

# Proposal Solicitation Notice

## California State Duck Stamp (CSDS) Funding FY 17-18

### Solicitation Procedure

The California Department of Fish and Wildlife (CDFW) Wildlife Branch is soliciting proposals from qualified non-profit organizations for Fiscal Year 2017-18 for waterfowl and habitat projects using State Duck Stamp dollars. In addition to posting this grant/contract Proposal Solicitation Notice (PSN), individual members, organizations and or institutions will also be contacted by email announcing the PSN.

Proposals should meet Fish and Game Code § 3702 requirements that include: "...protecting, preserving, restoring, enhancing, and developing migratory waterfowl breeding and wintering habitat, evaluating habitat projects, and conducting waterfowl resource assessments and other waterfowl related research". See scoring criteria below. Proposals that include new construction (rather than rebuilding or replacement) are considered capital outlay projects and subject to Department of Finance approval.

Up to \$1,500,000 of the State Duck Stamp Account funds will be available for grants or contracts under this PSN. If you have any questions regarding the application process, please contact Melanie Weaver, Waterfowl Program Leader, at 916-445-3717 or [melanie.weaver@wildlife.ca.gov](mailto:melanie.weaver@wildlife.ca.gov).

**NOTE: Grant/Contract recipients will be responsible for all environmental compliance requirements necessary to implement and complete their proposal.**

### Submission Procedure

In order to be considered for FY 17/18 funding, all applications must be submitted using [the provided template](#). Applications may be submitted by email with the subject line of "Wildlife Grant-Duck Stamp" to [wildlifemgt@wildlife.ca.gov](mailto:wildlifemgt@wildlife.ca.gov). Hard copy applications shall be addressed to:

Chief, Wildlife Branch  
ATTN: Duck Stamp Funding Proposal  
1812 9<sup>th</sup> Street, Sacramento, CA 95811

All applications for FY 17/18 funding must have a U.S. POSTAL SERVICE POSTMARK no later than January 27, 2017. Proposals delivered by any other means (FedEx, U.P.S., etc.) including hand delivery must be delivered no later than January 27, 2017 at 3:00 p.m. Incomplete applications or applications not using the template provided, or those delivered after the identified deadline will not be reviewed or considered for funding.

If a proposal is funded, the grantee/contractor must submit additional information before an 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 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>.

## 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:** A minimum of 3 members of the CDFW's Duck Stamp External Advisory Committee will independently review each proposal submitted based on the criteria identified below. A total of 54 points will be available, but the final score will be based on an average of the individual scorer's results. Applications will be prioritized based on the score. CDFW will review, determine feasibility, need and develop a recommendation for the CDFW's Executive Team for forwarding to the Fish and Game Commission as established under Fish and Game code §3703.

**Evaluation Criteria:** Individual proposals will be evaluated on the following criteria

1. *Proposal demonstrates the project proponent/organization has the mission to conserve waterfowl, qualifications, experience, and capacity to perform the proposed tasks (including subcontractors).* Maximum 3 pts.
2. *Project description includes required details necessary to understand and use as a statement of work for the grant/contract agreement and is within 3 page maximum for habitat projects.* Maximum 3 pts.
3. *Scientific merit.* Maximum 3 pts.

4. *Project budget is appropriate to the work proposed, is cost effective, and sufficiently detailed to describe project costs (hourly rates, per unit costs). Maximum 3 pts.*
5. *Does the habitat project create or restore wetlands? Acreage determines points. Maximum 10 pts.*
6. *Does the habitat project enhance existing wetlands? Acreage determines points. Maximum 5 pts.*
7. *Does the habitat project affect brood/summer water (flooded until mid-July)? Acreage determines points. Maximum 3 pts.*
8. *Does the habitat project affect molting habitat for waterfowl (flooded until mid-August)? Acreage determines points. Maximum 3 pts.*
9. *Does the habitat project affect uplands for nesting waterfowl? Acreage determines points. Maximum 3 pts.*
10. *Was habitat project coordinated with CDFW or USFWS NWR area staff? Maximum 3 pts.*
11. *Is habitat project top priority for CDFW region or USFWS NWR complex? Maximum 3 pts.*
12. *Is the project cost shared and identified in the budget? Cost share cannot include overhead costs. Maximum 3 pts.*
13. *If research/study: Does project address Pacific Flyway Management Plan or CDFW or Central Valley Joint Venture needs or priorities? Maximum 3 pts.*
14. *Does the habitat project benefit wintering or nesting geese? Maximum 3 pts.*
15. *Does the habitat project area open to public hunting opportunities? Maximum 3 pts.*