



**CONTRA COSTA COUNTY
FISH AND WILDLIFE COMMITTEE**
c/o Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Telephone: 925-674-7203 Fax: 925-674-7250

TO: Internal Operations Committee
Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

FROM: From: Daniel Pellegrini, Chair
Fish and Wildlife Committee
By: Maureen Parkes, Planning Technician III *Maureen Parkes*
Staff to Fish and Wildlife Committee

DATE: April 3, 2018

SUBJECT: **Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee**

The Contra Costa County Fish and Wildlife Committee (FWC) requests Internal Operations Committee (IO) consideration of recommended grants from the Fish and Wildlife Propagation Fund (Fund). The FWC reviewed 10 grant applications and recommends each of these for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

I. Background

Fish and Wildlife Propagation Fund

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license), illegal take and illegal dumping. Occasionally there are larger fines that result from larger violations, including failure to obtain appropriate permits for activities such as streambed alteration. A portion of the various fines are deposited into the Fish and Wildlife Propagation Fund. As of January 12, 2018, the Fund had an available balance of \$227,856.21.

FWC Grant Program

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

In August 2017, the application packet was sent to the Fish and Wildlife Committee mailing list, Contra Costa Watershed Forum mailing list, Contra Costa County Office of Education, Contra Costa College, Diablo Valley College and Los Medanos College for distribution to interested teachers and programs that could benefit from the grant program. A press release was distributed to local and regional media outlets regarding the availability of the grant application packet and CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

FWC Grant Review Process in 2018

A total of 10 applications requesting a total of \$104,155.33 were received by the application deadline.

The Fish and Wildlife Committee members considered the funding of the applications at their January and February meetings. Some applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

II. Recommendation of Funding on Grants for 2018

At the February 21, 2018 meeting, the FWC recommended funding for all 10 of the proposed projects. Projects recommended for funding total \$101,355.33 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and the vote of the FWC on these recommendations are listed on Pages 3 and 4. Members in attendance and voting on these items were: Judy Bendix (District I), Clark Dawson (District III), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), Rhonda Gehlke (At-large) and Jeff Skinner (At-large).

All recommendations are for full funding of the project as proposed unless noted otherwise.
FWC Recommendations:

- 1) Appropriate \$20,000.00 to Regional Parks Foundation to expand their mountain lion study project from two to three key areas in the East Bay. Funds will be used to purchase 10 additional cameras, train citizen scientists, and analyze image data. The cameras would be located near Mount Diablo at the Morgan Territory and Round Valley Regional Preserves and monitor mountain lions and other carnivores, track other wildlife and human activity in the area. [7 ayes/0 noes]
- 2) Appropriate \$20,000.00 to Regional Parks Foundation to support East Bay Regional Park District's "Kids Healthy Outdoors Challenge" program. Funds will be used for bus transportation to regional parks for low-income schools, teacher's guides, student booklets and teacher orientation supplies and lunches. This program promotes outdoor education and play while also supporting the delivery of third-grade curriculum. [7 ayes/0 noes]
- 3) Appropriate \$8,900.00 to The Regents of the University of California to conduct an inventory of native bees in urban and agricultural Brentwood. Funds will be used for travel, materials and supplies, and a bee taxonomist to identify the bees. The year 2018 is an especially good year to monitor the native bees as the entire area is beginning to recover from five years of drought. This research will also add scientific understanding of drought effects on bee populations and their expected recovery. [7 ayes/0 noes]
- 4) Appropriate \$1,030.00 to Worth a Dam to support a learning activity at the 11th Annual Beaver Festival in Martinez. Funds will be used for wildlife sticker books, festival brochures, printed cards and chalk pastels. The project will teach children how beavers and their ponds help riparian systems thrive. [7 ayes/0 noes]
- 5) Appropriate \$7,739.63 to Marine Science Institute. Funds will be used to replace supplies that were destroyed or damaged by the 2017 rain storms including student raincoats, survival suits, life vests, Delta maps and Delta fish keys for Delta Discovery Voyages, a program that delivers STEM and environmental education with hands-on science curriculum that is aligned with Next Generation Science Standards aboard a 90-foot research vessel on the Sacramento-San Joaquin River Delta. All funds will benefit Contra Costa County 5th grade science education. [7 ayes/0 noes]
- 6) Purchase a deer and turkey decoy for the California Department of Fish and Wildlife (CDFW) in the amount of \$3,496.70. CDFW's Enforcement Division will use the decoys throughout CCC to target poachers. The primary goals for the use of the decoys are to deter violations, reduce illegal hunting and related violations, reduce the unlawful harvest of deer and turkey and reduce the threat of injury to both the public and property. [7 ayes/0 noes]
- 7) Appropriate \$2,300.00 to Contra Costa Resource Conservation District. Partial funding is recommended and may only be used for fencing materials and seed. The project will improve special status species habitat by ensuring soil erosion and sedimentation loads are reduced from entering into an existing livestock pond improving water quality, and the breeding and dispersing habitat of the California red-legged frog and California tiger salamander. [7 ayes/0 noes]

