



New Hampshire Fish and Game Department

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Stephanie L. Simek, Ph.D.
Executive Director

December 2, 2024

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His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the New Hampshire Fish and Game Department's Wildlife Conservation Education Program to accept and expend funds from the US Fish and Wildlife Service in the amount of \$17,922, for small grants to schools through the Schoolyard Wildlife Action Grants program and creating a pollinator and aquatic habitat demonstration area at Fish and Game Headquarters effective upon Governor & Council approval through June 30, 2025. 100% Federal Funds.

Funds are to be budgeted as follows:

Public Information & Conservation Education – Wildlife Conservation Education				
020-07500-21240000				
Fiscal Year 2025				
<u>Class-Account</u>	Description	FY25 Current Adjusted Authorized	<u>Requested Action</u>	Revised FY25 Adjusted Authorized
010-500100	PERSONAL SERVICES - PERMANANT	77,945	0	77,945
020-500200	CURRENT EXPENSES	3,000	8,000	11,000
041-500801	AUDIT FUND SET ASIDE	38	2	40
060-500601	BENEFITS	53,604	0	53,604
072-500577	GRANTS FEDERAL	5,000	9,920	14,920
	TOTAL EXPENSES	139,587	17,922	157,509
Source of Funds				
000-404282	FEDERAL FUNDS	33,778	17,922	51,700
	FISH AND GAME FUNDS	105,809	0	105,809
	Total Revenues	139,587	17,922	157,509

EXPLANATION

Upon approval, this request will appropriate funds from a Cooperative Agreement between the New Hampshire Fish and Game Department and the US Fish and Wildlife Service to provide funding for a partnership program called the "Schoolyard Wildlife Action Grants" for fiscal year 2025. The partnership includes the New Hampshire Fish and Game Department, the US Fish and Wildlife Service, the Audubon Society of New Hampshire, and New Hampshire Project Learning Tree. The program provides small grants to schools to develop and implement schoolyard projects that create wildlife habitat for pollinators, birds, and other wildlife as part of an education for students with hands-on nature- and science-based learning. Outdoor learning classrooms are also funded connecting students with a whole nature experience as they carry out science-based learning opportunities. In the current grant round, the partnership is providing funds to eight projects with schools across the state and the creation of a teacher training and demo area in front of the Fish and Game Headquarters building. This Pollinator Demonstration and Aquatic Habitat area will also be interpreted for the public to provide examples of wildlife habitat they can create in their own backyards. The partnership also provides technical support to the schools on project design, plantings, and teacher support.

The funds shall be allocated as follows:

Class 20 - Current expenses for a contract to renovate and construct the Pollinator Demonstration and Aquatic Habitat area.

Class 72 - Provide small grants to schools for the current Schoolyard Action Grants Round

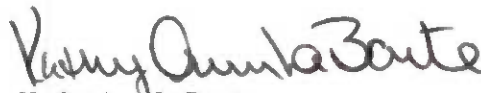
Class 41 - Audit funds set aside to comply with RSA 124:16 that requires all agencies that receive federal funds to set aside a percentage (.01%) of the federal revenue amount received to pay for financial and compliance audits.

In the event that Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



Stephanie L. Simek, PhD
Executive Director



Kathy Ann LaBonte
Business Division Chief

**NEW HAMPSHIRE FISH & GAME DEPARTMENT
FY25 FISCAL SITUATION**

**WILDLIFE CONSERVATION EDUCATN
03 75 75 751020-21240000**

Total Federal Authorization	\$ 62,569.00
Less Funds Expended Prior Fiscal Years	\$ 30,414.17
Less Budgeted FY25 Org 2122 Class 050 and 060	\$ 6,969.00
Less Budgeted FY25 Org 2124 Class 072	\$ 5,000.00
Less Budgeted FY25 Indirect Costs	\$ 1,289.00
Total Available for Budgeting	<u>\$ 18,896.83</u>

Available to Budget at Later Date	\$ 974.83
REQUESTED ACTION	<u>\$ 17,922.00</u>

Federal Grant	Grant Amount	Expended or Budgeted	Balance
F20AC00201	<u>\$ 62,569.00</u>	\$ -	<u>\$ 62,569.00</u>
	\$ 62,569.00		\$ 62,569.00

Note: The Department's Negotiated Indirect Cost Rate Agreement (NICRA) allows indirect costs on salaries and benefits only. The figure shown above for budgeted indirect is the estimated amount of federal reimbursement for agency indirect in relation to the direct personnel costs budgeted for the grant.

