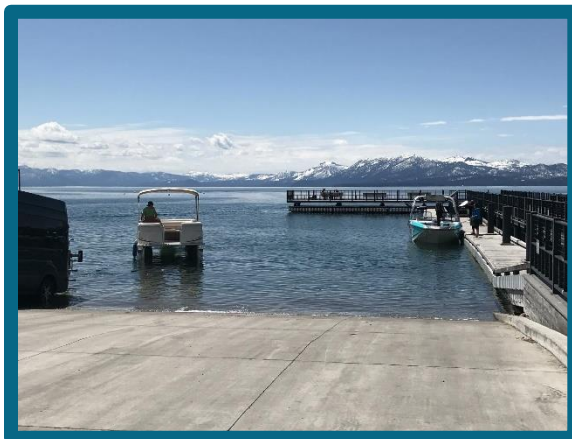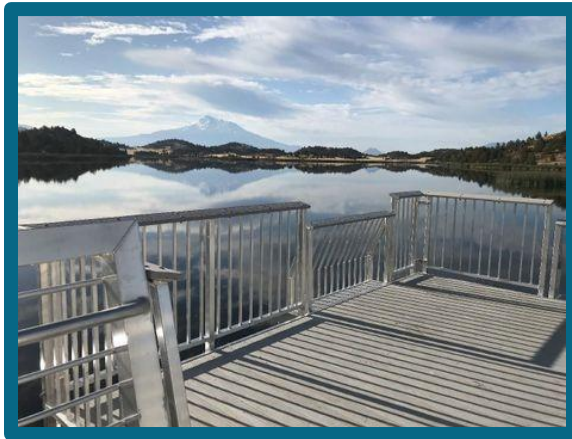# Wildlife Conservation Board

Public Access Program
2020 Proposal Solicitation Notice

Pre-application Deadline: June 29, 2020

The Mission of the Wildlife Conservation Board is to protect, restore, and enhance California's spectacular natural resources for wildlife and for the public's use and enjoyment in partnership with conservation groups, government agencies, and the people of California.

Forward

The Wildlife Conservation Board (WCB) is seeking high quality grant proposals for enduring projects that enhance public access to outdoor recreational activities such as boating, fishing, and hunting.

This Proposal Solicitation Notice (Solicitation) includes the 2020 priorities, eligibility, deadlines, application process, scoring criteria, timelines, and links to important documents and templates. Potential applicants are strongly encouraged to read the WCB Proposition 68 Guidelines (Guidelines), the Public Access Guidelines, and this Solicitation. Additional resources include the WCB Strategic Plan and the State Wildlife Action Plan.

Award Information

Funding for competitive grants will depend on fund availability.
- Anticipated Program Funding: up to $6 Million
- Anticipate Grant Term: Average is 3 years
- Project Completion: Project funded in Fiscal Year 2020/21 should be completed by March 31, 2024

This solicitation will not fund property acquisition, maintenance activities, or mitigation.

WCB funds can be used for minor capital outlay and local assistance grants.

Eligibility

Entities eligible to submit grant proposals include federal, state, and local government entities, non-profit organizations ((501(c)(3)), or public districts that manage and operate wildlife-oriented public access facilities or programs.

Submission Deadline

Pre-applications: Pre-applications must be submitted using the pre-application online form and all Pre-applications and supporting documents must be received by **June 29, 2020** by **5:00 p.m.** Pacific Daylight Time.

Full Applications: Completed applications and all supporting documentation must be submitted to wcbpublicaccess@wildlife.ca.gov and received by **August 5, 2020** by **5:00 p.m.** Pacific Daylight Time.

WCB strongly recommends applicants submit early to avoid any unforeseen system delays. Materials submitted after the deadline will not be accepted, reviewed, or considered for funding.

Contact Information

Additional information about the WCB Public Access Program and this PSN are available online at: https://wcb.ca.gov/Programs/Public-Access.

For questions regarding this PSN or the WCB Public Access Program, please contact the Public Access Program at wcbpublicacces@wildlife.ca.gov.

Background

The Public Access Program is one of the original WCB programs. The original focus was to protect and develop lands specifically for hunting and fishing opportunities. Over time, WCB's authority expanded the program to meet expanding public and partner needs. In addition to hunting and fishing, the Public Access Program also funds projects that provide boating opportunities and amenities, and projects that enhance wildlife recreation. This PSN's purpose is to solicit proposals that enhance the public's access to wildlife recreational opportunities.

