

**PROJECT ANNUAL REPORT  
IDAHO DEPARTMENT OF FISH AND GAME**

**GRANT NUMBER:** W-180-E

**SEGMENT NUMBER:** 5

**GRANT TITLE:** Hunter Education Program Enhancement

**AGREEMENT PERIOD:** July 1, 2009—June 30, 2011

**REPORTING PERIOD:** July 1, 2009 - June 30, 2010

**NEED:**

The Idaho Department of Fish and Game (Department) and the Fish and Game Commission are charged with the preservation, protection, perpetuation, and management of all wildlife in Idaho. They are also charged with the regulation and method of take of huntable species. Safe and responsible hunting is the key to both the mission of the Department as well as the methods whereby people are able to have a safe and enjoyable hunting experience.

**OBJECTIVE:**

Hunter Education Program Enhancement (Section 10)

The objective of this project is to provide enhanced overall statewide coordination and management for two legislatively mandated programs: basic hunter education and bowhunter education. Both programs will be conducted in accordance with the current Five-Year Plan for Hunter Education in Idaho. 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 program for the state of Idaho is 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.

**EXPECTED RESULTS AND BENEFITS:**

The anticipated results and benefits of this project include direct supervision of the overall state hunter education program, expanded coordination with regional hunter education technicians and instructors, increased focus on program goals and enhanced standardization of the program, increased efficiency in the distribution of program supplies, more effective budget management and expenditure of program funds, and improved interfacing and relations with local news media.

**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.

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).

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. The recognition program was completely revised this year as a result of the findings of a previous audit. 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 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 proved to be very effective. During the project year 8128 students used the new improved process to register for hunter or bowhunter registration classes. The customer friendly process created an easier and more efficient means for the public to obtain course information and to register for classes.

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

*Accomplishment:* The review of the Hunter Education Course Curriculum was completed in Dec. 2009 and the revised curriculum was implemented in Jan.2010. The modified curriculum shortened classroom time to course essentials which hopefully will appeal to the public and stimulate course attendance. The revised curriculum meets all the IHEA recommended certification standards.

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

Accomplishment: Regional staff submitted updated shooting range needs information. Several Shooting range Development Grant requests for shooting range improvements were received by the Department as a result.

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 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.

#### Project 2: Range Enhancement:

1. Soliciting input from Regional Hunter Education Technicians for enhancements to the effectiveness of the shooting range portion of the Hunter Education Program.

Accomplishment: Input from the Regional Hunter Education Technicians regarding the Hunter Education Program shooting range needs is solicited and received throughout the year. Several Shooting Range Development Grant requests for range improvements to ranges which support our hunter education program were submitted to the Department.

2. Providing funding for Farragut, Black's Creek and two indoor shooting range improvements using state funds.

Accomplishment: Due to a legal decree, shooting range project improvements and funding for Farragut are focused on bringing the project priorities into compliance with the decree. Improvements for the Farragut and Black's Creek outdoor range and two indoor shooting ranges are in progress. The indoor ranges were equipped to function as air rifle and archery

ranges. The review hearing by the Court regarding the future of the Farragut Range has been postponed until Feb. 2011.

**LOCATION:** Boise Idaho IDFG Headquarters.

**COST:**

**Hunter Education Enhancements and Cost Estimates**

1. SHEC to coordinate the entire hunter education program statewide. (\$51,837)  
Fulltime salary & benefits)
2. Administrative overhead (\$11,665)
3. Operating dollars (\$16,498) will be used to upgrade hunter education course materials, supplies, equipment; attend training conferences; and to conduct instructor in-service training sessions around the state to increase the competency of the volunteer instructors.
4. Actual financial information for the grant period will be provided on Form SF 424.

**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 FY 2010 records have not yet been entered into the database. Currently, a total of 9759 volunteer hours are reflected in the database based on actual FY 2010 records entered from 1 July 2009 to date. 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

## Appendix A

### The Idaho Department of Fish and Game Hunter Education Program Outline

#### 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 bowhunters
  - 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.