

**Montana Commission on Community Service  
Planning Grant Application**

**Montana State Parks AmeriCorps**

Submitted By  
Montana Department of Fish, Wildlife and Parks  
State Parks Division

| ~~November~~December 2009

## Section I- Applicant Information

Montana Department of Fish, Wildlife and Parks  
Montana State Parks Division  
1420 E. 6<sup>th</sup> Ave  
Helena, MT 59620

Program Contact:  
Roger Semler  
Assistant Administrator  
406-444-3756

## Section II- Application Info

Area Affected by Grant:  
Montana State Parks System  
54 Parks  
26 Counties

Project Period:  
February 2010 – February 1011

Statement of Federal Debt status:  
The department is not delinquent on any federal debt.

State Application Identifier-  
N/A

Single Point of Contact  
N/A

## Section III

### A. Rational and Approach

*Project Statement- To strengthen the ability of Montana State Parks to preserve and manage natural and cultural resources by engaging communities, building volunteer capacity and developing leaders with a commitment to stewardship.*

Montana State Parks operates 54 parks in 26 counties across Montana. These parks are an integral part of the communities they are located in and near, and they contribute in a variety of ways to each community's economic and social health.

Preservation of each park's natural and cultural characteristics is an integral part of the park system's continued viability and ability to continue making positive contributions to the communities they serve.

Additionally, improving the public's knowledge and understanding of the historic, natural and recreational features and the significance of these sites is important to securing and maintaining an on-going public commitment to conserve the parks for future generations to enjoy.

AmeriCorps members can play a key role in enhancing visitor services within Montana State Parks by making critical connections between state parks and the communities they serve and strengthening opportunities for Montanans to become state parks volunteers.

Montana hosted 1.4 million visitors in 2009 and annually, an average of 90,000 people participate in state park programs and special events while 23,000 students visit a park as part of an outdoors classroom experience.

The proposed AmeriCorps program will focus on improving visitor and interpretive services through improvement of volunteer recruitment, selection, training and retention as the means of development of a stronger and more effective volunteer program.

Presently a strong relationship exists between Montana State Parks and the Montana Conservation Corps (MCC). Since the early 1990s, MCC has worked on infrastructure improvement and maintenance-related projects in more than half of the system's parks. MCC has been an important part of Montana State Parks ability to maintain and improve facilities.

This partnership will continue under the proposed AmeriCorps program described within, however, the new program will be independent of the MCC program without duplicating services. This program will focus on volunteer capacity building and the development of strong community partnerships by placing an AmerCorps member in each region to work alongside FWP staff on a full time basis.

AmeriCorps members will develop strategies to encourage and recruit potential community volunteers to become active in state park opportunities. Their efforts will increase environmental, historical and cultural resource awareness while playing a key role in supporting each park manager's effort to preserve natural and historic sites.

The following are a few examples of how this might be achieved:

- Members will increase the state parks division efforts to develop parks as outdoor classrooms. As AmeriCorps members become familiar with parks, they will at first assist with and eventually develop the skills required to take leadership roles in developing and facilitating viable service learning projects for young people.
- Members will have a positive impact on developing opportunities for senior citizens to lead healthy active lifestyles by becoming active as state park volunteers.
- Members will assist the parks division in "re-thinking" how we attract volunteers, specifically Baby Boomers that are rapidly entering the volunteer work force to be sure that their talents are used to the fullest potential, and that we keep them returning year after year.
- Members will assist in developing strategies to engage at risk youth in committing to projects that are mutually beneficial to the participant and the park. These projects will be designed to illustrate the value of continued education and provide mentoring opportunities between youth and adults.

- Members will assist in developing opportunities for low-income families to enjoy state parks through volunteer efforts, special events and the development of meaningful partnerships with organizations that serve these populations in the community.
- Members will assist the Parks Division in building a network of volunteers that can respond to emergency disaster clean up efforts in state parks should they be needed. Additionally, AmeriCorps members will be prepared to assist Montana communities in the event of disaster through a coordinated effort with state and local disaster relief networks.

The Parks Division is divided into 7 administrative regions: 1,504 volunteers provided 41,476 hours of service to the Parks Division in 2008. However, the majority of these hours were logged by volunteer campground hosts and volunteers assisting with special events such as a one-day festivals.

Of particular concern is that **61%** of the hours recorded were logged in 2 of the 7 regions.

The Parks Division believes that volunteer opportunities could be expanded to address other visitor services, education, maintenance and natural and cultural resource management projects in all regions.

