



# Wildlife Conservation Board Public Access Program Proposal Solicitation Notice

The Wildlife Conservation Board (WCB) is seeking high quality grant proposals for projects that enhance opportunities for hunting, fishing, and other wildlife-oriented recreation. This 2017 solicitation is focused to provide enhanced access to nature and wildlife for youth, disadvantaged communities, and urban-focused populations in ways that support the WCB mission.

The Program supports local assistance and minor capital outlay construction projects. It is not intended to fund property acquisition or maintenance activities. Typical projects include the construction and rehabilitation of public access facilities such as fishing piers or floats, boat launching ramps, hunting blinds, trails, boardwalks, interpretive facilities, and parking and restrooms. Projects shall be compatible with the Americans with Disabilities Act (ADA) to the extent possible.

This document provides general eligibility information as well as priorities, pertinent dates, scoring criteria, and important documents specific to the 2017 grant cycle. Potential applicants are encouraged to read this PSN and associated documents prior to deciding to submit a proposal.

## Deadline

In order to be considered for funding, all applications must submit a complete proposal using the documents linked below by 5:00 PM Pacific Standard Time on **September 15, 2017**. Project proposals must be submitted to [wcbpublicaccess@wildlife.ca.gov](mailto:wcbpublicaccess@wildlife.ca.gov) with *2017 Public Access Grant Proposal* in the subject line. All information requested in this solicitation is mandatory unless otherwise indicated. Failure to complete all required application components will make the proposal incomplete. Incomplete proposals will not be scored or considered for funding.

## Eligibility Information

Entities eligible to submit grant proposals in response to this PSN include Federal, State, counties, cities, non-profit organizations or public districts that manage and operate wildlife oriented public access priorities or programs.

## Proposal Requirements`

By submitting an application project proponent agrees to and understand the requirement to assume and continue all operation and maintenance responsibilities throughout the term of the project; which in most cases runs 25 years.

ADA accessibility must be considered in the application. Projects must be ADA accessible, to the extent appropriate.

Incidental but Directly Related Costs (alternatively known as Administrative or Indirect Costs) (administrative overhead) rates are limited to 20 percent of the total WCB award, minus subcontractor and equipment costs. Any amount over 20 percent will not be funded but may be used as cost share. Indirect costs include but are not limited to workers compensation insurance, utilities, office space rental, phone, and copying which is directly related to completion of the proposed project. Costs for subcontractors and purchase of equipment cannot be included in the calculation of indirect costs in the



# Wildlife Conservation Board Public Access Program Proposal Solicitation Notice

overall project budget. Applicant must explain the methodology used to determine the rate and provide detailed calculations in support of the indirect cost rate.

## 2017 Priorities

For the 2017 grant cycle, priority will be given to projects that provide better access and deeper engagement to fishing, hunting, and wildlife oriented recreational opportunities for the following populations:

- Youth/Next Generation
- Disadvantaged Communities; a community with an annual median household income that is less than 80 percent of the statewide annual median household income. Please review the Program Guidelines for more information for this category.
- Urban-focused Communities; broadening experiences that may otherwise not be available to a metropolitan based population.

## 2017 Timeline

Table 1 identifies the schedule and associated milestone activities for the 2017 grant cycle.

Table 1: 2017 Grant Cycle Timeline

Schedule	Milestone / Activity
April 14, 2017 – April 28, 2017	Scoping survey to solicit input for 2017 grant cycle
May 25, 2017	Public Board Meeting Board vote on Program Guidelines and Proposal Solicitation Notice
June 1, 2017 – June 30, 2017	Proposal consultation period
July 7, 2017	Release 2017 Solicitation and Application
September 15, 2017	Complete project proposals due to WCB
September 15, 2017 –October 6, 2017	Administrative Review (pass/fail)
October 6, 2017 – December 31, 2017	Responsive proposals scored by Technical advisory Committee (TAC) and Selection Panel.
February, 2018	Public Board Meeting Board vote on final funding decisions
February 2018 – July 31, 2018	WCB works with successful applicants to develop and execute grant agreements.
February 2018 – April 30, 2020	Allocated funds available for construction

## 2017 Evaluation Criteria

Please review the Public Access Program Guidelines for the general Program evaluation process. The specific evaluation scoring method and evaluation for the 2017 cycle is provided below.

An administrative review will determine if the proposal is complete and meets all the requirements for technical review. This review will use a Pass/Fail scoring method based on the criteria presented in



# Wildlife Conservation Board Public Access Program Proposal Solicitation Notice

table 2. Proposals which receive a Fail for one or more of the Table 2 criteria will be considered incomplete and will not be considered for funding under this Solicitation.

