

# **Napa County**

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559



## **Agenda - Final**

**Monday, February 23, 2026**

**2:00 PM**

**Board of Supervisors Chambers**

### **Napa County Wildlife Conservation Commission**

*Members*

*Charles Burton, Chair*

*Kimberly Richard, Vice Chair*

*Molly Moran Williams*

*Leslie Lew*

*Greg Matsumoto*

*Alex Pader*

*Ina Pisani*

*Xuexin (Allen) Xie*

### How to Watch or Listen to the Napa County Wildlife Conservation Commission Meetings

The Napa County Wildlife Conservation Commission will meet pursuant to the annually adopted meeting calendar available at the following link: <https://www.countyofnapa.org/2342/Calendar>

The WCC realizes that not all County residents have the same ways to stay engaged, so several alternatives are offered. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the WCC reserves the right to conduct the meeting without remote access.

Please watch or listen to the WCC meeting in one of the following ways:

1. Attend in-person at the Board of Supervisors Chambers, 1195 Third Street, Napa Suite 305.
2. Watch on Zoom using the attendee link: <https://countyofnapa.zoom.us/j/87073670597>. Make sure the browser is up-to-date.
3. Listen on Zoom by calling 1-669-900-6833 (Meeting ID: 870 7367 0597).

**If you are unable to attend the meeting in person and wish to submit a general public comment or a comment on a specific agenda item, please do the following:**

1. Email your comment to [wildlife@countyofnapa.org](mailto:wildlife@countyofnapa.org) 24 hours in advance of the meeting to ensure that your comment will be shared with all members of the WCC.
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\*\*Please note that phone numbers in their entirety will be visible online while speakers are speaking\*\*

The above-identified measures meet all legal requirements for participation and public comment, including those imposed by the Ralph M. Brown Act and Executive Order N-08-21.

For more information, please contact the Wildlife Conservation Commission Staff at 707-253-4417 or email [wildlife@countyofnapa.org](mailto:wildlife@countyofnapa.org).

Requests for disability-related modifications or accommodations, aids or services, including assistive listening devices and interpreters, may be made to Commission staff representative Pamela Arifian at (707) 259-5934 or by email at [pamela.arifian@countyofnapa.org](mailto:pamela.arifian@countyofnapa.org) no less than 72 hours prior to the meeting date. All materials relating to an agenda item which are provided to a majority or all of the members of the Commission by Commission members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at the time of such distribution, in the office of the Planning, Building and Environmental Services Department, 1195 Third Street, 2nd. Floor, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:45 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Commission at the meeting will be available for public inspection at the public meeting if prepared by the members of the Commission or Commission staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

In this time period, anyone may comment to the Commission regarding any subject over which the Commission has jurisdiction, or request consideration to place an item on a future Agenda. No comments will be allowed involving any subject matter that is scheduled for discussion as part of this Agenda. Individuals will be limited to a three-minute presentation. No action will be taken by the Commission as a result of any item presented at this time.

You may submit public comment for any item that appears on the agenda or general public comment for any item or issue that does not appear on the agenda, as follows: Please provide your name and the agenda item on which you are commenting. Via Email – send your comment to the following email address: [wildlife@countyofnapa.org](mailto:wildlife@countyofnapa.org). Emails received will not be read aloud but will still become part of the public record. All comments will be taken up in the order received.

1. **Call to Order (Chair)**
  2. **Roll Call (Staff)**
  3. **Pledge of Allegiance (Chair)**
  4. **Citizen Comment and Recommendations (Chair)**
  5. **Approval Of Minutes**
    - A. Review and approve Meeting Minutes from August 25, 2025. [26-315](#)  
**Attachments:** [Minutes](#)
  6. **Agenda Review (Staff)**
  7. **Consideration and Action on Agenda Items**
    - A. Election of Officers: Chair and Vice-Chair [26-304](#)
    - B. Review and adopt draft 2026 Meeting Calendar [26-302](#)  
**Attachments:** [2026 Calendar](#)  
[2026 Revised Adopted Calendar](#)
    - C. Grant Evaluation Process Improvements: [26-305](#)  
Review and discuss the merits of award decision making guidelines and processes for Solano County and Contra Costa County Fish and Wildlife Commissions (FWC), as well as the proposal for Napa County Wildlife Conservation Commission (WCC) prepared by Commissioner Xie as models for improving the decision-making process for Napa County's WCC.  
  