AmeriCorps members would be challenged to measurably increase volunteer capacity by working with managers to identify, develop and implement viable volunteer opportunities while improving recruitment methods, training and recognition programs.

Additionally AmeriCorps members will be challenged to examine communities adjacent to state parks and explore how to integrate state parks more effectively within the education systems and health and wellness programs of the community. This effort will raise the awareness level of the values and benefits of the state park system and their relationship to the local community.

The proposed planning grant period will allow Montana State Parks to clearly define how the AmeriCorps program will be effective and successful over time.

The planning period will define the systems needed to properly define the expectations of AmeriCorps members and FWP staff.

Program objectives will be further refined and developed, position descriptions will be prepared, areas of need will be identified, specific partner organizations will be identified; and systems will be defined to effectively and efficiently manage grant funds; collect data; and ensure program reports are prepared and submitted in a timely fashion.

It will be essential that AmeriCorps members have a clear idea of the goals, objectives and expectations in the region they are serving. The planning grant period will be used to extensively work with regional Park Managers to identify the priority needs and most viable opportunities in their areas of the state. These needs may be different between regions. One region may have a greater need for general volunteer capacity building and have excellent opportunities for quality service learning projects to be developed in partnership with area schools. Another region's needs may involve identifying effective ways to encourage, attract and retain Native American volunteers to assist with the delivery of adult education programs.

Taking the time provided by the planning grant will allow FWP to develop clear expectations for AmeriCorps members which will lead to richer, more meaningful experiences and allow members to develop the professional and personal skills needed to be successful after their AmeriCorps experience has ended.

Training of both the FWP staff and AmeriCorps members, who will be working side-by-side, will be critical to achieving the objectives of the program. AmeriCorps members will be expected to participate in the same staff training programs as field staff - from safety training and general new employee orientation to the annual spring refresher programs required of all state parks staff.

In addition, the planning period will be used to prepare the training materials needed to bring on a new AmeriCorps member. It is anticipated that FWP field staff that will be working with the AmeriCorps members will work collaboratively with the consultant to design this initial AmeriCorps training program. The program will be developed in such a way so that FWP staff understand the objectives of the AmeriCorps program and the needs of AmeriCorps members.

**B. Member Outcomes- N/A**

**C. Community Outputs and Outcomes N/A**

**D. Organizational Capability**

Since 1936 when Lewis and Clark Caverns became Montana's first state park through the efforts of the Civilian Conservation Corps, the Montana State Park system has been providing recreational and education opportunities to Montana residents and visitors.

State Parks has successfully worked with both state and federal agencies, partner organizations, communities, non-profits and others to protect the cultural and natural resources under its care while providing the public access to the many outdoor recreational amenities associated with these places. Additionally the State Parks system has played an important role in protecting, preserving and interpreting some of the best cultural and historic resources the state has to offer.

In the early 1990s Montana State Parks was instrumental in developing and implementing the concept of the Montana Conservation Corps. Today MCC operates independently but remains an important partner to the State Park system.

The Park system relies on volunteers, student interns and friends groups to help carry out its mission. Since the early 1990s a formal volunteer program has been in place to recruit and place volunteers, primarily as campground hosts. Volunteers have also played a role in supporting paid staff during special events and with educational programs.

A formal internship program was also developed in the early 1990s and has provided college students with opportunities to engage in park administration and management work, preparing many of them for careers in natural resource management fields. The division has worked with volunteer friends groups as well. Most often these friends groups have an interest in a specific park. Friends groups provide financial and volunteer support, assisting with events, and helping make infrastructure improvements to parks.

The division is divided into seven administrative regions. Policy and direction for the system is managed through a central office headquarters staff. The administrative staff supervises the seven regional park managers who in turn supervise the field staff that manage individual park sites.

The planning process for this program will involve an advisory group and FWP staff in the Helena headquarters, Regional Park Managers and field staff to identify the strengths, weaknesses and opportunities of the volunteer program and how to best structure an AmeriCorps program to meet the growing needs of the division and the adjacent communities.

Additionally existing friends groups, current volunteers and community groups will also play a key role in assessing and recommending how the volunteer program can be strengthened and improved through an AmeriCorps program.

