



Agenda

INTERNAL OPERATIONS COMMITTEE

JULY 13, 2020
10:30 A.M.

Join from PC, Mac, Linux, iOS or Android:

<https://zoom.us/j/91035925188>

Or Telephone:

Dial:

USA 214-765-0478

USA 888-278-0254 (US Toll Free)

Conference code: 845965

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Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, Vice Chair

Agenda

Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the March 9, 2020 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. INTERVIEW candidate for the Public Member Alternate Seat on the Integrated Pest Management Advisory Committee for possible appointment to a term that will expire on December 31, 2022, and DETERMINE recommendation for Board of Supervisors consideration. *(Wade Finlinson, Health Services Department)*
5. CONSIDER accepting the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 - December 31, 2019. *(Cindy Shehorn, Purchasing Services Manager, Public Works Department)*
6. CONSIDER approving out-of-cycle recommendations from the Fish & Wildlife Committee for the allocation of 2020 Fish and Wildlife Propagation Fund grant funds for two additional projects totaling \$27,023. *(Maureen Parkes, Conservation and Development Department)*

7. The August 10, 2020 meeting is canceled. The next meeting is currently scheduled for September 14, 2020.
8. Adjourn

The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 07/13/2020
Subject: RECORD OF ACTION FOR THE MARCH 9, 2020 IOC MEETING
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: N/A
Referral Name: RECORD OF ACTION
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached is the Record of Action for the March 9, 2020 IOC meeting.

Recommendation(s)/Next Step(s):

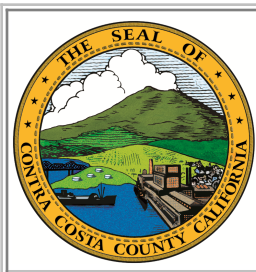
RECEIVE and APPROVE the Record of Action for the March 9, 2020 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action 3-9-2020



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 9, 2020

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Danial Borsuk; Jami Napier, Chief Asst Clerk of the Board; Emlyn Struthers, Clerk of the Board's Office; Ross Hillesheim; Johana Gurdian; Joe Yee; Carlos Velasquez; Steve Kennedy; Mark Goodwin, District III Chief of Staff

1. Introductions

Chair Andersen called the meeting to order at 10:30 a.m. and invited attendees to introduce themselves.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

Steve Kennedy submitted a request, attached, for fish and wildlife propagation funds. Staff advised that the RFP deadline was in January and the Fish and Wildlife Committee had already met and developed its recommendations for allocations of the fund. The IOC received Mr. Kennedy's request and suggested that Mr. Kennedy attend the next IOC meeting at which the IOC would consider the Fish & Wildlife Committee's recommendations for allocation of propagation funds.

3. RECEIVE and APPROVE the Record of Action for the February 10, 2020 IOC meeting.

The Committee approved the record of action for the February 10, 2020 IOC meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

- INTERVIEW candidates for the At Large #2 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to complete the current term ending on June 30, 2020 and to a new a four-year term beginning July 1, 2020 and ending June 30, 2024.

The Committee unanimously approved adding the application of Johana Gurdian to the meeting packet and considering her candidacy.

The Committee interviewed Johana Gurdian, Ross Hillesheim, and Daniel Borsuk for the vacant At Large 2 seat on the County Planning Commission. Lamar Anderson did not appear for the interview.

As a result of the interview, the Committee decided to recommend Ross Hillesheim for appointment, and directed staff to forward this recommendation to the Board of Supervisors.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

- ACCEPT 2018/19 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

Joe Yee and Carlos Velasquez presented the staff report. Joe reported that the limited availability of electric vehicle charging stations has prevented the County from optimizing the County fleet. Moreover, the price difference between a Level 2, 220V charger, which can charge a vehicle over an 8-hour period, and a Level 3 charger, which can charge a vehicle to about 80% in 30 minutes, is about \$40,000 each. Joe reported that most of the County's EV chargers are located in staff-only parking lots and are not available to the general public. Most of the grant opportunities require a County match and are conditioned upon the chargers being available to the general public.

Joe reported that Public Works identified two underutilized CNG (Compressed Natural Gas) Hondas. These CNG Hondas are typically underutilized due to their limited range. He stated that these would eventually be replaced with either Volts or Leafs, which have greater range.

Chair Andersen noted the recent uptick in thefts of catalytic converters and asked if the County had experienced any such thefts. Carlos reported that the County had indeed had a spate of thefts and that preventative measures had proved unsuccessful. He added that the thefts have since tapered off.

The Committee accepted the annual report and directed staff to forward the report to the Board for its information.