Action Item: Provide direction to Staff on process improvement items for future consideration and return for further discussion and action on a future meeting agenda yet to be determined.  
  
**Attachments:** [WCC Grant Application](#)  
[SolanoWCC Grant Application](#)  
[Contra Costa County FWC Grant](#)  
[Allen Xie Draft Grant Application](#)  
[Presentation: Agenda Item 7C](#)
  8. **Director or Designee Report**
  9. **Commissioner Comments/ Reports**
  10. **Future Agenda Items**
  11. **Adjournment: Adjourn to April 27, 2026 (pending calendar adoption)**
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Napa County  
Board Agenda Letter

1195 THIRD STREET  
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NAPA, CA 94559  
www.napacounty.gov  
Main: (707) 253-4580

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Napa County Wildlife Conservation Commission **Agenda Date:** 2/23/2026

**File ID #:** 26-315

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**TO:** Wildlife Conservation Commission  
**FROM:** Dana Morrison, Secretary to the Wildlife Conservation Commission  
**REPORT BY:** Pam Arifian, Planner III  
**SUBJECT:** Approval of Minutes from August 25, 2025

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**RECOMMENDATION**

Review and approve Meeting Minutes from August 25, 2025.

**EXECUTIVE SUMMARY**

Review and approve Meeting Minutes from August 25, 2025.

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: Not a “project” under California Environmental Quality Act (CEQA) per State CEQA Guidelines Section 15378.

**BACKGROUND AND DISCUSSION**

Review and approve Meeting Minutes from August 25, 2025.

# Napa County Wildlife Conservation Commission

<p style="text-align: center;"><u><b>Members</b></u></p> <p>Charles Burton, <i>Chair</i></p> <p>Kimberly Richard, <i>Vice Chair</i></p> <p>Megan Dameron</p> <p>Leslie Lew</p> <p>Greg Matsumoto</p> <p>Alex Pader</p> <p>Ina Pisani</p> <p>Xuexin (Allen) Xie</p>	<p style="text-align: center;"><u><b>MEETING MINUTES</b></u></p> <p style="text-align: center;"><b>SPECIAL COMMISSION MEETING</b></p> <p style="text-align: center;"><b>Monday, August 25, 2025 at 2:00 p.m.</b></p> <p style="text-align: center;"><b>Napa County Administration Building</b></p> <p style="text-align: center;"><b>Board Chambers, Third Floor</b></p> <p style="text-align: center;"><b>1195 Third Street</b></p> <p style="text-align: center;"><b>Napa, CA</b></p>	<p style="text-align: center;"><u><b>Staff Representatives</b></u></p> <p>Dana Morrison – <i>Supervising Planner</i>, Conservation Division, PBES <i>Secretary to the WCC</i></p> <p>Pam Arifian – <i>Planner III</i> Conservation Division, PBES</p> <p>Daniel Zador – <i>Planner II</i> Conservation Division, PBES</p> <p>Laura Anderson - <i>Attorney</i> County Counsel’s Office</p>
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All comments will be heard in the order received.

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1. **Call to Order (Chair)**  
*Commenced at 2:00 pm.*
  
2. **Roll Call (Staff)**  
*All present except Commissioner Dameron (excused).*

Note: If requested, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Please contact Pam Arifian at 707-259-5934 or by e-mail at [pamela.arifian@countyofnapa.org](mailto:pamela.arifian@countyofnapa.org)

