

March 15, 2023



Contra Costa County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553

Dear Maureen and Committee members:

The Contra Costa Watershed Forum and its quadrennial Symposia bring together people working to restore and maintain the health of Contra Costa County's waterways. The Forum and Symposia serve as a nexus for watershed education, networking, and celebrating successes.

As a previous sponsor of the Contra Costa County Creek & Watershed Symposium (Symposium), the Contra Costa County Fish & Wildlife Committee (Committee) will be interested to know that we are hard at work planning the next Symposium, which will be held at the Pleasant Hill Community Center on October 26th, 2023. With an anticipated audience of 250 to 300 attendees, this day-long conference is an excellent opportunity for public education and engagement. The program will include presentations from speakers discussing interesting and relevant topics that will help educate, inspire, and celebrate the people doing watershed work in Contra Costa County. The program will also feature a poster session, Q&A sessions, panel discussions, an awards ceremony, refreshments, a catered lunch, and an evening reception. We plan to have a field trip day on October 27th, during which attendees will have the opportunity to visit some of the restoration sites and projects they learned about during the Symposium.

The theme for this year's Symposium is *Intergenerational Watershed Stewardship*. A Symposium focused on intergenerational watershed stewardship seeks to open a dialogue between established watershed advocates and the emerging generation of watershed stewards. As we recognize the implications of our changing climate, how can we strengthen our commitments to collaboration and sharing knowledge among diverse participants in and around Contra Costa? How can we ensure that multi-year projects and plans come to fruition? We will explore answers to these questions with Symposium attendees, and we hope members of the Committee will also take part in the dialogue.

We are requesting \$10,343 from the Committee. This funding will cover costs for the conference venue; printing of programs, signage, name tags, and a commemorative reusable cup for each attendee as part of the welcome packet; rental equipment; and refreshments provided by a local indigenous-owned restaurant, Cafe Ohlone. Please see the enclosed itemized grant budget.

The Symposium meets the requirements of Section 13103(a) of the California Fish and Game Code. The goal of the Symposium is to educate and connect members of the public to restore and maintain watershed health, which directly benefits the fish and wildlife of Contra Costa County. Some of the topics addressed will include restoration, environmental justice, and cross-sectoral collaboration. Environmental stewards can better protect fish and wildlife when they have the latest scientific and social context to inform their work.

The Committee will be acknowledged as a Headwaters Sponsor of the event, the top level of sponsorship available (\$5,000 and up). This means that the Committee will receive the following benefits of sponsorship: priority logo placement; 10 tickets to the Symposium with a reserved table; verbal recognition during the Symposium; logo featured in the Symposium program, website, slide deck, and poster; 1/2 page advertisement in the Symposium program; and the opportunity to table (with priority placement) at the venue.

Project Schedule: The Symposium will be held on October 26th, 2023, with a field trip day to follow on October, 27th, 2023. All requested grant funds will be used before the end of 2023.

Project Budget: The Symposium's primary sponsor is the Contra Costa County Flood Control & Water Conservation District. The District has allocated \$70,000 for the event. Please note that this is the same amount that was allocated for previous Symposia, even though costs for catering and staff time are notably higher in 2023. The Flood Control District funding primarily goes toward CCRCO staff time, speaker stipends, food, and day-of-event labor costs. Several sponsor organizations (some of the committed sponsors include the U.S. Fish and Wildlife Service's Partners Program, the California Department of Water Resources, the East Contra Costa County Habitat Conservancy, Save Mount Diablo, and Restoration Design Group) help to cover some of those costs, as well. Funding from the Committee will help keep the event's ticket prices down, meaning that the event will be more accessible to more people. In particular, we are aiming to keep the student ticket price below \$20. The CCRCO was in the early stages of planning the Symposium when the 2023 Fish and Wildlife Propagation Fund grant applications were due and wishes to submit this out-of-cycle grant request for funding that would assist with now identified Symposium costs.

Please note that in order to ensure that we have materials in time for the October event, we have already purchased the commemorative cups and made a deposit to reserve the venue. We may have to purchase other items on the itemized budget (on next page) before we hear from the Committee regarding a determination about this grant, therefore we are requesting a waiver of policy to permit reimbursement for eligible project costs incurred prior to award of funds.

The CCRCO is a non-regulatory special district of the state of California, and its mission is to facilitate the conservation of natural resources in Contra Costa County. The CCRCO accomplishes this mission by partnering with farmers; ranchers; nonprofits; businesses; and local, state, and federal agencies.

CCRCO Board of Directors

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

Bethallyn Black – Horticulture Professor at Diablo Valley College

Lorena Castillo – Co-Executive Director, Groundwork Richmond

Renée Fernandez-Lipp – Principal Public Safety Specialist, PG&E

Igor Skaredoff – Retired Shell Chemist

The Symposium is staffed by the CCRCO, with Lisa Damerel and Lydia Lapporte serving as the Symposium Planning Coordination Team. They facilitate monthly meetings with a Symposium Planning Committee to make decisions about the Symposium as a group. Lisa helped plan the 2019 Symposium and has facilitated the Contra Costa Watershed Forum since early 2022. She has planned numerous educational and outreach events for the CCRCO, the Forum, the Alhambra Watershed Council, and the Walnut Creek Watershed Council. Lydia joined the CCRCO's staff in 2022 and has prior experience in planning Symposia, educational events, and facilitating environmental network collaboration. This experience includes planning and implementing an annual Birds of Berkeley Festival, a bi-annual Seaweed Symposium in Maine, and organizing the Seaweed Commons network that connected stakeholders in Maine and beyond. Additional CCRCO staff assist with Symposium planning, as needed.