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

6. ACCEPT the 2018-2020 Triennial Review Phase III Report and specific recommendations summarized below:
 1. DIRECT the County Administrator to continue implementation with the third cycle of the triennial review process and relate actions.
 2. DIRECT the Managed Care Commission (MCC) to coordinate with the County Administrator's Office to make related corrective actions related to its membership composition and appointments.
 - i. DIRECT the MCC to update its bylaws to reduce its number of seats and to alter its membership composition in accordance with its contractual requirements with the State;
 - ii. DIRECT the MCC to forward its membership recommendations to the Family & Human Services Committee in order to review nominations to the MCC's newly established seats.
 3. DETERMINE the best course of action to address the Crockett-Carquinez Fire Protection District Advisory Fire Commission's lack of compliance with county policies related to posting of agendas and meeting transparency.
 4. CONSIDER referring minor, targeted suggestions about agenda language and disclosures to the following independent boards and commissions:
 - i. Alamo-Lafayette Cemetery District
 - ii. Byron-Brentwood Knightsen Cemetery District
 - iii. Resource Conservation District
 5. DIRECT Department of Conservation and Development staff to update the establishing documents and bylaws of the Affordable Housing Finance Committee so that the Committee may include Housing Opportunities for Persons with AIDS (HOPWA) funds within their advisory jurisdiction, to become operational pending County Counsel review and approval by the Board of Supervisors
 6. CONSIDER further review of advisory bodies without assigned permanent staff and DETERMINE whether to create a policy to abolish unstaffed advisory bodies with serious compliance issues that have been identified during Cycle 2 of the Triennial Review, including the Commission for Women and the Crockett-Carquinez Fire Protection District Advisory Fire Commission.
 7. DETERMINE whether to refer any additional issues outside the scope of the Triennial Review to other Board committees for action.
 - i. Alamo-Lafayette Cemetery District Trustees
 - ii. Fish & Wildlife Committee
 - iii. Public Law Library
1. Discussion and approval.

Emlyn Struthers presented the staff report and recommendations. She noted three issues outside the scope of the triennial review. The Committee provided the following direction on those issues, which were outlined in Recommendation 7:

- ***Alamo-Lafayette Cemetery District automatic entrance gate - Supervisor Andersen will meet with District staff to obtain further***

information.

- **Fish & Wildlife Committee staff expenses in excess of \$3,000 - Refer to TWIC for further discussion**
- **Public Law Library structural budget imbalance - No further action, as the County's obligation to the Law Library is set forth in statute.**

The Committee approved staff recommendations 1-5 as presented.

The Committee directed staff to work with the Commission for Women and the Crockett-Carquinez Fire Protection District Advisory Fire Commission to achieve compliance with the Brown Act, County Better Government Ordinance, and approved bylaws, and to report back with a status and/or recommendation.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. CONSENT to transfer to the Airports Committee the Board referral of screening and recommending candidates for appointment to the Airport Land Use Commission.

Approved as recommended.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The April 13, 2020 meeting was canceled. A special meeting is scheduled for April 6, 2020 at 1:00 p.m.
9. Adjourn

Chair Andersen adjourned the meeting at 11:45 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 07/13/2020

Subject: INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE
INTERVIEW

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 20/5

Referral Name: Advisory Body Recruitment

Presenter: Wade Finlinson, IPM Coordinator **Contact:** Wade Finlinson 925-335-3214

Referral History:

In June 2014, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, Airport Land Use Commission, and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

Referral Update:

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one County Sustainability Commission representative, one County Fish and Wildlife Committee representative, one Environmental Organizations representative, and three At Large appointees); plus one Public Member Alternate seat. Effective January 1, 2019, terms of office for the At Large and Alternate seats reviewed by the Internal Operations Committee were extended from two to four years at the direction of the IOC.

On March 31, 2020, the Board of Supervisors accepted the resignation of Dennis Shusterman, and declared a vacancy in the County's Public Member Alternate Seat on the Integrated Pest Management Advisory Committee. Following an open recruitment, one application was received, from Amy Budahn. The term of the Alternate seat will expire on December 31, 2022.

Attached is a letter from the IPM Committee transmitting the Ms. Budahn's application and current Committee roster, and describing the recruitment process.

Recommendation(s)/Next Step(s):

INTERVIEW candidate for the Public Member Alternate Seat on the Integrated Pest Management Advisory Committee for possible appointment to a term that will expire on December 31, 2022, and DETERMINE recommendation for Board of Supervisors consideration.

Fiscal Impact (if any):

No fiscal impact.

Attachments

IPM Transmittal Letter

Candidate Application Amy Budahn IPM Adv Cte

Memorandum

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

From: The IPM Advisory Committee
Jim Donnelly, Chair
Wade Finlinson, Staff

Date: July 13, 2020

Subject: Public Member Alternate Appointment to the IPM Advisory Committee

Background:

On March 31, 2020, the Board of Supervisors accepted the resignation of Dennis Shusterman, and declared a vacancy in the County's Public Member Alternate Seat on the Integrated Pest Management Advisory Committee.

Current Members of the IPM Advisory Committee

Currently the Committee has a total of 13 seats consisting of voting and non-voting members.

The 8 voting members include:

- One representative from Contra Costa Health Services
- One representative from the County Storm Water Program
- One representative from the County Sustainability Commission
- One representative from the County Fish and Wildlife Committee
- One representative from an environmental organization
- Three at-large members of the public (designated Public Member 1, 2, and 3)

The 4 non-voting members include:

- A representative from the Agriculture Department
- Two representatives from the Public Works Department (Facilities Division and Maintenance Division)
- One representative from the County's pest management contractor

Public Member Alternate

The Committee also has one public member alternate who only votes if one or more of the six public members are absent from a meeting.

See Attachment A for the list of current Committee members.

