



## ADF&G HUNTER ACCESS GRANT PROGRAM 2023 CALL FOR PROPOSAL SUMMARY

The Hunter Access Program (HAP) is a statewide program managed by the Alaska Department of Fish and Game, Division of Wildlife Conservation (ADF&G DWC). ADF&G DWC is announcing a call for proposals (CFP) utilizing the Federal Aid in Wildlife Restoration Act (Pittman-Robertson) grant funds, which are administered by the U.S. Fish and Wildlife Service (USFWS). This notice is a call for proposals to fund potential projects through the ADF&G HAP in collaboration with USFWS, not an offer of contract. This document provides an overview of the submission process and requirements; all required forms and reference documents which are available on the HAP Grant Program website at:

<https://www.adfg.alaska.gov/index.cfm?adfg=hunteraccess.grantapplication>.

### **Timelines**

**The deadline for proposal submission is 4:30 PM (Alaska Daylight Time) on Wednesday, March 1, 2023.** The required proposal application or supplemental documentation (e.g., Applicant Certification Form, letters of support) will not be accepted after this deadline.

Funds are available for expenditure beginning no earlier than January 2024 after the USFWS has approved ADF&G's subaward application. Funds may be expended through the USFWS approved period of performance end date (grant end date). Project expenditures, including match, may not occur prior to the project performance period start date or after the project performance period end date. Requested start dates are subject to change at ADF&G's discretion.

### **Eligible Projects and Anticipated Funding**

Proposals must develop or enhance access to Alaska's public land for hunting, trapping, shooting and other wildlife related recreation to be considered for funding. Proposals are evaluated using established criteria that can be found on the Hunter Access Grant Program website at <https://www.adfg.alaska.gov/index.cfm?adfg=hunteraccess.grantapplication>. Please review the Hunter Access Program criteria summary before beginning the application process.

Hunter Access Program Funding availability may vary from year to year depending on the Federal appropriation and State of Alaska legislative authorization. In 2023, ADF&G DWC anticipates that a minimum of approximately \$2.0 million in federal funds will be available. Pittman-Robertson funding is allocated by USFWS as a pass-through grant to ADF&G DWC and is subject to change at ADF&G DWC's discretion.

### **Eligible Applicants**

Eligible applicants for funding through the ADF&G Hunter Access grant program include all public and non-profit organizations who are eligible to do business with the Federal government and have successfully executed a previous federal award or have previously been directly funded by a Federal agency. Eligible applicants must have a unique entity identifier (UEI). UEI is a unique

12-character alphanumeric ID assigned to an entity by [SAM.gov](https://SAM.gov). If you need information about your organizations UEI number, please visit [SAM.gov](https://SAM.gov). Eligible applicants must also register their UEI number with the System for Award Management (SAM) website at <https://SAM.gov> and ensure that the organizations' UEI number is publicly accessible in the search records.

Organizations awarded Hunter Access grant funds must keep their SAM.gov registration active for the duration of the grant. Eligible entities also must not be barred or suspended from participation in federal assistance programs. Federal agencies must have the authority to receive Wildlife Restoration federal funds and be prepared to provide match using non-federal sources (a federal applicant should contact the Hunter Access Program coordinator with questions regarding match and document the appropriate U.S. Code with the application).

### **Submission Instructions**

All required forms, reference documents, and a budget template may be obtained online at: <https://www.adfg.alaska.gov/index.cfm?adfg=hunteraccess.grantapplication>.

Applicants must submit complete proposal applications via email. All documents required for proposal application must be submitted via one single email **date stamped no later than Wednesday, March 1, 2023 at 4:30 PM Alaska Daylight Time**. Please email your proposal form and all required documents to [DFG.DWC.HunterAccess@alaska.gov](mailto:DFG.DWC.HunterAccess@alaska.gov).

If your documents are too large to be sent via email, please send a message to the email address above stating this. Mail a paper copy of your proposal form and all required documents via the US Post Office to:

Alaska Department of Fish and Game  
Division of Wildlife Conservation SWP  
Hunter Access Grant Program  
Attn: Katie Sechrist  
333 Raspberry Road  
Anchorage AK 99518

If mailing a proposal application package, the **post mark stamp must be dated on or before Wednesday, March 1, 2023**.

