



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

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: January 26, 2024

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

The Contra Costa County Fish and Wildlife Committee (FWC) completed its review of the 2024 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 12 grant applications and recommends 11 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 October 9, 2023, the Fund had an available balance of \$571,625.00.

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 June 27, 2023, the application packet was sent to the Fish and Wildlife Committee mailing list, the Contra Costa Watershed Forum mailing list, all Contra Costa County school districts, Contra Costa College, Diablo Valley College, Los Medanos College, UC Berkeley, Cal State University - East Bay, University of California Agriculture and Natural Resources, 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. 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 Review Process for 2023 and 2024 Grant Awards

This year the Committee adjusted the grant cycle to ensure future grant awards would be received earlier in the year. To implement this change, the Committee held two grant rounds in 2023.

- The Committee reviewed 2023 grant applications in January and February 2023, made recommendations to the IO Committee and the IO Committee’s recommendations were approved by the Board of Supervisors on April 18, 2023.
- The 2024 FWC grant recommendations for your consideration now were reviewed in October and November 2023.
- Moving forward, the FWC will review grant proposals annually in September and October with an estimated notification of award prior to the beginning of the new year.

12 applications requesting a total of \$140,039.34 were reviewed for the 2024 grant cycle. Several applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

II. Recommendation of Funding on Grants for 2024

At its November 15, 2023 meeting, the FWC recommended full or partial funding for 11 of the proposed projects. Projects recommended for funding total \$74,522.06 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 3 through 5 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Susan Heckly (District II), Kathleen Jennings (At-large), Brett Morris (District IV) and Daniel Pellegrini (District V).

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

- 1) Appropriate \$8,217.35 to Lindsay Wildlife Experience for their “Lindsay Wildlife Experience food storage expansion” project. Funds will be used to purchase a refrigerator and freezer which are needed due to an increase in the amount of food they need to store and provide to their patients. Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 2) Appropriate \$10,470.00 to Lindsay Wildlife Experience for their “Creating an Interactive Bee Exhibit and Education Programs” project. The upgrade of their *HiveAlive!* exhibit on the museum's exhibit floor will make it more engaging and interactive, focusing on the importance of pollinators, including honey bees and California native bees. Partial funding is recommended and may only be used for exhibit signage, graphics and exhibit title; and honeycomb fabrication as shown in the grant application project budget. Vote 4-1 (Ayes: Balbas, Jennings, Morris and Pellegrini; Noes: Heckly; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 3) Appropriate \$2,823.00 to John Muir Chapter of Trout Unlimited for their “Wildcat Creek Water Quality and Fish Habitat Monitoring Study” project. This study is a continuation of water quality monitoring in collaboration with The Watershed Project and East Bay Regional Park District. It 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. Funds will be used for a Hobo Waterproof Shuttle, Replacement DO sensor cap, shipping and miscellaneous supplies.
*The FWC recommends approval of the applicant’s request for an exception for non-profit organizations that can demonstrate financial hardship that would allow for a partial disbursement of funds (up to ½ of the grant award) after the grant is awarded.
Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 4) Appropriate \$5,640.00 to International Bird Rescue for their “Address HPAI and Repair and Improve Rehabilitation Habitats for Contra Costa Wildlife Harmed by Human Impact – 2024” project. Partial funding is recommended and may only be used for materials for staff to create outdoor Highly Pathogenic Avian Influenza (HPAI) screen facilities, repair and replace obsolete and unsafe rehabilitation caging areas; and eight 12' capture nets with articulated net and telescoping handles necessary for staff and specially trained volunteers to safely capture injured and oiled wildlife. Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 5) Appropriate \$5,167.00 to Marine Science Institute for their “2024 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. Funds will be used for expendable supplies - buckets, fish keys, posters, otter trawl nets, hand nets, plankton nets and partial funding for ship fuel.
Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 6) Appropriate \$8,700.00 to Contra Costa Resource Conservation District for their “eDNA Monitoring of Restored Livestock Ponds” project. The project will assess the success of their

livestock pond improvement program and identify what species are using the ponds. CCRCD hopes to leverage the results of this project to better illustrate the importance of their livestock ponds and their restoration for the broad benefit of wildlife. Funds will be used for eDNA monitoring kits for vertebrates and invertebrates and chest waders for staff.

Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)

- 7) Appropriate \$5,960.00 to Contra Costa Resource Conservation District and Friends of San Ramon Creek for their “2024 Arundo Removal and Replacement in San Ramon Creek Subwatershed” project to assist with the completion of their Arundo removal project in the San Ramon Creek Watershed in 2024. Funds will be used for a chipper rental, Roundup, MarkIt Dye, and two backpack sprayers.
Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 8) Appropriate \$6,392.00 to Contra Costa Resource Conservation District for their “Ours to Conserve: Flora and Fauna in the Watershed Signage Program” project. The project will increase the public's environmental literacy by installing new, redesigned “Ours to Conserve: Flora and Fauna in the Watershed” signs across Contra Costa County watersheds in English and Spanish text. Funding will be used for aluminum sign panels, sign posts, and sign mounting hardware.
Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 9) Appropriate \$16,807.00 to Golden Gate Bird Alliance for their “San Francisco Bay Osprey Camera” project. The San Francisco Bay Osprey Camera (established in 1917) is an exceptional and popular educational tool for connecting people with Ospreys and teaching about their conservation success story. Funding will be used for a new camera, HDOnTap technician trip cost, lift rental to access crane site and one year of annual costs of webcam streaming services through HDOnTap.
Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 10) Appropriate \$3,435.00 to the City of Lafayette for their “Living with Wildlife in Lafayette Educational Signs” project. Signs and handouts will have information about animals that live in the Lafayette area. Partial funding is recommended for five A-Frame signs, 50 Coroplast signs, printed 10 each of five designs, shipping and delivery for signs and frames, and sales tax for signage as outlined in the additional information provided by the City of Lafayette on November 9, 2023.
Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)
- 11) Appropriate \$910.71 to the Pleasant Hill Instructional Garden for their “Pleasant Hill Instructional Garden Wildlife Habitat Signage” project. The funds will be used for signage and associated materials to use as an educational tool for visitors, volunteers, students and school staff to describe characteristics of a healthy wildlife habitat, to explain plant and pollinator ecology at the garden, and to encourage community adoption of more sustainable practices. Funds will be used for metal posts, concrete mix, strong tie metal brackets, plastic cover and printed signs.

* The FWC recommends approval of the applicant's request that full grant funding be disbursed prior to the beginning of the project due to financial hardship and the requested amount is under \$1,000.

Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)

12) 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.

Vote 5-0 (Ayes: Balbas, Heckly, Jennings, Morris and Pellegrini; Noes: None; Abstain: None; Absent: Gehlke, Rogers and Solis)