- 8) Appropriate \$23,135.00 to the Watershed Project to expand their countywide water quality monitoring program in six Contra Costa County watersheds. Funds will be used for intern stipends, monitoring equipment and supplies, costs for testing of samples and identification of bug samples sent to scientific labs. The goal of their creek monitoring program is to train and engage citizen scientists on improving water quality in CCC in order to provide suitable habitat for fish populations. [7 ayes/0 noes]
- 9) Appropriate \$5,634.00 to Mt. View Sanitary District (MVSD). Funds will be used to design, fabricate, and install 14 interpretive panels and purchase four metal bases for three MVSD sites. The goal of this project is to provide an effective educational tool to reach County residents about wetland and garden habitats and the wildlife dependent on them. [7 ayes/0 noes]
- 10) Appropriate \$9,120.00 to Mt. View Sanitary District to improve water quality and provide refuge and nesting habitat. Funds will be used for materials and supplies to fabricate 15, 4' x 10' floating treatment wetlands in Moorhen Marsh. [7 ayes/0 noes]
- 11) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants. [7 ayes/0 noes]

Please contact Maureen Parkes at 925-674-7831 or Abigail Fateman at 925-674-7820 with any questions.

Attachments:

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	Regional Parks Foundation (RPF)	non-profit	East Bay Regional Mountain Lion Project (EBMLP)	<p>(i) scientific research (m) other expenditures</p> <p>* CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i) and (m)</p>	East County	\$20,000.00	\$20,000.00	<p>This is a request for grant funds to expand a mountain lion study project from two to three key areas in the East Bay. RPF requests funds to purchase 10 additional cameras, train citizen scientists, and analyze image data. The cameras would be located near Mount Diablo at the Morgan Territory and Round Valley Regional Preserves and monitor mountain lions and other carnivores, track other wildlife and human activity in the area.</p>	<p>The project meets the requirements of Section 13103 (i) scientific research and (m) other expenditures. Long term goals of the project include: identification of important corridors for mountain lion movement which will inform future land acquisition by EBRPD; gain a better understanding of the challenges that mountain lions face along a suburban/urban interface; identify areas of potential human-mountain lion conflict, and develop strategies to mitigate these conflicts; document mountain lion ecology specific to the East Bay; increase public awareness of the behavior and ecological role of mountain lions in California; and contribute vital data to CDFW effort to tally the State's mountain lion population.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
B	Regional Parks Foundation (RPF)	non-profit	Kids Healthy Outdoors Challenge (KHOC)	(a) public education	West County 60% East County 23% Central County 17% (data from school year 16-17)	\$20,000.00	\$20,000.00	This is a request for grant funds for bus transportation to regional parks for low-income schools, teacher's guides, student booklets and teacher orientation supplies and lunches to support EBRPD's Kids Healthy Outdoors Challenge. This program promotes outdoor education and play while also supporting the delivery of third-grade curriculum.	The project meets the requirements of Section 13103 (a) public education. The goal of the program is to connect youth to nature and build future environmental stewards.
C	The Regents of the University of California	non-profit	Native Bees in Urban Brentwood and Agricultural Brentwood	(i) scientific research (m) other expenditures * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i) and (m)	East County	\$8,900.00	\$8,900.00	This is a request for grant funds to conduct an inventory of native bees in urban and agricultural Brentwood. Funds would be used for travel, materials and supplies, and a bee taxonomist who would be hired on a contract basis to identify the bees. This project expands on Dr. Frankie's research over the past few years on native bees and their role in providing pollination services in the Brentwood area.	The project meets the requirements of Section 13103 (i) scientific research and (m) other expenditures. The overarching goal of this proposal is to systematically sample native bees in urban Brentwood during the main flowering season of 2018 (and compare this inventory with the 144 native bees of 8 Brentwood farms, which will also be sampled during 2018.) The year 2018 is an especially good year to monitor the native bees as the entire area is beginning to recover from 5 years of drought. This research will also add scientific understanding of drought effects on bee populations and their expected recovery, which would be a major contribution to climate science.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
D	Worth a Dam	non-profit	Build-A-Beaver Pond	(a) public education	Central County	\$1,030.00	\$1,030.00	This is a request for funds to support a learning activity at the 11th annual Beaver Festival in Martinez. The project will teach children how beavers and their ponds help riparian systems thrive. Funds are requested for wildlife sticker books, festival brochures, printed cards and chalk pastels.	The project meets the requirements of Section 13103 (a) public education. The project is designed to show the impact beavers have above and below the water surface and demonstrates their importance to the ecosystem and the vital role ponds play in landscape health.
