



Big Game Management

Proposal Solicitation Notice

Fiscal Year 2018-2019



March 26, 2018



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1 BACKGROUND

The Big Game Management Account (BGMA)(FGC §3953) was established in 2010 to ensure funds generated through the sale of big game tags are used in programs that benefit big game species. The BGMA funds are generated through the sale of big-game tags (bighorn sheep, bear, wild pig, deer, elk, and pronghorn) and support Department of Fish and Wildlife (CDFW) programs responsible for conservation and management of big game species and projects that benefit big game species.

While FGC §3953 identifies the types of projects eligible for funding, priorities are set by each big game unit consistent with management plans. Establishing priorities for each unit helps ensure distribution of available funds as intended and maintain the BGMA integrity into the future.

A total of up to \$1,200,000 of BGMA funds will be available for new agreements under this proposal solicitation notice (PSN). There is no funding cap per agreement and multi-year proposals are acceptable.

1.1 Solicitation Schedule

The timeline for implementation is available in Table 1. Applicants should anticipate a Project start date no sooner than July 1st of the following year after the Proposal submission.

Table 1: Proposal Solicitation Schedule

Activity	Schedule
Solicitation Released	March 26, 2018
Proposals due by 4:00 PM (Pacific Daylight Time)	April 20, 2018
Proposal Evaluations	May 10, 2018
Advisory Committee Recommendation*	May 25, 2018
Executive Committee review and selection	June 19, 2018
Award notifications distributed	July 1, 2018
*Meeting to occur no later than this date.	

1.2 Eligibility

Nonprofit organizations are eligible for funding under this solicitation. Proposals from federal agencies, private individuals, for-profit enterprises, or public entities (except those that are nonprofit organizations registered with the California Secretary of State) are ineligible.

2 FOCUS

All Projects funded by CDFW under this solicitation must fall within the list of priorities described below.

2.1 Priorities Eligible for Funding

CDFW is soliciting proposals from qualified nonprofit organizations in the following subject areas:

Restoration or Enhancement of Big Game Habitats

Wildlife habitat restoration or enhancement projects on lands that are open to the public (excluding CDFW owned properties) for big-game hunting opportunities. Projects of this type include, but are not limited to, the following:

1) Bighorn Sheep

a. Surface Water Management

Amount and distribution of reliable surface water influences carrying capacity and stability of desert bighorn populations. Program is supportive of projects that can work and plan with land managers in order to:

- Systematically monitor and report on status of Wildlife Water Developments (WWDs) to CDFW;
- Repair existing WWDs;
 - For example: guzzlers in the Sheep Hole Mountains to replace a temporary drinker
- Haul water and fill WWDs when necessary;
- Where feasible, replace high maintenance WWDs with low maintenance rain catchment systems.

2) Bear, Deer, Elk, and Pronghorn

a. Invasive Plant Removal/Treatment

Projects in partnership with land managers to:

Remove juniper and white fir where encroachment affects critical use areas;

- Apply appropriate treatments for removal of noxious weeds and invasive annual grasses;
 - For example: Yellow starthistle, medusahead, goatgrass
- Apply mechanical treatment of chaparral where densities affect critical use areas.

b. Migration Corridor Barriers

Projects in partnership with land managers to:

- Remove or modify barriers to allow movement into critical use areas including migration corridors leading to winter, summer, and nursery areas.

Research

Projects which provide a better understanding of big-game species population dynamics, habitat use, and limiting factors that impact big-game species in California. Projects of this type include, but are not limited to, the following:

1) Bighorn Sheep

a. Occupancy Investigations

Detection of presence of females in ranges with unknown occupancy status. A suggested approach would be to map the presence and/or availability of potential surface water sources; including springs and natural tenajas. Perform reconnaissance of potential water sources and if they are found to be reliable, install trail cameras and search for evidence of lambs and ewes. Report findings to CDFW for further investigation.

- Example mountain ranges for investigation: Little Maria, Big Maria, McCoy, Pinto, Sacramento, and Ivanpah Mountains

3 SUBMISSION REQUIREMENTS

All proposals received must be in full compliance with the requirements listed below.

3.1 Proposal Application

All information identified in the application form and instructions (Appendix A) is mandatory. Proposals shall be no more than 5 pages in length, not including any maps, attachments, or appendices. They should be well thought out and clearly explain the project to allow for constructive comments during the review process. All Proposals must link to Section 2 Focus.

