

Hunter Access Grant Program:



Creating a Proposal Package

2023 Application Period closes Wednesday, March 1st @ 4:30PM ADT

Know Your Documents

Before you begin drafting your proposal package, you should already have familiarized yourself with the [Hunter Access Program Criteria Summary](#) and your emailed 2023 ADF&G Hunter Access Grant Application Materials:

- [2023 Call for Proposal Summary*](#)
- [2023 Applicant Certification](#)
- [Federal Grant Management Capabilities Survey](#)
- [Debarment and Suspension Self Certification Form](#)
- [2023 Proposal Form](#)
- [2023 Budget Spreadsheet](#)
- [2023 Application Checklist](#)

*The Call for Proposal Summary is **the authoritative instruction document** for creating and submitting your Proposal Package. This tutorial is based upon that document but should not be regarded as authoritative itself.

Key Dates for Reference

- December 1, 2022
 - Applications available online, application period opens
 - February 8, 2023
 - Proposals received prior to midnight ADT will receive a **courtesy administrative review***
 - March 1, 2023
 - **Application due date, application period closes**
-
- September 2023
 - Applicants that have been selected for award are notified
 - January 2024
 - Award and grant agreements are finalized, signed, and implemented

*This review will inform you of any missing documents or incomplete forms and **is not intended to provide feedback regarding the contents or quality of the project proposal itself.**

Table of Contents

The process for submitting your proposal may seem daunting, but it can be completed with a little patience and guidance. This aims to serve as a guide to help you navigate the process and ensure you submit all required materials at once.

This guide is organized in sections:

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Is Your Proposal Eligible for this Program?

Before going through the process of creating and submitting your proposal package, you may want to consider these basic requirements:

- Your proposal benefits hunters, trappers, and/or shooters.
- You have 25% non-federal match for your proposal.
- The proposal site is on public land.
- Your proposal has support from the land manager and the public.
- The land manager or a government agency is prepared to commit to long-term maintenance of all improvements for the useful design life.
- Your organization is public or non-profit, and eligible to do business with the Federal Government.



Is Your Organization Eligible?

Do you have a unique entity identifier (UEI)?

- This is a 12-digit number assigned by the System of Award Management @ SAM.gov
- Your organization MUST have this. For more info, visit SAM.gov

You must register your UEI number with the System of Award Management (SAM) website:

<https://SAM.gov>

- Ensure your organization's UEI number is publicly accessible in the search records
- **If awarded funds, your SAM registration must remain active for the duration of the grant**

Are you eligible to do business with the Federal government?

- At this time only entities that have successfully executed a previous federal award or have previously been directly funded by a Federal agency are eligible to apply



Is Your Organization Eligible? (Federal Agencies only)

The following requirements are specific to federal agencies:

- Federal agencies must have the authority to receive Wildlife Restoration federal funds
- Federal agencies must be prepared to provide match with **non-federal sources***

**Federal applicants may contact Hunter Access Program staff with questions regarding match and documentation requirements*



Your Complete Checklist

Your submitted proposal will need to include the following documents:

- 2023 Applicant Certification Form
- Federal Grant Management Capabilities Survey
- Debarment and Suspension Certification Form
- 2023 Proposal Form
- 2023 Budget Spreadsheet
- Other documents, if applicable***
 - Letters of Support
 - Third Party Match Form
 - 10% De Minimis Form

**This form is not required for State of Alaska agencies, federal agencies, or the University of Alaska.*



What is the 10% De Minimis Indirect Rate?