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 2024

	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	Lindsay Wildlife Experience	non-profit	Lindsay Wildlife Experience food storage expansion	(b) temporary emergency treatment and care of injured or orphaned wildlife.	Countywide	\$8,217.35	\$8,217.35	<p>This is a request for funds for expansion of food storage capacity. Funds are requested for a refrigerator and freezer.</p> <p>Proposed Work Schedule: The project would begin upon notice of grant approval. The equipment can be delivered within 30 days of order placement.</p>	<p>This project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife. Full funding is recommended for the purchase of a refrigerator and freezer which are needed due to an increase in the amount of food they need to store and provide to their patients.</p>
B	Lindsay Wildlife Experience	non-profit	Creating an Interactive Bee Exhibit and Education Programs	(a) public education	Countywide	\$15,100.00	\$10,470.00	<p>This is a request for funds to upgrade the <i>HiveAlive!</i> exhibit on the museum's exhibit floor to make it more engaging and interactive, and to create associated programming. Funds are requested for graphic design for all signage, graphics, and exhibit layout; all exhibit signage, graphics, and exhibit title; honeycomb fabrication and painting walls.</p> <p>Proposed Work Schedule: January 2024 - December 2024</p>	<p>This project meets the requirements of Section 13103 (a) public education. The upgrade will focus on the importance of pollinators, including honey bees and California native bees, how they support the growth of native plants, and what individuals can do to help protect their local pollinators inspiring environmental stewardship. Partial funding is recommended and may only be used for exhibit signage, graphics and exhibit title; and honeycomb fabrication as shown in the grant application project budget.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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	John Muir Chapter of Trout Unlimited	non-profit	Wildcat Creek Water Quality and Fish Habitat Monitoring Study	(e) habitat improvement	West County	\$2,823.00	\$2,823.00	<p>This is a request for funds for equipment and supplies to monitor water quality and fish habitat in Upper Wildcat Creek watershed. This study is a continuation of water quality monitoring in collaboration with The Watershed Project and East Bay Regional Park District. Funds are requested for a Hobo Waterproof Shuttle, Replacement DO sensor cap, shipping and miscellaneous supplies.</p> <p>Proposed Work Schedule: Fall 2023 - May 2025</p> <p>The applicant requests an exception for non-profit organizations that can demonstrate financial hardship that would allow for a partial disbursement of funds after the grant is awarded. The applicant provided justification in the grant application.</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement. The 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 citizen monitors on improving water quality in Contra Costa County in order to provide suitable habitat for cold water fish populations. Full funding is recommended for a Hobo Waterproof Shuttle, Replacement DO sensor cap, shipping and miscellaneous supplies.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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
D	International Bird Rescue	non-profit	Address HPAI and Repair and Improve Rehabilitation Habitats for Contra Costa Wildlife Harmed by Human Impact - 2024	(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 (i) scientific research* * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	Countywide	\$21,462.28	\$5,640.00	<p>This is a request for funds to repair and replace currently unusable and obsolete facilities and materials. Funding is requested for eight Mirion Technologies Radiology Badges, repair of diving bird and pelican aviaries, supplies for the creation of additional HPAI screening and quarantine areas, and repair of rehabilitation habitats, eight 12' capture nets, and supplies for cleaning, sanitation/health, conservation of water and energy for eight pools.</p> <p>Proposed Work Schedule: This project can begin within 30 days of grant application approval and be completed within six months.</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, and (i) scientific research. Partial funding is recommended and may only be used for materials for staff to create outdoor Highly Pathogenic Avian Influenza (HPAI) screen facilities, repair and replace obsolete and unsafe rehabilitation caging areas; and eight 12' capture nets with articulated net and telescoping handles necessary for staff and specially trained volunteers to safely capture injured and oiled wildlife.</p>
E	Marine Science Institute	non-profit	2024 Delta Discovery Voyage Program	(a) public education	Central County 48% East County 52%	\$5,167.00	\$5,167.00	<p>This is a request for funds for MSI's Delta wildlife and water education programs for 5th grade Contra Costa County students. Funding is requested for expendable supplies - buckets, fish keys, posters, otter trawl nets, hand nets, plankton nets (detailed supplies budget available upon request) and partial funding for ship fuel.</p> <p>Proposed Work Schedule: January 2024 - December 2024</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 full funding for expendable supplies - buckets, fish keys, posters, otter trawl nets, hand nets, plankton nets and partial funding for ship fuel.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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	Contra Costa Resource Conservation District	government	eDNA Monitoring of Restored Livestock Ponds	(e) habitat improvement	Countywide	\$8,700.00	\$8,700.00	<p>This is a request for funding for eDNA sampling to survey restored livestock ponds in Contra Costa County to determine species presence to better support future livestock pond restoration efforts. Funding is requested for eDNA monitoring kits for vertebrates and invertebrates and chest waders for staff.</p> <p>Proposed Work Schedule: January 2024 - December 2024</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement. The project will assess the success of their livestock pond improvement program and identify what species are using the ponds. CCRCD hopes to leverage the results of this project to better illustrate the importance of their livestock ponds and their restoration for the broad benefit of wildlife. Full funding is recommended for eDNA monitoring kits for vertebrates and invertebrates and chest waders for staff.</p>