At a minimum, the following documents must be included in your application packet:

- 2023 Hunter Access Program Project Proposal Form (hereafter referred to as the Proposal Form) including any maps or other geographic aids;
- 2023 Hunter Access Program Budget Spreadsheet (hereafter referred to as the Budget Spreadsheet);
- 2023 Hunter Access Program Applicant Certification Form (one for each entity contributing an investigator to the project);
- Hunter Access Program Federal Grant Management Capabilities Survey (one for the single entity proposed to receive grant funding in the budget except for State of Alaska and federal agencies);
- Hunter Access Program Debarment and Suspension Certification Form;
- If applicable, an endorsement letter on letterhead from the public land management entity if the entity requesting funding is not the public land manager of the proposed project site(s). If the

land management entity will not provide an endorsement letter, please describe in detail who the land management entity is and why they were unable to provide an endorsement letter.

Additional documents may be necessary depending on the nature of your proposal and the organization(s) involved (e.g., Third Party Match Contributor, Volunteer Match, 10% De Minimis Indirect Rate). All additional forms are available on the Hunter Access Program website.

Prior to proposal submission, applicants should review all Hunter Access Program material including the criteria summary, invoicing policies/procedures, and match guidance available at <https://www.adfg.alaska.gov/index.cfm?adfg=hunteraccess.grantapplication>. Please contact the Hunter Access Program coordinator with questions regarding in-kind (non-cash) match and to determine the appropriate form.

### **Responsiveness Criteria**

To be responsive to this CFP, the proposal must meet the following criteria:

- ✓ Be relevant to the Hunter Access Program criteria found in the criteria summary
- ✓ Include a single completed 2023 Proposal Form and Budget Spreadsheet [the Proposal Form may not exceed 30 pages in length, including references; deviations from the standard formatting (e.g., font other than Times New Roman, font size less than 12 point, margins < 1”) to meet the overall length limit are not allowed]
- ✓ Include a signed 2023 Hunter Access Program Applicant Certification Form for each entity contributing an investigator to the project
- ✓ Include sufficient non-federal match in the Budget Spreadsheet
- ✓ If applicable, include a signed Hunter Access Program Third Party Match Contributor Form for any third-party match contributors (i.e., entities not contributing an investigator to the project) if needed to meet minimum match requirements
- ✓ Include a Hunter Access Program Federal Grant Management Capabilities Survey and associated documents required therein for the entity proposed to receive funding (except State of Alaska and federal entities)
- ✓ Include a Hunter Access Program Debarment and Suspension Certification Form and attachment if required therein for the entity proposed to receive funding (except State of Alaska and federal entities)
- ✓ If applicable, include an endorsement letter on letterhead from the public land management entity (see submission instructions section of this document)
- ✓ Be compliant with current or previous Hunter Access Program projects (ADF&G DWC reserves the right to reject proposals from entities that are out of compliance with current or previously funded Hunter Access Program projects; this may include entities that failed to provide timely invoices, match reports, performance reports, or other required materials)

Nonresponsive proposals will not be considered for funding. After the responsiveness review process, if you believe that the ADF&G Hunter Access Program has made an error and incorrectly considered your proposal as nonresponsive, you may submit a written appeal to Katie Sechrist with ADF&G DWC at [katie.sechrist@alaska.gov](mailto:katie.sechrist@alaska.gov) no later than 10 days after you receive notice of non-responsiveness. Please note that the ADF&G Hunter Access Program will not consider any

additional information (including new, revised, or supplemental documentation) that was not included in the proposal submission before the close of the CFP in order to meet the responsiveness criteria.

### **Federal Grant Management Capabilities Survey**

Hunter Access Program staff will evaluate the federal grant management capabilities for all entities other than State of Alaska and federal agencies. ADF&G DWC reserves the right to reject proposals from entities that are deemed as having excessive liabilities in their business or financial systems, internal controls, and/or skills and experience related to managing federal funds. If an entity proposed to receive funding is rejected on these grounds, the proposal is rejected.