It is anticipated that a wide range of organizations will be consulted in the program planning process. Because of the diversity of volunteer opportunities possible in state parks, the list will include but not be limited to: Governor's Office of Community Service; local community volunteer services organizations such as Retired Senior Volunteer Program, Senior Corps and VISTA programs; educational institutions such as colleges and universities, Montana Campus Compact, elementary, middle and high School Districts; the Department of Health and Human Services; youth organizations; libraries; quasi public and membership organizations (i.e.YMCAs); conservation organizations; recreational clubs; civic organizations; faith-based organizations; historic cultural groups; and arts organizations.

Below is an outline of the steps that would be used to reach the goals of developing the program and completing the AmeriCorps State grant application.

MONTH 1:

Grant Award Notification  
FWP staff finalizes details of grant agreement  
FWP advertises and recruits position (position description is prepared prior to award)  
Selection process initiated

MONTH 2/3:

Selection process is finalized  
Employee becomes familiar with individual state parks  
Employee inventories current volunteer programs at Montana state parks  
Employee researches AmeriCorps programs of other state park systems  
Employee visits regions to meet with manager and staff to begin identifying needs  
Employee inventories local communities volunteer networks

MONTH 4/5:

Employee continues region visits  
Employee continues inventories of local communities volunteer networks  
Employee compiles community demographics and identifies relevant local issues  
Employee identifies potential competition for volunteers

MONTH 6:

Employee identifies equipment/supplies needed by AmeriCorps members and volunteers  
Employee drafts SWOT analysis for program

MONTH 7:

Employee develops and refines list of volunteer programs and uses a logic models to determine appropriateness for each region (with assistance from other FWP staff)

MONTH 8:

Employee creates evaluation methods for programs  
Employee identifies alternative funding sources

MONTH 9/10:

Employee develops recruitment/selection process for AmeriCorps members  
Employee prepares position descriptions  
Employee establishes a training program for AmeriCorps members and FWP staff  
Employee creates volunteer training manual  
Employee begins work on AmeriCorps program application

MONTH 11:

Employee completes application for AmeriCorps funding

**E. Cost Effectiveness and Budget Adequacy**

Montana State Parks currently allocates financial resources to the existing volunteer program at the statewide and park site level. A statewide volunteer services coordinator position has been assigned to address volunteer program needs and direction. This position will serve as the point of contact for the planning grant. It is anticipated that a minimum of 24% of the planning grant costs will be paid for through a combination of in kind services from this position and a cash match. At the field level, park managers already have volunteer supervision written into their position descriptions. The challenge has been dedicating time and resources to fully develop the necessary contacts, program components and structure to a formal volunteer program at the region level.

The division is committed to allocating the resources needed to complete the planning grant by redirecting resources in the coming fiscal year to the planning grant project.

In addition to the coordinator position, the division has included a funding request for the program in its biennial budget request for FY 2012/2013. Should funding not be generated through this request, the division will seek outside funding sources through the Fish, Wildlife and Parks Foundation and other private sources and or redirection of current budgets. A plan which identifies potential partnership funding will be included as part of the planning grant. Some examples of sustained program options that will be explored include:

- Working with school districts to cost share an AmeriCorps member that develops place based service-learning projects for schools.
- Partnering with conservation organizations to place AmeriCorps members.
- Working with business and corporations to “co-sponsor” an AmeriCorps member.

**F. Evaluation Summary or Plan- N/A**

**G. Amendment Justification- N/A**

**H. Clarification Information- N/A**

**I. Continuation Update- N/A**

**IV. Performance Measures**

**A. Service Categories**

**(NOTE: Categories have been selected from the Issue Areas and Service Category list- only those categories relevant to this program are shown below)**

**Community and Economic Development**

- **Community-based Volunteer Programs - Primary**

- Community Revitalization/Improvement - Secondary
- Other Economic and Community Development - Secondary

**Disaster Recovery/Relief**

- **Disaster Preparedness - Primary**
- Disaster Response - Secondary

**Education**

- **Service-Learning - Primary**
- Youth Leadership/Development - Secondary
- Adult Education and Literacy - Secondary
- After School Programs - Secondary
- Cultural Heritage - Secondary
- Elementary Education - Secondary
- Job Preparedness/School to Work - Secondary

**Environment**

- **Environmental Awareness - Primary**
- Clean Air - Secondary
- Clean and Safe Water - Secondary
- Community Restoration/Clean Up - Secondary
- Energy Conservation - Secondary
- Other Environment - Secondary
  
- Waste Reduction, Management, and Recycling - Secondary
- Wildlife, Land & Vegetation Protection or Restoration - Secondary