3. **Public Comment** (*Chair*) - *None*
4. **Approval of Minutes:** Meeting of April 7, 2025 (*Chair*)  
*Commissioner Richard made a motion to approve; Commissioner Matsumoto seconded; motion passed 6-0 (Commissioner Lew excused).*
5. **Introduction of New Commission Member Leslie Lew** (*Staff*)  
*Commissioner Lew introduced herself.*  
*Action: None taken*
6. **Update and Discussion of 2025-2026 Budget** (*Staff*)  
*Staff provided an update on the WCC budget of \$75,000 for 2025-2026 grant cycle and a report on the grant fund requests in this cycle.*  
*Action: None taken*
7. **Review, Discussion, and Recommendations on Grant Funding Requests for FY 2025-26:**  
Allocation of WCC funds from Napa County Board of Supervisors and California Department of Fish and Game fines and settlements, and local fines and settlements that are designated for this purpose (*Staff, Chair*)
  - a. **Napa Wildlife Rescue (NWR)** – Request for funding to support salary of Lead Wildlife Rehabilitation Technician/Education Coordinator and to offset increased costs for food and medical supplies for direct care of wildlife. Proposal meets CDFG Code §13103 criteria (a), (b) and (c). Total request: \$25,000 (Carol Poole)
  - b. **School Garden Doctor (SGD)** – Request for funding to support collaborative effort with educators from three Napa schools to monitor six pollinator habitat sites, including three school-based and three public-access locations in Napa. Wildlife and habitat conservation, species and biodiversity data collection, student and public education. Proposal meets CDFG Code §13103 criterion (a). Total request: \$10,000 (Carrie Strohl)
  - c. **Napa County Resource Conservation District (RCD)** - Request for funding to support the Green Futures program, a high school habitat stewardship program piloted in 2024-2025 with Valley Oak High School to educate and grow stewardship skills, including maintenance and monitoring of 3-acre native oak reforestation plot at Skyline Park. Proposal meets CDFG Code §13103 criteria (a), (e) and (m). Total request \$15,636 (Eric McKee)
  - d. **Carolyn Parr Nature Center (CPNC)** – Request for funding to support outdoor education and conservation, including native, medicinal and pollinator gardens, dedicated wildlife habitat and immersive nature-based educational opportunities supported by interpretive signage throughout. Proposal meets CDFG Code §13103 criterion (a). Total request \$10,300 (Alexander Lyman)

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- e. **American Canyon Community & Parks Foundation (ACCPF)** – Request for funding to support Watershed Explorers (10 fourth-grade classrooms of 305+ students in American Canyon and expansion into Napa (100 students), Watershed Protectors (Pilot new fifth-grade conservation program with 3 classes of 80+ students at Napa Junction Elementary, and Watershed Trainees (at least 9 K-3rd grade classrooms of 260+ students in Napa County). Proposal meets CDFG Code §13103 criteria (a) and (e). Total request: \$20,000 (Janelle Sellick)
- f. **Institute for Conservation Advocacy Research and Education (ICARE)** - Request for funding to support the Salvador Creek Signage Project about the life cycle of salmon and critical habitat - support production costs for two (2) 24-inch x36-inch pedestal signs to be installed by City of Napa Park and Rec Dept at Garfield Bridge. Proposal meets CDFG Code §13103 criterion (a) and (m). Total Request \$8,270 (Chris Malan)
- g. **Napa-Solano Audubon (NSA)** – Request for funding to support one (1) full-time Education Coordinator and three to four (3-4) part-time instructors for school and community programs. Proposal meets CDFG Code §13103 criteria (a) and (e): Total request \$10,110 (Mark Stephenson)
- h. **Land Trust Napa County (LTNC)** – Request for funding to support educational programs on the Mead Ranch Preserve by improving trails and to fund transportation costs for three (3) school buses during the 2025-26 school year. Proposal meets CDFG Code §13103 criterion (a). Total request: \$12,055 (Megan Lilla)
- i. **Sonoma Ecology Center / North Bay Bear Collaborative (NBBC)** – Request for funding to support the North Bay Bear Collaborative in data collection, community engagement and reporting of analysis of black bear fecal samples for estimating black bear abundance and density in Napa County. Proposal meets CDFG Code §13103 criterion (a). Total request: \$7,327 (Wendy Hayes and Meghan Walla-Murphy)
- j. **UC Cooperative Extension Human-Wildlife Interactions (UCCE)** - Request for funding to support salary of a part-time technician to support ongoing research, technical assistance and monitoring of over 100 American Kestrel nest boxes in Napa County, and perform outreach efforts about American Kestrel health and integrated pest management in Napa County. Proposal meets CDFG Code §13103 (e) and (i). Total request: \$10,550 (Breanna Martinico)
- k. **International Bird Rescue (IBR)** – Request for funding for medical supplies and food to support the rescue & rehabilitation of 50-80 aquatic birds from Napa County. Proposal meets CDFG Code §13103 criteria (b) and (c). Total request: \$5,673 (Phil Kohlmetz)

Applicants made brief presentations and responded to questions from WCC. No public comments were received before discussion on the item.