3.2 Proposal Submission

The submission date for proposals to request funding for this funding cycle is Friday, **April 20, 2018**. Applications may be submitted by email to wildlifemgt@wildlife.ca.gov with the subject line title of "2018 BGMA Proposal". Hard copy applications shall be addressed to:

California Department of Fish and Wildlife
Wildlife Branch
ATTN: 2018 BGMA Proposal
1812 9th Street
Sacramento, CA 95811

All hard-copy applications for FY 2018/19 funding must have a U.S. POSTAL SERVICE POSTMARK dated no later than **April 20, 2018**. Proposals delivered by any other means (FEDEX, U.P.S., etc.) including hand delivery must be delivered no later than **4:00 p.m. April 20, 2018**. For general questions regarding this PSN, please contact Brad Burkholder at (916) 445-1829 or Brad.Burkholder@wildlife.ca.gov.

4 REVIEW PROCESS

4.1 Administrative Review

An administrative review will determine if the proposal package is complete and meets all the requirements for submission (Table 2). This review will use a "Pass/Fail" scoring method. Those proposals which receive a "Fail" will be considered incomplete and will not be considered for this funding cycle.

4.2 Technical Review

Technical Review Criteria appear in Table 3. CDFW may request reviewers from other agencies or other outside experts to participate in the review. The review process may encompass an independent scientific review by professionals in fields relevant to the proposed project.

Technical reviewers evaluate each proposal based on the Criteria in Table 3. Each criterion is scored by at least three technical reviewers consisting of, but not limited to, the CDFW Wildlife Branch Program Coordinators. The sum of the criterion scores comprises the total score for the proposal. Technical review scores will be averaged for each Proposal for a final score.

Table 2: Administrative Review Criteria

Criteria	Score
All components are included and completed in the required formats.	Pass/Fail
Applicant is an eligible entity.	Pass/Fail
Proposal is received by the deadline.	Pass/Fail
Proposal is responsive to the Program priorities.	Pass/Fail

The CDFW Program Coordinators will consider the following items in addition to those in Table 3 during their review:

- Collaboration (inter- and intra-regional, state and federal agencies, NGO's)
- Consistent with program data and technical standards
- History of performance by applicant
- Project feasibility/readiness
- Meets the objectives of the program
- Management implications

4.3 Advisory Committee Review

Following the Technical Review, the Big-Game Management Advisory Committee (BGMAC) established under FGC §3684(e) will convene to discuss the eligible Proposals. BGMAC will advise and provide the Department written recommendations on Proposals and funding.

When developing the recommendations, BGMAC will consider the following items:

- Review and discussion of BGMAC members, organizations and/or partners
- Amount of funds available
- Program objectives
- Distribution of funding among programs

4.4 Executive Review and Selection

The CDFW Executive Team will review the recommendations and associated materials from the Technical and Advisory Committee and make the final decision on which Proposals will move onto the project development phase. When developing the funding decisions, the Executive Team will consider:

- Technical Review scores and comments;
- BGMAC recommendations;
- Input from CDFW Regional Managers and staff;

- Availability of funds;
- Program purposes;
- Balance/distribution of funds:
 - by and within priorities
 - by programs, or
 - by geographic area, and
- Results of coordination with partner agencies implementing other relevant programs.

The Executive Team may recommend modifications, including reducing requested agreement amounts, in order to meet current and any potential future program priorities, funding targets and available funding limitations.

Table 3: Overview of Technical Review Criteria

Criteria	Max Score
<p>1. Project Team Qualifications</p> <p>Proposal demonstrates the project proponent/organization has the qualifications, experience, and capacity to perform the proposed tasks (including subcontractors).</p> <p><i>3 pts.</i> = Extensive history level/expertise and/or successfully completed previously funded projects; <i>2 pts.</i> = Lacks some expertise, some problems with successful completion of previously funded projects, and/or named subcontractors not appropriate for work; <i>1 pt.</i> = Little experience/expertise and/or many problems with successful completion of previously funded projects and or unqualified, problematic subcontractors, persistent problems with completing funded projects, and/or uncooperative.</p>	3
<p>2. Project Description</p> <p>Proposal description includes required details necessary to understand and use as a statement of work for the agreement.</p> <p><i>3 pts.</i> = Narrative clear and comprehensive with roles of staff identified; <i>2 pts.</i> = Some clarity needed on activities and staff roles; <i>1 pt.</i> = Activities proposed are inadequately described and more clarity needed and or narrative general and/or a list of activities with no detail.</p>	3
<p>3. Program Priorities</p> <p>Proposal meets an identified priority of the PSN.</p> <p><i>5 pts.</i> = Priority is fully addressed and supported by thorough and well-presented documentation and logical rationale; <i>3 pts.</i> = Priority is marginally addressed and supported by some documentation and logical rationale; <i>1 pt.</i> = Priority is minimally addressed</p>	5