Funding for the 2020 Public Access Program includes moneys from Proposition 68 and the Sport Fish Restoration Act. Proposition 68 funding is for projects resulting in enduring benefits and enhanced public access. Additional information about Proposition 68 is in the Proposition 68 Guidelines. Sport Fish Restoration Act funds are specifically for boating projects and have some additional requirements described under Boating Projects.

Funding Prospects

Funding for proposals submitted under this PSN are subject to fund availability and approval of the WCB Board. The total available funding for this 2020 Solicitation cycle is up to $6 million. The amount spent is dependent of the number, quality, and cost of proposals submitted. The WCB may not spend the entire amount this year. The WCB anticipates the 2020 PSN process to be highly competitive.

Projects funded through this PSN must be complete and funds expended before March 31, 2024. Successful applicants cannot spend any grant funds until a fully executed grant is in place and the grantee has received a Notice to Proceed from the WCB. Applicants should plan accordingly.

Grant Program Requirements
Priorities

Public access projects should focus on creating meaningful outdoor experiences for all Californians. The 2020 Public Access Solicitation prioritizes: boating access projects, hunting and fishing projects, and non-consumptive wildlife-oriented recreation. Projects should provide public benefits, leverage funding to produce the greatest benefit, and

provide access to natural and wild areas. Public Access projects which provide mobility-impaired and/or Americans with Disabilities Act (ADA) access will receive additional points during scoring.

Boating Access

The Public Access Program will prioritize projects that enhance recreational opportunities for boaters. Boaters include those who own and/or rent motorized and non-motorized boats such as power boats, sail boats, kayaks, wind surfers, etc. All project components should benefit boaters. Descriptions should include how the project is resilient to a changing climate.

Boating access projects may include, but are not limited to:

- Boat launch facility improvements or replacement,
- Non-motorized launch facility installation or improvements for kayaks, paddleboard, etc.,
- Parking upgrades including resurfacing parking lots, adding parking, ADA compliant parking stalls, and improved traffic flow,
- Shade structures, restrooms, and access roads,
- Educational / informational signage, and
- Federal environmental compliance document preparation.

Boating access projects may include a suite of actions such as:

- An extension of a boat launch ramp to accommodate lower lake levels. Improvements could include installing of new boarding floats, resurfacing the parking lot, and adding accessible parking stalls.
- A replacement of an aging boat ramp that has significantly deteriorated. Improvements could include removing the existing boat launch, constructing new larger and multi-lane boat launch, expanding the parking lot, installing an accessible restroom, incorporating an accessible trail from the parking lot to the boarding floats, and adding bilingual informational and wayfinding signage.
- An installation of a new kayak/paddle board launch area. Improvements could include installing a kayak launch ramp, improving existing parking lots, and constructing an interpretive kiosk.

Boating access projects may include federal funding. If so, the grantee will need to comply with and provide documentation for federal environmental compliance regulations prior to construction activities.

Priority: Hunting and Fishing Projects

The Public Access Program will prioritize projects providing hunting and fishing access. Projects should enhance, improve, or construct facilities that provide hunting and fishing opportunities. Projects may include:

- Fishing piers or decks,
- Hunting blinds, ADA hunting blinds, hunter check stations,
- Pathways to fishing piers or hunting blinds,
- Bilingual educational or wayfinding signage, and
- Parking lot and access road improvements, and lighting.

A project might include a suite of activities.

- Build a fishing pier, parking lot improvements including grading, striping, and ADA parking stalls, and installation of an ADA accessible vault toilet.
- Construct an ADA accessible deck for fishing, install bilingual, informational signage, and upgrade path to the deck for accessibility.
- Replace old hunting blinds, add a new ADA accessible blind, create trails to the blinds, upgrade the parking lot with gravel, a concrete pad for ADA parking, and develop bilingual interpretive signage.

Priority: Wildlife-oriented Recreation

The Public Access Program will prioritize projects providing public access for non-consumptive wildlife-related recreational activities. Projects should promote wildlife experiences and opportunities.

Wildlife-oriented recreational improvements may include, but are not limited to:

- Wildlife observation decks,
- Educational / Informational signage,
- Parking lot improvements,
- Restrooms,
- Shade structures, and
- Trails or boardwalks.

Wildlife-oriented recreation projects may have a suite of activities. Examples include, but are not limited to:

- Providing wildlife viewing opportunities by building a mobility-impaired observation deck, trails to the deck, construction of a pedestrian bridge, and interpretive signs
- Parking lot upgrades, a new restroom, bilingual informational and wayfinding signage.

Project Categories

Eligible projects are either a planning or implementation project, not both. Each of these project categories is described below.