*Action:* Commissioner Pisani made a motion (Motion 1, below) to allocate 100% of funds to ICARE, NBBC and IBR, and to allocate remaining projects at 47% of funding. Commissioner Matsumoto seconded. Discussion. Commissioner Burton made an amendment to the motion (Amendment 1) to further fund NWR by reducing allocation to ACCPF by \$2,000 and allocate an additional \$2,000 to NWR. Amended motion (Amendment 1) failed 7-0.

Discussion on original motion (Motion 1). Commissioner Pader made an amendment (Amendment 2) to the original motion (Motion 1) made by Commissioner Pisani to take \$500 each from IBR, NBBC, and ACCPF, ICARE and put towards NWR for a total grant allocation of \$74,686. Commissioner Pisani seconded the amended motion; discussion; motion passed 5-2.

Commissioner Pader made a motion to postpone voting on the amended motion so that the floor is open to discuss Commissioner Xie’s scoring proposal. Commissioner Richard seconded; motion to postpone passed 7-0.

Commissioner Xie introduced a proposed rating system and calculator, but since it had not been vetted previously or agendized by the Commission, it could not be used for this decision. The Commission requested that Commissioner Xie’s proposal be on the agenda for discussion at a future meeting.

Commissioner Pader made a motion (Motion 2) to allocate an additional \$230 to ICARE for a total grant award of \$74,909 (as detailed below). Commissioner Richard seconded the motion. Discussion; motion passed 6-1.

<b>Org.</b>	<b>Request</b>	<b>Motion 1</b>	<b>Amendment 1</b>	<b>Amendment 2</b>	<b>Motion 2</b>	<b>WCC Monitor</b>
<b>NWR</b>	\$25,000	\$11,750	\$13,750	\$13,750	<b>\$13,750</b>	Xie & Dameron
<b>SGD</b>	\$10,000	\$4,700	\$4,700	\$4,700	<b>\$4,700</b>	Pisani
<b>RCD</b>	\$15,636	\$7,348	\$7,348	\$7,348	<b>\$7,348</b>	Richard
<b>CPNC</b>	\$10,300	\$4,841	\$4,841	\$4,841	<b>\$4,841</b>	Pader
<b>ACCPF</b>	\$20,000	\$9,400	\$7,400	\$8,900	<b>\$8,900</b>	Matsumoto
<b>ICARE</b>	\$8,270	\$8,270	\$8,270	\$7,770	<b>\$8,000</b>	Matsumoto & Xie
<b>NSAS</b>	\$10,110	\$4,752	\$4,752	\$4,752	<b>\$4,752</b>	Burton
<b>LTNC</b>	\$12,055	\$5,666	\$5,666	\$5,666	<b>\$5,666</b>	Lew & Richard
<b>NBBC</b>	\$7,327	\$7,327	\$7,327	\$6,827	<b>\$6,820</b>	Lew & Richard
<b>UCCE</b>	\$10,550	\$4,959	\$4,959	\$4,959	<b>\$4,959</b>	Richard
<b>IBR</b>	\$5,673	\$5,673	\$5,673	\$5,173	<b>\$5,173</b>	Burton

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8. **Commission member grant 2025-2026 assignments for monitoring** (*Chair/Commission*)  
*Action: Commissioners volunteered for monitoring assignments as listed in table above.*

9. **Other Updates/Announcements and Future Agenda Items** (*Commission & Staff*)  
*Commissioners requested discussion of Commissioner Xie's scoring proposal as an agenda item, and to resume the discussion about decision-making process improvements.*

10. **Next Meeting Date:** November 3<sup>rd</sup>, 2025

**11. Adjournment**

*Commissioner Pader moved to adjourn, Commissioner Burton seconded; motion passed unanimously.*

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# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.napacounty.gov  
Main: (707) 253-4580

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Napa County Wildlife Conservation Commission **Agenda Date:** 2/23/2026

