



**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@ccrcc.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

Clear Form

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 _____