Planning

Planning grants are intended to support the development of projects that are likely to qualify for future implementation funding under this program. The planning projects must relate to a specific implementation project. Eligible activities and expenses for planning projects include, but are not limited to:

- Acquiring permits,
- Analysis required to support completion of California Environmental Quality Act (CEQA). Lead agencies need to be identified and be willing complete CEQA for the project,
- Developing project designs or supplementing existing designs, and
- Performing necessary studies/surveys to support project design and/or environmental compliance.

Implementation

Implementation grants are intended for construction, enhancement, or rehabilitation of public access facilities. Implementation grants are for high priority, "shovel ready" projects that have advanced to the stage where planning, land tenure, and design plans are complete. Implementation proposals should have 65% or greater design plans and all necessary studies completed prior to submitting an application.

Implementation projects may include permitting as a project activity. If permits are to be obtained for the proposed project, a complete description of the permits needed and a timeline for obtaining them must be included in the proposal. Eligible activities and expenses for Implementation projects include, but are not limited to:

- Preparation of bid packages and subcontractor documents (when subcontractors have not been identified at the time of grant award),
- Acquiring necessary federal and construction permits,
- Construction activities,
- Pre- and post-project monitoring (within grant term), and
- Project management.

Mitigation projects and activities, and long-term maintenance and management activities for past WCB grants cannot be funded.

Submission Guidelines

All information requested in the PSN is mandatory. Failure to complete all required application components within the required timelines may result in an incomplete proposal. Incomplete proposals may not be scored or considered for funding.

Online Pre-applications

All applicants must submit pre-applications online. Only plain text may be entered in the pre-application form and applicants are unable to save progress or edit responses after submission. Pre-applications are available here.

If an applicant would like to revise or resubmit a pre-application before the submission deadline, that applicant should e-mail WCB at wcbpublicaccess@wildlife.ca.gov. Appendix A includes a preview of the pre-application form to help applicants prepare responses in advance. In addition to the required pre-application Form, applicants may submit optional attachments (e.g., maps, labeled photos, design drawings).

To submit optional attachments, applicants must e-mail one combined PDF document not to exceed five pages to WCB at wcbpublicaccess@wildlife.ca.gov no later than the pre-application submission deadline. WCB will not accept zip files as e-mail attachments; e-mails with zip file attachments are filtered automatically and do not reach WCB. The e-mail subject line must contain "2020 Public Access Program Pre-App" and the Project Title as submitted with the online pre-application form. The main text of the e-mail message should list the optional documents provided. WCB staff will evaluate pre-applications based on proposed project alignment with PSN priorities, geographic distribution, and project readiness.

Timelines

The Board meets four times a year, typically February, May, August, and November. All successful proposals must be reviewed and approved by the Board. Funding will become available approximately one month after approval by the Board. No grant activities may begin until the grantee receives a formal Notice to Proceed.

Table 1: 2020 Grant Cycle Timeline

Schedule	Milestone / Activity
May 28, 2020	Release Proposal Solicitation Notice and Application
June 29, 2020 at 5:00 p.m.	Pre-applications Due
Mid-July 2020	WCB Invitation for Full Application Submittal
August 5, 2020 at 5:00 p.m.	Full Application Due
October 1, 2020	Estimated Application Review Completion
November 2020 / February 2021	Potential Board Review and Decisions

Proposal Requirements
Public Access Guidelines:

By submitting an application, project proponent agrees to and understands all requirements and responsibilities as outlined in Sections 2.0 Proposal Requirements, 4.0 Project Approval and Implementation, and 5.0 General Program Requirements of the Public Access Guidelines. Additional requirements are outlined below.

Environmental Compliance and Permitting

Projects funded by this program must comply all with applicable State and federal environmental laws and regulations, including the CEQA, NEPA, and other environmental permitting requirements. Several local, State, tribal and federal agencies may have permitting or other approval authority over projects that are eligible for grant funding. The applicant is responsible for obtaining all permits necessary to carry out the proposed work.

Public access implementation proposals are subject to CEQA and NEPA and must identify the State and federal lead agencies and provide documentation that the agency or agencies have accepted the role. CEQA compliance must be completed 15 days before Board approval. If CEQA compliance for a proposed project is not complete at time of proposal submission, WCB will determine the likelihood of CEQA completion by the anticipated WCB Board date based upon the applicant's schedule for and progress toward completion. Applicants must provide environmental documents and lead agency compliance, such as Environmental Impact Reports and a Notice of Determination, upon request. In addition, boating access projects may include federal funding and if so, the grantee will need to provide documentation showing compliance with federal environmental regulations.

Applicants must identify the project's expected permitting requirements, state what permits have been obtained, or the process through which the permits will be obtained and describe the anticipated timeframe for obtaining each permit.

