



Upland Game Bird Account Grant Program

Proposal Solicitation Notice

Fiscal Year 2024-2025



June 3, 2024



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1 BACKGROUND - Upland Game Bird Account Grants

The Upland Game Bird Account, nested within California Department of Fish and Wildlife's (hereafter CDFW) Upland Game Program, was established by the California legislature in 2010 under Fish and Game Code §3684. The purpose of this statute is to ensure funds generated by the sale of upland game bird hunting validations and stamps are used in programs and projects to benefit upland game bird species and their constituents. The major role of these funds has been to furnish match for the Upland Game Program's federal Pittman-Robertson Act grant which provides the majority of the Program's fiscal support. Additional funds are available in some years to support external contracts and grants.

The Upland Game Program developed the Upland Game Bird Account Grant Program (UGBAP) in 2011 to fund proposals meeting the criteria listed in statute. Fish and Game Code §3684 identifies the types of proposals eligible for funding as: those expended solely for the purpose of acquiring land, completing projects and implementing programs to benefit upland game bird species, and expanding public hunting opportunities and related public outreach, including, but not limited to, enhancing upland game bird habitat. Any land acquired with funds from the Upland Game Bird Account shall be acquired in fee title or protected with a conservation easement and, to the extent possible, be open or provide access to the public for upland game bird hunting.

Fish and Game Code §3684 also mandates oversight by a public advisory committee as determined by CDFW. This advisory committee includes interested nonprofit organizations that have goals and objectives directly related to the management and conservation of upland game bird species and primarily represent the interests of persons licensed pursuant to Fish and Game Code §3031. Together with CDFW's Upland Game Program and regional staff, the advisory committee is responsible for reviewing proposals and providing recommendations to the CDFW's executive leadership to fund projects within the Upland Game Bird Account Grant Program.

When funds are available the Upland Game Program will solicit proposals competitively through a Proposal Solicitation Notice (PSN). The Program is expecting an excess of funds within the Upland Game Bird Account for fiscal year 2024 and are therefore putting forth a PSN. A total of up to \$400,000 will be available for new agreements under this PSN in fiscal year 2024/25 beginning July 1.

1.1 Solicitation Schedule

Table 1: Proposal Solicitation Schedule

Activity	Schedule
Pre-solicitation Advisory Committee Meeting	May 31, 2024
Solicitation Released	June 3, 2024
Proposals due by 4:00 PM (Pacific Daylight Time)	July 8, 2024
Proposal Evaluations Completed	July 12, 2024
Post-solicitation Advisory Committee Meeting	July 22, 2024
Executive Committee Review and Selection	August 9, 2024
Award Notifications Distributed	August 12, 2024

1.2 Eligibility

CDFW may make grants to, reimburse, or enter into contracts or other agreements, as defined in [subdivision \(a\) of Section 1571](#), with public and private entities, including universities, nonprofit organizations, and California Native American tribes, as defined in [Section 21073 of the Public Resources Code](#), for the use of the funds from the Upland Game Bird Account to carry out the purposes of Fish and Game Code §3684, including related habitat conservation projects.

2 SCOPE

All Projects funded by CDFW under this solicitation must fall within the qualified proposals described below.

2.1 Proposals Eligible for Funding

CDFW is soliciting proposals from qualified organizations in the following subject areas outlined in Fish and Game Code §3684. Projects that related to upland game birds: focus on land acquisition; conservation easements; enhancing habitat; research; expand public hunting opportunity and or hunting related outreach. Land acquisition projects must be fee title and any acquisition, easement or enhancement must be open to, or provide public access to upland game bird hunting, to the extent possible.

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. Documents should be single-spaced with size 12 font. Proposals should clearly explain the project to allow for constructive comments during the review process.

3.2 Proposal Submittal

The submittal deadline for this funding cycle is **Monday, July 8, 2024**. Applications may be submitted by email to uplandgamemgmt@wildlife.ca.gov with the subject line title of "2024 UGBAGP Proposal". Addressed hard copies to:

California Department of Fish and Wildlife
Wildlife Branch – Upland Game Program
ATTN: 2024 UGBAGP Proposal – Dan Skalos
P.O. Box 944209
Sacramento, CA 94244

All hard-copy applications for FY 2024/25 funding must have a **U.S. POSTAL SERVICE POSTMARK** dated no later than **July 8, 2024**. Proposals delivered by any other means (FEDEX, U.P.S., etc.) including hand delivery must be delivered no later than **4:00 p.m. July 8, 2024**. For questions regarding this PSN, please contact Dan Skalos at (916) 698-1146 or Dan.Skalos@wildlife.ca.gov.

4 REVIEW PROCESS

4.1 Administrative Review

An initial administrative review will determine if each proposal package is complete and meets all the requirements for submittal (Table 2). This review will use a "Pass/Fail" scoring method. Proposals that receive a "Fail" 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

4.2 Technical Review

The Upland Game Program will setup an appropriate technical review committee. This committee will include at least one relevant regional staff to review proposals when applicable. The Program may request reviewers from other agencies or other outside experts to participate in order to allow for thorough, independent (scientific) review by professionals in fields relevant to the proposed project. Technical reviewers will evaluate each proposal based on the criteria in the table below. Each criterion will be scored by at least three reviewers. Each reviewer will sum their scores and total scores will be averaged to create a final score for each proposal to be ranked. Proposals scoring below 18 points will not be considered.

4.3 Technical Review Scoring Criteria

Evaluation Criteria (Max Score 30 points)

1. Proposed Grantee Qualifications

Proposal demonstrates the project proponent/organization has the qualifications, experience, and capacity to perform the proposed tasks (including subcontractors).