**File ID #:** 26-304

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**TO:** Wildlife Conservation Commission  
**FROM:** Dana Morrison, Secretary of the Wildlife Conservation Commission  
**REPORT BY:** Pam Arifian, Planner III  
**SUBJECT:** Election of Officers

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### **RECOMMENDATION**

Election of Officers: Chair and Vice-Chair

### **EXECUTIVE SUMMARY**

The Wildlife Conservation Commission is obligated by its Bylaws to elect a Chair and Vice-Chair at the first meeting of each calendar year. The officers shall serve for one year from the date of their election.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: Not a “project” under CEQA Guidelines Section 15378

### **BACKGROUND AND DISCUSSION**

The Wildlife Conservation Commission is obligated by its Bylaws to elect a Chair and Vice-Chair at the first meeting of each calendar year. The officers shall serve for one year from the date of their election. The Chair, or Vice-Chair in the absence of the Chair, shall act as the presiding officer of the Commission and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote and perform such other duties as are required by the Bylaws, the resolution(S) of the Napa County Board of Supervisors creating and/or modifying the composition and charge of the Commission or by vote of the Commission. The Chair shall have all the rights and duties enjoyed by any other member of the Commission, including the right to make and second motions.



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
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Napa County Wildlife Conservation Commission **Agenda Date:** 2/23/2026

**File ID #:** 26-302

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**TO:** Wildlife Conservation Commission  
**FROM:** Dana Morrison, Secretary to the Wildlife Conservation Commission  
**REPORT BY:** Pam Arifian, Planner III  
**SUBJECT:** Adoption of 2026 Meeting Calendar

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### **RECOMMENDATION**

Review and adopt draft 2026 Meeting Calendar

### **EXECUTIVE SUMMARY**

Review and adopt draft 2026 Meeting Calendar

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: Not a “project” under the California Environmental Quality Act (CEQA) per State CEQA Guidelines Section 15378.

### **BACKGROUND AND DISCUSSION**

The Wildlife Conservation Commission adopts the meeting calendar at the first meeting of the calendar year.



**WILDLIFE  
CONSERVATION  
COMMISSION  
MEMBERS**

**NAPA COUNTY  
WILDLIFE CONSERVATION COMMISSION  
2026 MEETING CALENDAR  
DRAFT**

- Charles Burton, *Chair*  
 Kimberly Richard, *Vice Chair*  
 Alex Pader  
 Greg Matsumoto  
 Ina Pisani  
 Megan Dameron  
 Xuexin (Allen) Xie  
 Leslie Lew
- Staff:  
 Dana Morrison, *Secretary – Supervising Planner, Conservation Division*  
 Pam Arifian - *Planner III, Conservation Division*  
 Dan Zador - *Planner II, Conservation Division*  
 Laura Anderson – *Legal Counsel*



*Advancing the Protection,  
Conservation, Propagation  
and Preservation  
of Fish and Wildlife in Napa  
County*

January						
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27	28	29	30	31		

- = Grant Cycle
- = Proposed Meeting Date
- = County Holiday



**WILDLIFE  
CONSERVATION  
COMMISSION  
MEMBERS**

**NAPA COUNTY  
WILDLIFE CONSERVATION COMMISSION  
2026 MEETING CALENDAR  
DRAFT**

- Charles Burton, *Chair*  
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*Advancing the Protection,  
Conservation, Propagation  
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of Fish and Wildlife in Napa  
County*

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March						
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April						
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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30			

October						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

November						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- = Grant Cycle
- = Proposed Meeting Date
- = County Holiday



# Napa County

## Board Agenda Letter

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.napacounty.gov  
Main: (707) 253-4580

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Napa County Wildlife Conservation Commission **Agenda Date:** 2/23/2026

**File ID #:** 26-305

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**TO:** Wildlife Conservation Commission  
**FROM:** Dana Morrison, Secretary of the Wildlife Conservation Commission  
**REPORT BY:** Pam Arifian, Planner III  
**SUBJECT:** Grant Evaluation Process Improvements

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### **RECOMMENDATION**

Grant Evaluation Process Improvements:

Review and discuss the merits of award decision making guidelines and processes for Solano County and Contra Costa County Fish and Wildlife Commissions (FWC), as well as the proposal for Napa County Wildlife Conservation Commission (WCC) prepared by Commissioner Xie as models for improving the decision-making process for Napa County's WCC.