Number of Current Vacancies on the Committee: One (1) Public Member Alternate seat



Recruiting for the Public Member seats

On May 15, 2020, the IPM Coordinator circulated the vacancy announcement to the IPM distribution list. Since only one member of our 13-person committee resides in District 3, the IPM Coordinator reached out to Supervisor Burgis' staff to forward the vacancy announcement through their respective outlets. The announcement was also posted on the IPM website from May 17, 2020 through June 26, 2020.

Number of Applications Received: One application was received for the Public Member Alternate seat and is attached to this memo.

Term for Newly Appointed Member: The current four-year term for the Public Member Alternate seat will end on December 31, 2022.



ATTACHMENT A

INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE ROSTER (As of July 1, 2020)

Seat Title	Appointee Name	Work Address or City of Residence	BACKGROUND	Term Expiration	Voting?
Agriculture Commissioner or Designee	Larry Yost	2366 Stanwell Circle, Concord, CA 94520	Agriculture, pesticide regulation, IPM	None	NO
Public Works Facilities Director or Designee	Debbie King	2467 Waterbird Way Martinez, CA 94553	Grounds Maintenance Supervisor	None	NO
Public Works Deputy Director or Designee	Allison Knapp	255 Glacier Dr., Martinez, CA 94553	Flood control engineer	None	NO
County Pest Management Contractor	Carlos Agurto	Antioch	Structural IPM, entomology, vertebrate pest management	December 31, 2019	NO
Health Services Department Representative	Michael Kent	597 Center, Ste 100, Martinez, CA 94553	Hazardous materials, IPM, public health.	None	YES
County/Unincorporated County Stormwater Program Representative	Teri Rie	255 Glacier Dr. Martinez, CA 94553	Stormwater management	None	YES
Sustainability Commission Representative	Kimberly Hazard	Richmond	Works at California Childcare Health Program at UCSF/has experience developing IPM programs for childcare sites	December 31, 2023	YES
Public Member – Fish and Wildlife Committee Representative	Susan Heckly	Pleasant Hill	Wildlife, IPM, worked in the Lindsay Wildlife Museum	December 31, 2023	YES
Public Member 1 – Type 2 At Large	Susan Captain	Moraga	Statistics, computer tech support, wine grape IPM, currently wine grape grower	December 31, 2023	YES
Public Member 2 – Type 2 At Large	Stephen Prée	Richmond	Certified Arborist, municipal Environmental Services Manager and IPM Coordinator	December 31, 2023	YES
Public Member 3 – Type 2 At Large	James Donnelly	Danville	Consultant in health, safety, and environmental quality for industry and construction projects	December 31, 2022	YES
Environmental Organization – Type 3 At Large Seat	Andrew Sutherland	Martinez	U.C. Cooperative Extension Urban IPM Advisor, Board Certified Entomologist	December 31, 2022	YES
Public Member Alternate	Vacant			December 31, 2022	Only if a public at-large member/Sust. rep/F&W rep is absent



Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Amy

Last Name

Budahn

Home Address - Street

[Blank]

City

Lafayette

Zip Code

CA

Phone (best number to reach you)

[Blank]

Email

[Blank]

Resident of Supervisorial District:

2

EDUCATION

Check appropriate box if you possess one of the following:

[Checked] High School Diploma

[Blank] CA High School Proficiency Certificate

[Blank] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include UC Davis (B.S. Biology) and Boston University (Master of Public Health).

Other Training Completed:

[Blank]

Board, Committee or Commission Name

IPM Advisory Committee

Seat Name

alternate seat

Have you ever attended a meeting of the advisory board for which you are applying?

[Checked] No

[Blank] Yes

If yes, how many?

[Blank]

Please explain why you would like to serve on this particular board, committee, or commission.

The main reason I'd like to serve on this committee is to give back to my community and serve it with the knowledge I've gained both in academia and my professional career. As a scientist with a master's in public health, I strive to increase the health of everyone, regardless, and integrating best practices for pesticides by utilizing IPM is an important tool in improving health outcomes. I'm excited to work with fellow IPM enthusiasts and further enhance our county's IPM program.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have practiced and been interested in IPM for over 10 years. Pesticide usage in the Salinas Valley was the focus of my master's thesis and prior to that I worked with the State at a demonstration farm, educating inner-city youth on agriculture. For the past 5 years at the California Environmental Protection Agency, both at the Department of Pesticide Regulation and the Office of Environmental Health Hazard Assessment, I've studied pesticide use and other toxins and developed reduced-risk practices, such as IPM. This committee seat utilizes my experience studying human health risks and pesticide knowledge, and also provides an opportunity to use my creative and critical thinking skills to help our county's IPM efforts grow.

I am including my resume with this application:

Please check one:

[Checked] Yes

[Blank] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

[Blank] Yes

[Checked] No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: Yes No

List any volunteer and community experience, including any boards on which you have served.

Career Mentor at Students Rising Above, 2016-present

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?

Please check one: Yes No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

Signed:

Date:

6/29/2020

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

THIS FORM IS A PUBLIC DOCUMENT

Amy Budahn, MPH

Lafayette, CA 94549 |

PROFILE

A dedicated environmental health scientist with experience in providing unbiased, high-quality scientific research to the general public and government agencies that enable impactful, sound decisions.