Examples of negative factors affecting an applicant's risk rating include:

- Lack of a recent audit
- Inability to repay disallowed costs
- Lack of experience in one or more federal compliance areas (e.g., matching/cost sharing, allowability of costs and activities, reporting, cash management, equipment and property management, procurement, suspension/debarment)
- Lack of written personnel, procurement, property management, or travel policies and procedures that are consistent with federal requirements
- Failure to demonstrate an understanding of applicable federal regulations
- Lack of personnel training and experience relative to federal grants management

### **Match**

**A 25% non-federal match is required.** Non-federal match of 25% must be documented for each proposal submitted for funding (e.g., a project with a total Hunter Access-funded budget of \$75,000 requires a \$25,000 non-federal match for a total project cost of \$100,000). Public target range (shooting and archery) proposals must be capable of providing 25% non-federal match, however if selected for award there is potential that less match (10%) would be required. Match can be “front-loaded” (i.e., the majority of match expenditures occur at the beginning of the project), but match can't be “back-loaded.” Applicants will not score higher for showing more than the required 25% match; the scoring criteria does not consider match amounts and applicants will need to remove any excess match from budget tables and budget narratives in successful proposals.

Third-party match contributors must fill out and submit the Hunter Access Program Third Party Match Contributor Form with the proposal application by the closing date/time of the CFP or the third-party match will be removed from the match budget, which may lead to insufficient match and a nonresponsive proposal. Third parties are entities that do not contribute an investigator to the project.

The Hunter Access Program will perform rigorous reviews of match expenses throughout the life of funded projects. It is critical that applicants understand federal and Hunter Access Program match requirements prior to submitting a proposal under this CFP. Please see the match guidance document at <https://www.adfg.alaska.gov/index.cfm?adfg=hunteraccess.grantapplication> for more information.

## **Indirect Rates**

### *Nonfederal entities with NICRAs*

Applicants with a current federally negotiated indirect cost rate agreement (NICRA) may include their indirect rate in their budget. Documentation (i.e., the federally approved rate letter) will be required if your proposal is selected for award.

### *Federal Entities*

If selected for award, federal entities will be required to submit a memo on agency letterhead (or comparable documentation) that provides their current indirect rate in order to include indirect costs in their budget.

### *Nonfederal entities without NICRAs*

Except for governmental organizations that receive more than \$35 million in direct federal funds, any nonfederal entity that does not have a current NICRA may choose to include a de minimis indirect rate of 10% of modified total direct costs (MTDC) in their budget. Costs incurred by the organization must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If used, this methodology, once elected, must be used consistently for all federal awards until such time as the entity chooses to negotiate for a rate. Applicants wishing to use the 10% rate should submit a signed Hunter Access Program 10% De Minimis Indirect Rate Form as their indirect rate documentation with their application. MTDC include all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, rental costs, and the portion of each subaward and subcontract in excess of \$25,000.

### *Entities with proposed NICRAs*

If an entity has applied for, but not yet received, a NICRA, the proposed indirect rate may be included in the proposal. Documentation of the proposed rate should be included with your application. If the project incurs expenses prior to receiving a NICRA, indirect will not be paid until the NICRA is received and the Hunter Access Program has been provided a copy. If the rate is not approved by the end of the project period, indirect costs will not be reimbursed, and budgeted indirect costs may not be moved to other line items.

## **Administrative Expenses**

The Hunter Access Program does not allow administrative or overhead expenses to be charged as direct (grant) expenses. Examples of typical administrative expenses are:

- Utilities
- Building maintenance or cleaning
- Insurance
- Telephone service
- Office supplies (e.g., folders, ink cartridges)
- Administrative staff
- Audit expenses (unless included in the proposal and approved)

- Legal expenses
- Equipment depreciation
- Other services or items shared between multiple projects or not directly related to the execution of the proposed project

### **Proposal Form**

The purpose of the Proposal Form is to provide scorers with the information they need to evaluate the merits of the proposed project (based on the Hunter Access Program criteria summary <https://www.adfg.alaska.gov/index.cfm?adfg=hunteraccess.grantapplication>) and compare it with others. The following list provides some of the information the Proposal Form should provide to reviewers:

