

Office of
**CONSERVATION
INVESTMENT**



Office of Conservation Investment
U.S. Fish and Wildlife Service



OK T-72-C-4 State Wildlife Grant Coordination

Performance Report Approval Status:

Awaiting Federal Approval

Recipient:

OKLAHOMA DEPARTMENT OF WILDLIFE

Recipient Grant ID:

Federal Award Number:

F22AF02973

Funding Program(s) Name:

SWG Implementation

Federal Award Start and End Date:

Oct 01, 2022 to Sep 30, 2025

Performance Reporting Period:

Oct 01, 2024 to Sep 30, 2025

Federal Award Recipient Contact(s):

Andrea Crews

Federal Award Specialist(s):

Joshua Cocke

TRACS Group

Oklahoma Department of Wildlife Conservation

Type of Performance Report:

Final Performance Report

Public Description:

This grant supports the overall coordination and administration of State Wildlife Grant program grants by the Oklahoma Department of Wildlife Conservation.

Final Performance Report - OK T-72-C-4 State Wildlife Grant Coordination

Federal Award Accomplishments				
Strategy	Proposed Objective	Activity	Unit of Measure - Proposed	Unit of Measure - Reported
Coordination and Administration	Administer projects under a grant(s) that includes coordination/administration	Project coordination and administrative support, compliance, and monitoring	90 Projects	100 Projects

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Project Statement: OK T-72-C-4 State Wildlife Grant Coordination
Project Statement Approval Status: Final Approved

Objective Name: Objective 1: Administer/coordinate 30 grants annually (90 total in grant period)

Strategy: Coordination and Administration

Proposed Objective: Administer projects under a grant(s) that includes coordination/administration

Pertains to R3: No

Activity Performed: Project coordination and administrative support, compliance, and monitoring

of Projects: 90

Geographic Location:

- General Location: Oklahoma
- Includes Marine Federal Waters: No
- Detailed Location:
- Location Description:

SWG projects are implemented statewide, although the majority of coordination activities will be carried out at the ODWC headquarters in Oklahoma City.

Activity Report Comments

* Totals to date represents a cumulative total of all periods of performance and may exceed the objective.

Objective Report	
Period of Performance	# of Projects
Oct 1, 2022 to Sep 30, 2023	32
Oct 1, 2023 to Sep 30, 2024	34
Oct 1, 2024 to Sep 30, 2025	34
Totals to Date*	100

Activity Performed Attachments

Note: Some attachments listed here may not appear in the Appendix due to file incompatibility. All attachments can be accessed using the links below.

Descriptive Name	Field Tags	Attachment Type
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No Files Attached

Performance Reporting Questionnaire

1. What progress has been made towards completing the objective(s) of the project?

Year 1 Accomplishments:

- Coordinated and administered 32 State Wildlife Grant (SWG) Program federal aid grants (including new, ongoing and closing grants).
- Maintained records of State Wildlife Grant funding apportionments, obligations, recoveries, safety margins, etc.
- Assisted Fisheries and Wildlife Divisions administration in planning projects and building the state fiscal year 2024 budgets in relation to available SWG funds.
- Assisted project leaders with preparation of project statements, budgets and compliance packages (NHPA, Section 7, IPAC, and NEPA checklists) in order to initiate projects, including making project statements TRACS-ready.
- Assembled and submitted grant application packages to the WSFR office (new and amendments) via TRACS and GrantSolutions.
- Facilitated communications between project leaders, principal investigators (when applicable), ODWC administrators, and WSFR.
- The majority of SWG grants (24) were pass-through awards to universities and other non-federal entities. Coordination included administration of the Request for Proposals for SWG projects, review of proposals and budgets for completeness, validity and soundness of design, assessment of sub-recipient risk, coordination with project leaders to determine appropriate monitoring, creation of cooperative agreements and purchase orders, review of invoices for accuracy and documentation of match, review of monthly progress reports, etc.
- Assisted with monitoring of grants (e.g., reviewed invoices and timesheets with State Wildlife Grant charges, reviewed and processed Division p-cards with State Wildlife Grant charges, coordination meetings with project leaders, occasional field observations, etc.).
- Maintained documentation of grant expenditures.
- Performed monthly draw for reimbursement.
- Prepared and reviewed federal financial reports, reviewed associated performance reports, submitted reports in GrantSolutions to meet WSFR deadlines, shared with ODWC staff and the public as requested.