Proposals to meet mitigation obligations, or projects that are under an enforcement action by a regulatory agency, will not be considered for funding.

Long-term Management and Maintenance

Implementation project proposals are required to include a Long-Term Management Plan (LTMP) that describes how the project area will be managed for a minimum of 25 years to deliver enduring, sustainable benefits consistent with the purposes of the grant (see "Durability of Investment/Climate Change Considerations" proposal evaluation criterion). The LTMP should identify funding mechanisms and parties responsible for conducting maintenance and management activities. If a LTMP is not available for the

project, one may be developed as a grant deliverable. However, if a LTMP is included as a grant deliverable, the project proposal should still describe a general strategy that addresses these maintenance and management considerations.

Land Tenure/Site Control

Applicants for projects conducting on-the-groundwork must submit documentation showing that they have adequate tenure to, and site control of, the properties to be improved for at least 25 years. Proof of adequate land tenure includes, but is not necessarily limited to:

- Fee title ownership,
- An easement or license agreement,
- Other agreement between the applicant and the fee title owner, or the owner of an easement in the property, sufficient to give the applicant adequate site control for the purposes of the project and long-term management,
- For projects involving multiple landowners, all landowners or an appointed designee must provide written permission to complete the project, and
- For most grants to non-profit organizations for implementation and construction projects, WCB will require an agreement sufficient to protect the public interest. That agreement shall be recorded in the county in which the real property is located. This document is typically a Notice of Unrecorded Grant Agreement, or NOUGA.

When an applicant does not have tenure at the time of proposal submission but intends to establish tenure via an agreement that will be signed prior to grant execution, the applicant must submit a template copy of the proposed agreement, memorandum of understanding (MOU), or permission form at the time of proposal submission. Once a project has been awarded, the applicant must submit documentation of land tenure before a complete grant agreement can be executed.

WCB and its representatives shall have the right to access the project site at least once every 12 months from the start date of the grant for the life of the project. WCB will provide advance notice to Grantee and landowners prior to accessing the project site.

Budget Considerations
Budget

A budget using the format provided in Appendix B must be submitted with the full application. This budget must show WCB grant money split into project task categories. The budget must also include any other funds, including in-kind services, the applicant intends to use as cost share.

Cost Share

Cost share is the portion of project costs not funded by WCB. It is typically provided by the applicant or other sources (e.g., private companies, non-profit organizations, public agencies, and/or other entities). A list of all cost share sources must be detailed in the budget worksheets. Proposals with higher proportions of secured cost share contribution towards total project costs may receive higher score through the "cost share" proposal evaluation criterion. Proposals must specify the source and dollar amount of all cost share contributions of cash or in-kind services (e.g., volunteer time, materials, land donations). If volunteer time is to be used as part of the matching requirement, explain the type of service that will be provided, the number of hours the service will be provided, and the hourly rate associated with the service. Cost share must be:

- Used to support the proposed project,
- Spent between PSN release and the end of the grant term, and
- Secured prior to application submission in order to be considered during proposal scoring.

Where applicable, cost-share agreements or funding assurances will be required prior to grant execution. Applicant must also indicate if any cost share is being used as match for other grants or entities and whether they intend to leverage the other funding programs as match, if awarded. WCB may withhold retention until all cost share expenses are accrued.

Advance Funds

WCB may provide advance funds (Advance) for planning and implementation projects that serve Disadvantaged Communities. After grant execution, grantee may request a single Advance of up to 25% of the grant award. Grantee must submit the Advance Funds Request before submitting any disbursement requests under the grant agreement. Grantee shall report use of Advance through the disbursement request process (i.e., modified Disbursement Template) and WCB shall disburse the remainder of the grant award in arrears.

Eligible Costs

Only project-related costs associated with eligible project activities incurred during the project performance period specified in the Grant Agreement may be funded. All such costs must be supported by appropriate invoices, purchase orders, canceled warrants, and other records.

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Ineligible Costs

The following are costs that are ineligible for reimbursement through an awarded grant:

- All costs incurred outside of the grant agreement term,
- All costs related to the preparation and submission of the grant proposal,
- Travel costs not specifically identified in the grant budget,
- Out of state travel without prior written authorization from WCB,
- Appraisal, title, or escrow costs,
- Student tuition and/or registration fees, and
- Purchase of electronics or other equipment not specifically identified in the grant agreement.

