

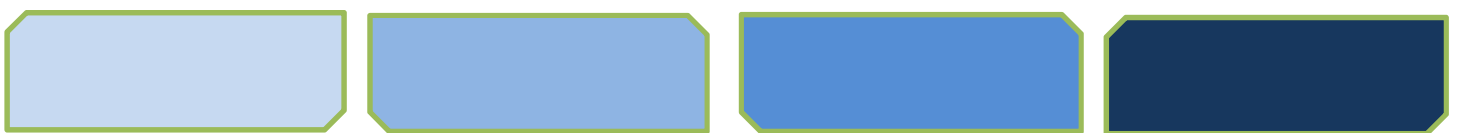
# Big Game Management

# Proposal Solicitation Notice

Fiscal Year 2018-2019



January 18, 2019



## Table of Contents

1	BACKGROUND .....	1
1.1	Solicitation Schedule .....	1
1.2	Eligibility .....	1
2	FOCUS .....	2
2.1	Priorities Eligible for Funding .....	2
3	SUBMITTAL REQUIREMENTS .....	3
3.1	Proposal Application .....	3
3.2	Proposal Submittal .....	3
4	REVIEW PROCESS .....	4
4.1	Administrative Review .....	4
4.2	Technical Review .....	4
4.3	Regional Review .....	5
4.4	Executive Review and Selection .....	5
5	ADDITIONAL INFORMATION IF FUNDED .....	7
5.1	Awards .....	7

## Tables

Table 1: Proposal Solicitation Schedule .....	1
Table 2: Administrative Review Criteria .....	4
Table 3: Overview of Technical Review Criteria .....	6

## Appendices

Appendix A: Proposal Application Form and Instructions .....	A-1
Appendix B: State Auditing Requirements .....	B-1

## 1 BACKGROUND

The Big Game Management Account (BGMA) was established in 2010 to ensure funds generated through the sale of big game tags are used in programs that benefit big game species (Fish and Game Code §3953). 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 \$1,400,000 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 award appears in Table 1.

**Table 1: Proposal Solicitation Schedule**

Activity	Schedule
Solicitation Released	January 18, 2019
Proposals due by 4:00 PM (Pacific Daylight Time)	February 15, 2019
Proposal Evaluations Completed	March 1, 2019
Advisory Committee Meeting*	March 8, 2019
Executive Committee review and selection	March 13, 2019
Award notifications distributed	March 15, 2019
*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

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, Enhancement, or Conservation of Big Game Habitats

Landscape level habitat restoration, enhancement or conservation projects (i.e., over 500 acres) in areas important for big-game populations on lands open to the public for big-game hunting opportunities, or areas within important or critical habitat range (wintering habitat for example). Projects of this type include, but are not limited to, the following:

##### 1) Habitat Enhancement

Projects that demonstrate effective approaches or strategies for removal or treatment of invasive plants such as juniper, white fir, yellow starthistle, medusahead, cheatgrass, and goatgrass to name a few, or that increase habitat diversity, such as resetting decadent or late seral stage habitats to promote early seral stage beneficial forage plant species. Projects should also describe any approaches for revegetation to benefit big game species.

##### 2) Habitat Restoration

Projects that demonstrate effective approaches to restore habitats that benefit big game species. Projects that contribute to revegetation of recent burn areas that can demonstrate benefits to big game species will also be considered.

##### 3) Surface Water Management

Amount and distribution of reliable surface water and functional hydrology influence carrying capacity and long-term viability of habitat for big game populations. Projects will be considered that demonstrate consistency with land management plans, species management plans, landscape level conservation plans, or existing water management plans.

#### 4) **Habitat Acquisition**

Projects that improve the resilience and reliability of habitats that support big game species through habitat acquisition. Mechanisms include, but are not limited to long-term management agreements, conservation easements, and fee title acquisition of land. Applicants should clearly describe the duration of the acquisition mechanism (whether in perpetuity, a fixed period, or renewable) and how it contributes to regional or herd management objectives.

### **3 SUBMITTAL 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 five pages in length, not including maps, attachments, or appendices. Proposals 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 Submittal**

The submittal deadline for this funding cycle is Friday, **February 15, 2019**. Applications may be submitted by email to [wildlifemgt@wildlife.ca.gov](mailto:wildlifemgt@wildlife.ca.gov) with the subject line title of "2019 BGMA Habitat Proposal". Hard copy applications shall be addressed to:

California Department of Fish and Wildlife  
Wildlife Branch  
ATTN: 2019 BGMA Habitat 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 February 15, **2019**. Proposals delivered by any other means (FEDEX, U.P.S., etc.) including hand delivery must be delivered no later than **4:00 p.m. February 15, 2019**. For general questions regarding this PSN, please contact Brad Burkholder at (916) 445-1829 or [Brad.Burkholder@wildlife.ca.gov](mailto: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 submittal (Table 2). This review will use a “Pass/Fail” scoring method. Those proposals that receive a “Fail” will be considered incomplete and will not be considered for this funding cycle.

