

FINAL PERFORMANCE REPORT



Federal Aid Grant No. F13AF01160 (T-72-1)

State Wildlife Grant Coordination

Oklahoma Department of Wildlife Conservation

Grant Period: October 1, 2013 – September 30, 2018

Report Period: October 1, 2013 – September 30, 2018

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State: Oklahoma

Grant Number: F13AF01160 (T-72-1)

Grant Program: State Wildlife Grant Program

Grant Title: State Wildlife Grant Coordination

Grant Period: October 1, 2013 to September 30, 2018

Report Period: October 1, 2013 to September 30, 2018

Project Leader: Andrea Crews

Objective:

To ensure adequate and knowledgeable oversight and administrative support of ODWC's State Wildlife Grant program.

Summary of Coordination Activities:

Year 1: October 1, 2013 – September 30, 2014

Coordination activities this segment included statewide administration of 23 open State Wildlife Grant (SWG) Program federal aid grants, pre-grant activities for eight new SWG grants, and inter-state coordination of one competitive multi-state grant. Coordination activities supported all aspects of the grant cycle:

- Coordinated the competitive request for proposals for SWG funding
- Reviewed project statements for soundness and design
- Prepared new grant packages for submission to the USFWS
- Helped project leaders assemble compliance documents: NHPA Section 106, ESA Section 7 and NEPA checklist
- Extended consultation on Section 7 for two grants
- Assisted with using TRACS to enter eight new grants
- Communicated regarding grants with principal investigators/project leaders, Oklahoma Department of Wildlife Conservation administrators and USFWS
- Administered pass-through State Wildlife Grant program grants to universities (created cooperative agreements and purchase orders, reviewed invoices for accuracy and documentation of match, reviewed monthly progress reports, monitored grants through site visits, etc.)
- Maintained documentation of expenses for all grants
- Performed monthly draw for reimbursement
- Amended grants as necessary
- Reviewed and submitted interim and final performance reports
- Prepared and submitted interim and final financial reports

- Support for the A-133 audit of SWG grant expenditures as needed

Other coordination activities during this this grant segment included:

- Federal Aid staff attended the USFWS Region 2 Federal Aid Coordination meeting in Phoenix, AZ in October 2013
- Federal Aid staff attended Advanced Grants Management training at the National Conservation Training Center in Shepherdstown, WV in October 2013
- Region 2 staff visit to ODWC in November 2013: Discussions regarding NHPA Section 106
- Federal Aid Coordinator attended NHPA Section 106 training with the Oklahoma State Historic Preservation Office in February 2014
- Federal Aid Coordinator attended the WSFR Lands Course in Denver, CO in June 2014
- Project Leaders Course held in Edmond, OK in September 2014
- Quarterly Region 2 conference calls

Year 2: October 1, 2014 – September 30, 2015

Coordination activities this segment included statewide administration of 24 open State Wildlife Grant (SWG) Program federal aid grants, pre-grant activities for five new SWG grants, and inter-state coordination of one competitive multi-state grant. Coordination activities supported all aspects of the grant cycle:

- Coordinated the competitive request for proposals for SWG funding
- Reviewed project statements for soundness and design
- Prepared new grant packages for submission to the USFWS
- Helped project leaders assemble compliance documents: NHPA Section 106, ESA Section 7 and NEPA checklist
- Assisted with using TRACS to enter five new grants
- Communicated regarding grants with principal investigators/project leaders, Oklahoma Department of Wildlife Conservation administrators and USFWS
- Administered pass-through State Wildlife Grant program grants to universities (created cooperative agreements and purchase orders, reviewed invoices for accuracy and documentation of match, reviewed monthly progress reports, monitored grants through site visits, etc.)
- Maintained documentation of expenses for all grants
- Performed monthly draw for reimbursement
- Amended grants as necessary
- Reviewed and submitted interim and final performance reports
- Prepared and submitted interim and final financial reports
- Chapters of the OK CWCS revision were reviewed; the new plan was submitted

Other coordination activities during this this grant segment included:

- State Fiscal Year 2015 single audit of grant expenditures (July – August 2015)

