



**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 Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

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

DATE: July 6, 2020

SUBJECT: **Out-of-Cycle Grant Funding Recommendation from the Contra Costa County Fish and Wildlife Committee**

The Contra Costa County Fish and Wildlife Committee (FWC) requests that the Internal Operations Committee (IO) consider an out-of-cycle Fish and Wildlife Propagation Fund (Fund) grant request from the Contra Costa Resource Conservation District (CCRCD) and the Walnut Creek Watershed Council (WCWC) for \$18,500 to revegetate creeks with 50,000 California native plant plugs as part of a larger project to combat *Arundo donax* in Contra Costa County.

The FWC is requesting that the IO Committee consider the funding recommendation 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 reasons for recommending grant funding for the project.

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), 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 June 11, 2020, the Fund had an available balance of \$228,493.12.

Summary of Request

The Regional Water Quality Control Board allocated \$120,000 in mitigation funding to WCWC to continue its *Arundo donax* (an invasive plant) removal and replacement work. To best leverage this mitigation funding into essential contractor work to complete work on steep slopes, CCRC and WCWC applied for a grant from the Fish and Wildlife Propagation Fund in the amount of \$18,500 to cover the cost of 50,000 California native plant plugs to be used to revegetate the 2020 *Arundo* removal sites. Regulatory agencies, including the U.S. Army Corps of Engineers, have approved the 2020 mitigation work, so CCRC and WCWC are proceeding with the 2020 projects. Now that they have the Army Corps' final approval, the regulatory agencies expect the projects to be completed in 2020.

CCRC/WCWC applied and submitted a grant application for this project in the normal annual grant cycle and have shown evidence that it was sent in a timely manner to meet the submittal deadline. Unfortunately the grant application was not received. Staff suggested that they apply for an out-of-cycle grant request so that the Fish and Wildlife Committee could consider it for out-of-cycle grant funding.

II. Reason for Recommendation/Background

Since 1996, the Fish and Wildlife Committee (FWC) has implemented a structured process for reviewing funding requests. The intent of this structured review process was to replace case-by-case decision-making with a grant process that enables comparative and efficient review of applications.

Occasionally, the Committee receives requests for funds outside of the regular grant cycle. These proposals must meet all the regular requirements of applications as well as justify why the funding request should be considered outside the regular cycle.

On May 21, 1997, the FWC approved the following criteria for reviewing grant requests outside the normal grant review cycle:

The majority of projects will be reviewed simultaneously once per year. Projects can be reviewed individually, outside the annual review cycle if:

- the project is a FWC-initiated project;
- delaying review of the project until the annual review cycle would cause substantial harm to the fish and wildlife resources of the County;
- the project cannot be performed at all unless funding is received from the Fish and Wildlife Propagation Fund sooner than would be possible under the annual review cycle; or
- the project has substantial matching funds which will expire unless funding is received from the Fish and Wildlife Propagation Fund sooner than would be possible under the annual review cycle.

The Fish and Wildlife Committee discussed the CCRCD/WCWC out-of-cycle grant application at their June 17, 2020 meeting. In order for CCRCD and WCWC to utilize the Regional Water Quality Control Board mitigation funding for essential personnel and contractor costs to revegetate difficult planting areas, along with the expectation of the regulatory agencies that the project be completed in 2020, the FWC recommended approval of the out-of-cycle grant application so that Fish and Wildlife Propagation Funds can be used for the revegetation of the 2020 Arundo donax removal sites.

Members in attendance and voting on these items were: Clark Dawson, Roni Gehlke, Susan Heckly, Kathleen Jennings, Brett Morris, Daniel Pellegrini, Heather Rosmarin and Jeff Skinner. Nicole Kozicki, the At-large Alternate, was in attendance and contributed to the discussion of the grant proposal. The FWC unanimously approved the following recommendations:

- 1) Appropriate \$18,500 to Contra Costa Resource Conservation District and Walnut Creek Watershed Council for 50,000 California native plant plugs to revegetate creek banks after Arundo donax removal.
- 2) Further, the FWC also recommended that within two years* of grant funding approval, or within one month of project completion, whichever comes sooner, recipient 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 if funding is approved.

[8 ayes/0 noes]

Ayes: Clark Dawson, Roni Gehlke, Susan Heckly, Kathleen Jennings, Brett Morris, Daniel Pellegrini, Heather Rosmarin, Jeff Skinner; Noes: None; Absent: Judy Bendix; Abstain: None

Staff recommends that the grant awardee may request modifications to the budget allocations described in their grant application in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

*Ordinarily, grant recipients are required to submit a final project report within one year of project grant application approval. On May 12, 2020 the Board of Supervisors approved an automatic additional year for 2020 grant recipients to complete their projects due to the uncertainty of the duration of the County Health Officer Order (Order) to reduce the rate of transmission of Novel Coronavirus Disease 2019 (“COVID-19”).

