



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  
By: Maureen Parkes, Senior Planning Technician  
Staff to Fish and Wildlife Committee

DATE: April 3, 2023

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 10 grant applications and recommends nine 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 (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. A portion of the fines are deposited into the Fund. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license) and illegal dumping. Occasionally portions of larger fines that result from violations, including failure to obtain appropriate permits for activities such as streambed alteration, illegal take of a special status species, and pollution of waters are deposited into the Fund. In 2022, due to the settlement of *The People of the State of California vs. LP, SFPP*, regarding a Kinder Morgan ruptured oil pipeline that leaked a large amount of gasoline into a drainage canal that occurred in November 2020, a deposit of \$497,500 was made into the Fund. As of January 13, 2023, the Fund had an available balance of \$652,252.67.

## **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**

On September 29, 2022, the application packet was sent to the Fish and Wildlife Committee mailing list, the 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. In October 2022, all Contra Costa County school districts were sent the announcement. 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. Supervisors also included the announcement in their email newsletters. It was posted as a newsflash on the Department of Conservation and Development’s website and displayed on its social media accounts: Facebook, Instagram and Twitter. It was also made available on the Committee’s website and to anyone who requested a copy.

## **FWC Grant Review Process in 2023**

10 applications requesting a total of \$84,906.02 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 2023**

At its February 15, 2023 meeting, the FWC recommended full or partial funding for nine of the proposed projects. Projects recommended for funding total \$60,702.02 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 through 4 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Roni Gehlke (At-large), Madhan Gunasekaran (District III), 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 \$13,151.37 to International Bird Rescue for their “Repair and Improve Rehabilitation Habitats for Contra Costa Wildlife Harmed by Human Impact - 2023” project. Funds will be used to repair and replace currently unusable and obsolete rehabilitation facilities and material in their small aviaries, predator-proof these and other enclosures, and improve their ability to care for unhatched eggs and chicks. Partial funding is recommended for the purchase of Brinsea TLC-50 Advance Series II Parrot Brooder/Intensive Care Unit/Recovery Incubator, 8-unit modular wall

cage, wood and building supplies for rehabilitation habitats, hardware cloth and netting, materials for staff to restore small pelican aviary and rubber matting for wash room; and may not be used for trimming trees and brush or weed abatement.

- 2) Appropriate \$1,015.00 to Worth a Dam for their “Beavers: Climate Superheroes” project. The children will walk from booth to booth with a bookmark collecting stamps showing the issues beavers can address learning how they mitigate climate change. Funds will be used for climate hero stamps, superhero bookmarks, climate change hero posters for booths and exhibit location map festival brochures.
- 3) Appropriate \$4,336.00 to Golden Gate Audubon for their “Bring Back the Natives” project. The goals of the tour are to encourage homeowners to garden with native plants in order to create habitat for wildlife where they live and work; to reduce the amount of water used in the landscape; and to eliminate pesticide use, thus protecting pollinators affected by garden chemicals, and water quality for aquatic species such as frogs, trout and salmon. Partial funding is recommended and may be used for lawn signs, t-shirts for hosts and volunteers, Zoom fees for virtual tour, and keystone species cards; and may not be used for a consultant to provide technical help for a virtual tour.
- 4) Appropriate \$7,200.00 to KIDS for the BAY for their “Watershed Action Program” project. The project will engage eight elementary school classes, including 200 students, their teachers and families, in under-resourced schools in Contra Costa County, in hands-on watershed education and stewardship. Funds will be used for field trip bus transportation.
- 5) Appropriate \$15,100.00 to The Watershed Project for their “Contra Costa Water Quality Monitoring and Wildcat Creek Fish Habitat Suitability Study” project to support the continuation of their countywide creek monitoring program while partnering with Trout Unlimited to conduct a Steelhead and Salmon Habitat Suitability Study in Wildcat Creek. Partial funding is recommended and may be used for calibration standards and replacement parts for all meters in use, paper strip indicators, HOBO loggers, YSI meter and sensors, Oakton meter, lab fees and permits, educational materials for public events, replacement waders; and may not be used for website and app development fees, event space rental for year-end celebration, or intern stipend.
- 6) Appropriate \$5,280.65 to Lindsay Wildlife Experience for their “Hospital Exam Room Medical Light Fixture” project. The new light fixture will replace examination lights in the primary treatment room of the hospital and will improve their ability to properly examine and diagnose animals. Funds will be used for the purchase and installation of the medical light fixture.
- 7) Appropriate \$2,050.00 to River Otter Ecology Project for their “Ambassadors to the Watershed” project to support educational presentations about the Contra Costa Canal otters on Zoom and/or in person at which they will discuss the importance of community science in conservation and show how the information those who input sightings are giving them supports improved management decisions for wildlife. Funds will be used for design and printing of logo tees, printing of brochures, barrel bags and postage.
- 8) Appropriate \$5,695.00 to Contra Costa Resource Conservation District for their “CSUEB, Concord Eco-Cultural Garden Outdoor Classroom” project to purchase teaching supplies and infrastructure materials to equip the California State University, East Bay (CSUEB), Concord Eco-Cultural Garden to serve as an outdoor classroom. Partial funding is recommended and may be used for