**Health/Nutrition**

- **Health Education-Primary**
- Mental Health - Secondary

**Homeland Security**

- **Disaster Preparedness/Relief - Primary**

**Human Needs**

- **Mentoring - Primary**
- Other Human Needs - Secondary
- Senior Center Program (Non Residential) - Secondary

**Housing**

- None

**Public Safety**

- **Children & Youth Safety Programs - Primary**
- Services/Rehabilitation - Secondary
- Community Policing/Community Patrol - Secondary
- Juvenile Justice, Delinquency, Gangs - Secondary

**V. Documents- No Documents Required**

**VI. Budget**

**SEE ATTACHMENT WORKSHEET**

**Source of Match**

Montana State Parks

## **Section I. Program Operating Costs**

Complete Section I, Program Operating Costs, of the Budget Worksheet by entering the “Total Amount,” “CNCS Share,” and “Grantee Share” for Parts A-I, as follows:

### **A. Personnel Expenses**

Volunteer Program Manager - Allocate 300 hours to assist in development of the planning grant.

### **B. Personnel Fringe Benefits**

Volunteer Program Manager- See worksheet for explanation of calculations

### **C. 1. Staff Travel**

Travel for Volunteer program Manager to meet with each regional manager and consultant. State mileage and per diem rates applied

### **C. 2. Member Travel- N/A**

### **D. Equipment- N/A**

### **E. Supplies-**

Office supplies

### **F. Contractual and Consultant Services**

Consultant for program development.

### **G. 1. Staff Training-**

### **G. 2. Member Training- N/A**

### **H. Evaluation**

Costs associated with surveys and evaluations related to program development.

### **I. Other Program Operating Costs**

Costs associated with community meetings and statewide staff meetings to gather information needed for program development.

**Budget Narrative: Program Name**

**Section I. Program Operating Costs**

**A. Personnel Expenses**

Position/Title/Description	Qty	Annual Salary	% Time	Total Amount	CNCS Share	Grantee Share
Interpretation and Volunteer Program Manager	1	<u>\$65,427</u>	<del>.14 FTE</del> .50	9436		9436
AmeriCorps Program Specialist	1	\$20,576	<del>FTE 15%</del> 100%	20,576	20,576	
Totals				\$30,012	\$20,576	\$9436

**B. Personnel Fringe Benefits**

Purpose/Description	Calculation	Total Amount	CNCS Share	Grantee Share
Volunteer Program Manager	$(65427 \times .189) + (3.06 \times 2080) / 2080 \times 300$	2701		2701
AmeriCorps Program Specialist	<del><math>(30,000 \times 20,576 \times .189) + (3.61 \times 1040)</math></del>	<u>94247643</u>	<u>94247643</u>	
Totals		<u>\$12,125,10,344</u>	<u>94247643</u>	2701

**C.1. Staff Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
	Mileage: $.26 \times 5000 = \del{520}1300$ Per Diem: $23 \times 14 = 322$ Lodging: $76 \times 14 = 1064$	<del>520</del> <u>1300</u> 322 1064		<del>1906</del> <u>1300</u> <u>322</u> <u>1064</u>
Totals		<u>\$19062686</u>		<u>\$19062686</u>

**C. 2. Member Travel**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
			\$0	\$
Totals		\$	\$0	\$

**D. Equipment**

Item/ Purpose/Justification	Qty	Unit Cost	Total Amount	CNCS Share	Grantee Share
NA	NA		\$0	\$0	\$0
Totals			\$0	\$0	\$0



**E. Supplies**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
		\$500	\$0	\$500
Totals		\$500	\$0	\$500

**F. Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
NA	NA	NA	\$	\$	\$0
Totals			\$	\$	\$0

**G.1. Staff Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		NA		\$	\$
Totals			\$	\$0	\$

**G.2. Member Training**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
		NA	\$	\$0	\$
Totals			\$	\$0	\$

**H. Evaluation**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
	\$540 x7 = \$	\$540	\$	\$	\$
Totals			\$	\$	\$

**I. Other Program Operating Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
Corporation Training		NA	\$500	\$	\$500
Other Costs			\$2000	\$1781	\$2000219
Totals			\$2500	\$	\$2500

Subtotal Section I:	Total Amount	CNCS Share	Grantee Share
	\$47,043 <u>16.042</u>	\$30,000	\$17,043 <u>16.042</u>

**J. Source of Match**

Source(s), Type, Amount, Intended Purpose				
In-kind	Private	State and/or Local	Federal	Sources
Cash	\$	\$ 12137	\$	State Parks
	\$	\$ <del>49063905</del>	\$	State Parks
Total	\$	\$ <del>1704316042</del>	\$	State Parks