A Pleasant Hill Recreation & Park District facility rental permit has been obtained for use of the Pleasant Hill Community Center on October 26th, 2023. A Pleasant Hill Recreation & Park District alcohol permit has been obtained for the purpose of serving alcohol during the evening reception at the venue on October 26th, 2023. (This incurs a \$75 charge, but that charge is not included in this funding request.) No other permits are needed for this project.

Thank you for considering this grant request,



Lisa Damerel

Watershed Conservation Manager, Contra Costa Resource Conservation District

Enclosures: CCRCO Annual Budget FY 22/23

Itemized Project Budget

CCRCD Annual Budget FY 22/23 (Board Approved June 21, 2022)

		Fund				TOTAL	
		GEN OPS	Development	Education	Watershed	Working Lands	
Income							
	Total Income	333,150.00	63,900.00	-	397,959.00	941,662.00	1,736,671.00
Expenses							
	Total Expense	347,994.50	140,283.32	5,384.97	388,441.05	842,470.29	1,724,574.12
	NET INCOME	(14,844.50)	(76,383.32)	(5,384.97)	9,517.95	99,191.71	12,096.88

Itemized Project Budget

Category	Item	Cost
Venue	Soroptimist Rooms 1 and 2	\$ 550.00
Venue	Soroptimist Rooms 1 and 2 AV Package	\$ 50.00
Venue	McHale Room	\$ 550.00
Venue	McHale Room AV Package	\$ 50.00
Venue	Gazebo	\$ 200.00
Venue	Kitchen	\$ 85.00
Venue	Perera Pavilion	\$ 1,100.00
Venue	Perera Pavilion Rental Deposit	\$ 750.00
Venue	Perera Pavilion AV Package	\$ 150.00
Venue	Perera Pavilion Stage Rental	\$ 210.00
Venue subtotal		\$ 3,695.00
Rentals	250 Elite White Dinner Plates	\$ 250.00
Rentals	250 Commercial Stainless Dinner Forks	\$ 250.00
Rentals	250 Commercial Stainless Dinner Knives	\$ 250.00
Rentals	250 Cloth Napkins Standard White	\$ 88.00
Rentals	30 108" Round Table Cloths Standard White	\$ 450.00
Rentals	5 4' x 8' Poster Board Setups (for poster session)	\$ 225.00
Rentals	2 Tripod Easels for Foam Board Posters	\$ 50.00
Rentals subtotal		\$ 1,563.00
Supplies	3' x 6' Banner	\$ 75.00
Supplies	Banner Stand	\$ 99.00
Supplies	2 Foam Board Posters	\$ 150.00
Supplies	Certificate Paper with Foil for Awards	\$ 15.00
Supplies	Award Frames (12 count)	\$ 56.00
Supplies	4" x 3" 100% Recycled Paper Name Badge Inserts	\$ 30.00
Supplies	300 Biodegradable Name Tag Holders with Metal Clips	\$ 160.00
Supplies	250 Printed Conference Program Booklets	\$ 900.00
Supplies	250 Reusable Commemorative 10 oz. Stainless Steel Cups	\$ 1,800.00
Supplies subtotal		\$ 3,285.00
Refreshments	Cafe Ohlone brownies for afternoon snack	\$ 1,200.00
Refreshments	Cafe Ohlone tea for afternoon snack	\$ 600.00
Refreshments subtotal		\$ 1,800.00
Total requested from the FWC		\$ 10,343.00

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

Contra Costa County



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Deidra Dingman
Deputy Director

Maureen Toms
Deputy Director

Gabriel Lemus
Assistant Deputy Director

September 29, 2022

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 Thursday, January 5, 2023 (a postmark of January 5, 2023, 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 925-655-2909 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 by November 1, 2022. 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). Due to the current drought conditions, proposals should seek to minimize water usage and address the project's water requirements in the grant application. 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 2022 grant cycle a total of \$50,324.27 was awarded to ten projects. The awards ranged from \$998.00 to \$9,949.00. 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 2023. 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. Grant awardees may request a budget modification to address any proposed changes to the project costs. This request must be made in writing prior to incurring the unapproved expenses. Unapproved expenses will not be reimbursable. 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 2024), 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 925-655-2909 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.
(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.

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, 2022. 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 5, 2023 - 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 2024).
- 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.*
- 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, 2022. (See exception for Section 13103 (i) on Page 1.) 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 Thursday, January 5, 2023 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 5, 2023 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 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 925-655-2909.

**Due to operating procedures related to COVID-19 safety measures, contact Maureen by email or telephone at 925-655-2909 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 / (925) 655-2909.

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
2023 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 _____