EDUCATION

Master of Public Health: *Environmental Health*
Boston University School of Public Health: 2013

Bachelor of Science, Biology: *Neurobiology, Physiology, and Behaviour*
University of California, Davis: 2008

SKILLS

- Independently driven
- Experience with field monitoring and mitigation studies, data analysis and technical report writing.
- Effective communicator
- Proficient with ArcGIS, AERMOD, R, SAS, ProUCL and Microsoft Suite.
- Proven leadership ability
- Polished human health risk assessor
- Energetic with a go-getter mentality

EXPERIENCE

Senior Environmental Scientist, CalEPA/OEHHA, Oakland, CA 2018-Present

- Evaluate the potential benefits and impacts of California's Greenhouse Gas (GHG) programs on disadvantage communities and write triennial report in compliance with the Governor's Directive.
- Analyze the spatial and temporal distribution of GHGs, criteria pollutants and toxic air contaminant emissions from Cap-and-Trade facilities in relation to population demographics from the American Community Survey (ACS).
- Collaborate with federal, state, and research institutions to acquire relevant data and further develop analytical capacity to evaluate GHG policies and supporting programs.

Environmental Scientist, Department of Pesticide Regulation (DPR), Sacramento, CA 2015-2018

- Maintain and write the annual report for DPR's Volatile Organic Compound (VOC) Inventory database of pesticide products that contribute to ozone formation and collaborate with Air Resource Board for California's Emission Inventory Development and Reporting System (CEIDARS).
- Utilize GIS and air dispersion modelling packages to examine the spatial distribution of pesticide applications, evaluate mitigation measures, select monitoring station locations, assess potential impacts on environmental justice communities, and to understand observed airborne pesticide concentrations.
- Conduct, lead, and write study designs for field monitoring and mitigation studies throughout California to capture chronic, subchronic, and acute bystander exposure to airborne pesticide concentrations.

Associate Health Scientist, Cardno ChemRisk, San Francisco, CA 2014-2015

- Conducted site-based, occupational, and consumer product human health risk and exposure assessments in context with state and federal regulations.
- Provided litigation support for toxic tort cases including project coordination with varying deliverables, clients, and budgets.
- Compiled, reviewed, and analysed toxicological profiles, scientific literature, and medical profiles for various toxins and toxicants and their resulting health effects.
- Reviewed and interpreted state and federal databases and guidance documents to construct regulatory reports to quantify past, presentment, and potential future exposure pathways to chemicals.

- Youth Risk Behaviour Survey Administrator**, Boston Public School (BPS), Boston, MA 2012-2013
- Collaborated with BPS Health and Wellness Department and Boston area schools to administer CDC's Youth Risk Behaviour Surveys to high school students.
 - Successfully communicated with students and staff to accomplish a high survey completion rate.
 - Collected and reviewed test integrity for statistical accuracy and developed deeper understanding of how behavioral psychology techniques are used in survey design and implementation.

- Research Assistant**, Harvard School of Public Health, Cambridge, MA 2012-2013
- Collected qualitative and quantitative field data to understand student eating behaviour in environmental justice communities throughout Boston.
 - Managed databases and excel spreadsheets for pre- and post-consumption measurements for students.
 - Communicated effectively with elementary students and explained study protocol in Spanish and English to gain student participation.

- Environmental Protection Specialist OEHS**, U.S. EPA Internship, Boston, MA Summer 2012
- Implemented integrated chemical management plans in 29 Boston Public High Schools resulting in a 33.5% chemical reduction.
 - Created a "real-time" excel database for each school's stock chemicals and correlating MSDS NFPA/HMIS Codes accessible by each school and across the district.
 - Assisted in drafting Boston Public School District's Laboratory Chemical Hygiene & Safety Plan (CH & SPH) by compiling and summarizing available national school district's CH & SP.

- Education Outreach Coordinator**, Cal Expo, Sacramento, CA 2008-2010
- Collaborated with agricultural commissions, independent farmers, growers associations, and state agencies to develop and lead farm tours focused on food, agricultural, and nutrition.
 - Developed education material including fact sheets, interactive material, children and adult hands-on activities to promote healthy eating for families in environmental justice communities.
 - Managed 10 employees and coordinated fundraising, program management, press releases, and on-camera interviews.
 - Received several International Association of Fairs and Exposition awards and National Association of Government Communications Blue Pencil and Gold Screen Award for educational programs.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 07/13/2020

Subject: Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jul-Dec 2019

Submitted For: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Department: Public Works

Referral No.: IOC 20/1; 20/4

Referral Name: Small Business Enterprise and Outreach Programs; Local Bid Preference Program

Presenter: Cindy Shehorn, Purchasing Services Manager

Contact: Cindy Shehorn (925) 957-2491

Referral History:

Contra Costa County values the contributions of small business in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

SBE and Outreach Programs. The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. The SBE Program's objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Bid Preference Program. On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support

small local business and stimulate the local economy at no additional cost to the County. The ordinance provides that if the low bid in a commodities purchase is not a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price.

The ordinance defines a local vendor as any business that has its headquarters, distribution point, or locally-owned franchise located within the county for at least six months immediately prior to the issuance of the request for bids, and holds a valid business license by a jurisdiction in Contra Costa County.