**Section II. Member Costs**

**A. Living Allowance**

Item	# Mbrs	Allowance Rate	# w/o Allowance	Total Amount	CNCS Share	Grantee Share
Full Time (1700 hrs)				\$0	\$0	\$0
Half Time (900 hrs)				\$0	\$0	\$0
1st Year of 2-Year Half Time				\$0	\$0	\$0
2 <sup>nd</sup> Year of 2-Year Half Time				\$0	\$0	\$0
Reduced Half Time (675 hrs)				\$0	\$0	\$0
Quarter Time (450 hrs)				\$0	\$0	\$0
Minimum Time (300 hrs)				\$0	\$0	\$0
Totals				\$0	\$0	\$0

**B. Member Support Costs**

Purpose	Calculation	Daily Rate	Total Amount	CNCS Share	Grantee Share
			\$0	\$0	\$0
Totals			\$0	\$0	\$0

Subtotal Section II:	Total Amount	CNCS Share	Grantee Share
	\$0	\$0	\$0
<b>Subtotal Sections I + II:</b>	\$ <del>47,04346.042</del> .00	\$30,000.00	\$ <del>17,04316,042</del> .00

**C. Source of Match**

Source(s), Type, Amount, Intended Purpose,				
In-kind	Private \$	State and/or Local \$12,137.00	Federal \$	Sources Montana State Parks
Cash	\$	\$ <del>4,9063,905.00</del>	\$	Montana State Parks
Total	\$	\$ <del>17,04316,042.00</del>	\$	Montana State Parks

**Section III. Administrative/Indirect Costs-**

**A. Corporation Fixed Percentage Method**

Purpose	Calculation	Total Amount	CNCS Share	Grantee Share
Subgrantee Share	10% Indirect Cost (commission share .0526	\$	\$	\$
Totals		\$	\$	\$

**B. Federally Approved Indirect Cost Rate Method**

	Cost Type	Basis	Calculation	Rate	Rate Claimed	Total Amount	CNCS Share	Grantee Share
Subgrantee Share								
Commission Share								
Totals								

Total Sections I + II + III:	Total Amount	CNCS Share	Grantee Share
	\$ <del>47,04316,042.00</del>	\$30,000.00	\$ <del>17,04316,042.00</del>

# APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Non-Construction <input checked="" type="checkbox"/>
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2. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):  November 20, 2009	3. a. DATE RECEIVED BY STATE:  4. a. DATE RECEIVED BY CNCS:	3.b. STATE APPLICATION IDENTIFIER:  4.b. CNCS GRANT NUMBER:
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5. APPLICANT INFORMATION

5a. LEGAL NAME: Montana Fish, Wildlife and Parks 5b. ORGANIZATIONAL UNIT: 5c. ORGANIZATIONAL DUNS: 80-979-1007	5e. NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):  NAME: Roger Semler TELEPHONE NUMBER: 406-444-3756 FAX NUMBER: 406-444-5952 INTERNET E-MAIL ADDRESS:rsemler@mt.gov WEBSITE: fwp.mt.gov
5d. ADDRESS (give street address, city, county, state and zip code): Montana Department of Fish Wildlife and Parks POB 200701 1420 E. 6 <sup>th</sup> Ave Helena, MT 69620	

6. EMPLOYER IDENTIFICATION NUMBER (EIN):  8 1 - 0 3 0 2 4 0 2	7.a. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> N  A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District O. Other (specify) _____  H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Private Non-Profit Organization
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8. TYPE OF APPLICATION (Check appropriate box): <input checked="" type="checkbox"/> NEW <input type="checkbox"/> NEW/PREVIOUS GRANTEE <input type="checkbox"/> CONTINUATION <input type="checkbox"/> AMENDMENT If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. AUGMENTATION: <input type="checkbox"/> B. BUDGET REVISION: <input type="checkbox"/> C. NO COST EXTENSION: <input type="checkbox"/> to _____ (enter date) E. OTHER (specify below): <input type="checkbox"/>	7.b. CNCS APPLICANT CHARACTERISTICS Enter appropriate code in each blank: <u>15</u> , <u>18</u> , <u>20</u>
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9. NAME OF FEDERAL AGENCY: <b>Corporation for National and Community Service</b>
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  94 006 Name of Program : AmeriCorps State & National Direct	11. a. TITLE OF APPLICANT'S PROJECT:  Montana State Parks AmeriCorps
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12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):  Montana State	11. b. CNCS PROGRAM INITIATIVE (IF ANY):
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13. PROPOSED PROJECT: START DATE END DATE:
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14. ESTIMATED FUNDING: Check applicable box: Yr 1 <input checked="" type="checkbox"/> Yr 2: <input type="checkbox"/> or Yr 3: <input type="checkbox"/>	15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. FEDERAL \$	16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input checked="" type="checkbox"/> No
b. APPLICANT \$17,043,16,042.00	
c. STATE \$30,000.00	
d. LOCAL \$	
e. OTHER \$	
f. PROGRAM INCOME \$	
g. TOTAL \$47,043,46,042.00	