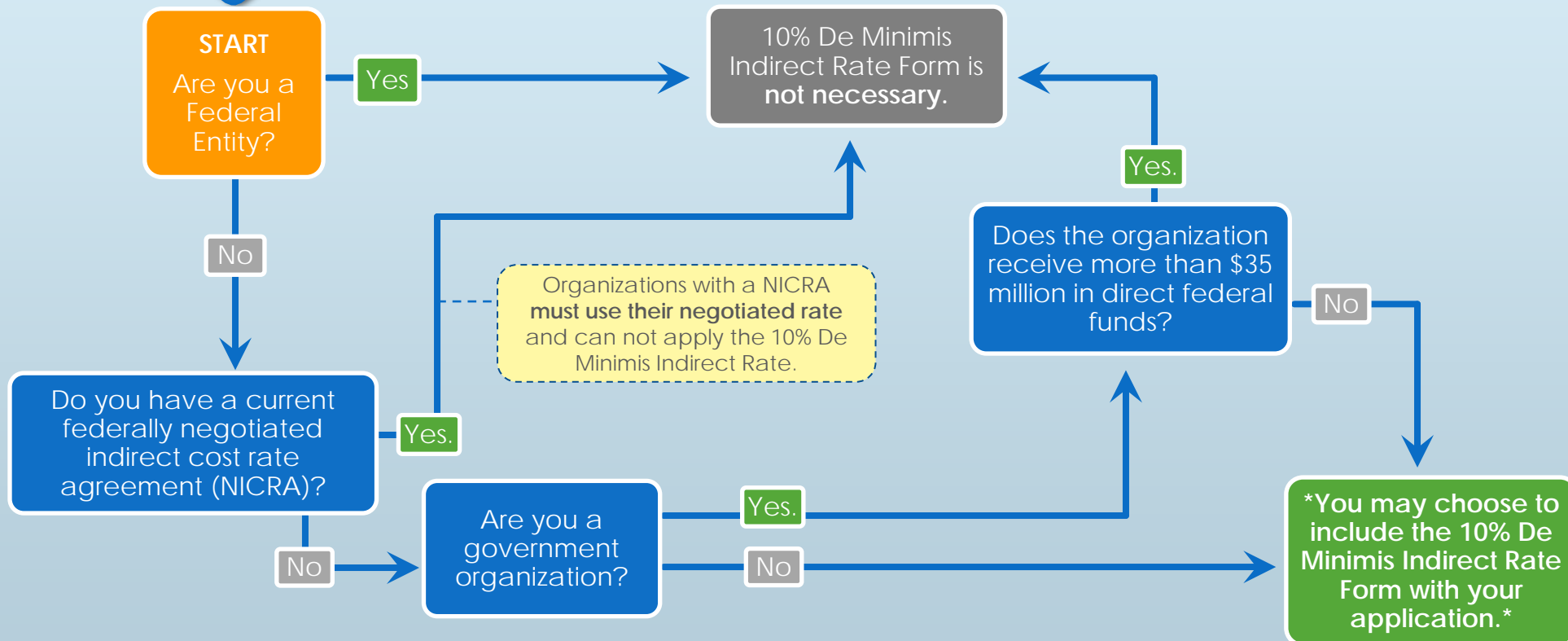
While creating your budget and proposal, it may be worth keeping this in mind.

- **The 10% de minimis indirect cost rate** is a Federally-recognized rate that non-Federal entities **may** use to recover allowable indirect costs on grants or cooperative agreements.*
- Entities eligible to use the 10% de minimis should take time to familiarize themselves the federal definitions and regulations found within [2 CFR 200](#).
- **If you elect to apply the 10% de minimis to your proposal, you must fill out and include the 10% De Minimis Indirect Rate Form.**
- Not sure if this applies to your organization? The next slide will help you determine your eligibility for the 10% De Minimis Indirect Rate.

*Organizations which have a **Federally-negotiated indirect cost rate agreement (NICRA)** must use their Federally-negotiated rate and are not able to elect to use the 10% de minimis indirect rate. No organization is allowed use both a NICRA and the 10% de minimis indirect rate.



10% De Minimis Indirect Rate Form: Do I need to include it?



*For more information on the 10% De Minimis Indirect Rate Form, see the previous slide.



The Project Proposal Form

Your 2023 Proposal Form comes with complete instructions. Simply fill out the form according to the included instructions.

- While all parts of the Project Proposal packet are important, this form is especially crucial. It is the platform for the rest of the proposal and should not be rushed. **Leave no unanswered questions.** Be sure you are familiar with the Criteria Summary.
- Your completed 2023 Proposal Form **must not exceed 30 pages in length**, including references and maps.
 - If you find that you are over that limit, check that you are using Times New Roman, 12-point font, single-spaced, with 1" margins.
- You may wish to complete sections 1-10 of the proposal, then work on your Budget Spreadsheet (next slide). Sections 11-12 are verbal descriptions of your proposed budget and should not be filled out without referencing your budget spreadsheet.



Your Budget Spreadsheet

The **Budget Spreadsheet** consists of three sheets:

- Instructions
- FEDERAL Budget Table
- MATCH Budget Tables

Be certain to carefully read the “Instructions” sheet before beginning.

- If you have a NICRA or elect to use the 10% de minimis indirect rate*, you must include that info in your budget on both the ‘FEDERAL’ and ‘MATCH’ Budget Tables.
- If you intend on using non-cash match, this also must be included in the MATCH Budget Tables sheet. More information on match can be found on the next slide.

*Organizations which have a NICRA must use their Federally-negotiated rate and are not able to elect to use the 10% de minimis indirect rate. No organization is allowed use both a NICRA and the 10% de minimis indirect rate.



How Does Match Work?

