



# Upland Game Bird Account Grant Program

# Proposal Solicitation Notice

Fiscal Year 2022-2023



August 17<sup>th</sup>, 2022



# Table of Contents

1	BACKGROUND .....	1
1.1	Solicitation Schedule .....	1
1.2	Eligibility.....	2
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 .....	3
4.1	Administrative Review .....	3
4.2	Technical Review .....	4
4.3	Regional Review .....	4
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 .....	5

## Appendices

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

# 1 BACKGROUND

## Upland Game Bird Account Grants

The Upland Game Bird Account was created by the California Legislature in 2010 under Fish and Game Code (FGC) §3684 to ensure funds generated by the sale of upland game bird hunting validations and stamps would be used in programs and projects which benefit upland game birds. This legislation also mandates oversight by a public advisory committee as determined by the department. This committee is composed of interested non-profit organizations with goals and objectives directly related to the management and conservation of game bird species. Together with the technical committee, the advisory committee is responsible for reviewing project proposals and budgets and providing recommendations to the department's executive leadership.

While FGC §3684 identifies the types of projects eligible for funding, priorities are set by the Upland Game Program consistent with management plans. These projects include but are not limited to research and monitoring, habitat enhancement or acquisition and expanding hunting opportunity. The UGBAGP will annually solicit proposals based on approved needs, topics, and/or themes which address the goals and objectives of the program through its Proposal Solicitation Notice (PSN). A total of up to \$440,000 of UGBAGP funds will be available for new agreements under this PSN.

### 1.1 Solicitation Schedule

**Table 1: Proposal Solicitation Schedule**

<b>Activity</b>	<b>Schedule</b>
Pre-solicitation Advisory Committee Meeting	July 26 <sup>th</sup> , 2022
Solicitation Released	August 17 <sup>th</sup> , 2022
Proposals due by 4:00 PM (Pacific Daylight Time)	September 15 <sup>th</sup> , 2022
Proposal Evaluations Completed*	September 30 <sup>th</sup> , 2022
Advisory Committee Meeting*	October 7 <sup>th</sup> , 2022
Executive Committee review and selection*	October 10 <sup>th</sup> , 2022
Award notifications distributed*	October 12 <sup>th</sup> , 2022

\*Meeting to occur no later than this date.

## 1.2 Eligibility

Per 3684 and as amended under AB614 (2020), eligible entities include private landowners, public and private entities, including nonprofit organizations, and California Native American tribes. For-profit enterprises, or public entities 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:

#### **Research, Habitat Restoration, Enhancement and Acquisition, Hunting Opportunity and or Outreach**

Projects that include but are not limited to the research, habitat restoration, enhancement or acquisition to benefit upland game bird species consistent with program management plans or expand hunting opportunity on or adjacent to public lands will be given priority. Specific areas of focus include:

##### **1) Research**

- Evaluation of precision and cost-effectiveness of methods to estimate abundance of native upland game birds.
- Impacts of wildfire on quail habitat, occupancy and abundance over time.
- Population genomic studies of native upland game birds.

##### **2) Habitat Restoration, Enhancement and Acquisition**

- Cost-effective restoration and maintenance practices of native upland habitat.

##### **3) Hunting Opportunity and Outreach**

- Expanding and or enhancing hunting opportunity of upland birds to the public, with special interest in opportunity for mourning doves.

Proposals outside the scope of these priorities will still be evaluated and scored.

## 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 identify and meet one of the priorities from Section 2 Focus.

### 3.2 Proposal Submittal

The submittal deadline for this funding cycle is **Thursday, September 15<sup>th</sup>, 2022**. Applications may be submitted by email to [uplandgamemgmt@wildlife.ca.gov](mailto:uplandgamemgmt@wildlife.ca.gov) with the subject line title of "2022 UGBAGP Proposal". Hard copy applications shall be addressed to:

California Department of Fish and Wildlife  
Wildlife Branch  
ATTN: 2022 UGBAGP Proposal  
P.O. Box 944209  
Sacramento, CA 94244

All hard-copy applications for FY 2022/23 funding must have a **U.S. POSTAL SERVICE POSTMARK** dated no later than **09/15/2022**. Proposals delivered by any other means (FEDEX, U.P.S., etc.) including hand delivery must be delivered no later than **4:00 p.m. 09/15/2022**. For general questions regarding this PSN, please contact Dan Skalos at (916) 698-1146 or [Dan.Skalos@wildlife.ca.gov](mailto:Dan.Skalos@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**

<b>Criteria</b>	<b>Score</b>
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 relevant 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, NGOs)
- 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**

<b><i>Evaluation Criteria (Max Score 100 points)</i></b>	<b><i>Score</i></b>
<b>1) Quality of Proposal (All proposals, 50 pts total):</b>	
a. Proposal demonstrates a high priority statewide or regional Department need (max, or out of ,10 pts).	
b. Proposal demonstrates the project proponent/organization has the qualifications experience, and capacity to perform	

the proposed tasks (including subcontractors) (max, or out of ,10 pts).	
c. Proposal objectives and tasks are clearly defined and achievable (max, or out of ,10 pts).	
d. Proposal budget is appropriate to the work proposed, is cost effective (cost sharing/matching funds), and sufficiently detailed to describe project costs (max, or out of ,10 pts).	
e. Proposal includes required details necessary to understand statement of work for the grant/contract agreement (max, or out of ,10 pts).	
<b>2) Project Category Specific Criteria (50 pts total)</b>	
<b>i. Scientific Research Projects</b>	
(1) Research provides information that improves Department management of upland game birds	
(2) Research increases efficiency of methods used to evaluate upland game bird population parameters	
(3) Research improves understanding of upland game bird habitat relationships	
(4) Research uses innovative peer-reviewed techniques in study design	
(5) Organization’s track record for scientific publication	
<b>ii. Habitat Restoration, Enhancement, Acquisition</b>	
(1) Project demonstrates net gain in quality habitat available to upland game bird species	
(2) Project will provide public hunting benefit	
(3) Duration/endurance of project benefit	
(4) Project is located in areas that will provide significant benefit to target species given	
(5) Project will enhance limiting seasonal habitats for target species	
<b>iii. Hunting Opportunity/Outreach</b>	
(1) Project increases/enhances hunting opportunity for upland game birds on public lands	



(2) Project enhances public hunting access on public and private lands	
(3) Project demonstrates benefit to recruit/retain hunters	
(4) Project creates/develops outreach and educational materials	
(5) Project develops/implements hunting and other upland game bird related educational programs/activities	

## 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 \(STD. 204\)](#) (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.

#### Responsibility of the Recipient

Successful applicants will be responsible for carrying out the agreed upon work 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 UGBAGP or matched PR funds.

# Appendix A: Proposal Application Form and Instructions

## FY 2022/23 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 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 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:

<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 UGBAGP 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 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.