Reporting Requirements

It is the responsibility of each department to track and compile the data on purchasing and outreach activities so that a countywide report can be provided to the Board of Supervisors. It is the responsibility of the Purchasing Services Manager to comply with and report on the Local Bid Preference Program. Since adoption, the IOC has continued to monitor the effects of these programs through semi-annual reports, currently prepared and presented by the Purchasing Services Manager. The last report received by the Internal Operations Committee was for the period of January 1 through June 30, 2019. The Committee approved those reports with the following direction to the Purchasing Services Manager:

- Issue a correction on the data for the Office of Re-entry and Justice.
- Send countywide report to all departments to inform how each department compares against others.
- Forward corrected reports to the Board of Supervisors consent agenda.

The attached report constitutes the next report due for the time period July 1 through December 31, 2019.

Referral Update:

Attached is the SBE, Outreach, and Local Bid Preference Programs report for the period July 1 - December 31, 2019.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 - December 31, 2019.

Fiscal Impact (if any):

None. This is an informational report.

Attachments

SBE Outreach & Local Bid Program Report Jul-Dec 2019

SBE Outreach & Local Bid Program Report Jul-Dec 2019 Attachment A



June 30, 2020

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

FROM: Cynthia Shehorn, Procurement Services Manager

SUBJECT: Small Business Enterprise, Outreach, and Local Program Report
for July-December 2019

RECOMMENDATION:

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2019.

BACKGROUND:

Contra Costa County values the contributions of small business in the County and developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The objective of the program is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Reporting Requirements

It is the responsibility of each department to track and compile the data on these purchasing activities so a countywide report can be provided to the Board of Supervisors. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending June 2019. Attachment A constitutes the report due for the time period of July 1- December 31, 2019.

Summary Findings

The table below summarizes the attached department activity on a countywide basis.

July - December 2019

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
Professional/Personal Services	323	159	49.2%	\$17,465,303	\$7,670,510	43.9%
Purchasing Transactions	1,306	374	28.6%	\$28,103,063	\$5,951,423	21.2%
Construction Contracts	0	0	0%	\$0	\$0	0%

This information shows the County is directing a large volume of qualifying activity to SBE firms, however the activity for professional/personal services accounts for only 43.9% of the goal. While the activity for purchasing transactions did not exceed the 50% goal, the dollar value awarded to SBE businesses exceeded \$5.9 million for the period. No construction contracts were reported.

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County's reported activity is above that threshold for professional/personal services and in line with the range for Purchasing transactions.

The Probation Department is commended for exceeding their goals in both professional services contracts and purchasing transactions by exceeding their objective and awarding 66.4% of the goal in professional services contracts, and 57.0% in purchasing transactions.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
PROBATION						
Professional/Personal Services	23	11	47.8%	\$233,954	\$155,421	66.4%
Purchasing Transactions	41	20	48.8%	\$295,239	\$168,345	57.0%

E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals of \$10,000 or more to be solicited online. For this period there were 18 bids totaling \$5,292,648 that fell within the parameters of the program.

In addition, the data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women, minority-owned, local, disabled veteran, and disadvantaged business enterprises. During this reporting period, 18 bids were conducted using the BidSync e-outreach site. Notifications were sent to 252,274 businesses of which 32.6% are considered a small, local, or disadvantaged business enterprise.

E-Outreach
July 1, 2019 – December 31, 2019

Number of Solicitations	18
Total Notifications	252,274
Dollar Value	\$ 5,292,648

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	15,433	6.2%
WBE - Women Business Enterprise	13,294	5.3%
SBE - Small Business Enterprise	41,891	16.7%
LBE - Local Business Enterprise	1,794	.07%
DVBE - Disabled Veteran Business Enterprise	285	0.1%
DBE – Disadvantaged Business Enterprise	9,164	3.6%
Total	81,861	32.6%

Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference being utilized for this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$29 million. The dollar value awarded to Contra Costa County businesses was \$3.6 million. The value awarded to other Bay Area businesses was 12.8% or \$3.7 million. This represents a significant contribution to the local economy.

Contra Costa County	\$3,610,268	12.4%
Other Bay Area Counties	\$3,732,915	12.8%
Other (Non Bay Area)	\$21,751,286	74.8%
Total	\$29,094,469	100%

Conclusion

The County demonstrates continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some departments is below this threshold, departments are showing greater interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, which identifies businesses in the small, local, women, minority, veteran and disadvantaged business categories.

Attachment A

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2019

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Agriculture						
Professional/Personal services contracts	4	3	75.0%	\$35,999	\$29,999	83.3%
Purchasing Transactions	8	0	0.0%	\$16,030	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services						
Professional/Personal services contracts	19	14	73.7%	\$1,363,200	\$636,208	46.7%
Purchasing Transactions	51	11	21.6%	\$556,010	\$26,632	4.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0.00%	\$0	\$0	0.0%
Purchasing Transactions	9	2	22.22%	\$226,046	\$10,207	4.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk-Recorder-Elections						
Professional/Personal services contracts	16	2	12.5%	\$220,970	\$124,000	56.1%
Purchasing Transactions	17	1	5.9%	\$190,431	\$12,992	6.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	4	3	75.0%	\$105,253	\$85,253	81.0%
Purchasing Transactions	9	8	88.9%	\$156,997	\$15,000	9.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration						
Professional/Personal services contracts	2	0	0.0%	\$672,588	\$0	0.0%
Purchasing Transactions	22	0	0.0%	\$1,361,914	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