17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:	b. TITLE:	c. TELEPHONE NUMBER:
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE	e. DATE SIGNED	



**Montana Commission on Community Service  
2010 New Applicants  
Financial and Administrative Survey**

If you are applying for a Grant please fill out this form and submit it to dshyne@mt.gov. This form must be submitted by November 20<sup>th</sup>, 2009 to OCS for your grant to be considered.

Organization Name: Montana Fish, Wildlife and Parks - State Parks Division

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Contact Person: Roger Semler

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Title: Assistant Administrator

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Address: 1420 E. 6th Ave

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City/State/Zip: Helena, MT 59620

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Telephone: Fax: 406-444-3750

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Federal Employer Identification No (FEIN): 81-0302402

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<b>A. General Information</b>	
<p>1. Has your organization received a federal grant or cost-type award in the last 2 years? If yes, what is/was your granting agency?  <del>Yes- Please see attached shedule</del></p>	
<p>• Attach a schedule showing the total federal dollars awarded to your organization, by granting agency, for the two most recently completed fiscal years.</p>	<p><u><b>Attach schedule</b></u></p>
<p>2. Has your organization been audited by a Certified Public Accounting firm within the past two years? <b>Yes</b></p>	

3. Are there established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies? <b>Yes</b>		
4. If so, would these policies conflict with regulations regarding the AmeriCorps grant or AmeriCorps Members? <b>No</b>		
5. Does your organization plan to use existing staff to manage the AmeriCorps program? If so, which position(s)? <b>Yes- Interpretive and Volunteer Program Manager</b>		
<b>B. Financial Management</b>		
1. Do you have a "job cost" or "fund based" accounting system? <b>Fund Based</b>		
2. Is your organization's accounting system a manual system? <b>No</b>		
An automated system? <b>Yes</b>		
A combination of manual and automated systems?		
<b>Daily</b>		
3. Are entries posted to the general ledger daily?		
Weekly?		

