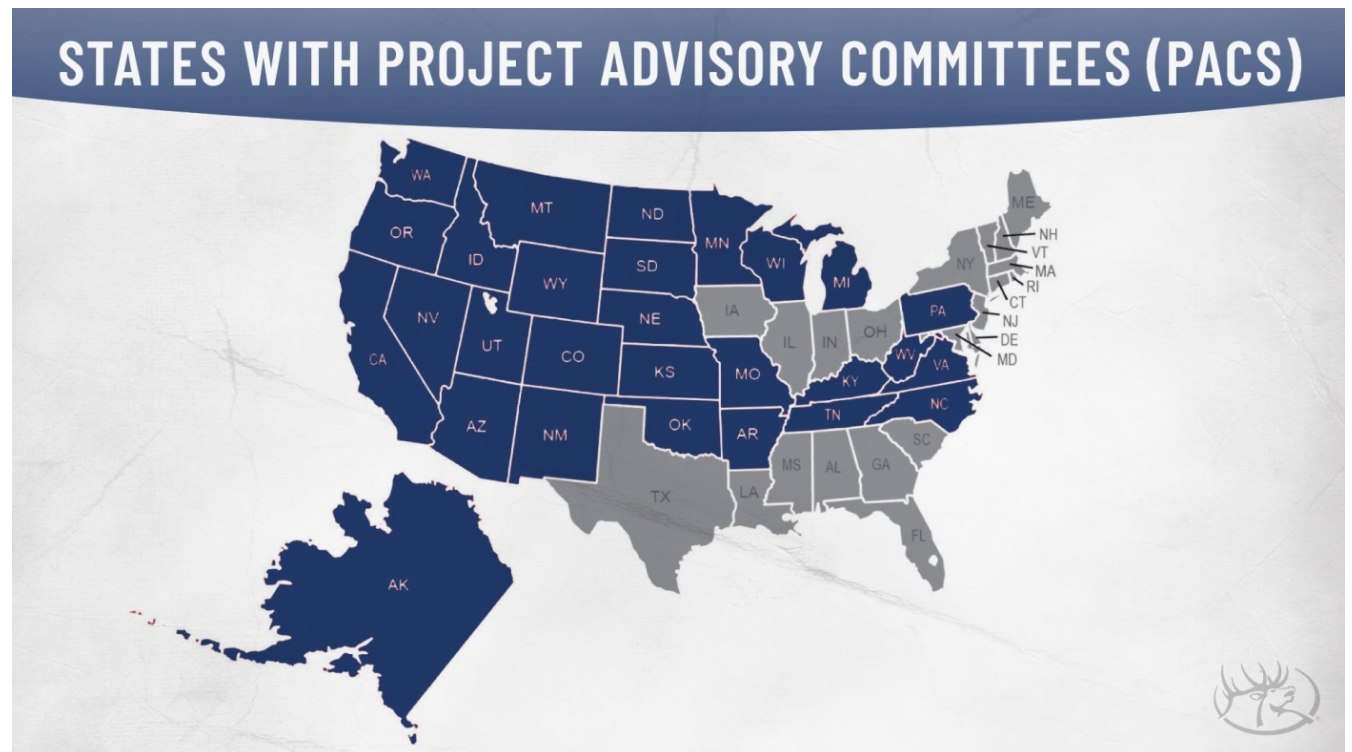


## RMEF Project Advisory Committee (PAC) Grant Program

One of the ways RMEF achieves its mission is through funding on-the-ground habitat enhancement, wildlife management and research projects. RMEF's major funding tool for these activities is a granting program through the Project Advisory Committee (PAC) process. Each state that has wild and free ranging elk herds (28 states) has a PAC that solicits and reviews project proposals. Projects aim benefit elk and other wildlife, enhance their habitat, and collect necessary information to better manage elk populations. The PACs were established to promote interagency support for RMEF projects and to ensure that RMEF funds are expended on projects with the greatest potential to benefit elk, other wildlife and their habitat. PAC funding is provided through each state's Mission Allocation.



### PAC Membership

PAC members include RMEF staff, RMEF volunteers and natural resource professionals. The composition of PACs may vary depending on RMEF needs in a particular state. Changes to the below structure are approved by RMEF HQ.

PAC members include:

- RMEF Regional Director(s) – Leads the PAC process as the Chair(s), sets meeting dates, coordinates proposal solicitation, preparation, review and recommendations. Facilitates the discussion during the PAC meeting. Coordinates with RMEF HQ before and after the PAC meeting.
- RMEF State Chair(s) – Helps facilitate the PAC process, reviews and recommends proposals. Represents members/volunteers in their state.
- Agency Representatives – Assists with PAC proposal solicitation, preparation and review. Consists of one representative from each of the following:
  - State Wildlife Management Agency (e.g., Game & Fish)

- United States Forest Service
- Bureau of Land Management
- University Wildlife Department (or related discipline)

### **PAC Member Qualifications and Selection**

It is important to have the most effective PACs possible, made up of key representatives of each organization. History shows the most effective PACs include members who have tenure with their organization and with RMEF partnership activities. Tenure brings about a working relationship with other PAC members and with RMEF. Representatives serve as a liaison between RMEF and their organization and thus, should have a broad, statewide or region-wide perspective of wildlife and habitat management. The PAC member should be able to represent the organization well and occupy an administrative level within their organization to coordinate the PAC process. The representative must be able to convey RMEF priorities and PAC guidelines and assist own staff in proposal preparation. Individuals who have retired from an organization cannot serve as the organization's PAC representative.

### **PAC Responsibilities**

The value of the PAC cannot be overstated. The PAC's responsibility is to solicit and review project proposals submitted for RMEF funding and make recommendations as to the merit of the proposal to improve elk habitat, collect necessary information to better the elk resource, or increase scientific knowledge about elk and habitat.

The PAC's primary responsibilities are to:

- Solicit project proposals from agencies, landowners or other organizations
- Review project proposals and candidly discuss the merits of each proposal during the PAC meeting.
- Prioritize proposals based on elk management and habitat needs
- Recommend projects for RMEF funding

### **PAC Grant Workflow**

- RMEF Regional Director (RD) solicits proposals through PAC or other contacts.
- RD receives proposals, compiles, and sends a summary sheet and all proposal documents to PAC for review – several weeks before the meeting
- PAC convenes to discuss/review proposals
- RD forwards PAC funding recommendations to RMEF HQ
- RMEF's National Project Review Committee (NPRC) reviews, makes final funding decisions.
- HQ staff notifies RD of final decisions; RD shares grant information with PAC.
- HQ sends out award letters to grantees
- RDs and PAC members work with individuals not receiving funding to improve proposals
- Post-award grant management (agreements, billing, project reports/tracking, etc. done by HQ.