Salary and Wages

Services of the Grantee's employees who are directly engaged in project execution, are eligible costs. These costs must be in accordance with the Grantee's prevailing wage or salary scales. College or graduate student time may be included as hourly wages, but tuition for students is not eligible and will not be reimbursed or otherwise directly paid. Costs charged to the project must be computed on actual time spent on the project and supported by time and attendance records describing the work performed on the project. Overtime costs may be allowed under the recipient's established policy, providing the regular work time was devoted to the same project.

Fringe Benefits

Fringe benefit costs included vacations, sick leave, social security contributions, etc. that are customarily charged to the recipient's various projects.

Contractual Services

Costs of consultant or sub-contractor services necessary for the project are eligible. If there are multiple consultant employees, list the contract costs separately.

Administrative Overhead

Administrative overhead, also known as incidental costs, indirect costs or administrative costs, is limited to 20 percent of the total direct WCB award to the grantee, minus sub-contractor's 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 cannot be included in the calculation of indirect costs in the overall project budget. The applicant must explain the methods used to determine the rate and provide detailed calculations in support of the indirect cost rate.

Special Considerations
Community Access

Proposition 68 defined community access as "engagement programs, technical assistance, or facilities that maximize safe and equitable physical admittance, especially for low-income communities, to natural or cultural resources, community education, or recreational amenities" (PRC 80002). Community access-related costs need to be for capital outlay and should be identified as a separate task in the "Budget Justification" Budget Worksheet. Community access-related costs may comprise up to 5% of the grant amount from WCB.

Disadvantaged Communities

A disadvantaged community means a community with an annual median household income that is less than 80 percent of the statewide annual median household income. A severely disadvantaged community as a community with a median household income less than 60 percent of the statewide average.

Proposition 68 requires that at least 20 percent of the chapter funds available be allocated for projects serving severely disadvantaged communities. Projects that directly benefit a severely disadvantaged community and/or are located within a severely disadvantaged community will score more points through the "Serving Disadvantaged Communities" proposal evaluation criterion.

Applicants should use the following two-step process to evaluate whether their proposed project will benefit one or more disadvantaged communities.

Step 1 – Determine whether a majority (≥ 50%) of the proposed project area is located within a severely disadvantaged community. For interactive maps of disadvantaged communities, refer to the Department of Water Resources' Disadvantaged Communities Mapping Tool that shows the location and boundaries of disadvantaged communities in the State. The applicant may use data at the census place, census tract, or census block group geography levels to determine whether the project is located within a severely disadvantaged community, based on the geography that is the most representative for that community.

Step 2 – Determine whether the proposed project will provide benefits to a severely disadvantaged community. If the proposed project meets one or more of the following criteria, it will be deemed to provide benefits to a severely disadvantaged community.

- Project preserves, restores, or enhances a site that allows public access, enhances public recreational opportunities (e.g., fishing, hiking, biking, bird watching), and is within 1 mile of a severely disadvantaged community.

- Project significantly reduces flood risk to one or more severely disadvantaged communities.
- Project reduces exposure to local environmental contaminants (e.g., water quality contaminants) within a severely disadvantaged community.
- Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 25% of project work hours performed by residents of a severely disadvantaged community.
- Project includes recruitment, agreements, policies, or other approaches that are consistent with federal and state law and result in at least 10% of project work hours performed by residents of a severely disadvantaged community participating in job training programs which lead to industry-recognized credentials or certifications.

California Conservation Corps / California Association of Local Conservation Corps Services

The California Conservation Corps (CCC) is a state agency with local operations throughout the state. The California Association of Local Conservation Corps (CALCC) is the representative for certified local conservation corps. To the extent feasible, a project whose application includes the use of services of the CCC or certified Local Area Community Conservation Corps, as defined in Section 14507.5 of the Public Resources Code, shall be given preference for receipt of a grant. The CCC has developed a Corps [Consultation Review Document](#) to help determine whether it is feasible for CCC or CALCC to provide services for the proposed project. Full points will be given with a response document from the CCC or equivalent.

Selection Process

Each complete proposal received by the due date goes through a rigorous review process. The process includes a pre-application and a full application review. The full application review includes administrative and technical review, project selection, and review and approval by the Board. This process evaluates and scores proposals based on the project's ability to meet the focus areas, technical soundness and feasibility, and cost effectiveness.

Pre-Application Review

Applicants must submit a pre-application online. WCB staff review pre-applications for consistency with WCB goals, public access program priorities, and strength of pre-application. In addition, staff will look at all pre-applications for geographic location, regional need, project type, readiness, and funding. Staff will contact successful pre-application applicants to request a full proposal if appropriate. If requested by WCB staff, applicants will then submit a full grant application.