E	Marine Science Institute	non-profit	2018 Delta Education Supplies	(a) public education	Central County 58% East County 42%	\$7,739.63	\$7,739.63	This is a request for grant funds to replace supplies that were destroyed or damaged by the 2017 rain storms including student raincoats, survival suits, life vests, Delta maps and Delta fish keys for Delta Discovery Voyages, a program that delivers STEM and environmental education with hands-on science curriculum that is aligned with Next Generation Science Standards aboard a 90-foot research vessel on the Sacramento-San Joaquin River Delta. All funds will benefit Contra Costa County 5th grade science education.	The project meets the requirements of Section 13103 (a) public education. The Delta Discovery Voyages program teaches science that is unique and relevant to the region where the students live, human direct effect on Delta ecosystem and why it is important to protect watersheds.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
F	California Department of Fish and Wildlife	government	Decoys	(g) purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use	Countywide	\$3,496.70	\$3,496.70	A request by the CA Department of Fish and Wildlife for propagation funds to be used to purchase a deer and turkey decoy and then be gifted to CDFW. CDFW's Enforcement Division will use the decoys throughout CCC to target poachers. The primary goals for the use of the decoys are to deter violations, reduce illegal hunting and related violations, reduce the unlawful harvest of deer and turkey and reduce the threat of injury to both the public and property.	This project meets the requirements of Section 13103 (g) by purchasing equipment for the CDFW's ownership and use. The decoys will be placed in areas that have reported problems of deer or turkey poaching or are suspected to have a poaching problem.
G	Contra Costa Resource Conservation District	government	Morgan Territory Pond 7 Project Phase 2	(e) habitat improvement	East County	\$5,100.00	\$2,300.00	This is a request for funds to construct and install a temporary livestock exclusion fence around a swale and purchase native plant seeding to promote vegetation establishment to maintain cover and reduce soil erosion from entering a seasonal pond known to provide breeding habitat for California red-legged frog.	This project meets the requirements of Section 13103 (e) habitat improvement. Partial funding is recommended and may only be used for fencing materials and seed. The project will improve special status species habitat by ensuring soil erosion and sedimentation loads are reduced from entering into an existing livestock pond improving water quality, and the breeding and dispersing habitat of the California red-legged frog and California tiger salamander.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
H	The Watershed Project	non-profit	Monitoring Water Quality in Contra Costa County Watersheds	(a) public education (e) habitat improvement	Countywide	\$23,135.00	\$23,135.00	A request for funds to expand their countywide water quality monitoring program in six Contra Costa County watersheds, which includes stipends for interns, monitoring equipment and supplies, costs for testing of samples and identification of bug samples sent to scientific labs. The goal of their creek monitoring program is to train and engage citizen scientists on improving water quality in CCC in order to provide suitable habitat for fish populations.	This project meets the requirements of Section 13103 (e) habitat improvement. The Watershed Project is adding three new partnering groups, eight new sites, one new watershed, and will begin sampling for benthic macroinvertebrates living in the creek which will provide a longer perspective on water quality. The project will address local water quality concerns and result in more highly-trained citizen scientists living in these communities who can work toward improved water quality and habitat for native fish in the years to come.
I	Mt. View Sanitary District	government	The Moorhen Marsh, McNabney Marsh, and Wildlife Garden Interpretive Panels Project	(a) public education	Central County	\$5,634.00	\$5,634.00	A request for grant funds to design, fabricate, and install 14 interpretive panels and purchase four metal bases for three MVSD sites. The goal of this project is to provide an effective educational tool to reach County residents about wetland and garden habitats and the wildlife dependent on them.	This project meets the requirements of Section 13103 (a) public education. The project will help increase public awareness on variety of subjects such as: special status wetland species, the Endangered Species Act, the Migratory Bird Treaty Act, the dangers of pesticides to wildlife, wetland management challenges, and the value of clean water to fish and wildlife.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
J	Mt. View Sanitary District	government	MVSD Floating Treatment Wetlands Project - Pilot Study	(e) habitat improvement	Central County	\$9,120.00	\$9,120.00	A request for grant funds for materials and supplies to fabricate 15, 4' x 10' floating treatment wetlands (FTW) in Moorhen Marsh to improve water quality and provide refuge and nesting habitat.	This project meets the requirements of Section 13103 (e) habitat improvement. Floating Treatment Wetlands (FTW) are a useful tool to improve water quality for fish and wildlife. FTWs target excess nutrients which are a primary contributor to algae and weed growth in aquatic systems. In addition to improving water quality, FTWs also provide refuge habitat for birds, macroinvertebrates, and fish, as well as potential nesting habitat for waterfowl and songbirds.
						\$104,155.33	\$101,355.33		
			Total Available Funds as of January 12, 2018			\$227,856.21			
					Remainder		\$126,500.88		
			Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval		
			East	\$41,850.64	40.18%	\$39,050.64	38.53%		
			West	\$12,000.00	11.52%	\$12,000.00	11.84%		
			Central	\$23,672.99	22.73%	\$23,672.99	23.36%		
			Countywide	\$26,631.70	25.57%	\$26,631.70	26.28%		
			TOTAL	\$104,155.33	100.00%	\$101,355.33	100.00%		