Action Item: Provide direction to Staff on process improvement items for future consideration and return for further discussion and action on a future meeting agenda yet to be determined.

### **EXECUTIVE SUMMARY**

The WCC has determined that improvements to the grant award decision making process are warranted, including improvements in the process, evaluation, and allocation mechanisms. The WCC will resume discussion of the merits of the Solano County and Contra Costa County Fish and Wildlife Commissions, and will review and discuss a proposal from Commissioner Allen Xie for a decision-making model. The WCC will provide direction to Staff on process improvement items for future consideration and return for further discussion and action on a future meeting agenda yet to be determined.

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: Not a "project" as defined by 14 California Code of Regulations

15378 (State CEQA Guidelines) and, therefore, CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

The Bylaws task the Napa County Wildlife Conservation Commission (WCC) with supporting those proposals that advance the purposes listed in Section 13103 of the California Department of Fish & Game Code (CDFG). The current Grant Application Requirements document includes grant application process information, application format, eligibility criteria, and limited selection criteria priorities in addition to the CDFG Code Section 13103.

The existing practice is that Commissioners review the detailed grant applications (pre-screened by Staff for eligibility) in the agenda packet prior to the grant award meeting. The applicants are invited to give a brief (3-5 minutes) presentation to the WCC and then be available to answer questions following presentation. The Commission deliberates and votes on a motion(s) for funding allocation recommendations based on the selection criteria priorities listed at the end of Grant Application Requirements, along with the CDFG Code Section 13103.

The WCC recommendations for grant award allocation are decided upon by the Director of Planning, Building & Environmental Services, County Executive Officer, or Board of Supervisors, depending on total amount of each award, pursuant to Napa County Policy Manual Section 8A [Rev. 7/25/2023].

Based on informal feedback from Commissioners, grant applicants and recipients, the WCC has determined that improvements to the grant award decision making process are warranted, including improvements in the process, evaluation, and allocation mechanisms. The Commission discussed in past meetings ideas for improvements and learned about processes from similar Commissions in other counties and are resuming the discussion in this meeting.

The Solano County and Contra Costa County Fish and Wildlife Commissions application and decision making processes are attached, as well as Commissioner Xie's proposal for decision making improvement. The WCC will resume discussion of the merits of each model and provide direction to Staff on process improvement items for future consideration and return for further discussion and action on a future meeting agenda yet to be determined.

**GRANT APPLICATION REQUIREMENTS  
NAPA COUNTY WILDLIFE CONSERVATION COMMISSION**

**ELIGIBILITY:** All applications for Wildlife Conservation Commission grant funding must demonstrate eligibility as follows:

1. Applications must be submitted by 5:00 pm on the last day of the grant cycle as posted. Applications received after this deadline will not be accepted.
2. Project must be located within Napa County.
3. Project must be accomplished within the fiscal year the award is granted.
  - Exception only for applications for land acquisition, which may be submitted as multi-year funding requests.
4. Only one application for funding may be submitted per organization; however, the application may request funding for several projects.
5. For environmental education proposals submitted by or on behalf of schools:
  - No more than one (1) proposal per classroom;
  - Proposals for funding on behalf of schools shall be submitted directly by the district on behalf of individual schools with a maximum of one (1) proposal from each instructional level (i.e., one from the elementary school level, one from junior high, and one from the high school level).
6. Applications must meet the requirements for use of State Fish and Wildlife fine monies (§13103 (see attached)). Administrative costs shall be identified in the Expenditure Detail and **shall not be included** for reimbursement unless otherwise deemed necessary and approved by the Commission.
7. All applications **must** comply with the following Grant Application Format.

