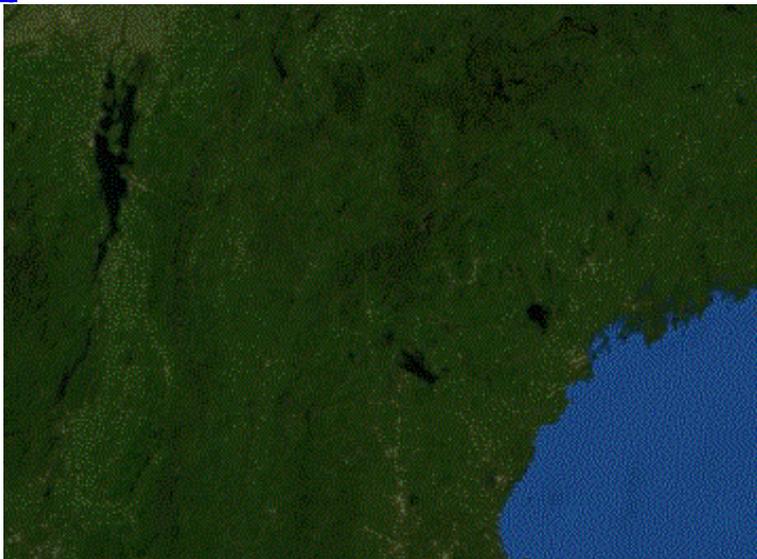
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Uploaded Date October 16, 2013

**Appendix D: Action Details**

**Action Details #369761 - Coordination and Management**

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**Properties**

Project Name BMP\_Coordination  
[\[View Project Details\]](#)  
 Status Active  
 Start Date June 30, 2010  
 End Date June 29, 2011  
 Action Category Coordination and Administration

**Action Strategy**

Strategy	Measured Output	Output Unit
Coordination and Administration	1	None

Activities Program/project administrative support