



**CONTRA COSTA COUNTY  
FISH AND WILDLIFE COMMITTEE**  
c/o Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Telephone: 925-655-2703

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

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

**DATE:** April 6, 2021

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

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

## **I. Background**

### **Fish and Wildlife Propagation Fund**

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license) and illegal dumping. Occasionally there are larger fines that result from violations, including failure to obtain appropriate permits for activities such as streambed alteration or illegal take of a special status species. A portion of the fines are deposited into the Fish and Wildlife Propagation Fund. As of January 15, 2021, the Fund had an available balance of \$204,510.35.

## **FWC Grant Program**

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

### **Public Outreach to Advertise the Grant Program**

In October 2020, the application packet was sent to the Fish and Wildlife Committee mailing list, Contra Costa Watershed Forum mailing list, and to teachers and programs that could benefit from the grant program including Contra Costa College, Diablo Valley College, Los Medanos College, UC Berkeley, Cal State University - East Bay, University of California Agriculture and Natural Resources, Mills College and St. Mary’s College. The CCC Office of Communications and Media distributed a press release to local and regional media outlets regarding the availability of the grant application packet. CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

### **FWC Grant Review Process in 2021**

Seven applications requesting a total of \$62,870.71 were reviewed.

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

## **II. Recommendation of Funding on Grants for 2021**

At its February 17, 2021 meeting, the FWC recommended full or partial funding for all of the proposed projects. Projects recommended for funding total \$60,830.71 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and vote are listed on Pages 2 – 3 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Clark Dawson (District III), Roni Gehlke (At-large), Susan Heckly (District II), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), and Cass Rogers (At-large).

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

- 1) Appropriate \$4,973.00 to The Regents of the University of California for their “Native Bees and Host Flowers in Urban Brentwood, Contra Costa County” project. This is a continuation of Dr. Frankie's research on native bees in the Brentwood area and their role in providing pollination services. Funds will be used for travel, materials and supplies, and a bee taxonomist to be hired on a contract basis to identify the bees.

- 2) Appropriate \$8,897.83 to Mills College for their “Combining Naturalistic and Automated Monitoring to Uncover Spatial and Temporal Landscapes of Fear: Human-Wildlife Issues at Briones” project. The project will provide educational opportunities to college students and scientific insights. Funds will be used for supplies.
- 3) Appropriate \$16,000.00 to International Bird Rescue for their “Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts)” project. IBR is a referral hospital and often treats the most challenging cases that are beyond the capacity or skills of other regional wildlife centers and clinics. This funding will offset costs for birds admitted from Contra Costa County to IBR's San Francisco Bay-Delta Wildlife Center between April 1 and December 31, 2021. The goal of the project is to address known, ongoing Urban Wildlife Conflicts (negative human-wildlife interactions) in CCC in 2021. Funds will be used for medication, dietary supplements, vitamins, nutrition, and veterinary supplies.
- 4) Appropriate \$6,273.89 to Contra Costa Resource Conservation District and Friends of San Ramon Creek (FSRC) for their “Scaling Up Arundo Removal and Replacement in San Ramon Creek Watershed” project. Grant funds will assist in scaling up FSRC's Arundo removal effort, will be used for Arundo removal equipment to increase capacity, plants to restore sites where Arundo has been removed, and a fiscal sponsor fee.
- 5) Appropriate \$11,655.28 to Contra Costa Resource Conservation District and Friends of San Ramon Creek for their “Water Quality Monitoring in San Ramon Creek” project. FSRC plans to train other creek groups that are part of the Walnut Creek Watershed Council to use water quality monitoring instrumentation to monitor their creeks and also plans to work with two high school environmental science classes (San Ramon Valley High School and Athenian). Funds will be used to purchase the water quality monitoring instrumentation which will allow them to conduct consistent monitoring of San Ramon Creek, and a fiscal sponsor fee.
- 6) Appropriate \$5,070.71 to Cal State East Bay, Concord Campus for their “Restoration of Galindo Creek at Cal State East Bay's Concord Campus - Phase One” project. Restoration work will be performed to transform the Galindo Creek Field Station site into an example of a healthy riparian habitat that supports the rich biodiversity of the area. Funds will be used for native plants, hand tools, irrigation and fencing supplies.
- 7) Appropriate \$7,960.00 to Marine Science Institute for their “2022 Delta Discovery Voyage Program” project. The DDV program teaches science that is unique and relevant to the region where the students live, human direct effect on the Delta ecosystem, and why it is important to protect watersheds. Partial funding is recommended for vessel fuel, lodging for staff and the harbor fee, and may not be used for stipends.
- 8) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants.