- 4-year Civil Rights Review by the US Fish and Wildlife Service (desk review October 2014, onsite review February 2015)
- 5-year fiscal audit by DOI Office of Inspector General (9 weeks of DOI auditors onsite October 2014 – February 2015)
- New Grants Assistant was hired to assist with coordination of the State Wildlife Grant Program grant (November 2014), following a vacancy and redistribution of workload
- New Grants Assistant attended the WSFR Basic Grants Management at NCTC in (April 2015)
- ODWC-WSFR land records reconciliation was completed (December 2014)
- Federal Aid staff attended the 2 CFR 200 training hosted by Region 2 in Albuquerque, NM (March 2015)
- Federal Aid Coordinator attended the joint meeting of WSFR Chiefs and the Federal Aid Coordinator Working Group, as the incoming Region 2 representative
- Federal Aid staff attended the USFWS Regions 2 & 4 Joint Federal Aid Coordination meeting in Gatlinburg, TN (May 2015)
- ODWC hosted a meeting with university cooperators to provide an update on the implications of 2 CFR 200, TRACS, and new ODWC guidance for pass-through research projects (August 2015)
- Participation in quarterly Region 2 conference calls

Year 3: October 1, 2015 – September 30, 2016

Coordination activities this segment included statewide administration of 27 open State Wildlife Grant (SWG) Program federal aid grants, pre-grant activities for four new SWG grants, and inter-state coordination of one competitive multi-state grant. Coordination activities supported all aspects of the grant cycle:

- Coordinated the competitive request for proposals for SWG funding
- Reviewed project statements for soundness and design
- Prepared new grant packages for submission to the USFWS
- Helped project leaders assemble compliance documents: NHPA Section 106, ESA Section 7 and NEPA checklist
- Assisted with TRACS data entry
- Communicated regarding grants with principal investigators/project leaders, Oklahoma Department of Wildlife Conservation administrators and USFWS
- Administered pass-through State Wildlife Grant program grants to universities (conducted risk assessments, created cooperative agreements and purchase orders, reviewed invoices for accuracy and documentation of match, reviewed monthly progress reports, monitored grants through site visits, etc.)
- Maintained documentation of expenses for all grants
- Performed monthly draw for reimbursement
- Amended grants as necessary
- Reviewed and submitted interim and final performance reports
- Prepared and submitted interim and final financial reports

Other coordination activities during this this grant segment included:

- One Grants Assistant attended the WSFR Advanced Grants Management workshop at NCTC (October 2015)
- State Fiscal Year 2016 single audit of grant expenditures (July – August 2016)
- New Grants Assistant was hired to assist with coordination of the State Wildlife Grant Program grant (July 2016), filling a long-term vacancy and allowing for a redistribution of workload
- Federal Aid Coordinator attended the USFWS Regions 2 & 4 Joint Federal Aid Coordination meeting in St. Simons Island, GA (March 2016)
- Federal Aid Coordinator attended the joint meeting of WSFR Chiefs and the Federal Aid Coordinator Working Group (FAC-WG) in Las Vegas, NV, as the Region 2 representative (April 2016) and participated in FAC-WG conference calls, discussions and initiatives as needed
- ODWC received a site visit from Region 2 WSFR administration and the Wildlife Restoration grant manager (June 2016)
- Participation in quarterly Region 2 conference calls

Year 4: October 1, 2016 – September 30, 2017

Coordination activities this segment included statewide administration of 31 open State Wildlife Grant (SWG) Program federal aid grants, pre-grant activities for 3 upcoming new SWG grants, and inter-state coordination of one competitive multi-state grant. Coordination activities supported all aspects of the grant cycle:

- Coordinated the competitive request for proposals for SWG funding
- Reviewed project statements for soundness and design
- Prepared new grant packages for submission to the USFWS
- Helped project leaders assemble compliance documents: NHPA Section 106, ESA Section 7 and NEPA checklist
- Assisted with TRACS data entry
- Communicated regarding grants with principal investigators/project leaders, Oklahoma Department of Wildlife Conservation administrators and USFWS
- Administered pass-through State Wildlife Grant program grants to universities (conducted risk assessments, entered sub-awards in FSRS system as needed, created cooperative agreements and purchase orders, reviewed invoices for accuracy and documentation of match, reviewed monthly progress reports, monitored grants through site visits, etc.)
- Maintained documentation of expenses for all grants
- Performed monthly draw for reimbursement
- Amended grants as necessary
- Reviewed and submitted interim and final performance reports
- Prepared and submitted interim and final financial reports
- Coordinated compliance with OK Transparency Act requirements for federal grants
- Updated/maintained Federal Aid handbook of procedures for grant coordination activities