Full Application Administrative Review

Full proposals will go through a yes/no administrative review for completeness (Table 2). Proposals with any "No" response will fail the administrative review are considered incomplete and may not be considered for funding under this solicitation. Proposals deemed complete by the administrative review will then go through a technical review.

Table 2: Administrative Review Evaluation Criteria

Administrative Criteria
A complete proposal was received by the deadline.
The applicant is an eligible entity.
All proposal components are complete and in the required formats.
Every question has been answered. N/A is appropriate where a question is not applicable.
The project meets one or more 2020 program priorities.
The proposal is signed.
CEQA documents are current and complete or will be complete 15 days prior to being presented to the Board for final funding approval.
Applicant contact information, including person authorized to sign grant agreement is included.
Landowner information is provided.
Proposal demonstrates the applicant has long-term access to the property.

Technical Review

Full applications that pass the administrative review will be subject to technical review. Three or more technical reviewers will evaluate each proposal using the scoring criteria in Table 3 and may make narrative comments that support their scores. Implementation projects will be evaluated with other Implementation projects and planning projects will be evaluated with other planning projects.

Technical reviewers will score each criterion with a point value between zero and five based on the how well the proposal addresses that criterion. 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. Unless otherwise described in Table 4 below, standard scoring criteria are applied, and points are assigned as follows:

Table 3. General Scoring Guide.

Points *	Description
5	Criterion is fully addressed and supported by thorough and well-presented documentation and logical rationale.
4	Criterion is fully addressed and supporting documentation and or rationale is less robust.
3	Criterion is not fully addressed and supporting documentation or rationale is insufficient to justify methods or objectives.
2	Criterion is marginally addressed and supporting documentation or rationale is insufficient to justify methods or objectives.
1	Criterion is minimally addressed and supporting documentation and rationale is insufficient to justify methods or objectives
0	Criterion is not addressed.

*Categories with special scoring are identified below.

Table 4: Technical Review Evaluation Criteria

Project Values

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Needs, Goals & Objectives	Proposal provides a detailed need justification and clearly articulates the project goals and how the project will meet the project needs and goals.	2	0-5	10
Solicitation Priorities	The application clearly describes how the project meets one or more of the PSN priorities. A project can receive up to the 15-point maximum. • Clear priority discussion 0-4 pts • Boating Access Project 0-3 pts • Hunting Project 0-2 pts • Fishing Project 0-2 pts • Non-consumptive Wildlife Recreation Project 0-2 pts • Multiple Priorities met 0-2 pts	1	0-15	15

WCB Funding History	Has WCB previously provided funding for any aspect of this project?
	    Yes: 2 Points
	    No: 0 Points
		1	0-2	2

Project Value	Project provides tangible benefits and value to recreational users.	1	0-5	5

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Climate Change	Project design addresses potential climate change impacts to the project, and/or provides climate change and resilience benefits to wildlife, habitat, and ecosystem function.	1	0-5	5
Accessibility	Project adds or improves access for the people with mobility or visual impairments, and/or meets ADA requirements.	1	0-5	5
Disadvantaged Communities	Project is in or within 1 mile of a severely disadvantaged or disadvantaged community. Yes: 2 Points No: 0 Points	1	0-2	2

Project Readiness

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Implementation Readiness	Proposal demonstrates permitting, planning, engineering design, or other necessary preparations are sufficient for prompt project implementation.	1	0-5	5
CEQA	CEQA is complete and submitted to the State Clearing House. Yes: 3 Points No: 0 points	1	0-3	3
Land Tenure	Landowner supports the project and a lease or other similar document is in place through the year 2046. Yes: 3 Points Yes, by August 1, 2020: 2 points No: 0 Points	1	0-3	3
Design Plans	Design plans are at 65% or greater. Yes: 90%-100% 5 Points Yes: 65%-89% 3 Points No: 0 points	1	0-5	5
Schedule and Deliverables	Proposal demonstrates a logical and timely sequence of project tasks, reasonable milestones, and appropriate deliverables ensuring fund liquidation by March 31, 2024.	1	0-5	5

Project Costs

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Budget	• Proposed budget is complete. • Proposed budget and justification are appropriate to the work proposed, cost effective, and sufficiently detailed to describe project costs. • Proposed budget is consistent with project work plan and schedule.	2	0-5	10

Budget Consistency	The budget task items are consistent with the Scope of Work, Cost-share table, and timeline in the application documents.
	    Yes: 2 Points
	    No: 0 Points
		1	0-2	2