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

Attachments:

- Grant Application
- Grant Application Packet for Fish and Wildlife Propagation Funds

Maureen Parkes
Contra Costa County
Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

May 27, 2020

Dear Ms. Parkes,

The Contra Costa Resource Conservation District (CCRCD) and the Walnut Creek Watershed Council (WCWC) are respectfully submitting this application as an out-of-cycle grant request. The application was originally submitted in time for the normal 2020 grant cycle, but unfortunately it was not received by the Fish and Wildlife Committee.

As the application states, the Regional Water Quality Control Board (RWQCB) has allocated \$120,000 in mitigation funding to the WCWC to continue its *Arundo donax* removal and replacement work. To best leverage this mitigation funding into essential contractor work to complete challenging work on steep slopes, the CCRCD and the WCWC are applying for Fish and Wildlife Propagation Funds to cover only the cost of the plants to be used for revegetation of the 2020 *Arundo* removal sites. Funding for all contractor tasks would come from the RWQCB-approved funds.

We had planned for volunteers to plant about half of the plants, but it now appears that more of the work will have to be done by contractors due to the size of the sites and public health concerns. Since the mitigation work will involve more costs than anticipated, funding for the plants is even more important now. We hope you will help us provide essential habitat for fish and wildlife in Lafayette and Walnut Creek.

Regulatory agencies, including the U.S. Army Corps of Engineers, have approved our plan for the 2020 mitigation work, so we are proceeding with the 2020 projects. Now that we have the Army Corps' final approval, the regulatory agencies clearly expect the projects to be completed this year (2020), with five years of monitoring reports to follow.

It is for these reasons that we are requesting Fish and Wildlife Propagation Funds sooner than would be possible under the annual review cycle. Feel free to email Bob Simmons at robertsimmons@astound.net with questions pertaining to this application. We will make ourselves available to attend your next meeting/Zoom conference to answer any additional questions. Thank you for your consideration.



Bob Simmons
Chair, WCWC



Lisa Damerel
CCRCD

**Contra Costa County
2020 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title: Revegetating Our Creeks to Combat Arundo donax in Contra Costa County

Organization/Individual applying: Contra Costa Resource Conservation District (CCRCD) and the Walnut Creek Watershed Council (WCWC)

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

Address: 5552 Clayton Rd.

Concord, CA 94521

Telephone: (925) 672-4577

Fax: (884) 206-6977

E-mail: ldamerel@ccrcd.org

Name and title of contact person: Lisa Damerel, Watershed Conservation Coordinator

One sentence summary of proposal: On behalf of several organizations working together to eradicate Arundo donax from local creeks, we seek funding for CA native plant plugs in order to revegetate the creek banks after Arundo removal.

Requested grant: \$18,500.00

Proposal prepared by (name & title): Lisa Damerel, Watershed Conservation Coordinator

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

Lisa Damerel

Signed on 12/28/19

Clear Form

2. PROJECT DESCRIPTION

How This Project Will Benefit the Fish and Wildlife of Contra Costa County

Arundo donax (giant reed or giant cane) is an invasive plant that primarily grows along creeks. It can grow four inches a day and up to a total height of thirty feet! *Arundo* consumes prodigious amounts of water and spreads aggressively—these qualities make it easy for *Arundo* to outcompete CA native plants for resources and space. The plant provides little food or habitat for insects, birds, and other wildlife. Additionally, *Arundo*'s encroachment on waterways can lead to flooding, and the plant poses a fire hazard—both of which can also destroy valuable riparian wildlife habitat. When *Arundo* is removed, native vegetation has more space and resources to flourish, and in turn, provides wildlife with food and shelter. Removal of *Arundo* also means that more water remains in the waterways and that trees can shade the waterways—having more, cool water available is beneficial to salmonids and other anadromous fish. The Contra Costa Resource Conservation District (CCRCD) and the Walnut Creek Watershed Council (WCWC) are jointly applying for \$18,500 from the FWC to cover the cost of the 50,000 CA native plant plugs needed to revegetate *Arundo* removal sites.

