

Alaska Sustainable Salmon Fund*
FFY 08 West of Cape Suckling Calls for Proposals - Summary
September 15, 2008

The Alaska Department of Fish and Game (ADF&G) is issuing these Calls for Proposals for projects funded with the Alaska Sustainable Salmon Fund (AKSSF) in regions located west of Cape Suckling:

- Southcentral (Cook Inlet/Prince William Sound/Bristol Bay)
- Arctic/Yukon/Kuskokwim
- Westward (Kodiak/Alaska Peninsula/Aleutians)

Proposals must address the following AKSSF Goals:

- Goal 1 – Habitat
- Goal 2 – Stock Assessment
- Goal 3 – Salmon Management

The list of “AKSSF Goals and High Priority Information Needs/Actions” provided with these calls was developed by ADF&G with the assistance of a multi-agency Expert Panel and regional gap goal groups that advised the Expert Panel.

This notice is a call for potential projects to fund through the AKSSF, not an offer of a contract. Funds are available for expenditure beginning no earlier than July 1, 2009 (unless justification for a start date no earlier than May 1, 2009 is provided in the project proposal), and may be expended through March 31, 2013. Projects that continue work previously funded by AKSSF may not contain a start date prior to when the previous project funds will be completely expended.

Congress mandated a 33% non-federal match requirement for the FFY 08 PCSRF appropriation. Non-federal match of 33% must be documented for each project proposal submitted for funding under this award. Please refer to the match guidance document available with this call for important information regarding the required match.

Directions

- **The deadline for proposal submission is 12 noon, October 31, 2008.** Proposals will not be accepted after the deadline or considered in this funding cycle.
- **To submit your proposal:**
 1. You are strongly encouraged to submit your proposal through the online PCSRF Proposal Submission portal by going to <http://www.pcsrf.org/EXTRANET/FY09Proposal/Login.cfm>. Complete submittal instructions, copies of all required forms, reporting information, and miscellaneous AKSSF program guidance are provided at that site.

2. You must submit the “Project Proposal Form” and “Statement of Work Form” (SOW). Entities utilizing a federally-approved indirect rate are encouraged to provide and upload an Indirect Cost Statement (the Federally-Approved Rate Letter) with their submission as this will facilitate the project establishment process for approved projects. Others may benefit from the Indirect Cost Guidance document provided in the proposal submission materials. These forms are available online at www.pcsrf.org (click on “FFY 08 West of Suckling Calls for Proposals”). If you do not have access to the Internet, you can request hard copy forms from ADF&G by contacting Cecelia Curtis at 907.465.4181.
3. The completed forms must be prepared and submitted in MS Word format.
4. The completed “Project Proposal Form” may not exceed 25 total pages in length. It must be submitted with 1” margins, single spaced, and in New Times Roman 12 point font, complete, and in the existing format. Please delete all brackets and bracketed language prior to submission. **All highlighted language is identical to sections of the required SOW and can be copied and pasted into the SOW, keeping in mind the differing total page length requirement for the SOW.**
5. The completed “Statement of Work” (SOW) may not exceed 10 total pages in length. It must be submitted with 1” margins, single spaced, and in New Times Roman 12 point font, complete, and in the existing format. Please delete all brackets and bracketed language prior to submission and follow formatting instructions exactly to enable processing efficiency. **All language in red must be retained in the submitted SOW.**
6. If you choose not to submit your proposal online, you may submit it to ADF&G in printed hard-copy. Five complete hard-copies of the proposal must be mailed to:

Sue Aspelund, PCSRF Program Manager
Office of the Commissioner
Alaska Department of Fish and Game
PO Box 115526
Juneau, AK 99811-5526

or hand-delivered to the ADF&G Commissioner’s Office at:
1255 W. 8th Street
Juneau, AK 99801

Hard-copies must be received at the ADF&G Commissioner’s Office by the deadline of 12 noon, October 31, 2008.

7. Proposals submitted via fax or e-mail will not be accepted.

Additional Information Regarding Proposal Submission, Evaluation, and Selection

- There has been no preliminary determination of funding levels by region or goal. ADF&G reserves the right to set the AKSSF funding allocations as necessary to ensure appropriate geographic coverage, avoid duplication, and achieve maximum program benefits.
- Responsiveness Criteria: To be responsive to this Call for Proposals, the proposal must:
 - ✓ Be for a project to be carried out in Southcentral, Arctic/Yukon/Kuskokwim, or Westward region of Alaska.
 - ✓ Be relevant to achieving one or more of the high priority information needs/actions of the AKSSF goals 1 - 3.
 - ✓ Include both the “Project Proposal Form” and “Statement of Work Form,” be submitted timely in the MS Word format, and submitted according to the format and length provided in the detailed instructions for these forms.
 - ✓ The Budget Narrative totals must equal exactly the figures provided in the Budget Table and contain adequate budget detail, both for the project and match budgets.
 - ✓ Contain match documentation as described in the Project Proposal and Statement of Work forms. If match will be provided by other than the proposing entity, signed documentation on letterhead by the third-party providing match must be submitted with the proposal submission.
- The purpose of the Project Proposal Form is to explain to scorers why the project is necessary and should be funded, how it meets the priority information needs/actions that it addresses, and the technical details of the project’s methodology for evaluation of project soundness and appropriateness. Make certain that in the Project Proposal Form you fully address all of the “Scoring Criteria for Project Proposals,” to make your case that the project merits funding. In contrast, the Statement of Work (SOW) serves a very different purpose: it becomes the instrument from which the project’s contractual agreements will be written if the project is selected for funding. The SOW requires far less technical detail and should not include the information used to convince scorers of the project’s validity. Do not simply cut and paste all information from the Project Proposal Form into the SOW (except as noted in the proposal form by highlighted text, keeping in mind that some pasted sections may need to be summarized to comply with the 10-page maximum length for the SOW). For questions regarding the difference between the purposes of the project proposal and the SOW forms, please contact AKSSF staff at 907.465.6139 or 907.465.4181.
- Project proposals will be scored and listed in ranked order by technical evaluators in accordance to the Responsiveness Criteria listed above and the “Scoring Criteria for Project Proposals” provided with this Call for Proposals. However, ADF&G reserves the right to make final determinations regarding which projects to fund and at what funding levels to provide maximum program benefits.

- Concurrent to this solicitation process, there may be other entities soliciting projects for funding with AKSSF funds. These Calls for Proposals will not result in duplicative funding for these projects. If your project is selected for funding in another AKSSF solicitation process, it will not receive funding under these Calls for Proposals.
- * *The Alaska Sustainable Salmon Fund (AKSSF) is the name given to the statewide program managed by ADF&G utilizing federal Pacific Coastal Salmon Recovery Funds (PCSRF) appropriated to the State of Alaska by Congress.*