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SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2019

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
County Administrator's Office - Reentry & Justice						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	4	0	0.0%	\$61,042	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Clerk of the Board						
Professional/Personal services contracts	1	1	100.0%	\$80,000	\$80,000	100.0%
Purchasing Transactions	4	0	0.0%	\$32,000	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	10	3	30.0%	\$145,000	\$18,890	13.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	70	24	34.3%	\$1,618,827	\$665,428	41.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	6	4	66.7%	\$296,036	\$238,036	80.4%
Purchasing Transactions	10	3	30.0%	\$144,966	\$33,650	23.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	17	8	47.1%	\$156,589	\$59,949	38.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2019

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Employment and Human Services						
Professional/Personal services contracts	15	6	40.0%	\$621,117	\$331,190	53.3%
Purchasing Transactions	117	43	36.8%	\$1,110,073	\$462,552	41.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Fire Protection District						
Professional/Personal services contracts	4	3	75.0%	\$214,520	\$149,000	69.5%
Purchasing Transactions	13	6	46.2%	\$456,733	\$185,970	40.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services						
Professional/Personal services contracts	186	93	50.0%	\$8,144,499	\$4,415,361	54.2%
Purchasing Transactions	388	72	18.6%	\$7,926,263	\$1,205,342	15.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	3	3	100.0%	\$60,500	\$60,500	100.0%
Purchasing Transactions	3	0	0.0%	\$22,900	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	1	0	0.0%	\$60,935	\$0	0.0%
Purchasing Transactions	28	14	50.0%	\$144,131	\$55,201	38.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation						
Professional/Personal services contracts	23	11	47.8%	\$233,954	\$155,421	66.4%
Purchasing Transactions	41	20	48.8%	\$295,239	\$168,345	57.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender						
Professional/Personal services contracts	1	1	100.0%	\$1,000	\$1,000	100.0%
Purchasing Transactions	9	0	0.0%	\$133,784	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2019

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Public Works						
Professional/Personal services contracts	17	12	70.6%	\$887,178	\$617,279	69.6%
Purchasing Transactions	267	92	34.5%	\$4,213,099	\$987,998	23.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Office of the Sheriff						
Professional/Personal services contracts	19	2	10.5%	\$4,268,654	\$648,363	15.2%
Purchasing Transactions	192	62	32.3%	\$8,992,683	\$1,964,734	21.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	2	1	50.0%	\$198,900	\$98,900	49.7%
Purchasing Transactions	17	5	29.4%	\$142,306	\$78,533	55.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Veterans Services Office						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts			0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	323	159	49.2%	\$17,465,303	\$7,670,510	43.9%
Purchasing Transactions	1306	374	28.6%	\$28,103,063	\$5,951,423	21.2%
Construction contracts	0	0	#DIV/0!	\$0	\$0	#DIV/0!



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 07/13/2020

Subject: Allocation of Propagation Funds by the Fish and Wildlife Committee

Submitted For: John Kopchik, Director, Conservation & Development Department

Department: Conservation & Development

Referral No.:

Referral Name:

Presenter: Maureen Parkes, Conservation &
Development Dept

Contact: Maureen Parkes
925.674.7831

Referral History:

On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which is now a standing referral to the IOC.

Referral Update:

Attached are two separate recommendations of the Fish and Wildlife Committee to fund two projects totaling \$27,023. These recommendations are supplemental to the 15 projects approved by the Board of Supervisors in May 2020 that totaled \$85,891.

Recommendation(s)/Next Step(s):

APPROVE out-of-cycle recommendations from the Fish & Wildlife Committee for the allocation of 2020 Fish and Wildlife Propagation Fund grant funds for two additional projects totaling \$27,023:

Grantee	Project	Amount
Carquinez Reg. Environmental Education Center	Greenhouse/grounds improvement for educational purposes	\$ 8,523
Resource Cons Dist & Walnut Creek Watershed Council	Arundo donax mitigation	\$18,500

Fiscal Impact (if any):

The recommendation will have no impact on the County General Fund. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200). As of June 11, 2020, the Fund had an available balance of \$228,493.

Attachments

F&W Propagation Fund Grant Recommendation for Carquinez Regional Environmental Education Center

F&W Propagation Fund Grant Recommendation for Resource Conservation Dist and Walnut Creek Watershed



**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

DATE: July 6, 2020

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

Maureen Parkes

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 in the amount of \$17,199.15 from the Carquinez Regional Environmental Education Center (CREEC) for funding to improve CREEC's greenhouse and grounds to increase safety, cleanliness, and efficiency for classrooms to visit, learn, and work with native plants. The Committee is recommending partial funding in the amount of \$8,522.59.

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 partial 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

CREEC recently approved an MOU with CCRCO to strengthen their partnership and to complement and increase CREEC's impact by expanding the quality of the environmental education that takes place at CREEC's facilities. The biggest obstacle to implementing their new programs is the poor condition of CREEC's facilities. CREEC seeks funding to improve their greenhouse and grounds to increase safety, cleanliness, and efficiency in order to be welcoming and productive for classrooms to visit, learn, and work with native plants.

