

# Proposal Solicitation Notice

## California State Duck Stamp (CSDS) Funding FY 15-16

### Solicitation Procedure

The California Department of Fish and Wildlife (CDFW) Wildlife Branch is soliciting proposals from qualified non-profit organizations for Fiscal Year 2015-16 for waterfowl and habitat projects using State Duck Stamp dollars. In addition to posting this grant/contract Proposal Solicitation Notice, individual members, and/or organizations part of the Duck Stamp external advisory group will also be contacted by email announcing the proposal solicitation notice.

Proposals should meet Fish and Game Code § 3702 requirements that include: "...protecting, preserving, restoring, enhancing, and developing migratory waterfowl breeding and wintering habitat, evaluating habitat projects, and conducting waterfowl resource assessments and other waterfowl related research". See scoring criteria below. Proposals that include new construction (rather than rebuilding or replacement) are considered capital outlay projects and subject to Department of Finance approval.

Up to \$1,433,500 of the State Duck Stamp Account funds will be available for grants or contracts under this PSN. If you have any questions regarding the application process, please contact Melanie Weaver, Waterfowl Biologist, at 916-445-3717 or [melanie.weaver@wildlife.ca.gov](mailto:melanie.weaver@wildlife.ca.gov).

**NOTE: Grant/Contract recipients will be responsible for all environmental compliance requirements necessary to implement and complete their proposal.**

### Submission Procedure

In order to be considered for FY 15/16 funding, all applications must be submitted using [the provided template](#). Applications may be submitted by email with the subject line of "Wildlife Grant-Duck Stamp" to [wildlifemgt@wildlife.ca.gov](mailto:wildlifemgt@wildlife.ca.gov). Hard copy applications shall be addressed to:

Chief, Wildlife Branch  
ATTN: Duck Stamp Grant Proposal  
1812 9<sup>th</sup> Street, Sacramento, CA 95811

All applications for FY 15/16 funding must have a U.S. POSTAL SERVICE POSTMARK no later than January 16, 2015. Proposals delivered by any other means (FedEx, U.P.S., etc.) including hand delivery must be delivered no later than January 16, 2015 at 3:00 p.m. Incomplete applications or applications not using the template provided, or those delivered after the identified deadline will not be reviewed or considered for funding.

If a proposal is funded, the grantee/contractor must submit additional information 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.** When applicants are notified that their project has been approved for funding, they shall be required to complete, sign, and return the forms provided if not already on file. These additional forms include:

- Certification of Nonfederal Contributions: In-kind/Third Party (GMB Form D.)
- Payee Data Record form (STD. 204) This form can be found at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>.
- Federal Taxpayer ID Number
- A Nondiscrimination Compliance Statement form (STD. 19) will be required for grants of \$5,000.00 or more per Title 2, California Code of Regulations, Section 8113. This form can be found at <http://www.documents.dgs.ca.gov/osp/pdf/std019.pdf>.
- A Drug-Free Workplace Certification (STD. 21) will be required for all grants regardless of grant dollar amount. This form can be found at <http://www.documents.dgs.ca.gov/osp/pdf/std021.pdf>.

## Scoring Procedure

### Administrative Review

In all program areas, an administrative review will determine if the proposal package is complete and meets all the requirements for submission. If the proposal does not pass the administrative review, the proposal will not be considered further for funding in this cycle.

### Program Review

**Scoring Process:** A minimum of 3 members of the CDFW's Duck Stamp External Advisory Committee will independently review each proposal submitted based on the criteria identified below. A total of 44 points will be available, but the final score will be based on an average of the individual scorer's results. Applications will be prioritized based on the score. CDFW will review, determine feasibility, need and develop a recommendation for the CDFW's Executive Team for forwarding to the Fish and Game Commission as established under Fish and Game code §3703.

**Evaluation Criteria:** Individual proposals will be evaluated on the following criteria

1. *Proposal demonstrates the project proponent/organization has the qualifications, experience, and capacity to perform the proposed tasks (including subcontractors).* Maximum 3 pts.
2. *Project description includes required details necessary to understand and use as a statement of work for the grant agreement and is still within 2 page maximum for habitat projects.* Maximum 3 pts.
3. *Scientific merit.* Maximum 3 pts.

4. *Project budget is appropriate to the work proposed, is cost effective, and sufficiently detailed to describe project costs (hourly rates, per unit costs).* Maximum 3 pts.
5. *Type of habitat project: 1) Create/Restore wetlands (10 pts.); 2) Enhance wetlands (5 pts.); 3) Reduce/cover operating expenses only (1 pt.)* Maximum 15 pts.
6. *Project is cost-shared.* Maximum 1 pt.
7. *Was habitat project coordinated with CDFW or USFWS NWR area manager?* Maximum 3 pts.
8. *Is habitat project top priority for CDFW region or USFWS NWR complex?* Maximum 3 pts.
9. *If research/study: Does project address Pacific Flyway Management Plan or CDFW needs or priorities?* Maximum 3 pts.
10. *Bonus Points: 1) Create brood pond or summer water for nesting waterfowl (3 pts.) and or 2) create or restore or enhance molting areas for ducks (3 pts.)* Maximum 6 pts.