Secured Cost Share	• Proposal leverages applicant or other sources (state, federal, or local funding) to produce the greatest public benefit.
	• Points will be awarded for secured, non-WCB cost share contributions as follows:
	    • 5 Points: Greater than 40%
	    • 4 Points: 31-40%
	    • 3 Points: 21-30%
	    • 2 Points: 11-20%
	    • 1 Point: 1-10%
	    • 0 Points: No cost share
		1	0-5	5

Long-term Management

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score

Project Design	Project design accounts for a long-term project life, with minimal repairs, maintenance, and upkeep required.
	    Yes: 1 Point
	    No: 0 Points
		1	0-1	1

Landowner Commitment	If landowner is different than applicant, written support for project with a 25-year commitment.
	    Yes: 1 Point
	    No: 0 Points
		1	0-1	1

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Landowner Commitment	If landowner is different that applicant, the application includes confirmation that the applicant has access to the property for the 25-year life of the project (lease or other binding document) 　　Yes: 1 Point 　　No: 0 Points	1	0-1	1
Long-term Management Plan	Proposed project has a long-term management plan in place. 　　Yes: 3 Points 　　No: 0 Points	1	0-3	3

Special Considerations

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Support and Collaboration	Proposal demonstrates broad based local community support and engagement from stakeholders	1	0-3	3
Education, and Wildlife Interpretation	Proposal clearly demonstrates inclusion of wildlife-oriented educational and /or interpretive signage, informational kiosks, etc. 　　Yes, and bilingual: 3 Points 　　Yes: 2 Points 　No: 0 Points	1	0-3	3
Conservation Corps Services	Project uses California Conservation Corps / LACCC services. 　　Yes, application submitted and response received: 1 Point 　　No: 0 Points	1	0-1	1

Organizational Capacity

Category	Criteria	Weight Factor	Point Value	Maximum Criteria Score
Project Team Qualifications	Proposal demonstrates the project team has the expertise and capacity to perform the proposed tasks.	1	0-5	5

Project Selection

The selection panel will generate preliminary funding recommendations based on the following considerations:

- Technical review scores and comments,
- Program purposes and goals,
- Balance/distribution of funds by geographic area, project type, or type of institutions, and availability of funds.

The Selection Panel may recommend modifications, such as reducing request grant amounts to meet current and potential future program priorities, funding targets, and available funding limitations. Once all due diligence is complete, the project will be scheduled for the Board meeting.

Executive Director and Board Action

The Selection Panel's final recommendation will be presented to WCB's Executive Director. The Executive Director will consider the comments and recommendations from the entire review process and will determine which projects will be to be presented to the Board for approval and funding. The Board has sole and absolute discretion to approve or reject funding for a project.

Requirements if Funded
Awards

The final funding decisions will be made by the Board. Successful applicants will work with an assigned WCB grant manager to develop the grant agreement.

Grant Agreement

Development of grant agreements will begin following announcement of awards. Grants executed as result of this Solicitation will use standard WCB grant templates unless WCB legal counsel determines that use of a modified or alternate form is necessary. The applicant must submit additional forms before an agreement is prepared and executed, such as an Authorizing Resolution (if applicable).

Grant agreements are not executed until signed by both the authorized representative of the grant recipient and WCB. The completed grant will be sent with a Notice to Proceed letter. **Work performed prior to the start date of a grant agreement will not be reimbursed.**

Responsibility of the Grantee

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 D of the Guidelines. Invoicing and Payments Grant agreements will be structured to provide for payment in arrears of work being performed. Funds cannot be disbursed until there is an executed grant agreement between WCB and the project applicant. Payments will be made on a reimbursement basis (i.e., the grantee pays for services, products or supplies, submits an invoice that must be approved by the WCB grant manager, and is then reimbursed by WCB). Funds for construction will not be disbursed until all of the required environmental compliance and permitting documents have been received by WCB.

Performance Retention

WCB may retain from the grantee's reimbursements, for each period for which payment is made, an amount equal to 10 percent of the invoiced amount, pending satisfactory completion of the task or grant.

Resolution

The grantee will need to provide a resolution from the grantee's governing body supporting the project. Sample language is available on the WCB website's grant tab (Resolution Sample).

Loss of Funding

Work performed under the grant agreement is subject to availability of funds through the State's normal budget process. If funding for the grant agreement is reduced, deleted, or delayed by the Budget Act or through other budget control actions, WCB shall have the option to either cancel the grant agreement, offer to the grantee a grant agreement amendment reflecting the reduced amount, or to suspend work. In the event of cancellation or suspension of work, WCB shall provide written notice to the grantee and be liable for payment for any work completed pursuant to the agreement up to the date of the written notice and shall have no liability for payment for work undertaken after such date. In the event of a suspension of work, WCB may remove the suspension of work through written notice to the grantee. WCB shall be liable for payment for work completed from the date of written notice of the removal of the suspension of work forward, consistent with other terms of the grant agreement. In no event shall WCB be liable to the grantee for any costs or damages associated with any period of suspension

invoked pursuant to this provision, nor shall WCB be liable for any costs in the event that, after a suspension, no funds are available and the grant agreement is then cancelled based on budget contingencies.