dissection microscopes, hand lenses, binoculars, trowels, garden gloves, Outdoor Learning Store Soil Study and Inquiry Kit, craft supplies, folding tables, potting soil, shipping container, interpretive bulletin case, galvanized steel sign holders; and may not be used for a shipping container.

- 9) Appropriate \$6,874.00 to Wildcat Canyon Community School for their “Educating Future Generations About Wildlife Habitat Restoration and Mitigating Stormwater Runoff at Wildcat Canyon Community School” project which involves restoration and improvement of two disturbed hillside areas; creation of a native plant demonstration garden near the front of the school; and improved irrigation in the school garden. The restoration efforts will be carried out by the students and school community volunteers of Wildcat Canyon Community School (WCCS), with an emphasis on educating participants on the ecological benefits of planting native plants and impacts on wildlife. Funds will be used for native trees, native shrubs, native wildflower seeds and native bunchgrasses; gopher cages and wire roll, welding wire fencing, T-posts, work gloves, wheelbarrow and hand tools, and miscellaneous irrigation and water catchment supplies.
- 10) 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, Gehlke, Gunasekaran, 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 2023

	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	UC Davis	School	The Impact of Human Disturbance on Animal Learning	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	Central County	\$9,140.00	\$0.00	<p>This is a request for funds to investigate how human disturbance impacts social interactions among animals and learning strategies in the California ground squirrel at Briones Regional Park. The specific aims of this project are to 1) determine the long-term effects of human disturbance on social network properties, and 2) assess how human disturbance affects learning strategies. Funding is requested for Raspberry Pi sets, custom cut acrylic for puzzle boxes, RFID logger, RFID antennae, power bank 20mAH, charger cables, RasPi4 compatible touch screens, miscellaneous electronics, stepper motors, configuration fee of existing RFID logger, notebooks, storage unit rent in Martinez and mileage.</p> <p>Proposed Project Schedule: Field work will be conducted May 2023 - August 2023.</p>	Although a valuable research project, the Committee does not recommend funding because they prefer to fund special projects rather than having organizations depend on grant funding year-to-year for programs or projects.