- Prepared and provided documents as needed for annual state single audit during summer 2023.
- Coordinated grant-related training opportunities for ODWC staff (online Project Leaders Course for any interested employees, one-on-one or small group TRACS training/ demonstrations, virtual presentation of Federal Aid overview to interested employees during routine special topics training, walkthrough of intranet grant resources to Fisheries Division and Wildlife Division at their annual all-staff meetings, presentation of OIG audit results to all attendees of the bi-weekly Director's virtual staff meeting, meetings with Fisheries and Wildlife Division to review procedures updated as a result of audit, etc.).
- Federal Aid Coordinator attended Region 2 FAC meeting in Arizona in February/March of 2023, which included an accelerated AGM course.
- Grants Specialist attended BGM in Colorado, in August 2023.
- Relevant changes in Federal Aid staffing:
 1. One Grants Assistant position was filled in December 2022, vacated January 2023, filled February 2023, vacated June 2023 (promotion below), and filled August 2023.
 2. The Grants Specialist position was vacated April 2023 and filled June 2023.
- All Federal Aid staff have invested significant time preparing/planning/training for the upcoming transition to a new financial system (planned for March 2024).

Year 2 Accomplishments:

- Coordinated and administered 34 State Wildlife Grant (SWG) Program grants (including new, ongoing and closing grants). See Table 1.
- Maintained records of State Wildlife Grant funding apportionments, obligations, recoveries, safety margins, etc.
- Assisted Fisheries and Wildlife Divisions administration in planning projects and building the SFY25 budget in relation to available SWG funds.
- Assisted project leaders with preparation of project statements, budgets and compliance packages (NHPA, Section 7, IPAC, and NEPA checklists).

- Assembled and submitted grant application packages to the USFWS (new and amendments) via TRACS and GrantSolutions.
- Facilitated communications between project leaders, principal investigators (when applicable), ODWC administrators, and the USFWS.
- The majority of SWG grants (28) were pass-through awards to universities and other non-federal entities. Coordination included administration of the Request for Proposals for SWG projects, review of proposals and budgets for completeness, validity and soundness of design, assessment of sub-recipient risk, coordination with project leaders to determine appropriate monitoring, creation of cooperative agreements and purchase orders, FRS reporting, review of invoices for accuracy and documentation of match, review of progress reports, etc.
- Assisted with monitoring of grants (e.g., reviewed invoices with State Wildlife Grant charges, reviewed and processed Division p-cards with State Wildlife Grant charges, coordination meetings with project leaders, occasional field observations, etc.).
- Maintained documentation of grant expenditures.
- Performed monthly draw for reimbursement.
- Prepared and reviewed federal financial reports, reviewed associated performance reports, submitted reports in TRACS and/or GrantSolutions as applicable to meet USFWS deadlines, shared with ODWC staff and the public as requested.
- Prepared and provided SWG-related documents as needed for annual state single audit during summer 2024.
- Grant-related employee resources were maintained on the ODWC intranet to foster better understanding of grants and self-service for grant information.
- One-on-one and small group TRACS trainings and support provided for SWG grants as needed.
- Participated in coordination efforts with other state FACs as needed.
- A significant amount of Federal Aid staff time in year 2 was spent preparing for the migration to ODWC's new financial system (PeopleSoft). Staff worked very closely with the contractor to plan and design the system, which went live for accounts payable expenditures April 1, and for timekeeping May 1. Federal Aid staff worked closely with the Oklahoma Management and Enterprise Services staff post-go-live to monitor and adjust configuration as needed. A support contract was set up for ongoing support of Federal Aid staff during SFY25; staff worked with the contractor to find efficiencies, resolve problems, and tweak the implementation.

- Three Federal Aid staff (two Grants Assistants and one Grant Specialist) attended R2 FAC meeting in Santa Fe, NM (spring 2024).
- One Grants Assistant attended Basic Grants Management in Colorado (August 2024) and Advanced Grants Management at NCTC (September 2024).
- One Grants Specialist attended Conservation Leaders for Tomorrow training (winter 2024).
- Relevant changes in Federal Aid staffing:

1. The Federal Aid Coordinator promoted to Chief of Administration in June 2024; interviews were conducted several times but the position was not filled during this reporting period.