**GRANT APPLICATION FORMAT:**

**I. DESCRIPTION OF ORGANIZATION**

1. Type of organization or business
2. Purpose for which organization was formed
3. Tax exempt status
4. Date formed as Non-profit
5. Membership: restrictions, number of members, fees, etc.
6. Names of Board of Directors; contact person (include phone number, email address, mailing address)

**II. NEEDS ASSESSMENT/Problem Statement**

1. Clear statement of problem
2. Specific objective & specific dollar amount requested
3. Anticipated results, with time-line

4. Detailed description of methods planned to achieve objective
5. Clear statement of benefit relative to the goals of the Commission
  - a. Identify the approved expenditure item(s) the project complies with from CDFG Code §13103 (attached) and which WCC priorities as listed in Selection Criteria Priorities, below.
6. Describe how you intend to determine if the proposed activity is successful

### III. ATTACHMENTS

1. Expenditure detail (sample templates can be provided upon request)
2. List of other funding sources (i.e. matching funds)
3. Completion/progress report of projects completed over past 5 years with the use of Fish & Game Fine Monies.
4. For environmental education proposals: At least one (1) letter of support from a school board member, principal, teacher, etc.,
5. For land acquisition proposals or capital improvement projects, include discussion on any public access component.

### GRANT AWARD INFORMATION

The Commission will consider grant applications at a public meeting following the close of the grant cycle. **Representation at the Commission grant award meeting is not required but is strongly recommended in order to answer any questions from the Commission.**

Please be aware that all proposals granted by the Commission will be required to enter into a Grant Agreement with Napa County, requiring proof of Liability Insurance.

Please be advised that, for projects that fall within the categories of the CDFG Code §13103 requiring approval from the Department (i.e. items (d), (h), (i), (l), and (m)), the County will need to forward the application to CDFW for review and approval. As such, it is recommended that applicants submitting for projects subject to these categories consult with CDFW ahead of submittal.

The fiscal year term for Napa County is from July 1 to June 30. In order for reimbursements to occur before June 30, receipts/invoices are generally due no later than May 31. Upon approval of a grant, the Commission may request that a project update report be provided to the Commission Secretary (email or hard copy is acceptable).

### SELECTION CRITERIA PRIORITIES:

1. **Eligible proposals which directly benefit wildlife and/or their habitat, and can meet one or more of the purposes listed in §13103 (see attached) will be given a higher priority over projects which do not have a direct benefit.**
2. **Eligible proposals that are educational in nature and directed toward school age children will be given higher priority if it can be demonstrated that the proposal meets state educational curriculum standards and can easily be integrated into the classroom.**

- 3. Eligible proposals submitted by or on behalf of schools will be given higher priority if the funding would enhance wildlife and would provide long-term educational value over one-time events (i.e., acquisition of books vs. one-time field trip).**
- 4. Proposals which use Commission funding as a match for other funding sources will receive priority consideration.**

Amended on 12/9/2024

## 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.

*\* 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*

- (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) Costs incurred by a county counsel in investigating and prosecuting an action for civil penalties, injunctive relief, or civil penalties and injunctive relief pursuant to Section 5650.1 resulting from unlicensed cannabis cultivation.
- (n) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.



# Fish and Wildlife Propagation Fund (FWPF) Fiscal Year 2024/2025 Application Materials

Your grant application will be used to evaluate funding requests made to the Solano County Park and Recreation Commission in conformance with Section 13100 et seq. of the California Fish and Game Code. Fish and Game Code Section 13100 et seq. regulates the expenditures of funds collected from fines and forfeitures in Solano County (see list, Appendix A), for the protection, conservation, propagation and preservation of fish and wildlife, under the direction of the County Board of Supervisors.

Maximum grant request is \$2,500.00. No matching funds are required. Eligible entities that may receive award of grant funds include units of government, including special districts organized under federal, state or local laws, accredited educational institutions and private non-profit organizations with current 501(c)(3) status. Applications will be scored using the criteria in Appendix B. Grantees will be required to sign a grant agreement with Solano County, and to incur project expenses and apply for reimbursement from Solano County. Recipients will be required to demonstrate that their proposal meets the requirements of any and all regulatory agencies and that the cost for any CEQA or permit costs related to the proposal shall be borne by the applicant from sources other than grant award monies. Please fill out one application per project. One un-bound original of the application must be received by **close of business (5:00 p.m.) on Monday, October 7, 2024** at the address shown below. Faxed or emailed applications will not be accepted.