For all information regarding match, please refer to the [Match Guidance and Forms](#) document

- It's important to remember the Hunter Access Grant Program awards federal funds for eligible projects in the form of **reimbursement**. These reimbursements will cover 75% of eligible project costs, leaving the applicant responsible for providing 25% match.
- The simplest way to provide match is through cash, though other options are available.
- No matter what type of match is being provided, it is important to keep in mind that some amount of cash will be required to cover any expenses at the beginning of a project.
 - **Grant funds can only be distributed as reimbursement for approved project costs after money has been spent and complete documentation has been submitted**
- If a third party will contribute cash as part of the match requirement, be sure to include the [Third Party Match Form](#), and include this information on your Budget Spreadsheet.
- Other types of match are explained on the following slides.



Volunteer Match

For all information regarding match, please refer to the [Match Guidance and Forms](#) document

Applicants can elect to use volunteer labor as part of match.

NOTE: It is difficult to provide match solely through volunteer labor for several reasons:

- Many projects begin with tasks that volunteers cannot complete.
- Volunteer labor often occurs in the middle or end of projects.
- Federal funds can not be distributed before the volunteer match has been provided.
- This means projects seeking to provide *only* volunteer match cannot receive federal funds before volunteer labor has taken place. Any costs incurred prior to any volunteer labor will need to be entirely covered by the subrecipient until volunteer labor takes place.



Match Donation Forms

For all information regarding match, please refer to the [Match Guidance and Forms](#) document

Subrecipient Donation Match Forms	When is this required?
Consumable Supplies <i>Subrecipient</i>	The <u>subrecipient</u> is permanently donating consumable supplies to the project.
Non-Consumable Supplies <i>Subrecipient</i>	The <u>subrecipient</u> is temporarily donating non-consumable supplies for use on the project.
Equipment Use <i>Subrecipient</i>	<u>Subrecipient</u> is donating heavy equipment for temporary use on the project which could normally be rented at a comparable rate
Donated Services <i>Subrecipient</i>	Non-personnel services donated by the <u>subrecipient</u> which the subrecipient would normally charge a fee for
Third Party Donation Match Forms	When is this required?
Supplies <i>Third Party</i>	A <u>third party</u> is permanently donating supplies to the project.
Non-Consumable Supplies <i>Third Party</i>	A <u>third party</u> is temporarily donating non-consumable supplies to the project.
Equipment Use <i>Third Party</i>	A <u>third party</u> is temporarily donating heavy equipment for use on the project which could normally be rented at a comparable rate
Donated Services <i>Third Party</i>	Non-personnel services donated by a <u>third party</u> which the subrecipient would normally be charged a fee for



Letters of Support

Letters of Support Categories:

Public Land Manager

- Whoever the public land manager is for the project location must provide a letter endorsing the project
 - *If this is not possible, explain why*

Collaborator

- Organizations named in the proposal as a collaborator or supporter must provide a letter endorsing the project to be considered a collaborator or supporter of the proposal

Public Interest

- Any members of the public or user groups who wish to formally express their support of the proposal must include a letter endorsing the project

Letters of support from any organization must be written on formal letterhead and must be submitted with the complete project proposal



Submitting the Proposal

Do a final check that you meet the minimum document requirements:

- 2023 Applicant Certification Form
- Federal Grant Management Capabilities Survey *
- Debarment and Suspension Certification Form
- 2023 Proposal Form
- 2023 Budget Spreadsheet
- Any other applicable documents***
 - Letters of Support
 - Third Party Match Form
 - 10% De Minimis Form

**This form is not required for State of Alaska agencies, federal agencies, or the University of Alaska.*



Submitting the Proposal: Email

- The preferred method for receiving project proposals is by email, though [mailing is an option](#) if necessary.
- Submitting via Email:
 - Send your **complete proposal** to DFG.DWC.HunterAccess@alaska.gov
 - Your proposal must be submitted in **one single email sent no later than:**
 - [Wednesday, March 1st @ 4:30PM ADT](#)



Submitting the Proposal: Mailing

- If your documents are too large to be sent via email, please mail a paper copy of your proposal form and all required documents 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 sent via mail, **the post mark stamp must be dated on or before Wednesday, March 1st, 2023**



What Next?

- All proposals will be reviewed and considered by the Hunter Access Program team; top proposals will undergo public review.
- Public comments will be considered, and selections will be made.
- Hunter Access Program staff will coordinate with selected applicants to finalize proposals for submission to United States Fish and Wildlife Service (USFWS) for final approval.
- Funds will be made available no earlier than January 1st, 2024 following USFWS approval.

If you have any further questions that have not been answered, please contact the Hunter Access Program by emailing DFG.DWC.HunterAccess@alaska.gov or calling 907.267.2541

The Alaska Department of Fish and Game complies with Title II of the Americans with Disabilities Act of 1990. This summary is available in alternative communication formats. If you need assistance, please contact the Department ADA Coordinator at (907) 465-6078; TTY/Alaska Relay 7-1-1 or 1-800-770-8973.