Year 3 Accomplishments:

- Coordinated and administered 34 State Wildlife Grant (SWG) Program grants (including new, ongoing and closing grants). See Table 1.
- Maintained records of State Wildlife Grant funding apportionments, obligations, recoveries, safety margins, etc.
- Assisted Fisheries and Wildlife Divisions administration in planning projects and building the SFY26 budget in relation to available SWG funds.
- Assisted project leaders with preparation of project statements, budgets and compliance packages (NHPA, Section 7, IPAC, and NEPA checklists).
- Assembled and submitted grant application packages to the USFWS (new and amendments) via TRACS and GrantSolutions.
- Facilitated communications between project leaders, principal investigators (when applicable), ODWC administrators, and the USFWS.
- The majority of SWG grants (26) were pass-through awards to universities and other non-federal entities. Coordination included administration of the Request for Proposals for SWG projects, review of proposals and budgets for completeness, validity and soundness of design, assessment of sub-recipient risk, coordination with project leaders to determine appropriate monitoring, creation of cooperative agreements and purchase orders, FSRS reporting, review of invoices for accuracy and documentation of match, review of progress reports, etc.
- Assisted with monitoring of grants (e.g., reviewed invoices with State Wildlife Grant charges,

reviewed and processed Division p-cards with State Wildlife Grant charges, coordination meetings with project leaders, occasional field observations, etc.).

- Maintained documentation of grant expenditures.
- Performed monthly draw for reimbursement.
- Prepared and reviewed federal financial reports, reviewed associated performance reports, submitted reports in TRACS and/or GrantSolutions as applicable to meet USFWS deadlines, shared with ODWC staff and the public as requested.
- Prepared and provided SWG-related documents as needed for annual state single audit during summer 2025.
- Grant-related employee resources were maintained on the ODWC intranet to foster better understanding of grants and self-service for grant information.
- One-on-one and small group TRACS trainings and support provided for SWG grants as needed.
- Participated in coordination efforts with other state FACs as needed.
- A significant amount of Federal Aid staff time in year 3 was spent with the integration to ODWC's new financial system (PeopleSoft). Staff worked very closely with Oklahoma Management and Enterprise Services staff post-go-live to monitor and adjust configuration as needed. A support contract was set up for ongoing support of Federal Aid staff during SFY26; staff worked with the contractor to continue to find efficiencies, resolve problems, and tweak the processes and best practices.
- Four Federal Aid staff (one Grants Assistants and two Grant Specialists and Federal Aid Coordinator) attended R2 FAC virtual meeting in (spring 2025).
- Federal Aid Coordinator attended Basic Grants Management in Colorado (August 2025) and Advanced Grants Management at NCTC (September 2025).
- Relevant changes in Federal Aid staffing:
 1. Grant Assistant promoted to Grant Specialist December 2024
 2. The Federal Aid Coordinator hired December 2024.
 3. Grant Assistant position posted but not filled during this reporting period.

2. Please describe and justify any changes in the implementation of your objective(s) or approach(es).

The grant was amended summer of 2024 to add funds and scope, for a contract to provide as-needed support to grants staff in use of the new financial system. This contract provided critical support to grant staff with the system conversion.

3. If applicable, please share if the project resulted in any unexpected benefits, promising practices, new understandings, cost efficiencies, management recommendations, or lessons learned.

Not Applicable

4. For Survey projects only: If applicable, does this project continue work from a previous grant? If so, how do the current results compare to prior results? (Recipients may elect to add attachments such as tables, figures, or graphs to provide further detail when answering this question.)

Not Applicable

5. If applicable, identify and attach selected publications, photographs, screenshots of websites, or other documentation (including articles in popular literature, scientific literature, or other public information products) that have resulted from this project that highlight the accomplishments of the project.

Not Applicable

6. Is this a project you wish to highlight for communication purposes?

No

Questionnaire Attachments

Note: Some attachments listed here may not appear in the Appendix due to file incompatibility. All attachments can be accessed using the links below.

Descriptive Name	Field Tags	Attachment Type
Counting SWG grants coordinated	<ul style="list-style-type: none">Objective Completion Progress	Performance Report / Other

Appendix

Table 1. Coordination of State Wildlife Grant program grants October 1, 2023 - September 30, 2025.