- Actions of the State that may lead to suspension or cancellation include, but are not limited to lack of appropriated funds,
- Executive order directing suspension or cancellation of grant agreements,
- WCB or California Natural Resources Agency directive requiring suspension or cancellation of grant agreements.

Actions of the grantee that may lead to suspension or cancellation of the grant agreement include, but are not limited to:

- Withdrawing from the grant program
- Failing to submit required documentation within the time periods specified in the grant agreement
- Failing to submit evidence of environmental or permit compliance as specified by the grant agreements
- Changing project scope without prior approval from WCB
- Failing to complete the project
- Failing to demonstrate sufficient progress
- Failing to comply with pertinent laws

Signage

Successful applicants must include signage, to the extent practicable, informing the public that the project received funds through WCB and other funding sources as needed (Proposition 68, Sport Fish Restoration Act, etc.). Logos are available on WCB's Logos and Signage web page.

Informational, interpretive, and wayfinding signage is encouraged. Bilingual signs will receive an additional point during technical review.

Resources
Program Information

Information about the WCB and the Public Access Program are available online.

WCB Grant information page: https://wcb.ca.gov/Grants/Grant-Information

Public Access Program page: https://wcb.ca.gov/Programs/Public-Access

CEQA

Summary

California State Clearinghouse Handbook

Climate Change Information

CDFW's Climate Science Program

Disadvantaged Community Information

Disadvantaged Communities Mapping Tool

Guidelines

Wildlife Conservation Board Proposition 68 (PDF) Guidelines

Public Access Guidelines (PDF)

Resolution Template

WCB Strategic Plan

Appendix A: Public Access Program Pre application Questions

All pre-applications *must be filled out online*. The pre-application is available here.

1. Project Title

2. Organization Name

3. Organization Type
   - ☐ State government
   - ☐ Federal government
   - ☐ Local government
   - ☐ Nonprofit organization

4. Contact Person - full name and title

5. Contact Person - phone number

6. Contact Person - e-mail address

7. Project Summary.
   Briefly describe:
   - Problem or need and how the project will provide a solution, including anticipated results
   - Describe the project components to be funded by WCB
   - Describe how the project advances WCB's Public Access Program priorities

8. Project Type:
   - ☐ Boating,
   - ☐ Hunting,
   - ☐ Fishing, and/or
   - ☐ Wildlife-oriented Recreation

9. Project Type:
   - ☐ Planning or
   - ☐ Implementation

10. Total project cost
    Round up to nearest $1,000

11. Amount requested from WCB
    Round up to nearest $1,000.

12. Amount of **secured** non-WCB funds (cost-share)
    Round up to nearest $1,000.

13. Project Readiness:

- Describe the project status including design, planning, engineering, and environmental permit compliance.

14. California Environmental Quality Act (CEQA) status:

   Note that a Notice of Determination or equivalent is required at least two weeks in advance of a WCB meeting for the Board to consider approving the grant award at that meeting.

   ☐ Project is exempt under CEQA
   ☐ Project requires a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report
   ☐ This is a planning project

15. Briefly explain why the project is exempt under CEQA and provide the section number for the project class exemption.

16. Specify the environmental review document, lead CEQA agency, and clearinghouse number or anticipated filing date.
   For implementation projects that require a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report

17. Landowner Type
   ☐ Local government
   ☐ State government
   ☐ Federal government
   ☐ Nonprofit organization
   ☐ Private landowner
   ☐ Other

18. Landowner Name

19. Parcel APN number(s)

20. Long-term Management:

   Is (are) the landowner(s) willing to allow completion of this project and proposed maintenance/Management plan for 25 years?

21. Estimated Start Date
   (mm/dd/yyyy)

22. Estimated End Date
   (mm/dd/yyyy)

23. Briefly describe project location
   - Include physical address if applicable
   - describe current/former land uses, distance to nearest city, etc.

24. Latitude and Longitude for approximate center of project area
    Provide in decimal degrees (e.g., 38.583344).

25. County(ies) overlapping project area.

26. CDFW Regions overlapping project area (https://wildlife.ca.gov/regions).

27. Do you plan to upload any optional documents (e.g., maps, labeled photos, design drawings) for WCB to consider as part of this pre-application?