

**IDAHO DEPARTMENT OF FISH AND GAME**

**Virgil Moore, Director**

**Project F12AF00800**

**Hunter Education Enhancement**

**Final Performance Report**



July 1, 2012 to June 30, 2013

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Chief, Bureau of Communications

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Boise, Idaho



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**FEDERAL AID IN WILDLIFE RESTORATION  
ANNUAL PROJECT PERFORMANCE REPORT**

**State:** Idaho

**Grant Number:** F12AF00800

**Grant Name:** Hunter Education Program Enhancement

**Report Period:** July 1, 2012 to June 30, 2013

**Report Due Date:** September 28, 2013

**Location of work:** Statewide

**Objectives:**

The objective of this project is to provide enhanced overall statewide coordination and management for three legislatively mandated programs: basic hunter education, bowhunter education, and wolf trapper education. It is also within the objective to provide statewide program facilitation, program promotion, and monitoring and management of the enhanced statewide hunter education program.

The hunter education programs for the state of Idaho are described in Appendix A.

To provide continuing statewide assessment of ranges and a small grants program for hunter education equipment that is used at ranges.

**Approach:**

The State Hunter Education Coordinator (SHEC) will facilitate, promote, coordinate, monitor, and manage statewide hunter education programs by:

Project 1 Program Enhancement:

1. Supervising a Customer Service Representative, who operates the Hunter Education Distribution Center (HEDC) located in Boise. The HEDC distributes hunter education resource materials to all instructors statewide as instructors request materials and supplies.

*Accomplishment:* All hunter education class supplies and resource materials for instructors are distributed from a central distribution center located in Boise by a customer service representative. A toll-free supply request phone line is available to instructors 24 hours per day / 7 days per week.

2. Representing the state in the International Hunter Education Assn. (IHEA) and holding the state chapter charter.

*Accomplishment:* Maintain state membership in the IHEA and frequent communication between IHEA and other member state hunter education program administrators. Hold state chapter charter. Currently, there are 2 subchapters in Idaho (Idaho Falls and Boise). Attended and represented the state at the 2013 IHEA Conference.

3. Supervising improvements to the instructor awards program including incentive and longevity awards provided to actively participating instructors. Instructor performance will be recognized at the regional level with one instructor being selected “Regional Instructor of the Year”. One “Regional Instructor of the Year” will be chosen as “Idaho’s Instructor of the Year”. That individual will be submitted for the national “Winchester Volunteer Hunter Education Instructor of the Year” Award.

*Accomplishment:* Incentive and service awards are available to all active program instructors via an established statewide Volunteer Instructor Recognition Program. One outstanding instructor from each region was selected as the Regional Instructor-of-the-Year and one as the State Instructor-of-the-Year. The State Instructor-of-the-Year was also nominated for the national 2013 Federal Ammunition/ATK Hunter Education Volunteer Instructor of the Year Award.

4. Evaluating the effectiveness and making appropriate enhancement recommendations for the Internet based online class registration process launched in March 2008.

*Accomplishment:* The Online Registration Process continues to be very effective. During this reporting period at least 8,105 students used this registration process to register themselves for hunter or bowhunter (or trapper) education classes. This customer friendly process creates an easier and more efficient means for the public to obtain course information and to register for classes. Last year we added a “wait list” feature enhancement to the process. Once a person signs up for the “wait list” if no classes are currently offered in an area, this feature notifies the individual when a class becomes available. The new “wait list” feature is proving to be popular.

5. Reviewing hunter education course curriculum and recommending changes to increase availability to the public.

*Accomplishment:* Following implementation of the revised curriculum in January 2010, we annually monitor the curriculum and modify it as appropriate. The curriculum covers Hunter Education Course essentials and meets all the IHEA recommended certification standards.

6. Based on input from Regional Staff, update the list of prioritized shooting range enhancement needs. This will include any changes in assessments of range needs.

Accomplishment: Regional staff provided updated information on shooting range needs in their area. As a result nine Shooting Range Development Grant requests for range improvements were received by Idaho Fish and Game (Department). These grants were funded using state funds.

7. Maintaining a separate cost center and coding which will continue to track expenditures from the Section 10 funds under the current activity based cost accounting system.

Accomplishment: A cost center and related coding dedicated to tracking Section 10 funds and expenditures under our current activity based cost accounting system is maintained.

8. Maintaining a comprehensive, hunter education database software program to accurately track hunter education student, instructor and class statistical information.

Accomplishment: A comprehensive database program is continuously maintained to provide accurate and current hunter education student, instructor and class statistical information.

9. Managing the improved fiscal aspects of the Hunter Education Program to ensure efficient and proper use of federal funds and resources; comply with other state and federal rules, regulations, and acts.

Accomplishment: Using a cost center tracking accounting system, we continually closely monitor expenditures to assure compliance with federal and state requirements.

10. Reviewing and enhancing the hunter education administrative and statistical information management system/process.

Accomplishment: This process is reviewed continuously and improved as necessary. Several new reporting features were added this year.