<p>4. Management Benefits 5</p> <p>Proposal provides management benefits.</p> <p><i>5 pts.</i> = Proposal utilizes sufficient analysis and documentation to demonstrate significance and a high likelihood that multiple benefits will be realized; <i>3 pts.</i> = Proposal provides some analysis and documentation to demonstrate significance and a likelihood that the benefits will be realized; <i>1 pt.</i> = Proposal identifies management benefit.</p>
<p>5. Scientific Merit 3</p> <p>Proposal uses accepted methods for maintaining or creating habitat and/or uses the best available techniques supported by scientific literature or current standards.</p> <p><i>3 pts.</i> = Project utilizes accepted techniques or standards; <i>2 pts.</i> = Includes some modifications to accepted methods/techniques; <i>0 pt.</i> = Project does not utilize accepted techniques or standards.</p>
<p>6. Schedule and Deliverables 3</p> <p>The proposed schedule demonstrates the sequence and timing of project tasks, reasonable milestones, and deliverables.</p> <p><i>3 pts.</i> = The tasks in the schedule align with the tasks in the description and budget. Schedule and deliverables are complete and supported by thorough and well-presented documentation and logical rationale; <i>2 pts.</i> = Schedule and deliverables are somewhat addressed and supported by some documentation and logical rationale; <i>1 pt.</i> = Schedule and deliverables are minimally or not addressed.</p>
<p>7. Budget 3</p> <p>Proposal budget is appropriate to the work, is cost effective, and sufficiently describes project costs (hours required for job completion, hourly rates, per unit costs).</p> <p><i>3 pts.</i> = Budget is detailed, appropriate, and cost effective; <i>2 pts.</i> = Some budget detail is needed, 1 or 2 unspecified lump sums; <i>1 pt.</i> = More than 2 unspecified lump sums, insufficient detail, inaccurate, and/or not cost effective.</p>
<p>Total Possible Score 25</p>

5 ADDITIONAL INFORMATION IF FUNDED

5.1 Awards

Successful applicants will receive an award letter officially notifying them of their proposal selection and agreement amount.

Agreement

Development of agreements will begin following announcement of awards. The applicant must submit additional forms 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.** Successful applicants are required to complete, sign, and return the forms when projects are approved for funding. These additional forms may include:

- [Payee Data Record form \(STD. 204\)](#)
- Federal Taxpayer ID Number
- [Drug-Free Workplace Certification \(STD. 21\)](#)
- [A Nondiscrimination Compliance Statement \(STD. 19\)](#)

Agreements are not executed until signed by both the authorized representative of the recipient and CDFW. Work performed prior to the start date of an agreement will not be reimbursed.

Responsibility of the Recipient

Successful applicants will be responsible for carrying out the work agreed to and for managing finances, including but not limited to, invoicing, payments to subcontractors, accounting and financial auditing, and other project management duties including reporting requirements. All eligible costs must be supported by appropriate documentation. State auditing requirements are described in Appendix B.

Invoicing and Payments

Agreements will be structured to provide for payment in arrears of work being performed. Funds cannot be disbursed until there is an executed agreement between CDFW and the project applicant. Payments will be made on a reimbursement basis (i.e., the recipient pays for services, products or supplies, submits an invoice that must be approved and is then reimbursed by CDFW). Funds for construction will not be disbursed until all of the

required environmental compliance and permitting documents have been received by CDFW.

Reporting

All Projects will be required to provide quarterly progress reports during implementation of the Project and a final report prior to Project completion. The quarterly progress reports will include at a minimum; a summary of Project progress, an accounting of funds expended, and expectations for the following quarter. The final report will include; a discussion of findings, conclusions, or recommendations for follow-up, ongoing, or future activities.

If applicable, final reports will include a synthesis of all findings and provide conclusions on hypotheses tested, as well as recommendations for resource management and further investigations related to the research subject area. The deliverables may include a draft manuscript in a format suitable for publication in a scientific peer-reviewed journal.

Loss of Funding

Actions that may lead to suspension or cancellation of a Project includes, but is not limited to:

- Lack of appropriated funds;
- Executive order directing suspension or cancellation of Projects;
- Failing to submit an approved Project write up within six months of notification of acceptance by the WLB Chief;
- Failing to submit required documentation within the time periods specified in the Project;
- Changing Project scope without prior approval;
- Failing to complete the Project;
- Failing to demonstrate sufficient progress;
- Failing to comply with pertinent laws; or
- Unauthorized expenditures of BGMA or matched PR funds.

