

**California Department of Fish and Wildlife**  
**Upland Game Bird Account Grant Program**  
**Proposal Solicitation Notice**

The California Department of Fish and Wildlife (CDFW) is soliciting grant proposals from qualified non-profit organizations for funding under the Upland Game Bird Account in Fiscal Year 2016-17. Proposals must meet the requirements of Fish and Game Code Section 3684 which states: "These funds shall be expended solely for the purpose of acquiring land, completing projects and implementing programs to benefit upland game bird species, and expanding public hunting opportunities and related public outreach, including, but not limited to, enhancing upland game bird habitat. Any land acquired with funds from the Upland Game Bird Account shall be acquired in fee title or protected with a conservation easement and, to the extent possible, be open or provide access to the public for upland game bird hunting." Restoration or enhancement of upland game bird habitats and innovative research that improves the Department's understanding and management of upland game bird populations and habitats qualify for these funds.

**Grant Information/Proposal Submittal Instructions:**

A total of up to \$350,000 of Upland Game Bird Account (UGBA) funds will be available for grants under this Proposal Solicitation Notice (PSN). There is no project funding cap or restriction on single year projects for grants awarded from this fund in FY 16/17. If you have any questions regarding the application process, please contact Craig Stowers, Environmental Program Manager, at 916-445-3553 or [craig.stowers@wildlife.ca.gov](mailto:craig.stowers@wildlife.ca.gov). The submission date for proposals to receive funding for this grant cycle is **Monday, March 14, 2016**. Applications may be submitted by email with the subject line title of "UGBA Grant Proposal" to [wildlifemgt@wildlife.ca.gov](mailto:wildlifemgt@wildlife.ca.gov). Hard copy applications shall be addressed to:

California Department of Fish and Wildlife  
Chief, Wildlife Branch  
ATTN: UGBA Grant Proposal  
1812 9th Street  
Sacramento, CA 95811

All hard-copy applications for FY 16/17 funding must have a U.S. POSTAL SERVICE POSTMARK no later than **March 14, 2016**. Proposals delivered by any other means (FEDEX, U.P.S., etc.) including hand delivery must be delivered no later than **March 14, 2016 at 3:00 p.m.** Incomplete applications, applications using other than the standard format provided, or those delivered after the identified deadline will not be reviewed or considered for funding.

If a proposal is funded, the grantee must submit additional information before a grant agreement is prepared and executed. The applicable forms described in this section are for informational purposes only. **Do not submit these forms with your proposal.** When applicants are notified that their project has been approved for funding, they shall be required to complete, sign, and return the forms provided if not already on file. These additional forms may include:

- Certification of Nonfederal Contributions: In-kind/Third Party (GMB Form D.)
- Payee Data Record form (STD. 204). This form can be found at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>.
- Federal Taxpayer ID Number
- A Nondiscrimination Compliance Statement form (STD. 19) will be required for grants of \$5,000.00 or more per Title 2, California Code of Regulations, Section 8113. This form can be found at: <http://www.documents.dgs.ca.gov/osp/pdf/std019.pdf>.
- A Drug-Free Workplace Certification (STD. 21) will be required for all grants regardless of grant dollar amount. This form can be found at <http://www.documents.dgs.ca.gov/osp/pdf/std021.pdf>.

C. FY16/1716 UGBA Grant time-line:

- a. Call for Proposals - February 12, 2016
- b. Grant Proposals due - March 14, 2016
- c. Internal (CDFW) & Advisory Committee Review - Completed by April 11, 2016
- d. Advisory Committee recommendations - Completed by April 25, 2016
- e. Executive Committee review and approval - Completed by May 18, 2016
- f. Award Notification and Grant Preparation – May 25 - July 1, 2016

**Scoring Procedure**

*Administrative Review*

In all program areas, an administrative review will determine if the proposal package is complete and meets all the requirements for submission. If the proposal does not pass the administrative review, the proposal will not be considered further for funding in this cycle.

**Program Review**

*Scoring Process*

The CDFW Upland Game Bird Technical Review Committee (UGBTRC) will independently review each proposal submitted based on the criteria identified below. The grant application will be given a score based on the criteria below. Applications will also be reviewed by the Upland Game Bird Advisory Committee (UGBAC) established under Section 3684(e) of the Fish and Game Code. The recommendations of both the UGBTRC and UGBAC will be forwarded to CDFW's Executive Team for review and final approval.

*Evaluation Criteria*

Proposals will be evaluated in the following categories (total maximum points 100):

- 1) Quality of Proposal (All proposals will be evaluated for the following criteria - 50 pts total)
  - a. Proposal demonstrates a high priority statewide or regional Department need;

- b. Proposal demonstrates the project proponent/organization has the qualifications, experience, and capacity to perform the proposed tasks (including subcontractors);
  - c. Proposal objectives and tasks are clearly defined and achievable;
  - d. Proposal budget is appropriate to the work proposed, is cost effective (including cost sharing/matching funds), and sufficiently detailed to describe project costs (hourly rates, per unit costs);
  - e. Proposal description includes required details necessary to understand and use as a statement of work for the grant/contract agreement.
- 2) Project Category Specific Criteria (Each proposal will be scored under one of the following project categories - 50 pts total).
- a. Land Acquisition, Habitat Restoration/Enhancement Projects (Scoring criteria includes, but not limited to, the following - max. 50 pts:)
    - (1) Project demonstrates a clear gain in the amount and quality of habitat available to upland game bird species;
    - (2) Project will provide public hunting benefit;
    - (3) Duration/endurance of project benefit;
    - (4) Project will be located in areas that will provide significant benefit to target species given.
    - (5) Project will enhance limiting seasonal habitats for target species.
  - b. Hunting Opportunity/Outreach Projects (Scoring criteria includes, but not limited to, the following – max 50 pts:).
    - (1) Project increases/enhances hunting opportunity for upland game birds on public lands;
    - (2) Project enhances public hunting access on public and private lands;
    - (3) Project demonstrates benefit to recruit/retain hunters;
    - (4) Project creates/develops outreach and educational materials;
    - (5) Project develops/implements hunting and other upland game bird related educational programs/activities.
  - c. Scientific Research Projects (Scoring criteria includes, but not limited to, the following – max. 50 pts:)
    - (1) Research provides information that improves Department management of upland game birds;
    - (2) Research increases efficiency of methods used to evaluate upland game bird population parameters;
    - (3) Research improves understanding of upland game birds habitat relationships;
    - (4) Research uses innovative peer-reviewed techniques in study design;
    - (5) Organization’s track record for scientific publication.

Projects not eligible for funding on CDFW owned lands:

Projects that are considered “capital outlay” projects (new construction or items considered to be “infrastructure”) are ineligible for funding under this program. For the purposes of this program (a full list of projects of these types can be found in Section 1501.5 of the Fish and Game Code) these projects would most likely include the following:

1. Drilling wells and installation of pumping equipment;
2. Any project requiring engineered design or certification by a registered engineer;