



Wildlife Conservation Board Public Access Program FY 2018/19 Proposal Solicitation Notice

The Wildlife Conservation Board (WCB) is seeking high quality grant proposals for projects that enhance opportunities for recreational hunting and/or fishing. Funds granted are expected create opportunities for meaningful wildlife-oriented recreation experiences, which will inspire Californians across the State to serve as conservation stewards. It is the intent of WCB that these funds will be invested in projects that, among other things, provide public benefits addressing critical statewide needs and priorities, and leverage private, federal, or local funding to produce the greatest public benefit.

This Public Access Program (Program) supports local assistance and minor capital outlay projects. It is not intended to fund property acquisition or maintenance activities. Typical projects include the construction and enhancement of public access facilities such as fishing piers or floats, boat launching ramps, hunting blinds, trails, boardwalks, and support facilities such as restrooms, parking lots or fish cleaning stations. 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 2018 grant cycle. Potential applicants are encouraged to read this Proposal Solicitation Notice (PSN) and associated documents prior to deciding to submit a proposal.

Deadlines

In order to be considered for funding, all applicants must submit a pre-application by 5:00 PM Pacific Standard Time on **June 29, 2018**. If requested to submit a full application after WCB review of pre-applications, full applications must be submitted by 5:00 PM Pacific Standard Time on **August 10, 2018**. Both applications must be submitted electronically to wcbpublicaccess@wildlife.ca.gov.

Eligibility Information

Entities eligible to submit grant proposals in response to this PSN include federal, state, and local government entities, non-profit organizations or public districts that manage and operate wildlife oriented public access facilities or programs.

If someone other than the applicant owns all or any part of the project site, the applicant will be required to secure a written agreement with the landowner(s) acknowledging and consenting to the proposed project on the landowner's land and allowing the applicant to access, implement, and when applicable, operate, monitor, and maintain the project improvements.

2018 Priorities

For the 2018 grant cycle, priority will be given to projects that adhere to the mission of the WCB with a focus on developing facilities to benefit recreational anglers and/or hunters. The 2018 population priority is for projects that provide benefits to disadvantaged communities, low-income communities, and/or youth/next generation, or urban populations.



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2018 Timeline

Table 1 identifies the schedule and associated milestone activities for the 2018 grant cycle.

Table 1: 2018 Grant Cycle Timeline

Schedule	Milestone / Activity
May 24, 2018	Public Board Meeting, Board vote on Proposal Solicitation Notice
June 4, 2018	Release Proposal Solicitation Notice, Pre Application, and Full Application
June 29, 2018	Pre-application period closed
July 20, 2018	WCB invitation for submittal of full proposals from successful pre-applicants
August 10, 2018	Full proposal application period closed
August 13, 2018 - August 24, 2018	Administrative Review Period (pass/fail)
August 27, 2018 - September 21, 2018	Technical Review and Selection Panel Period
September 24, 2018 – October 31, 2018	WCB staff works with successful applicants to develop and execute grant agreements
November, 2018	Public Board Meeting Board vote on final funding decisions
December 1, 2018 - March 31, 2021	Allocated funds available for construction

2018 Evaluation Criteria

The Public Access Program Guidelines include the general Program evaluation process. The specific evaluation scoring method and evaluation for the 2018 cycle is provided below.

WCB staff will evaluate pre-applications and contact applicants to provide direction as to whether or not the proposal addresses the objectives of the Program, provide direction as to the perceived strengths and weaknesses of the pre-proposal, identify any ineligible costs, and request a full proposal if appropriate.

An administrative review of full-applications 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 table 2. Proposals that 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.