**Estimated Cost:** Final cost will be provided in a separate SF425 submitted at a later date.

#### In-Kind Match

1. In-kind match is based on volunteer instructor hours expended during the grant period at a rate of \$28.20 per hour. This hourly rate is the average salary and benefits of a Wildlife Educator, who typically performs educational functions very similar to the Hunter Education Program volunteer instructors. The rate was mutually agreed to by the USFWS federal aid coordinator.
2. Using the Department's updated Hunter Education database records application, information from hunter education class record sheets, which contain lead and assistant instructor volunteer hours, is entered into the database. The completed record sheets are signed by the lead instructor. Once all class information is entered, the total number of

volunteer instructor hours for a specified time period can be determined by a simple query of the database.

3. All hunter and bowhunter class records for FY13 records have not yet been entered into the database. Currently, a total of 9,493 volunteer hours are reflected in the database based on actual FY13 records entered for the period 1 July 2012 to 30 June 2013. When all records are entered it is anticipated that the total volunteer instructor hours for the grant period will exceed the number of volunteer hours needed to meet the match requirement.

**Project Personnel:**

Headquarters: Ron Fritz, Project Leader, State Hunter Education Coordinator, IDFG Boise  
*\*Note\* Ron retired in spring 2013. This vacant position is in the process of being filled.*

## **Appendix A**

### **The Basic Hunter Education Program:**

1. Student manual and supplies will be provided to an estimated 9,000 hunter education students.
2. Instructor training materials will be furnished to all current and new hunter education instructors prior to training.
3. All hunter education students will be required to participate in a live-fire practice exercise. Rifles and ammunition will be provided.
4. The minimum length of an International Hunter Education Association (IHEA) approved hunter education class will be 12 hours.
5. Hunter education classes will include, as a minimum, the following subjects:
  - a. Firearm safety
  - b. Landowner/Sportsman relations
  - c. Responsible hunter behavior
  - d. Selection of equipment/preparedness
  - e. Wildlife laws
  - f. Wildlife management
  - g. Wildlife identification
  - h. Field care and transport of game
  - i. First aid and survival skills
  - j. Introductory muzzleloader education (optional)
  - k. Introductory bowhunter education (optional)
  - l. Live-firing exercise

### **The Basic Bowhunter Education Program:**

1. Student manuals and supplies will be provided to an estimated 2,000 bowhunter education students.
2. Instructor training materials will be furnished to all current and new bowhunter education instructors prior to training.
3. The minimum length of an approved International Bowhunter Education Program (IBEP) bowhunter education class will be 8 hours.
4. Bowhunter education classes will include, as a minimum, the following subjects:
  - a. Safety
  - b. Bowhunter responsibilities
  - c. Selection of equipment/preparedness
  - d. Wildlife law and bow hunters
  - e. Wildlife management
  - f. Bowhunting techniques
  - g. Bowhunting practice
  - h. First aid and survival skills
  - i. Shot placement, recovery, and care of game
5. Implement an online bowhunter education course.

### **Hunter and Bowhunter Education Program:**

1. A standardized written final examination is given in both programs.
2. An optional independent study hunter education course and Internet-based hunter education and bowhunter education courses are available for persons unable to attend a traditional course.
3. Instructors will provide the needed in-kind match at the average Wildlife Educator hourly rate of \$28.20 per hour.
4. Seven Regional Hunter Education Technicians coordinate hunter education activities, recruit and train volunteer instructors in their respective local regions.
5. A Hunter Education Distribution Center provides logistical and class material support for volunteer instructors.
6. An administrative clerk maintains hunter education database, class and instructor records.
7. Idaho has over 1000 active hunter and bowhunter education volunteer instructors.

### **The Basic Wolf Trapper Education Program:**


1. Student manuals and supplies will be provided to an estimated 1,000 wolf trapping education students.
2. Instructor training materials will be furnished to all current and new instructors prior to training.
3. The minimum length of the training program is 8 hours.
4. Wolf trapper education classes will include the following subject matter:
  - a. Wolf history in Idaho
  - b. Wolf Biology, Ecology, and Behavior
  - c. Wolf Status and Management
  - d. Statutes, Rules, and Regulations
  - e. Ethics
  - f. Humane Methods of trapping and Snaring
  - g. Techniques for Avoiding Non-Target Species
  - h. Human Safety
  - i. Trapper Responsibilities



**Name, title, phone number, and e-mail address of person compiling this report:**

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IDAHO DEPARTMENT OF FISH AND GAME



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## FEDERAL AID IN WILDLIFE RESTORATION

The Federal Aid in Wildlife Restoration Program consists of funds from a 10% to 11% manufacturer's excise tax collected from the sale of handguns, sporting rifles, shotguns, ammunition, and archery equipment. The Federal Aid program then allots the funds back to states through a formula based on each state's geographic area and the number of paid hunting license holders in the state. The Idaho Department of Fish and Game uses the funds to help restore, conserve, manage, and enhance wild birds and mammals for the public benefit. These funds are also used to educate hunters to develop the skills, knowledge, and attitudes necessary to be responsible, ethical hunters. Seventy-five percent of the funds for this project are from Federal Aid. The other 25% comes from license-generated funds.