G	Contra Costa Resource Conservation District and Friends of San Ramon Creek	government	2024 Arundo Removal and Replacement in San Ramon Creek Subwatershed	(e) habitat improvement	Central County	\$5,960.00	\$5,960.00	<p>This is a request for funding for Friends of San Ramon Creek to continue its Arundo removal effort to treat Arundo regrowth at several sites in 2024. Funding is requested for chipper rental, Roundup, MarkIt Dye, and two backpack sprayers.</p> <p>Proposed Work Schedule: April 2024 - October 2024</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement. Friends of San Ramon Creek plans to complete the removal of the last patches of Arundo in the San Ramon Creek Subwatershed in 2024. The chipper is needed to reduce the canes to a compostable, non-viable biomass and it is anticipated that they will need additional herbicide and spraying equipment to keep up with managing Arundo regrowth. Full funding is recommended for chipper rental, Roundup, MarkIt Dye, and two backpack sprayers.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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	Contra Costa Resource Conservation District	government	"Ours to Conserve: Flora and Fauna in the Watershed" Signage Program	(a) public education	Countywide	\$6,392.00	\$6,392.00	<p>This is a request for funding for CCRCDD to facilitate the replacement of damaged signs and introduce new, redesigned "Ours to Conserve: Flora and Fauna in the Watershed" signs across Contra Costa County watersheds in English and Spanish text. Funds are requested for aluminum sign panels, sign posts, and sign mounting hardware.</p> <p>Proposed Work Schedule: January 2024 - December 2024</p>	<p>This project meets the requirements of Section 13103 (a) public education. The project will increase the public's environmental literacy by installing new, redesigned "Ours to Conserve: Flora and Fauna in the Watershed" signs across Contra Costa County watersheds in English and Spanish text. Full funding is recommended for aluminum sign panels, sign posts, and sign mounting hardware.</p>
I	East Bay Regional Park District	special district	Clayton Ranch Regional Park Pond Restoration	(e) habitat improvement	East County	\$35,000.00	\$0.00	<p>This is a request for funds for a consultant to provide permitting support and coordination for a project to restore aquatic habitat for the following special status pond dwelling species: California Red-legged Frog, California Tiger Salamander and the Western Pond Turtle at Clayton Ranch which is operated by the East Bay Regional Park District.</p> <p>Permits provided to staff and available upon request: U.S. Fish and Wildlife Service permit #TE-817400-14 • California Department of Fish and Wildlife permit #SC-2298</p> <p>Proposed Work Schedule: Mid-February 2024 - December 2024</p>	<p>Although a valuable project, the Committee does not recommend funding because the funding request was to pay a consultant and they prefer to fund material expenses.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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	Golden Gate Bird Alliance	non-profit	San Francisco Bay Osprey Camera	(a) public education	West County	\$16,807.00	\$16,807.00	<p>This is a request for funds for a new camera (and associated costs) to monitor Ospreys and their habitats. Funds are requested for a new camera, HDOnTap technician trip cost, lift rental to access crane site and one year of annual costs of webcam streaming services through HDOnTap.</p> <p>Proposed Work Schedule: November 2023 - July 2024</p>	<p>This project meets the requirements of Section 13103 (a) public education. The San Francisco Bay Osprey Camera (established in 1917) is an exceptional and popular educational tool for connecting people with Ospreys and teaching about their conservation success story. By learning about their history and witnessing their success firsthand through live footage of a nesting pair, and by connecting to them personally through the community engagement, viewers learn about the importance of conservation and how we can have a positive impact on the environment by taking action. Full funding is recommended for a new camera, HDOnTap technician trip cost, lift rental to access crane site and one year of annual costs of webcam streaming services through HDOnTap.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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
K	City of Lafayette	government	Living with Wildlife in Lafayette Educational Signs	(a) public education	Central County	\$13,500.00	\$3,435.00	<p>This is a request for funds to create five portable signs to educate the public about coyotes, wild boars, gopher snakes, mountain lions and wild turkeys, plus four tri-fold handouts about living with local wildlife. Funding is requested for content development by Lindsay Wildlife Experience and graphic design work, coordination of printing of signs and handouts, and purchase of A-Frame sign holders including shipping costs.</p> <p>Proposed Work Schedule: January 2024 - Approximately August 2024</p>	<p>This project meets the requirements of Section 13103 (a) public education. Signs and handouts will have information on animals that live in the Lafayette area. Partial funding is recommended for five A-Frame signs, 50 Coroplast signs, printed 10 each of five designs, shipping and delivery for signs and frames and sales tax for signage as outlined in the additional information provided by the City of Lafayette on 11/9/23.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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
L	Pleasant Hill Instructional Garden	non-profit	Pleasant Hill Instructional Garden Wildlife Habitat Signage	(a) public education	Central County	\$910.71	\$910.71	<p>This is a request for funds for signage and associated materials to use as an educational tool for visitors, volunteers, students and school staff to describe characteristics of a healthy wildlife habitat, to explain plant and pollinator ecology at the garden, and to encourage community adoption of more sustainable practices. Funds are requested for metal posts, concrete mix, strong tie metal brackets, plastic cover and printed signs.</p> <p>Proposed Work Schedule: ?</p> <p>This application was received approximately one hour after the deadline due to laptop malfunction. The applicant went to the library to complete the application and submitted it.</p> <p>The applicant requests that grant funding be disbursed prior to the beginning of the project since the requested amount is under \$1,000. The applicant provided justification in the grant application.</p>	<p>This project meets the requirements of Section 13103 (a) public education. The funds will be used for signage and associated materials to use as an educational tool for visitors, volunteers, students and school staff to describe characteristics of a healthy wildlife habitat, to explain plant and pollinator ecology at the garden, and to encourage community adoption of more sustainable practices. Full funding is recommended for metal posts, concrete mix, strong tie metal brackets, plastic cover and printed signs.</p>
					Total	\$140,039.34	\$74,522.06		
			Total Available Funds as of October 9, 2023			\$571,625.00			
					Remainder	\$431,585.66	\$497,102.94		