\*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 2023

	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
B	International Bird Rescue	non-profit	Repair and Improve Rehabilitation Habitats for Contra Costa Wildlife Harmed by Human Impact - 2023	(a) public education (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	\$15,251.37	\$13,151.37	<p>This is a request for funds to repair and replace currently unusable and obsolete rehabilitation facilities and material in their small aviaries, predator-proof these and other enclosures, improve their ability to care for unhatched eggs and chicks, and improve workplace safety for their patients and property. Funds are requested for Brinsea TLC-50 Advance Series II Parrot Brooder/Intensive Care Unit/Recovery Incubator, 8-unit modular wall cage, wood and building supplies for rehabilitation habitats, hardware cloth and netting, materials for staff to restore small pelican aviary, rubber matting for wash room, fire protection (trim trees and brush away from buildings, rehabilitation areas, and power lines; weed abatement)</p> <p>Proposed Project Schedule: This project can begin within 30 days, and be completed within 6 months, following notification of grant approval.</p>	<p>The project meets the requirements of Section 13103 (a) public education, (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. The goals of the project are to positively resolve human/wildlife interactions and to propagate hundreds of native Contra Costa wild animals, representing dozens of different species. Partial funding is recommended and may not be used for trimming trees and brush or weed abatement.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	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	Worth a Dam	non-profit	Beavers: Climate Superheroes	(a) public education	Central County	\$1,015.00	\$1,015.00	<p>This is a request for funds for a children's educational activity at the 14th Annual Beaver Festival in Martinez. The children will walk from booth to booth with a bookmark collecting stamps showing the issues beavers can address learning how they mitigate climate change. Funds are requested for climate hero stamps, superhero bookmarks, climate change hero posters for booths and exhibit location map festival brochures.</p> <p>Event Date: June 24, 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education. "Beavers: Climate Superheroes" is a fun way to learn how beavers mitigate climate change.</p>
D	Golden Gate Audubon Society	non-profit	Bring Back the Natives	(a) public education (e) habitat improvement	<p>Central 50%</p> <p>West County 50%</p>	\$4,900.00	\$4,336.00	<p>This is a request for funds to support the 2023 Bringing Back the Natives Garden Tour. The goals of the tour are to encourage homeowners to garden with native plants in order to create habitat for wildlife where they live and work; to reduce the amount of water used in the landscape; and to eliminate pesticide use, thus protecting pollinators affected by garden chemicals, and water quality for aquatic species such as frogs, trout and salmon. Funds are requested for lawn signs, t-shirts for hosts and volunteers, Zoom fees for virtual tour, consultant providing technical help for virtual tour, and keystone species cards.</p> <p>Event Dates: May 6-7, 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The garden tour has direct benefits to wildlife as it will improve habitat by teaching Contra Costa residents about the importance of native plants to wildlife, how to transform gardens into habitat, inspire, and provide the resources that will help residents protect species whose numbers are in decline by creating ecologically diverse gardens. Partial funding is recommended and may not be used for a consultant to provide technical help for the virtual tour.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	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	KIDS for the BAY	non-profit	Watershed Action Program	(a) public education (e) habitat improvement	West County 60%  East County 40%	\$7,200.00	\$7,200.00	<p>This is a request for funds to support the Watershed Action Program which will engage eight elementary school classes, including 200 students, their teachers and families, in under-resourced schools in Contra Costa County, in hands-on watershed education and stewardship. Funds are requested for field trip bus transportation.</p> <p>Proposed Project Schedule: 2023 - 2024 school year</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. Students will discover wildlife in unique aquatic environments, explore and investigate like scientists, and make personal connections with nature. Students will become environmental leaders at school and at home by taking action for their environment, making behavior changes and teaching their families and school communities how to protect their local watershed and wildlife.</p>