Appendix A: Proposal Application Form and Instructions

FY 2018/19 Big Game Management

Completion of all fields of the proposal application is required, except where noted. Any supplementary information can be included with the proposal application as an appendix or attachment. Use the format below for submittal. Proposals shall be no longer than five pages in length, not including maps, attachments, or appendices. Applicants should include the appropriate level of detail in the five-page proposal for review. Reviewers are not required to consider any information in attachments and appendices during their evaluation.

1. Project Title

Provide a concise phrase that describes the work proposed:

2. Amount Requested

Provide the requested dollar amount of the proposed agreement:

3. Applicant Contact Information:

- a. *Organization Name, 501(c)(3) tax id number, if applicable:*
- b. *Contact Person:*
- c. *Phone number:*
- d. *E-mail:*
- e. *Provide name of authorized signatory and their contact information (if different from the primary contact).*

4. Project Type and Priority:

Identify a project type and priority:

- Restoration or Enhancement of Big Game Habitats*
 - Surface Water Management*
 - Invasive Plant Removal/Treatment*
 - Migration Corridor Barriers*
- Research*
 - Occupancy Investigations*

5. Introduction:

Briefly provide the following information:

- a. Background of the issue/problem; and the need for the project.*
- b. Specific goals and objectives proposal is designed to achieve, in a logical order.*

6. Project Description:

Provide a detailed description of work to be performed, including the following:

- a. Location of the project;*
- b. Describe all personnel in the budget and their roles in the project. Include titles and responsibilities of each.*
- c. Describe contractors and subcontractors (if any) and their responsibilities to the project;*
- d. Implementation plan, approach, methodology;*
- e. Materials/equipment necessary to implement the project and who provides;*
- f. Explanation of how this work addresses the selected priority(ies):*
- g. Proof of environmental permitting compliance (if necessary).*

7. Expected Benefits

Describe expected benefits, such as acres of land restored, number of additional hunter days provided, etc.

8. Schedule and List of Deliverables

Provide a table with tasks and expected completion dates.

9. Itemized Budget:

Include separate line items for the following budget categories:

- a. Personnel. List titles correlating with Project Description (list benefits on separate line item);*
- b. Agreement Administration (include overhead % rate if applicable).*
- c. Operating Expenses. List materials and cost on a per unit basis. Provide separate line items for travel and subcontractors etc.*

Example:

Line Item Budget for <Insert Project Name>	Project Totals
Personnel (Recipient Staff)	
<Staff Title> (Provide hourly or salary rate by classification)	\$
<Staff Title> (Provide hourly or salary rate by classification)	\$
Staff Benefits @ %	\$
Total Personnel Expenses	\$
Operating Expense	
Subcontractors (Provide hourly, salary, or job rate by classification)	\$
Travel (per diem & lodging - include rate) - if in scope of work	
Equipment (separate line items for each) - show units needed and cost per unit	
Other Costs (If subcontractors purchase any of these materials then include them under the Subcontract Costs above.)	\$
Total Operating Expenses	\$
Subtotal Personnel Operating Expenses	\$
Agreement Administration (@ % rate) or Overhead (not applicable if using subcontractors or for subcontractor portion of agreement)	\$
Total Project Cost (Amount must match requested in #2, above)	\$

Appendix B: State Auditing Requirements

The list below details the documents or records that State Auditors may need to review in the event of a Project audit. Project Leads shall ensure that such records are maintained for each State funded Project.

State Audit Document Requirements

Internal Controls:

1. Organization chart (e.g. Project Lead overall organization chart and organization chart for the BGMA funded Project).
2. Written internal procedures and flowcharts for the following:
 - a. Receipts and deposits
 - b. Disbursements
 - c. State reimbursement requests
 - d. State funding expenditure tracking
 - e. Guidelines, policies, and procedures on State funded Project
3. Audit reports of the Project recipient's internal control structure and financial statements within the last two years.
4. Prior audit reports on State funded Projects.

State Funding:

1. Original Project, any amendment(s) and budget modification documents.
2. A list of all other funding sources for each Project.

Agreements:

1. All subcontractor and consultant contracts and related documents, if applicable.
2. Agreements between the Project Lead, member agencies, and Project partners as related to the State funded Project.

Invoices:

1. Invoices from vendors and subcontractors for expenditures submitted to the BGMA for payments under the Project.
2. Documentation linking subcontractor invoices to BGMA reimbursement requests and related Project budget line items.

3. Reimbursement requests submitted to the BGMA for the Project.

Accounting Records:

1. Ledgers showing receipts and cash disbursement entries for State funding.
2. Ledgers showing receipts and cash disbursement entries of other funding sources.
3. Bridging documents that tie the general ledger to reimbursement requests submitted to the BGMA for the Project.

Project Files:

1. All supporting documentation maintained in the files.
2. All Project related correspondence.