1. DATE ISSUED MM/DD/YYYY 01/18/2024		1a. SUPERSEDES AWARD NOTICE dated 08/19/2021 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 15.631 - Partners for Fish and Wildlife			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. F20AC00201-02 Originating MCA #		5. TYPE OF AWARD Service	
4a. FAIR F20AC00201		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD MM/DD/YYYY From 03/04/2020		Through MM/DD/YYYY 03/04/2025	
7. BUDGET PERIOD MM/DD/YYYY From 03/04/2020		Through MM/DD/YYYY 03/04/2025	

NOTICE OF AWARD



AUTHORIZATION (Legislation/Regulations)

Partners for Fish and Wildlife Act—Partners for Fish and Wildlife
Program (16 U.S.C. §3773)

8. TITLE OF PROJECT (OR PROGRAM) Schoolyard Habitat - 19	
9a. GRANTEE NAME AND ADDRESS NEW HAMPSHIRE FISH & GAME 11 HAZEN DR CONCORD, NH, 03301-6502	
9b. GRANTEE PROJECT DIRECTOR Ms. Joanne Elmasry 11 HAZEN DR CONCORD, NH, 03301-6502 Phone: 603-271-5825	
10a. GRANTEE AUTHORIZING OFFICIAL Mr. Randy L. Curtis 11 Hazen Drive Concord, NH, 03301-6500 Phone: 603-271-0801	
10b. FEDERAL PROJECT OFFICER Mr. Ted Kendziora 70 Commercial St Ste 300 Concord, NH, 03301-5094 Phone: 603-227-6412	

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) \$ 62,569.00	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods \$ 0.00	
a. Salaries and Wages \$ 12,577.00		c. Less Cumulative Prior Award(s) This Budget Period \$ 42,000.00	
b. Fringe Benefits \$ 962.00		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$ 20,569.00	
c. Total Personnel Costs \$ 13,539.00		13. Total Federal Funds Awarded to Date for Project Period \$ 62,569.00	
d. Equipment \$ 0.00		14. RECOMMENDED FUTURE SUPPORT	
e. Supplies \$ 2,000.00		(Subject to the availability of funds and satisfactory progress of the project):	
f. Travel \$ 0.00		YEAR TOTAL DIRECT COSTS YEAR TOTAL DIRECT COSTS	
g. Construction \$ 0.00		a. \$ d. \$	
h. Other \$ 44,443.00		b. \$ e. \$	
i. Contractual \$ 0.00		c. \$ f. \$	
j. TOTAL DIRECT COSTS \$ 59,982.00		15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING	
k. INDIRECT COSTS \$ 2,587.00		ALTERNATIVES:	
l. TOTAL APPROVED BUDGET \$ 62,569.00		a. DEDUCTION	
m. Federal Share \$ 62,569.00		b. ADDITIONAL COSTS	
n. Non-Federal Share \$ 0.00		c. MATCHING	
		d. OTHER RESEARCH (Add / Deduct Option)	
		e. OTHER (See REMARKS)	
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARING AGENCY	
		ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY	
		OR BY REFERENCE IN THE FOLLOWING:	
		a. The grant program legislation	
		b. The grant program regulations	
		c. This award notice including terms and conditions, if any, noted below under REMARKS	
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall	
		prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise	
		obtained from the grant payment system	

REMARKS (Other Terms and Conditions Attached - ☒ Yes ☐ No)
15a. No Program Income.