Grant Applications and Fish and Wildlife Committee Recommendations 2023

	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
F	The Watershed Project	non-profit	Contra Costa Water Quality Monitoring and Wildcat Creek Fish Habitat Suitability Study	(a) public education (e) habitat improvement	West County 60% Central County 25% East County 15%	\$20,000.00	\$15,100.00	<p>This is a request for funding to support continuation of their countywide creek monitoring program while partnering with Trout Unlimited to conduct a Steelhead and Salmon Habitat Suitability Study in Wildcat Creek. Funds are requested for calibration standards and replacement parts for all meters in use, paper strip indicators, HOBO loggers, YSI meter and sensors, Oakton meter, lab fees and permits, website and app development fees, educational materials for public events, event space rental for year-end celebration, replacement waders and intern stipend.</p> <p>Proposed Project Schedule: The project would begin when notified of grant approval and be completed in May 2024.</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The Wildcat Creek Steelhead and Salmon Habitat Suitability Study will provide a direct benefit to anadromous fish species in Wildcat Creek by better understanding spawning and rearing conditions in the creek, and interventions necessary to accompany fish passage improvements. Additionally, the goal of their creek monitoring program is to train and engage community scientists on improving water quality in Contra Costa County in order to provide suitable habitat for fish populations. Partial funding is recommended and may not be used on website and app development fees, event space rental for year-end celebration and intern stipend.</p>
G	Lindsay Wildlife Experience	non-profit	Hospital Exam Room Medical Light Fixture	(b) Temporary emergency treatment and care of injured or orphaned wildlife.	Countywide	\$5,280.65	\$5,280.65	<p>This is a request for funds to replace examination lights, which are currently 1/2 functional, that are located in the primary treatment room of the hospital.</p> <p>Proposed Project Schedule: The project would begin when notified of grant approval.</p>	<p>The project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife. Replacing the examination lights will improve their ability to properly examine and diagnose animals coming into the hospital.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	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
H	River Otter Ecology Project	non-profit	Ambassadors to the Watershed	(a) public education	Central County	\$2,050.00	\$2,050.00	<p>This is a request for funds to support educational presentations about the Contra Costa Canal otters on Zoom and/or in person at which they will discuss the importance of community science in conservation and show how the information those who input sightings are giving them supports improved management decisions for wildlife. Funds are requested for design and printing of logo tees, printing of brochures, barrel bags and postage.</p> <p>Proposed Project Schedule: 2023</p>	<p>The project meets the requirements of Section 13103 (a) public education. River otters in the Contra Costa Canal are attracting the public's attention, and this is an opportunity to promote public awareness and education on responsible wildlife viewing, photography and the importance of watershed health, offering education and ways to use community science data to support watershed conservation.</p>
I	Contra Costa Resource Conservation District	government	CSUEB, Concord Eco-Cultural Garden Outdoor Classroom	(a) public education	Central County	\$13,195.00	\$5,695.00	<p>This is a request for funds to purchase teaching supplies and infrastructure materials to equip the California State University, East Bay (CSUEB), Concord Eco-Cultural Garden to serve as an outdoor classroom. Funds are requested for dissection microscopes, hand lenses, binoculars, trowels, garden gloves, Outdoor Learning Store Soil Study and Inquiry Kit, craft supplies, folding tables, potting soil, shipping container, interpretive bulletin case, and galvanized steel sign holders.</p> <p>Proposed Project Schedule: This project can begin within 30 days, and be completed within 4 months, following notification of grant approval.</p>	<p>The project meets the requirements of Section 13103 (a) public education. The vision for the garden is to serve as an entry point to create awareness of the interconnectedness of human actions and watershed health. Installing interpretive signage to educate the community and providing materials for an outdoor classroom will allow the highly visible and accessible CSUEB Concord Eco-Cultural garden to expand environmental awareness of curious students, educators, and members of the public. Partial funding is recommended and may not be used to purchase a shipping container.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2023

	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
J	Wildcat Canyon Community School	School	Educating Future Generations About Wildlife Habitat Restoration and Mitigating Stormwater Runoff at Wildcat Canyon Community School	(a) public education (e) habitat improvement	West County	\$6,874.00	\$6,874.00	<p>This is a request for funds to restore native wildlife habitat on the campus of Wildcat Canyon Community School (WCCS), and to assist in educating the community about their native ecosystem. Funds are requested for native trees, native shrubs, native wildflower seeds and native bunchgrasses; gopher cages and wire roll, welding wire fencing, T-posts, work gloves, wheelbarrow and hand tools, and miscellaneous irrigation and water catchment supplies.</p> <p>Request for exception to the grant funding cost reimbursement requirement.</p> <p>Proposed Project Schedule: May 2023 - February 2024</p>	<p>The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. This project will involve restoration and improvement of two disturbed hillside areas; creation of a native plant demonstration garden near the front of the school; and improved irrigation in the school garden. The restoration efforts will be carried out by the students and school community volunteers of Wildcat Canyon Community School (WCCS), with an emphasis on educating participants on the ecological benefits of planting native plants and impacts on wildlife.</p> <p>The Committee recommends approving their request for an exception to the grant funding cost reimbursement requirement.</p>
					<b>Total</b>	<b>\$84,906.02</b>	<b>\$60,702.02</b>		
			<b>Total Available Funds as of January 13, 2023</b>			<b>\$652,252.67</b>			
					<b>Remainder</b>	<b>\$567,346.65</b>	<b>\$591,550.65</b>		

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
East	\$5,880.00	6.93%	\$5,145.00	8.48%
West	\$25,644.00	30.20%	\$22,422.00	36.94%
Central	\$32,850.00	38.69%	\$14,703.00	24.22%
Countywide	\$20,532.02	24.18%	\$18,432.02	30.36%
<b>TOTAL</b>	<b>\$84,906.02</b>	<b>100.00%</b>	<b>\$60,702.02</b>	<b>100.00%</b>

# 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**  
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**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](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.

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 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](mailto: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](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 925-655-2909.

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