In 2018, a WCWC volunteer started mapping *Arundo* stands. Since then, WCWC volunteers have identified and mapped nearly 300 stands of *Arundo* in the Walnut Creek Watershed. (The map can be viewed at <https://www.wcwatershed.org/arundo-map.html>.) The WCWC, in partnership with the CCRCD, The Restoration Trust, and the Contra Costa Flood Control District (FCD), resolved to remove *Arundo* stands because it is a critical step in restoring precious riparian wildlife habitat in central Contra Costa County. In 2019, the WCWC formed the *Arundo* Removal and Replacement Team (ARRT). The ARRT focuses on the removal of invasive plants—particularly *Arundo*. With \$44,000 directed to the WCWC by the Regional Water Quality Control Board (RWQCB), the WCWC approved four habitat restoration projects in 2019—one in each of three sub-watersheds (San Ramon, Grayson, and Las Trampas) and one in the main stem of Walnut Creek. The ARRT has removed the *Arundo* from all four sites, and volunteers are planting native grasses, sedges, and rushes at each site, under the direction of The Restoration Trust. The volunteer planting day for one of the sites (San Ramon Creek) has taken place, and the volunteer planting days for the remaining sites are 1/4/20 (Walnut Creek), 1/11/20 (Grayson Creek), and 1/12/20 (Lafayette Creek). The WCWC is spending a total of \$9,600 on native plant plugs for these four sites.

The RWQCB has approved \$120,000 in mitigation funding to the WCWC to continue its *Arundo* removal and replacement work. With this funding, the ARRT will be able to perform more habitat restoration projects and has obtained an estimate of \$18,500 for the native plant plugs needed for revegetation of the 2020 *Arundo* removal sites. To best leverage the mitigation funding into essential personnel and contractor costs, the CCRCD and the WCWC are applying for these funds to cover only the cost of the plants. The plan is to have four to five volunteer planting days, aiming to engage a total of 125 volunteers. The additional and difficult planting will be done by contractors. It is estimated that half of the 50,000 plant plugs will be planted by volunteers, and the other half will be planted by contractors. Funding for all contractor tasks would come from the RWQCB-approved funds.

The CA native plants the WCWC plans to purchase with grant funds are Baltic rush (*Juncus balticus*), Santa Barbara sedge (*Carex barbarae*), and creeping wildrye (*Leymus triticoides*). These species were selected because they are particularly well suited for riparian restoration and offer multiple benefits for wildlife. Baltic rush fixes atmospheric nitrogen and provides good cover and food for wildlife. Santa Barbara sedge is an excellent soil stabilizer and provides nesting and brooding habitat for waterfowl. Creeping wildrye provides outstanding nesting habitat for waterfowl and upland game birds. These three plants are also rhizomatous perennials, meaning they can spread throughout the planting sites and gradually outcompete the non-native

plants. Revegetating the creeks with these native plants will make it more difficult for Arundo and other invasive plants to reestablish themselves.

The Restoration Trust and the ARRT will monitor all Arundo removal/native planting sites and will produce monitoring reports (which can be made available to the FWC, if desired). The sites will be marked with interpretive signage that would recognize the FWC as a sponsor, if grant funds are awarded.

How This Project Meets the Requirements of Section 13103

This project meets California Fish and Game Code Section 13103 (e).

3. PROJECT SCHEDULE

	2020											2021	
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Grow Native Plant Plugs													
Select Sites for Arundo Removal/Native Planting													
Remove Arundo from Sites													
Plant Native Plant Plugs at Sites													

4. PROJECT BUDGET (ITEMIZED)

	Units	Cost per Unit (\$)	Total (\$)
Baltic rush (<i>Juncus balticus</i>) plugs	5,000	0.37	1,850
Santa Barbara sedge (<i>Carex barbarae</i>) plugs	20,000	0.37	7,400
Creeping wildrye (<i>Leymus triticoides</i>) plugs	25,000	0.37	9,250
Total ask from the FWC:			\$18,500

5. ANNUAL BUDGET

The CCRCD’s budget for the 2019/2020 fiscal year is represented in the following table.

	FUND DEVELOPMENT	GEN OPS	PROGRAM	TOTAL
Income				
Total Income	57,840.00	285,000.00	561,982.00	904,822.00
Expense				
Total Expense	135,871.00	298,080.00	544,887.00	978,838.00
Net Income	(78,031.00)	(13,080.00)	17,095.00	(74,016.00)

6. STATEMENT DESCRIBING THE APPLYING ORGANIZATIONS

The CCRCD is a non-regulatory special district of the state of California. The CCRCD’s mission is to facilitate the conservation of natural resources in Contra Costa County. The CCRCD accomplishes this mission by partnering with farmers, ranchers, nonprofit organizations, private businesses, and local, state, and federal agencies. The organization works throughout Contra Costa County and has championed projects including the Pinole Fish Passage Improvement Project, livestock pond restorations, developing carbon farming plans, coordinating the Contra Costa Watershed Forum, and supporting grassroots creek/watershed groups.

