



U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART 522 FW 2, 11, 12, and 14	SUBJECT State Grant Programs Grantee Administration Research Surveys and Inventories Technical Guidance	RELEASE NUMBER 374
FOR FURTHER INFORMATION CONTACT Division of Federal Aid		DATE August 31, 2001

EXPLANATION OF MATERIAL TRANSMITTED:

These chapters include minor revisions and incorporate plain language requirements.

Acting 
DIRECTOR

FILING INSTRUCTIONS:

Remove:

522 FW 2, 12/17/92, FWM 060 (1 sheet)
522 FW 11, 12/17/92, FWM 060 (2 sheets)
522 FW 12, 12/17/92, FWM 060 (1 sheet)
522 FW 14, 12/17/92, FWM 060 (1 sheet)

Insert:

522 FW 2, 08/31/01, FWM 374, 08/31/01 (1 sheet)
522 FW 11, 08/31/01, FWM 374, 08/31/01 (2 sheets)
522 FW 12, 08/31/01, FWM 374, 08/31/01 (1 sheet)
522 FW 14, 08/31/01, FWM 374, 08/31/01 (1 sheet)

12.1 What is the purpose of this chapter? This chapter provides guidance on grants to conduct surveys and inventories to meet fish and wildlife management needs. The “Handbook on Research and Surveys, Federal Aid in Fish and Wildlife Restoration” and “Tactical Planning in Fish and Wildlife Management and Research” provide more specific information. These handbooks are available from the Federal Aid Regional Office. As used in this chapter, the term “we” refers to the Fish and Wildlife Service, and the term “State(s)” refers to State fish and wildlife agencies and other grantees.

12.2 What is the purpose of these surveys? These surveys and inventories trace trends of fish or wildlife populations, their habitats, users, or other associated variables. The findings apply only to the site and to the period of the survey or inventory, requiring a repeat of the survey or inventory at prescribed intervals to track changes.

12.3 What are the eligible purposes for these surveys? Survey and inventory surveys must have objectives related to [50 CFR 80.5]:

- A. Determining the abundance, characteristics, or condition of fish or wildlife populations.
- B. Determining the status or condition of habitats.
- C. Determining current use or demand for fish or wildlife resources, and information about resource users.
- D. Monitoring environmental conditions related to wildlife and sport fish.

12.4 What special conditions apply to surveys and inventories? The following conditions apply to survey and inventory projects:

A. States must evaluate survey projects of an ongoing nature (e.g., collecting annual population data for setting seasons) before each renewal of the Grant Proposal [50 CFR 80.11]. This evaluation provides State managers with a critical review of the continuing need for the data, its sufficiency in meeting management objectives of the agency, and the reliability and efficiency of the methods used to collect the data. The evaluation should ensure that the information collected is adequate, necessary, and statistically reliable, and is collected in an efficient manner. In summarizing the findings of the survey evaluation, it may be pertinent to include results of prior reviews and whether or not past recommendations for change were implemented and effective.

(1) Adequacy: Does the data answer the decisionmakers’ questions? The review should evaluate whether or not the data from the survey meets the stated purpose. Analysis of trend data will identify whether data are sufficient to answer the agency’s management questions or whether data gaps exist.

Timeliness of data collection, analysis, and availability are important.

(2) Necessity: Are decisionmakers using the data? In determining the necessity of a particular survey, give consideration to what data are being collected and their use in management decisions. Consider survey utility in the context of the agency’s data needs, given necessary prioritization and allocation of staff and monetary resources.

(3) Reliability: Are decisionmakers confident in the data? You should base survey design on sound science and key results should be statistically reliable. A review of the literature will show whether the methodology is still current or if there are other state-of-the-art techniques that might prove more suitable. Consider the validity of the survey approach and whether or not assumptions are met as well as whether or not sample sizes are sufficient to achieve desired levels of precision.

(4) Efficiency: Are the data collected in a cost efficient manner? Data collection is costly, both in staff time and dollars expended. Assess the cost of data collection and analysis relative to applicability and use of the data by decisionmakers.

B. When using chemicals for fish sampling, the State must ensure that the chemical is registered for its intended use, the application must be in accordance with current label instructions, and a certified applicator must supervise the application [P.L. 92-516]. Consult the Regional Director if there is any question concerning the use or application of a chemical.

C. We reserve a royalty-free, non-exclusive, and irrevocable right to use or authorize use of data and analysis that the State develops under this type grant for Federal government purposes (43 CFR 12.74).

12.5 What documentation is required for a Grant Proposal (GP)? Each project statement for survey and inventory work within a grant must include the following information [50 CFR 80.13].

A. Need. State the problem or information needs that this survey or inventory addresses.

B. Objective. State the objective of the survey or inventory. Examples:

(1) To obtain an index of unmated bobwhites in the Southeastern District annually during the period 2000-2005.

(2) To determine fish populations in Michigan’s lakes more than 40 acres [16.2 hectares (ha)] by species, numbers, and size-class, during each year of the GP period.

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(3) To gather information annually on population numbers of deer, elk, mountain sheep, and moose populations in Montana.

C. Results and Benefits. Describe how the results will be used and how their use will resolve the stated need. Examples (“we” in this subparagraph refers to the grantee”):

(1) The survey will provide key data on which to base recommendations for hunting seasons that maximize recreational benefits while ensuring the welfare of the species.

(2) We estimate that when we release the reservoir and lake survey information to the public we will generate an additional 100,000 angler days.

(3) We will use the information to develop annual big game harvest recommendations for Montana.

D. Approach. For each survey within the grant, discuss which surveys you will conduct and describe the methodologies that you will use. A concise description of the survey technique provides a record of how the agency collects its data. It is acceptable to cite survey protocol if documented in the literature. If an agency has a handbook describing standardized protocols, then it may be cited and a copy (or necessary updates) appended. When the State is a cooperator with the Service in conducting standardized national surveys, it is sufficient to cite the survey protocol.

E. Location. For each survey within a grant, identify where the work will be done, using a map if needed.

F. Cost. For each survey within a grant, provide the estimated cost for the completion of the survey or inventory. If the surveys or inventories are recurring, provide a cost estimate for each year covered by the GP.

12.6 What documentation is required to renew the Grant Proposal? If the proposal includes renewal of an ongoing project, provide an evaluation of the project to date and its results [See 522 FW 12.4(A)]. Since the evaluation is a condition for renewal of the project, you must submit it with the GP [50 CFR 80.11, 43 CFR 12.50(b)(3)].

12.7 What documentation is required to support the Grant Agreement (GA)? See 522 FW 1 for general information on documentation to support the GA. For each project within a grant, provide a summary of work to be done by location and the estimated cost during the GA period (i.e. an annual work plan) [50 CFR 80.11, 43 CFR 12.50(b)(3)].

12.8 What are allowable costs? General requirements related to allowable costs are in 43 CFR 12.62 and 522 FW 1.

12.9 Are reports required? 522 FW 1 provides (1) the requirements for monitoring and performance reporting for projects under this chapter and (2) the requirements for financial reporting for projects under this chapter.