- An understanding of the importance of the proposed project
- Clearly articulated objectives
- Anticipated benefits and results of the proposed project
- A clearly articulated approach for each objective
- A timeline of proposed project dates and milestones
- A description of environmental compliance status, if any, for proposed project activities
- A description of public support, if any, for the proposed project
- A description of the proposed project location (maps) and land ownership
- A detailed budget narrative that supports the budget spreadsheet

### **Administrative Pre-Review (Optional)**

Proposals submitted before midnight (Alaska Daylight Time) on February 8, 2023, will undergo an automatic courtesy administrative review by Hunter Access Program staff to determine its basic responsiveness to the requirements of the call as described in the “Responsiveness Criteria” section of this document.

Proposals submitted after this deadline are not eligible for administrative pre-review. Hunter Access Program staff will contact proposal investigators via the email(s) provided on the proposal form and either confirm basic responsiveness or list insufficiencies. Deficient proposals can then be corrected and resubmitted to Hunter Access Program staff before the CFP deadline to be considered responsive to the CFP. The contents of the final submission will be the official documents/information used for the final review. The scope of the administrative review is limited to the criteria outlined in the "Responsiveness Criteria" section above; thus, Hunter Access Program staff will NOT evaluate or provide suggestions to improve any other aspects such as: strengths and weaknesses of the proposal; grammar, spelling, punctuation, or mathematical errors; coherency, accuracy, completeness, clarity, or appropriateness of the proposal and budget documents; content of Federal Grant Management Capabilities Survey(s) and associated documents; or other qualitative characteristics. Since applicants will have the opportunity to revise documents after the pre-review, the Hunter Access Program encourages entities to utilize this service.

## **Audit Costs**

The objectives of Federal Aid audits are to determine whether costs incurred under grants to State fish and wildlife agencies were incurred in accordance with federal regulations. Entities expecting to be subject to federal single audit requirements may include a reasonably proportionate share of audit costs in their budget (2 CFR 200.425). Audit expenses not included in the proposal budget cannot be added at a later date.

## **Investigators**

Proposals must include a single principal investigator (PI) that is the grant subawardee and has primary responsibility for the project, including overall execution and reporting. However, if there is a cooperating entity (e.g. public land management entity) they must contribute a co-principal investigator (Co-PI) that shares responsibility for the project.

## **Additional Information**

- ADF&G reserves the right to allocate funding as necessary to avoid duplication, achieve maximum program benefits, allocate funds according to Hunter Access Program/Wildlife Restoration Fund priority, and achieve appropriate geographic coverage.
- The total request provided in the summary budget table in the Budget Spreadsheet will be the official amount requested in the proposal. The total provided in the summary match budget table in the Budget Spreadsheet (minus any disallowed third-party match) will be the official match amount. Please note that disallowed third-party match (i.e., third-party match not substantiated by a Hunter Access Program Third Party Match Contributor Form) may lead to insufficient match and a nonresponsive proposal.
- Proposals will be evaluated and scored by ADF&G Hunter Access Program staff in addition to other ADF&G Division of Wildlife Conservation staff. However, ADF&G reserves the right to make final determinations regarding which projects to fund and may negotiate with investigators on project duration, budget, and/or scope of work.
- Endorsement letters of support from public members, user groups, or other entities must be submitted at the time of application. Any organization named in your proposal as a collaborator or supporter that does not contribute a co-principal investigator to the project will not be considered a supporter unless that support is substantiated by a letter.
- For federal agencies submitting a proposal, federal salaries are only allowable for non-permanent positions that were hired or retained specifically for the project or as contractual expenses. These proposals are subject to final approval by USFWS.
- Concurrent to this solicitation process, there may be other organizations soliciting proposals for funding. This CFP will not result in duplicative funding for the same proposed activities. If your proposal is selected for full funding in another entity's solicitation process, it will not receive funding under this CFP. If your proposal is selected for partial funding (some but not all of the proposed objectives) in another entity's solicitation process, those objectives not funded are still eligible for HAP funding consideration. Active grant funds previously awarded from a non-federal source are eligible to be used as match.