CCRCD Board of Directors

Igor Skaredoff – Board President, Retired Shell chemist, LAFCO commissioner

Walter Pease – Board Treasurer, Retired City of Pittsburg Public Works

Bethallyn Black – Horticulture Professor at DVC

Lorena Castillo – Communications and Marketing Director, Groundwork Richmond

Renee Fernandez-Lipp – Manager of Governance, Vegetation Management Program, Pacific Gas & Electric

The WCWC is a voluntary stakeholder group that was started in 2011. It has a Chair (Bob Simmons) and a Vice-Chair (Igor Skaredoff), and the policy direction is provided by an Executive Committee. This Committee consists of a representative from each of four “Friends” groups: Friends of the Creeks, Friends of San Ramon Creek, Friends of Pleasant Hill Creeks, and the Lafayette Creeks Committee; a representative from the CCRCD; a representative from the FCD, and a representative from the City of Walnut Creek. Interested members of the public may also participate.

7. ORGANIZATION QUALIFICATIONS

The CCRCD is well suited to oversee and serve as the fiscal agent for this program. The CCRCD has been providing natural-resources-related assistance to Contra Costa County since 1941. For decades, the district has played an integral role in protecting all watersheds and their inhabitants within the County. The CCRCD has a knack for consistently pushing projects forward while keeping partners engaged. The CCRCD has worked with a multitude of partners, including funders, over the organization’s history to make programs come to fruition.

8. INDIVIDUALS RESPONSIBLE FOR PERFORMING AND OVERSEEING THE PROJECT

Chris Lim is the Executive Director of the CCRCD and is responsible for project oversight. Chris has over 15 years of experience in the environmental field working in and partnering with all its sectors, including nonprofit, public, private, and special districts. He is focused on the enhancement of our watersheds, through restoration and its connection to people. He has a BA in Integrative Biology with an emphasis in Marine Biology and Oceanography and a minor in Geography from the University of California at Berkeley and a Masters of Nonprofit Administration from the University of San Francisco.

Lisa Damerel is a Watershed Conservation Coordinator at the CCRCD and is the staff support for the ARRT. Lisa has a BA in English from the University of California at Berkeley and a horticulture certificate from Diablo Valley College. She works closely with the ARRT to plan and perform outreach for Arundo removal and native planting events.

Bob Simmons is the chair of the WCWC and provides general oversight of the activities of the WCWC and the ARRT.

John Zentner is a plant ecologist, Chairman of the Board for The Restoration Trust, and Chairman of the ARRT. John has three decades of experience in natural landscape ecology, wetland restoration, sustainable development, land use regulations, and permitting. John completed degrees at the University of California at Santa Barbara and the University of Oregon as well as post-graduate training at the University of Oslo. He is committed to community-based restoration and education.

9. PROJECT PERMITTING

Arundo removal and replacement work within FCD channels is permitted under the FCD’s channel maintenance Streambed Alteration Agreement (SAA). The FCD’s SAA permits removal of noxious species (including Arundo) and minor restoration actions that do not require mechanized equipment. Arundo removal and replacement work at sites that are not in FCD channels is covered under the SAA completed by an ARRT member in 2018. The CA Department of Fish and Wildlife (CDFW) has verified that this SAA covers all the known Arundo sites in the Walnut Creek Watershed, as long as the CDFW is notified before work commences at any site. All relevant agencies will be contacted to ensure any additional, necessary permits are granted before work is performed.

**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

Kelli Zenn
Business Operations Manager

July 15, 2019

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 6, 2020 (a postmark of January 6, 2020, 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, 2019. 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 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). Organizations, schools and government agencies that have received previous Fish and Wildlife Propagation Fund grants should have a positive track record of completing projects and submitting final reports in an efficient, timely and clear manner.

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 2019 grant cycle a total of \$67,267 was awarded to 10 projects. The awards ranged from \$1,025 to \$21,580.00. Successful applicants may anticipate receiving notification of funding awards by the late spring or early summer of 2020.

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 1/2 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 2021), 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, 2019. 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 6, 2020 - 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 2021).
- 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, 2019. (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 6, 2020 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 6, 2020 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
2020 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, school, 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 _____