5 pts = Demonstrated extensive history and expertise and has successfully completed previously funded projects for the Department or other government agencies;

1 pts = Lacks some expertise, some problems with successful completion of previously funded projects;

0 pts = No expertise or problems with successful completion of previously funded projects

2. Project Description

Proposal description includes the required detail necessary to understand and use as a statement of work for the agreement.

5 pts = Narrative clear and comprehensive with roles of staff identified;

1 pts = Proposal requires significantly more clarity, inadequate narrative, proposed activities and or budget but overall concept has potential;

0 pts = Proposal lacks detail to assess, overall concept is not within outlined statute.

3. Management or Constituent Benefits

Proposal provides benefits to species or constituents of the fund source.

5 pts = Proposal utilizes sufficient analysis and documentation to demonstrate significance and a high likelihood that multiple benefits will be realized;

1 pts = Proposal provides some analysis and documentation to demonstrate significance and likelihood that the benefits will be realized;

0 pts = Proposal has little to no management benefits.

4. Scientific Merit

Proposal uses accepted methods for research, habitat or constituent relations supported by scientific literature, current standards and Department policy.

5 pts = Proposal utilizes accepted techniques or standards;

1 pts = Added detail and or modifications to methods necessary;

0 pts = Proposal does not utilize accepted techniques or standards.

5. Schedule and Deliverables

The proposed schedule demonstrates the sequence and timing of project tasks, reasonable milestones, and deliverables.

5 pts = The proposed tasks in the schedule align with the task in the description and budget. Schedule and deliverables are complete and logical;

1 pts = Schedule and deliverables are somewhat addressed, somewhat complete and or logical but need further clarification;

0 pts = Schedule and deliverables not clear or logical and or need significant improvement.

6. Budget

Proposal budget provides sufficient detail and accurate rates overhead, wages and material costs.

5 pts = Budget is detailed, accurate, indirect rates are acceptable;

1 pts = Some budget detail is needed, 1 or 2 unspecified lump sums; accuracy of certain line items questionable, indirect rate unreasonable;

0 pts = More than 2 unspecified lump sums, insufficient detail, inaccurate, indirect rate unreasonable.

Total Possible Score – 30 Points

4.4 Executive Review and Selection

The CDFW Executive Team will consist of of the Game Conservation Program Environmental Program Manager, Wildlife Branch Chief and Deputy Director. When developing the funding decisions, the Executive Team will consider:

- Technical Review scores and comments;
- Advisory Committee recommendations;
- Program purposes;
- Availability of funds;

- Balance/distribution of funds by programs, or by geographic area, and
- Results of coordination with partner agencies implementing other relevant programs.

The Executive Team may recommend modifications to individual proposals or available funding for the grant program. Selected proposals will be awarded and move on to the project development phase.

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.

5.2 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 \(STD. 204\)](#) (including Federal Employer ID)
- [Drug-Free Workplace Certification \(STD. 21\)](#)
- [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.

5.3 Responsibility of the Recipient

Successful applicants will be responsible for carrying out the agreed upon work and for all financial management, 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.

5.4 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.

5.5 Reporting

All projects will be required to provide quarterly progress reports during implementation and a final report prior to 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.

5.6 Loss of Funding

Actions that may lead to cancellation of a project include, but are not limited to:

- Lack of appropriated funds available in the Upland Game Bird Account;
- 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 Wildlife Branch 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 UGBAGP.

5.7 Rights in Data

All grantees agree that all (field) data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work produced in the performance of any Agreement, are subject to the rights of CDFW. CDFW shall have the right to reproduce, publish and use all such work, or any part thereof, in any manner and for any purposes whatsoever and to authorize others to do so. If any such work is copyrightable, the Grantee reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, and use such work, or any part thereof, and to authorize others to do so.

Appendix A: Proposal Application Form and Instructions

FY 2024/23 Upland Game Bird Management Grant Program

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 Justification:

Identify how the project fits criteria outlined in Fish and Game Code §3684.

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. *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 upland game birds 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 Line-Item Budget:

Line-Item Budget Detail for <Insert Project Name>	
A. PERSONNEL SERVICES	
<i>Project Role 1</i>	\$ xxx
<i>Project Role 2</i>	\$ xxx
Subtotal Personnel Services	\$ xxx
Staff Benefits	\$ xxx
Total Personnel Services	\$ xxx
B. OPERATING EXPENSES: GENERAL	
<i>Field Supplies</i>	\$ xxx
<i>Travel</i>	\$ xxx
Subtotal Operating Expenses: General	\$ xxx
C. OPERATING EXPENSES: SUBCONTRACTORS	
<i>Subcontractor 1 – description of services</i>	\$ xxx
<i>Subcontractor 2 – description of services</i>	\$ xxx
<i>Subcontractor 3 – description of services</i>	\$ xxx
Subtotal Operating Expenses: Subcontractors	\$ xxx
D. OPERATING EXPENSES: EQUIPMENT	
<i>Equipment item</i>	\$ xxx
Subtotal Operating Expenses: Equipment	\$ xxx
E. SUBTOTALS & INDIRECT COSTS	
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
F. GRAND TOTAL	\$ xxx

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., contractee or grantee's structure indicating Project Lead)
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 UGBAGP for payments under the project.
2. Documentation linking subcontractor invoices to UGBAGP reimbursement requests and related project budget line items.
3. Reimbursement requests submitted to the UGBAGP 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 UGBAGP for the project.

Project Files:

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