

# **AFWA Fish and Wildlife Trust Funds Committee Federal Assistance Coordinators Working Group Guidelines**

Revised 9/1/2016

## **BACKGROUND**

The Working Subcommittee (hereafter referred to as Subcommittee) was established by action of the full Grants-in-Aid (GIA) Committee of the International Association of Fish and Wildlife Agencies (IAFWA) at their meeting in Washington, D.C. on January 24, 1978. This action was taken as a means to provide State input on the regulations and policies guiding federal assistance (FA) programs administered by the U.S. Fish and Wildlife Service, Federal Assistance Division (FWS-FA). Since that time, the Subcommittee has been consulted when State input based upon a detailed working knowledge of FA programs is desirable. A membership term of 2 years was established in 1978. In 1983, staggered 2-year terms were initiated and in 1987 staggered three year terms were approved. In 1998, the Subcommittee name was revised to “Federal Aid Coordinators Subcommittee” from what was called the “Working Subcommittee.” The “GIA” Committee has been renamed the “Fish and Wildlife Trust Funds Committee” (FWTFC), IAFWA has been renamed “Association of Fish and Wildlife Agencies” (AFWA), and the FWS-FA has been renamed the “Wildlife and Sport Fish Restoration Program” (WSFR). In 2001, both the IAFWA and the FWS-FA reaffirmed their desire for the Subcommittee to continue operation. In 2003, the FWTFC renamed the “Federal Aid Coordinators Subcommittee” the “Federal Assistance Coordinators Subcommittee.” If agreeable to the FWTFC Chair, the Subcommittee would prefer “Federal Assistance Coordinators Working Group” (hereafter referred to as FAC Working Group).

## **FAC WORKING GROUP MEMBERSHIP**

- A. **Composition:** One Federal Assistance Coordinator (FAC) and one alternate from each FWS Region (except for Regions 1, 7, and 8 – where one FAC is chosen to represent all three regions). It is recommended that FAC Working Group members have a working knowledge of both the biological and administrative aspects of FA programs. Membership will generally rotate on a three-year basis with the alternate shadowing the previous subcommittee member during their third year. Regions may adopt shorter or longer lengths of tenure if accepted by a majority of Federal Assistance Coordinators in the Region.
- B. **Election:** Federal Assistance Coordinators in each FWS Region shall elect an alternate generally every three years in the following manner.
  - 1. Odd years: Regions (1, 7 & 8), 2, and 4
  - 2. Even years: Regions 3, 5, and 6

Terms shall begin on October 1 and last for a period of not less than three years, unless a longer or shorter length of tenure is adopted by the FWS Region. If the elected FAC Working Group member cannot complete the term they were elected to fill, the current alternate would assume

the responsibilities of FAC Working Group member for that Region. An individual can serve no more than five consecutive years as a FAC Working Group member. Replacement alternates may be elected at any time to fill vacancies caused by a FAC Working Group member and/or alternate being unable to complete their assigned term. Any replacement (alternate or member) shall serve the balance of their predecessor's term. The FAC Working Group member is responsible for coordinating the election of a new alternate during the third year of their term.

- C. **Chair:** The FAC Working Group Chair shall be elected annually by a majority of Working Group members and shall act as liaison with the FWTF, WSFR and the Joint Task Force (JTF). The FAC Working Group Chair should be a member of the FWTF and should have a comprehensive working knowledge of FA programs and be involved with the management and implementation of WSFR programs on a daily basis.
- D. **Co-Chair:** The FAC Working Group Co-Chair shall be elected annually by a majority of the Subcommittee members and in the Chair's absence, shall act as a liaison with the FWTF, WSFR, and JTF. The Co-Chair will assume the responsibilities of the Chair in the following year.

#### **DUTIES OF FAC WORKING GROUP**

- A. Provide recommendations for and complete assignments made by the FWTF Chair.
- B. Provide WSFR a means for early review and recommendations for new actions or revisions to WSFR program, procedures, policies and/or legislation.
- C. Solicit input from State FA Coordinators on topics applicable to FWTF meeting agenda topics and WSFR program management and provide that input to FWTF Chair and WSFR Regional Chiefs during regularly scheduled meetings.
- D. To ensure consistent WSFR program administration and new program implementation; provide technical guidance and assistance to WSFR on matters such as updates to the WSFR Toolkit and FA wiki website, implementation of Director's Orders, identification of State training needs, "trouble-shooting" existing practices and recommending solutions.
- E. Identify emerging issues that may result from audits or new funding.
- F. Inform other State FA Coordinators in respective region of all FAC Working Group activities.

#### **DUTIES OF FAC WORKING GROUP CHAIR**

- A. Non-voting Chair of FAC Working Group whose primary responsibility is to serve as facilitator for the Working Group.
- B. Serve as the liaison between the FWTF, WSFR, JTF and the FAC Working Group.

- C. Provide written summary reports to FAC Working Group members and the FWTFC Chair within one month of any FAC Working Group meetings or other significant FAC Working Group communication.
- D. Coordinate the preparation of agendas at least one month prior to any FAC Working Group meeting.
- E. Provide an annual report of activity to the FWTFC meeting at the Fall AFWA meeting.
- F. Provide FAC Working Group members with copies of FWTFC meeting agendas, minutes, and other related correspondence.

#### **OPERATIONS OF THE FAC WORKING GROUP**

- A. As assigned by the FWTFC and requested by WSFR, the FAC Working Group will meet with the WSFR Regional Chiefs to review work in progress and identify areas of interest in the WSFR program that FAC Working Group might address.
- B. In the absence of the Chair or Co-Chair, one of the FAC Working Group members will act as a liaison to the FWTFC, WSFR, and JTF.
- C. Members may act as liaisons to other WSFR created work groups until such time the working groups are decommissioned or member's FACWG term expires.
- D. Any proposed areas of interest identified at these meetings shall be reviewed with the FWTFC Chair before finalizing.
- E. The WSFR shall make an effort to incur the expense associated with joint FAC Working Group/WSFR meetings.
- F. The FACWG will remain in contact over the course of the year through quarterly teleconferences.