CREEC, in coordination with CCRCO, 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 to enable the Fish and Wildlife Committee to 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 CREEC out-of-cycle grant application at their June 17, 2020 meeting. The Committee members asked questions of the project representatives that were present and provided advice regarding some of the costs listed in CREEC's itemized budget. In particular, the Committee recommends that CREEC obtain wood chips/mulch for the grounds for free instead of paying for it. In consideration of the current COVID-19 pandemic, the Committee wishes to support increasing the health and safety features of the grounds at CREEC so that they can bring more students on field trips and expand their programs. Now that CREEC will be obtaining wood

chips/mulch for free, the Committee is recommending partial funding of the original grant request in the amount of \$8,522.59.

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 recommendation:

- 1) Appropriate \$8,522.59 to CREEC for supplies to improve their greenhouse and grounds to increase safety, cleanliness and efficiency so CREEC is able to bring more students on field trips and expand their programs.
- 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



Carquinez Regional Environmental Education Center

P.O. Box 65, Crockett, California 94525

CREECCarquinez@gmail.com

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

June 4, 2020

Dear Ms. Parkes,

The Carquinez Regional Environmental Education Center (CREEC), in coordination with the Contra Costa Resource Conservation District (CCRCD), 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.

In light of the recent events related to COVID, we envision our proposal to fall under the category B – “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.”

The programming at CREEC continues in small groups with the appropriate social distancing and safety measures. Yet with COVID, increasing the health and safety features of the grounds at CREEC is now more relevant than ever. Our application seeks \$17,199.15 for upgrading the facility to a level that allows CREEC to bring more students on field trips and expand the after school and weekend volunteer student programming where parents and guardians can feel safe bringing their students to learn about their local watersheds.

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 Chris Lim at clim@ccrpd.org and Susanna van Greunen at rouxnavg@yahoo.com 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.

Sincerely,

Susanna van Greunen
Board President

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

Office Use Only:

Project title: Enhancing CREEC's capacity for environmental education and field trips

Organization/Individual applying: Carquinez Regional Environmental Education Center (CREEC)

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

Address: PO Box 65, Crockett, CA 94525

Telephone: (224) 436-2237

Fax:

E-mail: CREECCarquinez@gmail.com

Name and title of contact person: Susanna van Gruenen, Board President

One sentence summary of proposal: Improve CREEC's greenhouse and grounds to increase safety, cleanliness, and efficiency in order to be welcoming and productive for classrooms to visit, learn, and work with native plants.

Requested grant: **\$17,199.15**

Proposal prepared by (name & title): Susanna van Gruenen, Board President

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



Signed on 1/4/2020

PROJECT DESCRIPTION

HOW THIS PROJECT WILL BENEFIT THE FISH AND WILDLIFE OF CONTRA COSTA COUNTY

There is a magical moment that occurs in school gardens when young students have that “Aha!” realization. A nearly visible light bulb goes on when students connect the science concepts taught in the classroom, physical work in the garden, and their role in helping conserve watersheds and the species we share them with.

The Carquinez Regional Environmental Education Center (CREEC) is a nonprofit based on the Carquinez Strait in Crockett, CA whose mission is to help local youth restore the shores of the Carquinez Strait so the birds, plants, and animals that make this a special place can thrive alongside the recreational needs of residents and visitors. Currently, CREEC’s programs achieve this by working with local students recruited to help maintain CREEC’s greenhouse, the surrounding grounds, and their extensive collection of native plants. In exchange for a small stipend, the students work on Wednesdays after school and on Saturday mornings.

CREEC recently approved an MOU with the Contra Costa Resource Conservation District (CCRCD) to strengthen their partnership and to complement and increase CREEC’s impact by expanding the quality of the environmental education that takes place at CREEC’s facilities. We intend to grow our programming to include in-class sessions at local schools with field trips to CREEC. Our curricula are aligned with the Next Generation Science Standards and consist of multiple cohesive sessions that complement school curricula.

CREEC and the CCRCD are developing two new environmental education programs—one focused on aquaponics and another focused on native plants and animals. The biggest obstacle to implementing these innovative new programs is the poor condition of CREEC’s facilities. While the grounds can accommodate a handful of students at a given time, they need to be upgraded to accommodate larger groups of students and to attract funders interested in experiential environmental education. **The requested funding would improve the safety, cleanliness, and efficiency of the CREEC facilities, transforming CREEC’s greenhouse and grounds into a welcoming, productive place for large school groups to visit, learn, and work with native plants.**

We plan to hold several community workdays throughout the year to make these important upgrades—e.g., to clean the greenhouse, to mulch the grounds, to install new safety and hygiene features. These workdays will increase CREEC’s publicity and provide an opportunity to hold additional plant sales to benefit CREEC’s programming.

Beyond benefitting the native plants and the multitudes of animals and insects, including pollinators, that inhabit or visit CREEC, these facility improvements will open the door for environmental education programs to set students on a path toward living sustainable lifestyles. The newly-developed educational programs will help create an environmentally-literate generation that understands that everyday choices effect the health of the planet. The first step toward achieving this goal is improving the facilities at CREEC so that we can develop long-lasting environmental education programming in partnership with local classrooms and will eventually attract additional funding through grants and like-minded foundations, corporations, and individuals.