**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

### 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, 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.

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 Regional Review**

Following the Technical Review, a Regional Review Team(s) will convene to discuss the eligible Proposals. CDFW may request reviewers from other agencies or other outside experts to participate in the regional review. The Regional Review Team(s) will consider the following items:

- Applicability to program priorities (locally, regionally, statewide)
- Links with other restoration actions
- Local circumstances
- Local involvement
- Local value
- Applicant history

### **4.4 Executive Review and Selection**

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

- Technical Review scores and comments;
- Regional Review Team 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><b>1. Project Team Qualifications</b>  <b>Proposal demonstrates the project proponent/organization has the qualifications, experience, and capacity to perform the proposed tasks (including subcontractors).</b></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>0 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><b>2. Project Description</b>  <b>Proposal description includes required details necessary to understand and use as a statement of work for the agreement.</b></p> <p><i>10 pts.</i> = Narrative clear and comprehensive with roles of staff identified;  <i>5 pts.</i> = Some clarity needed on activities and staff roles;  <i>0 pt.</i> = Activities proposed are inadequately described, narrative is general and/or a list of activities lacks detail.</p>	10
<p><b>3. Program Priorities</b>  <b>Proposal meets an identified priority of the PSN.</b></p> <p><i>8 pts.</i> = Priority is fully addressed and supported by thorough and well-presented documentation and logical rationale;  <i>4 pts.</i> = Priority is marginally addressed and supported by some documentation and logical rationale;  <i>0 pt.</i> = Priority is minimally or not addressed</p>	8
<p><b>4. Management Benefits</b>  <b>Proposal provides management benefits.</b></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>0 pt.</i> = Proposal identifies management benefit.</p>	5
<p><b>5. Scientific Merit</b>  <b>Proposal uses accepted methods for enhancing or restoring habitat and/or uses the best available techniques supported by scientific literature or current standards.</b></p> <p><i>3 pts.</i> = Project utilizes accepted techniques or standards;</p>	3



<p>2 pts. = Includes some modifications to accepted methods/techniques;  0 pt. = Project does not utilize accepted techniques or standards.</p>	
<p>6. Schedule and Deliverables</p> <p><b>The proposed schedule demonstrates the sequence and timing of project tasks, reasonable milestones, and deliverables.</b></p> <p>3 pts. = 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;  2 pts. = Schedule and deliverables are somewhat addressed and supported by some documentation and logical rationale;  0 pt. = Schedule and deliverables are minimally or not addressed.</p>	3
<p>7. Budget</p> <p><b>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).</b></p> <p>3 pts. = Budget is detailed, appropriate, and cost effective;  2 pts. = Some budget detail is needed, 1 or 2 unspecified lump sums;  0 pt. = More than 2 unspecified lump sums, insufficient detail, inaccurate, and/or not cost effective.</p>	3
<b>Total Possible Score</b>	<b>35</b>

## 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 include, but are not limited to:

- Lack of appropriated funds;
- Executive order directing suspension or cancellation of Projects;
- Failure of a prospective grantee to submit an approved Project scope of work within six months of notification of acceptance by the WLB Chief;
- Failure of a grantee to submit required documentation within the time periods specified in the Project;
- Changing Project scope without prior approval;
- Failure to complete the Project;
- Failure to demonstrate sufficient progress;
- Failure 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).*
- f. *Mailing address:*

#### 4. Project Priority:

*Identify the project type and priority*

#### 5. Introduction:

*Briefly provide the following information:*

- a. *Background of the issue/problem; and the need for the project.*
- b. *Specific goals and objectives the 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, their roles in the project, and their qualifications. 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 by whom the materials will be provided;*
- f. Explanation of how this work addresses the selected priority(ies):*
- g. Proof of environmental permitting compliance (if necessary).*

#### **7. Expected Management Benefits**

*Describe expected benefits, such as acres of land restored or enhanced, number of acres acquired, enhancements to habitat quality, benefits to big game and other wildlife, etc.*

#### **8. Schedule and List of Deliverables**

*Provide a table with tasks and expected completion dates.*

#### **9. Budget Narrative:**

*Describe anticipated project costs by activity, task and/or potential phases of the project with appropriate implementation cost for each.*

#### **10. Itemized Budget:**

*Include separate line items for the following budget categories:*

- a. Personnel. List titles corresponding 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:

<b>Line Item Budget Detail for &lt;Insert Project Name&gt;</b>	
<b>A. PERSONNEL SERVICES</b>	
<i>Project Role 1</i>	\$ xxx
<i>Project Role 2</i>	\$ xxx
<b>Subtotal Personnel Services</b>	<b>\$ xxx</b>
Staff Benefits	\$ xxx
<b>Total Personnel Services</b>	<b>\$ xxx</b>
<b>B. OPERATING EXPENSES: GENERAL</b>	
<i>Field Supplies</i>	\$ xxx
<i>Travel</i>	\$ xxx
<b>Subtotal Operating Expenses: General</b>	<b>\$ xxx</b>
<b>C. OPERATING EXPENSES: SUBCONTRACTORS</b>	
<i>Subcontractor 1 – description of services</i>	\$ xxx
<i>Subcontractor 2 – description of services</i>	\$ xxx
<i>Subcontractor 3 – description of services</i>	\$ xxx
<b>Subtotal Operating Expenses: Subcontractors</b>	<b>\$ xxx</b>
<b>D. OPERATING EXPENSES: EQUIPMENT</b>	
<i>Equipment item</i>	\$ xxx
<b>Subtotal Operating Expenses: Equipment</b>	<b>\$ xxx</b>
<b>E. SUBTOTALS &amp; INDIRECT COSTS</b>	
SUBTOTAL A + B (Personnel Services + Operating Expenses: General)	\$ xxx
SUBTOTAL C (Operating Expenses: Subcontractors)	\$ xxx
SUBTOTAL D (Operating Expenses: Equipment)	\$ xxx
Indirect Charge Rate xx% (Applies to Sections A + B only)	\$ xxx
<b>F. GRAND TOTAL</b>	<b>\$ xxx</b>

## 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 entire 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.