[8 ayes/0 noes]

Ayes: Balbas, Dawson, Gehlke, Heckly, Jennings, Morris, Pellegrini and Rogers; Noes: None; Abstain: None; Absent: None

Staff recommends that grant awardees may request modifications to the budget allocations described in their grant applications 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.

Please contact Maureen Parkes at 925-655-2909 or Abigail Fateman at 925-655-2908 with any questions.

**Attachments:**

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

# Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	The Regents of the University of California	school	Native Bees and Host Flowers in Urban Brentwood, Contra Costa County	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	East County	\$4,973.00	\$4,973.00	This is a request for funding for the final year of a multi-year survey of native bee species and their host flowers in urban Brentwood. This is a continuation of Dr. Frankie's research on native bees in the Brentwood area and their role in providing pollination services. Funds are requested for travel, materials and supplies, and a bee taxonomist to be hired on a contract basis to identify the bees.  Proposed Project Schedule: June 2021 - May 2022	The project meets the requirements of Section 13103 (a) public education and (i) scientific research. The Committee recommends funding this effort to gather data on the seasonal movement of native bees between agricultural fields and urban areas, and vice versa; and identification of the bees.
B	Mills College	school	Combining naturalistic and automated monitoring to uncover spatial and temporal landscapes of fear: human-wildlife issues at Briones	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	Central County	\$8,897.83	\$8,897.83	This is a request for funding for a project that will provide educational opportunities to college students and scientific insights by (i) documenting the spatial and temporal gradient of human-wildlife interactions using naturalistic observations and automated (acoustic and visual) monitoring and (ii) assessing its behavioral and physiological consequences for a native prey species, the California ground squirrel. Funds are requested for supplies.  Proposed Project Schedule: June 2021 - May 2022	The project meets the requirements of Section 13103 (a) public education and (i) scientific research and (m) conservation. This project will evaluate the extent to which humans and their domestic dogs are associated with patterns of activity for (i) mesopredators and (ii) the California ground squirrel, a major native prey species and ecosystem engineer at Briones Regional Park.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

# Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
C	International Bird Rescue	non-profit	Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts)	(b) temporary emergency treatment and care of injured or orphaned wildlife  (c) temporary treatment and care of wildlife confiscated by the department as evidence.	Countywide	\$16,000.00	\$16,000.00	This is a request for funding to offset costs for birds admitted from Contra Costa County to IBR's San Francisco Bay-Delta Wildlife Center between April 1 and December 31, 2021. Funds are requested for medication, dietary supplements, vitamins, nutrition, and veterinary supplies.  Proposed Project Schedule: April 2021 - December 2021	The project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife and (c) temporary treatment and care of wildlife confiscated by the department as evidence. IBR is a referral hospital and often treats the most challenging cases that are beyond the capacity or skills of other regional wildlife centers and clinics. The goal of the project is to address known, ongoing Urban Wildlife Conflicts (negative human-wildlife interactions) in CCC in 2021.
D	Contra Costa Resource Conservation District (CCRCD)  Friends of San Ramon Creek (FSRC)	government	Scaling Up Arundo Removal and Replacement in San Ramon Creek Watershed	(e) habitat improvement	Central County	\$6,273.89	\$6,273.89	This is a request for funding to assist FSRC in scaling up its Arundo removal effort. Funds are requested for Arundo removal equipment to increase capacity, plants to restore sites where Arundo has been removed, and a fiscal sponsor fee.  Proposed Project Schedule: April 2021 - December 2021	This project meets the requirements of Section 13103 (e) habitat improvement. Grant funds will assist in scaling up FSRC's Arundo removal effort. Arundo is a non-native invasive plant that consumes prodigious amounts of water, usually along streams and other waterways. It outcompetes native plants and provides little food or habitat for insects, birds, or other wildlife.

# Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
E	Contra Costa Resource Conservation District (CCRCD)  Friends of San Ramon Creek (FSRC)	government	Water Quality Monitoring in San Ramon Creek	(a) public education	Central County	\$11,655.28	\$11,655.28	<p>This is a request for funding for FSRC so that they can purchase water quality monitoring instrumentation in order to conduct consistent monitoring of San Ramon Creek. They will gather scientific data for input into the State database, teach volunteers to use the instrumentation and grow the program within the Walnut Creek Watershed. Funds are requested for equipment and a fiscal sponsor fee.</p> <p>Proposed Project Schedule: April 2021 - ongoing</p>	<p>This project meets the requirements of Section 13103 (a) public education. FSRC would purchase their own water quality monitoring instrumentation with grant funds so that they do not have to borrow equipment and will be able to monitor the water quality more frequently, more sustainably, and more dependably. FSRC plans to train other creek groups that are part of the Walnut Creek Watershed Council to use this instrumentation to monitor their creeks and also plans to work with two high school environmental science classes (San Ramon Valley High School and Athenian).</p>
F	Cal State East Bay, Concord Campus	school	Restoration of Galindo Creek at Cal State East Bay's Concord Campus - Phase One	(e) habitat improvement	Central County	\$5,070.71	\$5,070.71	<p>This is a request for funding for materials for the first phase of a restoration project along a stretch of Galindo Creek on the Cal State East Bay campus in Concord. Funds are requested for native plants, hand tools, irrigation and fencing supplies.</p> <p>Proposed Project Schedule: February 2021 - August 2021 Monthly for the 1st two years after planting.</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement. Restoration work will be performed to transform the Galindo Creek Field Station site into an example of a healthy riparian habitat that supports the rich biodiversity of the area.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
G	Marine Science Institute	non-profit	2022 Delta Discovery Voyage Program	(a) public education	East County 52%  Central County 48%	\$10,000.00	\$7,960.00	<p>This is a request for funding to support the 2022 Delta Discovery Voyage Program (DDV). The DDV program delivers STEM and environmental education with hands-on science curriculum to 5th grade Contra Costa County students that is aligned with Next Generation Science Standards (NGSS) aboard their 90-foot research vessel on the Sacramento-San Joaquin River Delta. Funds are requested for supplies, marina fees, travel and fuel expenses.</p> <p>Proposed Project Schedule: January 2022 - February 2022</p>	<p>This project meets the requirements of Section 13103 (a) public education. The DDV program teaches science that is unique and relevant to the region where the students live, human direct effect on the Delta ecosystem, and why it is important to protect watersheds. The Committee recommends partial funding for fuel for the vessel, lodging for staff, and harbor fee, and may not be used on stipends.</p>
					Total	\$62,870.71	\$60,830.71		
		Total Available Funds as of January 15, 2021				\$204,510.35	\$204,510.35		
					Remainder	\$141,639.64	\$143,679.64		

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
East	\$10,173.00	16.18%	\$9,112.20	14.98%
West	\$0.00	0.00%	\$0.00	0.00%
Central	\$36,697.71	58.37%	\$35,718.51	58.72%
Countywide	\$16,000.00	25.45%	\$16,000.00	26.30%
TOTAL	\$62,870.71	100.00%	\$60,830.71	100.00%

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).  
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# 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

**Amalia Cunningham**  
Assistant Deputy Director

**Kelli Zenn**  
Business Operations Manager

October 2, 2020

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 Wednesday, January 6, 2021 (a postmark of January 6, 2021, 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. Staff will acknowledge receipt of each grant application. If you do not receive a confirmation of receipt contact Maureen Parkes at 925-674-7831 prior to the deadline. 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](mailto:maureen.parkes@dcd.cccounty.us) by November 2, 2020. 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 considers grant awards for prospective expenditures from 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. 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 2020 grant cycle a total of \$112,914.00 was awarded to 17 projects. The awards ranged from \$611.00 to \$18,500.00. Available funds vary from year to year and the Fish and Wildlife Committee cannot commit to multi-year or recurring funding. The Board of Supervisors will make the final decision on the grant awards and successful applicants may anticipate receiving notification by May 2021. Project expenditures eligible for reimbursement must be made subsequent to Board of Supervisors approval of grant funding.

**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 award letter that is sent 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 (May 2022), 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](mailto: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.  
(PDFs and e-signatures are acceptable)
- 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](mailto:maureen.parkes@dcd.cccounty.us) or at the address listed on Page 2 and received by November 2, 2020. 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, 2021 - 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.

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 May 2022).**
- 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. Electronic submittals are preferred. 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](mailto:maureen.parkes@dcd.cccounty.us) and received by November 2, 2020. (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 Wednesday, January 6, 2021 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 6, 2021 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](mailto:maureen.parkes@dcd.cccounty.us)

or

Mailed or Hand Delivered\*\*: 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

\*Staff will acknowledge receipt of each grant application. If you do not receive an email confirmation of receipt, contact Maureen Parkes prior to the deadline by calling 925-674-7831.

\*\*Due to new (and changing) operating procedures related to COVID-19 safety measures, you need to contact Maureen by email or telephone at 925-674-7831 to coordinate hand delivery of your application to ensure your application is received by the submission deadline.

**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](mailto: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  
2021 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 \_\_\_\_\_