	Grant	Subaward Identification	Year 1 Status (10/1/22 - 9/30/23)	Year 2 Status (10/1/23 - 9/30/24)	Year 3 Status (10/1/24 - 9/30/25)	
1	F20AF10237 (T-72-C-3)		Closeout			
2	F22AF02973 (T-72-C-4)		Active	Active	Active	
3	F25AF02138 (T-72-C-5)				Prep	
4	F18AF00380 (T-103-R-1)	Subaward	Active	Active, Closeout		
5	F18AF00623 (T-106-R-1)	Subaward	Active, Closeout			
6	F18AF00629 (T-107-R-1)	Subaward	Active	Active, Closeout	Closeout	ended 6/30/24, was not submitted by 9/30/24
7	F19AF00247 (T-111-R-1)	Subaward	Active, Closeout			
8	F19AF01212 (T-112-R-1)	Subaward	Active	Active, Closeout	Closeout	ended 6/30/24, was not submitted by 9/30/24
9	F19AF00836 (T-113-R-1)		Closeout			
10	F22AF02644 (T-113-R-2)		Active	Active	Active	
11	F25AF02407 (T-113-R-3)				Prep	
12	F19AF00904 (T-115-R-1)	Subaward	Active	Active, Closeout		
13	F20AF00023 (T-116-R-1)	Subaward	Active	Active, Closeout	Closeout	ended 6/30/24, was not submitted by 9/30/24
14	F20AF10556 (T-117-M-1)	Subaward	Active	Active, Closeout	Closeout	ended 6/30/24, was not submitted by 9/30/24
15	F20AF10405 (T-118-R-1)	Subaward	Active	Active, Closeout	Active, Closeout	
16	F20AF11966 (T-120-R-1)	Subaward	Active, Closeout	Closeout		
17	F21AF02650 (T-121-R-1)	Subaward	Active	Active	Active, Closeout	
18	F21AF02707 (T-122-R-1)	Subaward	Active	Active, Closeout		
19	F21AF03463 (T-123-R-1)	Subaward	Active	Active	Active	
20	F22AF01090 (T-124-R-1)	Subaward	Active	Active	Active, Closeout	
21	F22AF02038 (T-125-R-1)	Subaward	Active	Active	Active	
22	F22AF02099 (T-126-R-1)	Subaward	Active	Active	Active, Closeout	
23	F22AF02584 (T-127-R-1)	Subaward	Prep, Active	Active	Active	
24	F22AF03492 (T-128-R-1)	Subaward	Prep, Active	Active	Active, Closeout	
25	F22AF02999 (T-129-R-1)	Subaward	Prep, Active	Active	Active, Closeout	
26	F22AF02986 (T-130-R-1)	Subaward	Prep, Active	Active, Closeout		canceled
27	F22AF03005 (T-131-R-1)	Subaward	Prep, Active	Active	Active	
28	F22AF03032 (T-132-R-1)		Prep, Active	Active	Active	
29	F22AF03171 (T-133-P-1)		Prep, Active	Active	Active	
30	F23AF01421 (T-134-P-1)		Prep, Active	Active	Active	
31	F23AF02848 (T-135-R-1)	Subaward	Prep	Active	Active	
32	F23AF02830 (T-136-R-1)	Subaward	Prep	Active	Active	
33	F23AF02627 (T-137-R-1)	Subaward	Prep	Active	Active	
34	F24AF02725 (T-138-R-1)	Subaward		Prep	Prep, Active	
35	F24AF02391 (T-139-R-1)	Subaward		Prep	Prep, Active	
36	F24AF02666 (T-140-R-1)	Subaward		Prep	Prep, Active	
37	F24AF02690 (T-141-R-1)	Subaward		Prep	Prep, Active	
38	F24AF02264 (T-142-R-1)	Subaward		Prep	Prep, Active	
39	F24AF02672 (T-143-R-1)	Subaward		Prep	Prep, Active	
40	F25AF02306 (T-144-R-1)	Subaward			Prep	
41	F25AF02311 (T-145-R-1)	Subaward			Prep	
42	F25AF02402 (T-146-R-1)	Subaward			Prep	
43	F21AF01494 (WFT-213-C-1)		Active	Active, Closeout	Closeout	ended 6/30/24, was not submitted by 9/30/24
Number of Grants Coordinated:			32	34	34	
Number of Subawards Coordinated:			24	28	26	
Total Unique Grants Coordinated in Three Years:						43
Total Unique Subawards Coordinated in Three Years:						33