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS for FY 2009

AGENCY NAME: DEPARTMENT OF FISH, WILDLIFE & PARKS  
 State Program Name

Agency #	Research & Direct Support, or (Nonemployment) Pass Through Grant	Federal Grant Agency	CFDA Federal Program Name	CFDA Federal Catalog Number	FY09 Expenditure Amount
ed by State Case #	Pat R #	D, B, or P	Subgrant or Pass Through Entry	Number	
			Multiple Entry D, B, or P		
52010 CHRONIC WASTING DISEASE	D	D	DEPT OF AGRICULTURE	16.028	\$86,825
52010 JUNGLE MONITORING	D	D	DEPT OF AGRICULTURE	16.028	\$86,024
52010 U.S. FOREST SERVICE	D	D	DEPT OF AGRICULTURE	10.676	\$3,348,858
52010 NATURAL RESOURCES CONSERVATION	D	D	DEPT OF AGRICULTURE	10.972	\$12,155
52010 ANS OUTREACH & ED	D	D	DEPT OF AGRICULTURE	11.417	\$20,940
52010 BUREAU OF LAND MANAGEMENT	D	D	DEPT OF COMMERCE	15.225	\$25,122
52010 BUREAU OF LAND MANAGEMENT	D	D	DEPT OF INTERIOR	15.201	\$272,866
52010 BUREAU OF LAND MANAGEMENT	D	D	DEPT OF INTERIOR	15.208	\$2,314
52010 BUREAU OF LAND MANAGEMENT	D	D	DEPT OF INTERIOR	15.403	\$7,040,990
52010 FISH RESTORATION	D	D	DEPT OF INTERIOR	15.608	\$169,881
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.611	\$4,516,272
52010 WILDLIFE RESTORATION	D	D	DEPT OF INTERIOR	15.612	\$121,644
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.615	\$1,240,894
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.622	\$25,284
52010 STATE WILDLIFE GRANTS	D	D	DEPT OF INTERIOR	15.633	\$208,208
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.634	\$2,044,504
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.637	\$35,366
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.647	\$140,707
52010 US FISH AND WILDLIFE SERVICE	D	D	DEPT OF INTERIOR	15.658	\$53,040
52010 GMD SOUTHWEST MONTANA	H	D	DEPT OF INTERIOR	15.632	\$72,201
52010 NATIONAL PARK SERVICE	D	D	DEPT OF INTERIOR	15.618	\$79,033
52010 LAND AND WATER CONSERVATION FUND	H	D	DEPT OF INTERIOR	15.641	\$44,929
52010 NATIONAL PARK SERVICE	H	D	DEPT OF INTERIOR	15.654	\$38,945
52010 BUREAU OF RECLAMATION	D	D	DEPT OF INTERIOR	15.664	\$47,982
52010 BUREAU OF RECLAMATION	R	D	DEPT OF INTERIOR	15.667	\$672,215
52010 RECREATIONAL TRAILS	D	D	DEPT OF INTERIOR	15.668	\$47,982
52016 FISH TISSUE STUDY	D	D	DEPT OF INTERIOR	15.668	\$250
52016 BONNEVILLE POWER ADMIN	P	D	DEPT OF ENERGY	88.438	\$14,898
52016 BONNEVILLE POWER ADMIN	D	D	DEPT OF ENERGY	81.586	\$2,413,121
52016 BONNEVILLE POWER ADMIN	R	D	DEPT OF ENERGY	81.586	\$150,128
52016 U.S. COAST GUARD	H	D	DEPT OF HOMELAND SECURITY	81.086	\$47,592
52016 U.S. COAST GUARD	D	D	DEPT OF HOMELAND SECURITY	97.012	\$25,144,357
					\$100,832
					\$1,500,000
					\$1,271,234
					\$1,350
					\$7,008
					\$461
					\$187,786
					\$13,000
					\$154,284
					\$28,211,007

\*P = Place the addresses of the entities at the bottom of this spreadsheet  
 PACIFIC STATES MARINE FISHERIES COMMISSION, 45 SE 82ND DRIVE, STE 100, GLADSTONE, OR 97027-2822  
 NATIONAL FISH AND WILDLIFE FOUNDATION, 38 BOND STREET, SUITE 605, SAN FRANCISCO, CA 94106

11/17/2009

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SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS for FY 2006