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

Contra Costa County



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Kara Douglas
Assistant Deputy Director

August 30, 2017

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Monday, January 8, 2018 (a postmark of January 8, 2018, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by November 1, 2017. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies, the court, and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee awards grants to non-profit organizations, schools and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits or utilities. If an hourly rate is listed, costs need to be itemized separately (see grant guidelines for more details). The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials).

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2017 grant cycle a total of \$102,184.92 was awarded to 16 projects. The awards ranged from \$800 to \$21,019.53. Successful applicants may anticipate receiving notification of funding awards by the late spring or early summer of 2018.

The grant award funds will be disbursed on a cost reimbursement basis.* (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant packet to all successful applicants.

***Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (i.e. spring or summer of 2019), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

***Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-674-7831 or maureen.parkes@dcd.cccounty.us.

Sincerely,



Maureen Parkes

Fish and Wildlife Committee Staff

INSTRUCTIONS

What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page (see attached)
- 2) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

NEW REQUIREMENT: If your proposal is eligible under Section 13103 (d), (h), (i)*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by November 1, 2017. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 8, 2018 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

*The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

 - Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material in advance. Grant recipients may use the following standard language in making attributions for funding by the FWC:
 - Attribution for full Grant funding: "This (research, publication, project, Web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
 - Attribution for partial Grant funding: "This (research, publication, project, Web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."
- 3) **Project schedule - The project must be completed within a year from the date you receive notification of funding (by Spring/Summer 2019).**
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- **NEW REQUIREMENT:** If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us and received by November 1, 2017. (See exception for Section 13103 (i) above.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Monday, January 8, 2018 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 8, 2018 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).

Your complete application should be:

Emailed: maureen.parkes@dcd.cccounty.us
or
Mailed: Contra County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553-4601
Attn: Maureen Parkes

If you wish to hand deliver, contact Maureen by email or at 925-674-7831.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will not be considered if you provide more materials than required below:

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: maureen.parkes@dcd.cccounty.us / (925) 674-7831.

California Fish and Game Code Section 13103.

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. *
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

California Fish and Game Code Section 711.2. (a)

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County
2018 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, for-profit, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____