Table 2: Administrative Review Evaluation Criteria

Administrative Criteria	Pass/Fail
All proposal components have been completed in the required formats.	Pass/Fail
Every question has been answered. N/A is appropriate where a question is not applicable.	Pass/Fail
Applicant contact information, including person authorized to sign grant agreement, is included.	Pass/Fail
Applicant is an eligible entity.	Pass/Fail
Proposal was received by the deadline.	Pass/Fail
Proposal represents an eligible project type.	Pass/Fail
CEQA documents are current and complete, or will be complete 15 days prior to WCB's final funding approval. Applicants are strongly encouraged to have CEQA complete by September 30, 2017.	Pass/Fail
Applicant has demonstrated their ability and willingness to maintain and operate the proposed improvements over the management term of 25 years.	Pass/Fail

All complete and eligible proposals will be evaluated and scored by technical reviewers in accordance with the scoring criteria documented in Table 3. Technical reviewers may make narrative comments that support their scores.

Each criterion will be scored by technical reviewers and assigned a point value between zero and five based on the extent to which the proposal addresses the criteria. Each score will then be multiplied by the applicable weighting factor to calculate the criterion score. A total score for the proposal will be generated by averaging the scores from each of the reviewers. Where standard scoring criteria are applied, points will be assigned as follows:

- A score of 5 points will be awarded where the criterion is fully addressed and supported by thorough and well-presented documentation and logical rationale.
- A score of 4 points will be awarded where the criterion is fully addressed but is supported by less thorough documentation or less sufficient rationale.
- A score of 3 points will be awarded where the criterion is less than fully addressed and is supported by less thorough documentation or less sufficient rationale.
- A score of 2 points will be awarded where the criterion is marginally addressed or the documentation or rationale is incomplete or insufficient.
- A score of 1 point will be awarded where the criterion is minimally addressed or no documentation or rationale is presented.
- A score of 0 points will be awarded where the criterion is not addressed.



# Wildlife Conservation Board Public Access Program Proposal Solicitation Notice

Table 3: Technical Review Evaluation Criteria

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
2017 Solicitation Priorities	The application is responsive to this 2017 solicitation priorities. Maximum points will be reachable to those projects that demonstrate how barriers to accessing wildlife oriented recreation are or will be addressed in a way that provides the strongest correlation to the proposed project, and clearly provides enhanced access to nature and wildlife-oriented activities for the three target populations (youth/next generation, disadvantaged communities, and urban-focused communities). Examples include demonstrating a free or discounted transportation option for the target population to the site, or working with educational programs to provide target populations free or discounted use of the facility for the project purpose.	4	0-5	20
Purpose, Need, and Project Description	The proposal includes a detailed project purpose and need, description, primary objectives, and project location. Proposal must demonstrate the proposed project is supported by an existing wildlife oriented public access or demonstrated need in the area.	3	0-5	15
ADA	The project provides ADA accessibility to an existing project that does not currently have ADA access.	2	0-5	10
Project Readiness	The project has demonstrated project readiness; environmental compliance, permitting, planning, engineering design or other necessary preparations are sufficient for prompt project implementation.	2	0-5	10
Scope, Schedule, Budget	The extent to which the proposed scope, schedule, and budget are complete, appropriate to the work proposed, cost effective, and sufficiently detailed to use as a work plan.	1.5	0-5	7.5
Durability of Investment	Proposal identifies durability of investment. Design accounts for a long-term project life, with minimal repairs, maintenance and upkeep required. Necessary considerations like climate change, maintenance needs, and remoteness were taken into account.	1.5	0-5	7.5
Leverages Funds	The extent to which the proposal leverages other funds.	1.5	0-5	7.5



# Wildlife Conservation Board Public Access Program Proposal Solicitation Notice

Project Team Qualifications	The proposal clearly demonstrates that the applicant and their project team has the qualifications, experience, and capacity to perform the proposed tasks.	1.5	0-5	7.5
Support and Collaboration	The extent to which the project has demonstrated a broad-based public and institutional support. Projects will be reviewed and must be supported by the California Department of Fish and Wildlife.	1	0-5	5
Multiple Wildlife-Oriented Uses	Extent to which project design considers accommodation of multiple wildlife-oriented public access uses in a single project.	.5	0-5	2.5
Feasibility	The extent to which the proposed project is technically feasible and the project description is sufficiently detailed to serve as a statement of work for a grant agreement.	.5	0-5	2.5
Hours of Operation	The proposal includes clear hours of operation for improvements that will be open to the public during normal operation hours. In most cases this will be daylight hours, sunrise to sunset.	.5	0-5	2.5
Compatibility with Plans and Policies	The extent to which the proposed project identified compatibility and consistency with existing relevant local, State, Federal, or regional plans or policies and the WCB Strategic Plan.	.5	0-5	2.5
<b>Maximum Score</b>			<b>100</b>	

### Proposal Guidelines, Forms, and Templates

Requirements as identified in the Guidelines below are mandatory unless stated otherwise. Applicants must use the templates provided below for application submittal or the application will be deemed incomplete and ineligible for funding.

[2017 Wildlife Conservation Board Public Access Program Guidelines](#)

[2017 Public Access Project Application \(available July 7, 2017\)](#)

[2017 Public Access Budget Worksheets Appendices A, B, and C \(available July 7, 2017\)](#)

For questions regarding this PSN or the WCB Public Access program, please contact Sadie Smith at [Sadie.Smith@wildlife.ca.gov](mailto:Sadie.Smith@wildlife.ca.gov) or (916) 445-1113