AGENCY NAME: DEPARTMENT OF FISH WILDLIFE & PARKS

Agency #	State Program Name	Research & Development/ Pass Through Grant?	Direct Subgrant, or Pass Through Grant?	Subgrantor or Pass Through Entity	FEDERAL Grant Agency	CTDA Federal Program Name	CTDA (Federal) CATALDO Number	FY06 Expenditure Amount
4d by Sandy Cate 444-3781		Pub R, P, or D	D, S, or P	MUST COMPLETE FOLLOWING C, S or P				
52010	52010 CHRONIC WASTING DISEASE	D	D		DEPT OF AGRICULTURE	PLANT AND ANIMAL DISEASE, PEST CONTROL AND ANIMAL CARE	10 025	\$75,258
	52010 ARMS AT MONITORING	D	D		DEPT OF AGRICULTURE	WILDLIFE SERVICES	10 028	\$106,897
	52010 NATURAL RESOURCES CONG JDR	D	D		DEPT OF AGRICULTURE	CONSERVATION RESERVE PROGRAM	10 049	\$53,276
	52010 U.S. FOREST SERVICE	D	D		DEPT OF AGRICULTURE	FOREST LOGGING PROGRAM	10 076	\$1,664,814
	52010 NATURAL RESOURCES CONG SEN	D	D		DEPT OF AGRICULTURE	WETLANDS RESERVE PROGRAM	10 077	\$16,915
	52010 ANG OUTREACH & ED	D	D		DEPT OF COMMERCE	SEA GRANT SUPPORT	11 417	\$12,087
	52010 BUREAU OF LAND MANAGEMENT	D	D		DEPT OF INTERIOR	RECREATION RESOURCE MANAGEMENT	15 225	\$15,671
	52010 BUREAU OF LAND MANAGEMENT	D	D		DEPT OF INTERIOR	FISH WILDLIFE AND PLANT CONSERVATION RESOURCE MANAGEMENT	15 291	\$285,172
	52010 FISH RESTORATION	C	D		DEPT OF INTERIOR	LAW ENFORCEMENT COOPERATIVE AGREEMENT	15 298	\$6,969
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	SUPPORT FISH RESTORATION	15 605	\$6,965,264
	52010 WILDLIFE RESTORATION	D	D		DEPT OF INTERIOR	FISH AND WILDLIFE MANAGEMENT ASSISTANCE	15 608	\$335,082
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	WILDLIFE RESTORATION	15 611	\$5,899,477
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	COOPERATIVE ENDANGERED SPECIES CONSERVATION FUND	15 615	\$5,703,700
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	CONSERVATION GRANTS PRIVATE STEWARDSHIP FOR IMPERILED SPECIES	15 622	\$76,138
	52010 STATE WILDLIFE GRANTS	D	D		DEPT OF INTERIOR	WILDLIFE RESTORATION	15 633	\$272,244
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	LANDOWNER INCENTIVE	15 634	\$1,605,582
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	STATE WILDLIFE GRANTS	15 637	\$37,898
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	MIGRATORY BIRD JOINT VENTURES	15 647	\$67,540
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	MIGRATORY BIRD CONSERVATION	15 648	\$129,485
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	U.S. GEOLOGICAL SURVEY - RESEARCH AND DATA COLLECTION	15 612	\$27,012
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	NATIONAL HISTORIC LANDMARK	15 916	\$488,339
	52010 US FISH AND WILDLIFE SERVICE	D	D		DEPT OF INTERIOR	OUTDOOR RECREATION ACQUISITION, DEVELOPMENT AND PLANNING	15 916	\$27,378
	52010 NATIONAL PARK SERVICE	D	D		DEPT OF INTERIOR	SCIENTIFIC STUDIES	15 948	\$26,188
	52010 LAND AND WATER CONSERVATION FUND	D	D		DEPT OF INTERIOR	RESTORATION OF FISH AND WILDLIFE ENHANCEMENT FACILITIES	15 988A	\$20,057
	52010 NATIONAL PARK SERVICE	D	D		DEPT OF INTERIOR	ENDANGERED SPECIES ACT	15 987	\$3,516
	52010 BUREAU OF RECLAMATION	D	D		DEPT OF INTERIOR	WILDLIFE MANAGEMENT	15 988	\$1,132,812
	52010 BUREAU OF RECLAMATION	D	D		DEPT OF INTERIOR	RECREATIONAL TRAILS PROGRAM	15 988	\$4,040
	52010 BUREAU OF LAND MANAGEMENT	D	D		DEPT OF TRANSPORTATION	RECREATIONAL TRAILS PROGRAM	15 988	\$4,040
	52010 RECREATIONAL TRAILS	D	D		ENVIRONMENTAL PROTECTION AG	CLEAN WATER ACT	86 408	\$2,300,208
	52010 FISH TISSUE STUDY	D	D		DEPT OF ENERGY	CONSERVATION RESEARCH AND DEVELOPMENT	81 088	\$136,983
	52010 BONNEVILLE POWER ADMIN	D	D		DEPT OF ENERGY	CONSERVATION RESEARCH AND DEVELOPMENT	81 088	\$451,686
	52010 BONNEVILLE POWER ADMIN	D	D		DEPT OF ENERGY	BOATING SAFETY FINANCIAL ASSISTANCE	97 012	\$31,154,535
	52010 U.S. COAST GUARD	D	D		DEPT OF HOMELAND SECURITY	BOATING SAFETY FINANCIAL ASSISTANCE	97 012	\$31,154,535

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 PACIFIC STATES MARINE FISHERIES COMMISSION, 40 SE KING DRIVE, STE 101, CLADSTONE, OR 97027-2622  
 NATIONAL FISH AND WILDLIFE FOUNDATION, 28 2ND STREET, SUITE 602, SAN FRANCISCO, CA 94103

NO CTDA FOR CHALLENGE COST SHARE - FOREST SERVICE  
 NO CTDA IS CONTRACTED SERVICE NOT A GRANT - CORPS OF ENGINEERS  
 NO CTDA IS CONTRACTED SERVICE NOT A GRANT - CORPS OF ENGINEERS  
 NO CTDA IS CONTRACTED SERVICE NOT A GRANT - US FISH AND WILDLIFE SERVICE  
 NO CTDA IS CONTRACTED SERVICE NOT A GRANT - USGS  
 NO CTDA IS CONTRACTED SERVICE NOT A GRANT - WESTERN AREA POWER ADMINISTRATION