Other coordination activities during this this grant segment included:

- ODWC received a site visit from Region 2 WSFR administration (WSFR Chief and R2 Deputy Regional Director) and the Realty Specialist (January 2017)
- Federal Aid Coordinator attended the joint meeting of WSFR Chiefs and the Federal Aid Coordinator Working Group (FAC-WG) in Custer State Park, SD, as the Region 2 representative (April 2017) and participated in FAC-WG conference calls, discussions and initiatives as needed
- Federal Aid Coordinator and two Grants Assistants attended the USFWS Region 2 Federal Aid Coordination meeting in Santa Fe, NM (May 2017)
- One Grants Assistant attended the WSFR Basic Grants Management workshop at NCTC (May 2017)
- New Grants Assistant was hired to fill a vacancy and assist with coordination of the State Wildlife Grant Program grant (June 2017)
- ODWC received a site visit from Region 2 WSFR staff (Grant Manager assisting with Environmental Assessments and a Fiscal Specialist) (June 2017)
- State Fiscal Year 2017 single audit of grant expenditures (July – August 2017)
- One Grants Assistant and the Federal Aid Coordinator attended the annual ODWC SWG Summit (August 2017)
- Two Grants Assistants and the Federal Aid Coordinator attended a Fisheries Research Coordination meeting (October 2017)
- Federal Aid staff began planning the 2018 USFWS Region 2 Federal Aid Coordination meeting to be hosted by ODWC.
- Participation in quarterly Region 2 conference calls
- Federal Aid staff performance reviews
- Required training: supervisory, safety, etc.

Year 5: October 1, 2017 – September 30, 2018

Coordination activities this segment included statewide administration of 30 open State Wildlife Grant (SWG) Program federal aid grants, and pre-grant activities for 5 upcoming new SWG grants. Coordination activities supported all aspects of the grant cycle:

- Coordinated the competitive request for proposals for SWG funding
- Reviewed project statements for soundness and design
- Prepared new grant packages for submission to the USFWS
- Helped project leaders assemble compliance documents: NHPA Section 106, ESA Section 7 and NEPA checklist.
- One Environmental Assessment for a SWG project was initiated
- Assisted with TRACS data entry
- Communicated regarding grants with principal investigators/project leaders, Oklahoma Department of Wildlife Conservation administrators and USFWS
- Administered pass-through State Wildlife Grant program grants to universities (conducted risk assessments, entered sub-awards in FSRS system as needed, created

cooperative agreements and purchase orders, reviewed invoices for accuracy and documentation of match, reviewed monthly progress reports, monitored grants through site visits, etc.)

- Maintained documentation of expenses for all grants
- Performed monthly draw for reimbursement
- Amended grants as necessary
- Reviewed and submitted interim and final performance reports
- Prepared and submitted interim and final financial reports
- Coordinated compliance with OK Transparency Act requirements for federal grants
- Updated/maintained Federal Aid handbook of procedures for grant coordination activities

Other coordination activities during this this grant segment included:

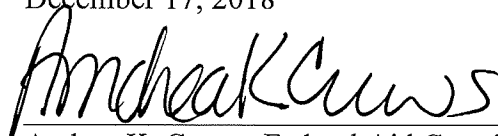
- State Fiscal Year 2018 single audit of grant expenditures (July – August 2018)
- ODWC planned and hosted the USFWS Region 2 Federal Aid Coordination meeting in Broken Bow, OK (February 2018)
- Federal Aid Coordinator attended the joint meeting of WSFR Chiefs and the Federal Aid Coordinator Working Group (FAC-WG) in Falls Church, VA as the Region 2 representative (April 2018)
- Coordinated grant-related training opportunities for ODWC staff (e.g., online Project Leaders Course for any interested employees, SHPO workshop on NHPA Section 106 for interested employees, Basic Grants Management for 1 Grants Assistant in May 2018, employee development/continuing education for 1 Grants Assistant)
- Federal Aid section experienced an extend vacancy in one of the Grants Assistant positions; several rounds of interviews were conducted without selection of a successful candidate
- Explored options for an electronic timesheet system which would meet the needs of grant coordination
- Participated in quarterly Region 2 conference calls
- Federal Aid staff performance reviews
- Required training: supervisory, safety, etc.

Significant Deviations:

None.

Date Prepared: December 17, 2018

Submitted by:



Andrea K. Crews, Federal Aid Coordinator