GRANTS MANAGEMENT OFFICIAL:

Cara Collins, GRANTS MANAGEMENT SPECIALIST
5275 Leesburg Pike
Falls Church, VA, 22041-3803
Phone: 404-679-4064

17. VENDOR CODE 0070059517			18a. UEI XVNEMFW345H9		18b. DUNS 808590863		19. CONG. DIST. 02	
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION		
10	20202331-10	\$0.00	03/04/2020	03/04/2025	1611	Schoolyard Habitat		
11	0051012722-00010	\$0.00	03/04/2020	03/04/2025	1611	Schoolyard Habitat Services		
12	0051012722-00020	\$0.00	03/04/2020	03/04/2025	1611	Schoolyard Habitat Services		

NOTICE OF AWARD (Continuation Sheet)

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GRANT NO. F20AC00201-02	

LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PR LINE DESCRIPTION
13	0051044038-00010	\$20,589.00	03/04/2020	03/04/2025	1611	MOD-Schoolyard Habitat

NOTICE OF AWARD (Continuation Sheet)

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Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
03/04/2020	09/30/2020	Annual	12/29/2020
10/01/2020	09/30/2021	Annual	12/29/2021
10/01/2021	09/30/2022	Annual	12/29/2022
10/01/2022	09/30/2023	Annual	12/29/2023
10/01/2023	09/30/2024	Annual	12/29/2024
10/01/2024	03/04/2025	Final	07/02/2025

REPORT

1. Interim Financial Reports

The recipient is required to submit interim financial reports on an annual basis directly in GrantSolutions. The recipient must follow the financial reporting period end dates and due dates provided in GrantSolutions. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>Federal Financial Report. The GrantSolutions financial report data entry fields are the same as those on the SF-425, "Federal Financial Report" form. See also our instructional video on "[Completing the Federal Financial Report \(SF-425\)](#)".

SPECIAL TERMS AND REQUIREMENTS

1. Environmental Compliance Reviews

As a condition of award, the Recipient and their sub-recipient(s) and contractor(s) must not begin any potentially impactful work related to this award until the Service has notified you in writing that such work can begin. Recipients and sub-recipients of Federal grants and cooperative agreement awards must comply with the requirements of the National Environmental Policy Act (NEPA), Section 7 of Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA).

REPORT

1. Interim Performance Reports

The recipient is required to submit interim performance reports on an annual basis directly in GrantSolutions. The recipient must follow the performance reporting period end dates and due dates provided in GrantSolutions. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>FPR.

2. Final Reports

The recipient must liquidate all obligations incurred under the award and submit a *final* financial report in GrantSolutions no later than 120 calendar days after the award period of performance end date. The GrantSolutions financial report data entry fields are the same as those on the SF-425, Federal Financial Report form, <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. See also our instructional video on "Completing the Federal Financial Report (SF425) [https://fawiki.fys.gov/display/VLSV#VirtualLearningSeriesVideosHome-CompletingtheFederalFinancialReport\(SF-425\)](https://fawiki.fys.gov/display/VLSV#VirtualLearningSeriesVideosHome-CompletingtheFederalFinancialReport(SF-425))

The recipient must submit a *final* performance report no later than 120 calendar days after the award period of performance end date. 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

NOTICE OF AWARD (Continuation Sheet)

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other pertinent information relevant to the project results. Please include the Service award number on all reports.

The recipient must follow the final Federal Financial Report and the final Performance Report reporting period end dates and due dates provided in GrantSolutions. The final reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>Federal Financial Report or Reports>FPR.

3. Reporting Due Date Extensions

Reporting due dates may be extended for an award upon request to the Service Project Officer identified in the notice of award. The request should be sent by selecting the award in GrantSolutions and selecting send message. The message must include 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 award Recipient's operations. The recipient must submit reporting due date extension requests through GrantSolutions to the Service Project Officer identified in their notice of award before the original due date. The Service Project Officer will respond to the recipient after approval or denial of the extension request.

4. Significant Developments Reports

See [2 CFR §200.329\(c\)](#). 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 recipient becomes aware of any 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. The recipient should also notify the Service in writing of any 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.

STAFF CONTACTS

1. Project Officer Contact Information:

Name: Ted Kendziora

Phone: 603.227.6412

Email: ted_kendziora@fws.gov

AWARD CONDITIONS

1. Purpose of Amendment

To extend the period of performance end date to March 4, 2025 and add additional funding in the amount of \$20,569.