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Table 2: Administrative Review Evaluation Criteria

Administrative Criteria	Pass/Fail
A pre application was received.	Pass/Fail
Proposal was received by the deadline.	Pass/Fail
Applicant is an eligible entity.	Pass/Fail
Proposal represents an eligible project type.	Pass/Fail
All proposal components have been completed in the required formats.	Pass/Fail
Every question has been answered.	Pass/Fail
Applicant contact information, including person authorized to sign grant agreement as grantee and as landowner, is included.	Pass/Fail
CEQA documents are current and complete, or will be complete by September 15, 2018. Projects that are recommended for funding but fail to have CEQA complete by September 15, 2018 will not move forward to the Board and will not receive funding.	Pass/Fail
Applicant has demonstrated their ability and willingness to maintain and operate the proposed improvements over the management term of 25 years. A written agreement from landowner, if appropriate, was included with the proposal.	Pass/Fail
ADA accessibility was considered as part of the proposal.	Pass/Fail
Project proponent certified their understanding that if funded, any proposed charges or fees for use of the project improvements or the area used to access the project improvements are subject to approval of the WCB (or the California Department of Fish and Wildlife if project is on Department property) and must be submitted to the WCB for prior approval.	Pass/Fail
A support letter from the California Department of Fish and Wildlife was included with the proposal.	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. A project must score a minimum of 75 points to be considered for funding.

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.



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- 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.

Table 3: Technical Review Evaluation Criteria

Technical Review Criteria				
Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
2018 Solicitation Priorities	The extent to which a project aligns with at least one of the priorities stated in the PSN. Proposal must demonstrate how the proposed project will help to build conservation-oriented instincts in the public. Projects that provide access for the greatest number of people and equal access to all will receive the highest scores.	4	0-5	20
Priority Populations	The extent to which a project falls within and/or provides direct, meaningful, and assured benefits to one or more disadvantaged communities, low-income communities or youth/next generation or urban populations and meaningfully addresses an documented public/community need.	3	0-5	15
Multiple Wildlife-Oriented Uses	Extent to which project design considers accommodation of multiple wildlife-oriented public access uses in a single project.	2	0-5	10
Cost Share	The extent to which a proposal leverages private, federal, or local funding to produce the greatest public benefit. If eligible for federal funding, (E.G. National Park Service Land and Water Conservation Fund (LWCF) and the U.S. Fish and Wildlife Service Sport Fish Restoration - Boating Access Program) ability to agree to provide necessary federal documentation and agree to federal maintenance requirements.	2	0-5	10
Project Readiness	Extent to which a proposal demonstrates that access to the property, environmental compliance, permitting, planning, engineering design or other necessary preparations for the project as a whole are sufficient for prompt project implementation.	1.5	0-5	7.5
Purpose and Background	The extent to which a proposal includes a detailed description of the project purpose and background, including sufficient rationale to justify the critical public need.	1.5	0-5	7.5



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Schedule and Deliverables	The extent to which a proposal demonstrates a logical sequence and timing of project tasks, with reasonable milestones and appropriate deliverables consistent with fund liquidation deadline of March 31, 2021, and that aligns with the tasks in the project narrative.	1.5	0-5	7.5
Budget	The extent to which a proposed Budget and justification are appropriate to the work proposed, cost effective, and sufficiently detailed to describe project costs, and are consistent with the tasks shown in the project narrative and schedule. Proposals for which the budget is detailed, accurate, and considered reasonable will receive the highest scores.	1	0-5	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	0-5	5
Project Team Qualifications	The extent to which a proposal demonstrates that the applicant and their project team has the qualifications, experience, and capacity to perform the proposed tasks.	1	0-5	5
ADA	The project provides ADA accessibility to an existing project that does not currently have ADA access.	.5	0-5	2.5
Support and Collaboration	The extent to which a proposal demonstrates that the project has broad-based public and institutional support at the local, regional, or larger scale and that the local community and other stakeholders are engaged in project delivery.	.5	0-5	2.5
Consistency with, and Implementation of, Plans and Policies	The extent to which a project implements, and the proposal clearly explains the linkage to at least one Regional, State, or Federal Plan.	.5	0-5	2.5
Maximum Score				100



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Proposal Guidelines, Forms, and Templates

Requirements as identified in this solicitation 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.

Incidental but Directly Related Costs (alternatively known as Administrative or Indirect Costs) (administrative overhead) rates are 0% this funding round.

[2018 Wildlife Conservation Board Public Access Program Guidelines](#)

[2018 Public Access Program Pre-Application \(available June 4, 2018\)](#)

[2018 Public Access Project Application \(available June 4, 2018\)](#)

[2018 Public Access Budget Worksheets Appendices A, B, and C, D, and E \(available June 4, 2018\)](#)

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