HOW THIS PROJECT MEETS THE REQUIREMENTS OF SECTION 13103

This project meets Section 13103 letter (a). It satisfies letter (a) with the environmental education components of the fuller program.

PROJECT DESCRIPTION

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	2020						2021					
TASKS												
Purchase items												
Community workdays												
Greenhouse cleaning												
Final reporting												

PROJECT BUDGET (ITEMIZED)

Supplies and Materials	TOTAL		
Greenhouse Weed-Barrier Fabric and Gravel	\$404.55	bailing wire	\$8.70
Weed-barrier fabric for ground in outdoor areas	\$1,305.00	industrial wire cutter	\$54.50
Greenhouse Cleaning	\$560.00	first aid kit	\$76.13
Replacement cooling system panel for greenhouse	\$108.75	p-touch machine	\$26.10
Repair barbed wire around perimeter of property	\$326.25	p-touch tape (x3)	\$26.10
3 wheelbarrows	\$405.25	benches (x3)	\$277.31
1 wheeled cart	\$152.25	rust-oleum	\$27.19
Shade Structure	\$1,201.41	paint	\$18.49
Shade Cloth (x2)	\$365.40	paintbrushes (x3)	\$16.31
Plant Labels (x2)	\$101.34	shovels (x4)	\$82.65
Purchase misc. tools/supplies		gardening shears (x5)	\$59.81
Industrial hose, 100 ft. (x2)	\$163.13	ladder	\$87.64
locks	\$43.50	spading fork (x3)	\$91.35
landscape fabric stakes (600 pack)	\$65.25	window for shed	\$88.09
café tables (x2)	\$115.28	paver stone (x20)	\$195.75
café chairs	\$169.65	push broom	\$35.89
tablecloths (x4)	\$78.30	Eyewash Station	\$282.75
tablecloth clips (x2)	\$15.23	Hand-Washing Station	\$609.00
folding tables (x3)	\$163.13	Cooler	\$65.25
grommet kit	\$11.96	Cubbies	\$50.24
paracord	\$76.13	Equipment repairs	\$330.00
vinyl lettering	\$7.61	Purchase wood chips/mulch for grounds	\$8,676.56
mini fridge	\$174.00	TOTAL	\$17,199.15

ANNUAL BUDGET (FY 2018-2019)

INCOME		EXPENSES	
plant sales	3090	site supplies	1905
donations	11100	programs	2160
	14190	publicity	125
		misc	180
		utilities	2030
GRAND TOTAL	7790		6400

STATEMENT DESCRIBING CREEC, BOARD OF DIRECTORS

CREEC is a nonprofit organization that has been teaching conservation to disadvantaged youth and creating environmental stewards in the communities that line the Carquinez Strait for 24 years. CREEC's mission is to help local youth restore the shores of the Carquinez Strait so the birds, plants, and animals that make this a special place can thrive alongside the recreational needs of residents and visitors. CREEC does this by running an after-school environmental education program for children and by holding events such as tree plantings and trash cleanups.

CREEC Board of Directors

Susanna Van Greunen, President

Nancy Hawthorne, Secretary

Dean Kelch, Treasurer

Anamarie Farias

Judy Barone

Christopher Spinner

STATEMENT DESCRIBING CREEC QUALIFICATIONS

CREEC is best suited to oversee this program because the activities will be occurring on its property. The organization has existed on lean budgets throughout its existence and is now envisioning a future with more programming and community engagement. The all-volunteer Board of Directors is committed to the organization's mission and making the most of their unique position on the Carquinez Strait and long-lasting community ties. With additional support from its partners, including the CCRCD, CREEC is on a pathway to increasing organizational capacity. We anticipate the growth of CREEC's programming will necessitate hiring paid staff in the future, which would enable CREEC to become more sustainable and well-known in the future.

INDIVIDUALS RESPONSIBLE FOR PERFORMING PROJECT AND OVERSEEING PROJECT

Susanna Van Greunen is a Technical Product Manager with Expedia Mobile App and have many years of project management experience. Susanna lives in this little gem of a town, Crockett next to the Carquinez Strait with a couple of goats who think they are pets but have a job, a bunch of chickens, a few rescued parrots, two dogs and her son. She also intends to add a couple of beehives to her fruit and veggie garden. She is President of the CREEC Board and have an ardent love for nature and community.

Lisa Damerel is a Watershed Conservation Coordinator with the CCRCD and is the support staff for CREEC. 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 CREEC to help increase their organizational capacity and support their activities.

Chris Lim is the CCRCD's Executive Director and will help oversee this project. Chris has nearly 20 years of experience in the environmental field and has worked in all three sectors, nonprofits, private, and government. He has extensive experience with curriculum development and working with underserved youth. He manages programs with special insight due to his Masters of Nonprofit Administration from the University of San Francisco and undergraduate degree in Integrative Biology with an emphasis in Marine Biology and Oceanography from the University of California at Berkeley.

STATEMENT DESCRIBING STATUS OF PERMIT APPROVALS NECESSARY TO PERFORM PROJECT

No permits needed to perform project.

**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 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 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 _____



**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 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 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 _____