Grant Applications and Fish and Wildlife Committee Recommendations 2024

	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
			Subtotals By Region			Requested Funding Amount	Percentage of Total Amount Requested	Requested Funding Amount	Percentage of Total Amount Recommended for Approval
			East			\$37,686.84	26.91%	\$2,686.84	3.61%
			West			\$19,630.00	14.02%	\$19,630.00	26.34%
			Central			\$22,850.87	16.32%	\$12,785.87	17.16%
			Countywide			\$59,871.63	42.75%	\$39,419.35	52.90%
			TOTAL			\$140,039.34	100.00%	\$74,522.06	100.00%

Department of Conservation and Development

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Phone: 1-855-323-2626

Contra Costa County



John Kopchik
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Jason Crapo
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Maureen Toms
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Deidra Dingman
Deputy Director

Ruben Hernandez
Deputy Director

Gabriel Lemus
Assistant Deputy Director

June 27, 2023

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, September 27, 2023 (a postmark of September 27, 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 August 16, 2023.** 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 2023 grant cycle a total of \$71,045 was awarded to ten projects. The awards ranged from \$1,015 to \$15,100. 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 January 2024. 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 (January 2025), 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 **August 16, 2023**. 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 September 27, 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 January 2025).
- 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 preference 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 **August 16, 2023**. (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 Wednesday, September 27, 2023 (Pacific Daylight Time)** to be considered for funding. (Please note: A postmark of September 27, 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.

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
2024 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 _____