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## **APPLICATION INSTRUCTIONS**

**EACH PROJECT APPLICATION MUST INCLUDE THESE 5 ITEMS OR IT WILL NOT BE ACCEPTED:**

- 1. COMPLETED AND SIGNED "GRANT APPLICATION FORM" (SEE BELOW)**
- 2. RESPONSES TO THE 4 "PROJECT QUESTIONS" (SEE BELOW) – 2 page maximum response.**
- 3. COMPLETED AND SIGNED "PROPOSED PROJECT BUDGET" FORM (SEE BELOW)**
- 4. A ONE-PAGE DETAILED PROJECT BUDGET (SEE "INSTRUCTIONS" BELOW)**
- 5. A ONE-PAGE PROJECT SITE MAP ON 8-1/2" X 11" SIZE PAPER**

Submit one, un-bound original of the full application, by close of business **(5:00 p.m.) Monday, October 7, 2024** to the following address (faxed or e-mailed applications will not be accepted):

**Solano County Parks and Recreation Division  
c/o Chris Drake, Parks Services Manager  
675 Texas Street, Suite 5500, Fairfield, CA 94533  
(Office is open from 8:00 am to 5:00 pm)**

## **EVALUATION PROCESS**

Applicants may make an optional, brief project presentation (approximately 5 min.) to the Parks and Recreation Commission at the meeting of Thursday, September 12, 2024 at 10:00AM. Applications will be evaluated and ranked using the criteria on the scoring sheet in Appendix B. The evaluation committee will consist of one subject matter expert in fish and wildlife issues and two Commissioners. This committee will present its results, and the Commission will make a recommendation regarding the award of grant funds, at the meeting of the Park and Recreation Commission on Thursday, November 14, 2024 Commission meetings begin at 10:00AM, at the Solano County Administration Center, 675 Texas Street, Fairfield, first floor Room 1600 (in the lobby). The Commission's award recommendations are subject to approval by the Solano County Board of Supervisors (tentatively scheduled for December 2024).

For additional information or assistance, contact: Chris Drake, Parks Services Manager at (707) 784-6765.



## GRANT APPLICATION FORM

<b>TYPE OF PROJECT</b> - (Fill in <u>Project Type</u> and <u>Letter of Applicable Code Subsection</u> , using list in Appendix A).	
This is a _____ project, eligible under Fish and Game Code Section 13103-_____.	
<b>GRANT APPLICANT</b> (Organization, address, zip code)	Grant Request Amount (maximum \$2,500): \$ _____ <b>Plus</b> Other (non-grant) funds to be used: \$ _____ <b>Equals</b> <b>TOTAL PROJECT COST:</b> \$ _____
<b>PROJECT NAME and ADDRESS</b> (or NEAREST CITY)	ASSESSOR'S PARCEL NUMBER (APN), <u>OR</u> PROPERTY NAME WITH ACREAGE (if multiple sites, list on separate sheet)
<b>GRANT APPLICANT'S AUTHORIZED REPRESENTATIVE:</b>	
Name (typed or printed) and Title	Email Address                      Phone
<b>PERSON WITH DAY-TO-DAY RESPONSIBILITIES FOR PROJECT:</b>	
Name (typed or printed) and Title	Email Address                      Phone
<b>GRANT SCOPE:</b> (Brief description of items of work to be completed with grant funds.)	
<b>LAND TENURE:</b> Land tenure is: _____ acres (total), including: <i>(fill in appropriate blanks below)</i>	
_____ # Acres owned in fee simple by applicant, or co-owned by applicant.	
_____ # Acres available under lease until year _____ from _____ <i>(landowner name)</i>	
_____ Project site(s) will be utilized by specific agreement with, and full knowledge of land owner(s)*	
* (If multiple sites, list all confirmed or prospective sites for your program on a separate sheet and identify by parcel number, or by providing parcel acreage with property name.)	

**I CERTIFY THAT:**

- I am authorized on behalf of the above-named Grant Applicant to conduct all negotiations and execute and submit all documents, including but not limited to, this application and any agreements, amendments, payment requests and so on, necessary for project completion; and
- Information contained in this project application form, including assertions of land tenure and all required attachments, is accurate; and
- All necessary CEQA and other environmental compliance requirements, and all applicable state, federal and local regulatory permits (e.g., building/grading permits if applicable), have been met/obtained for the project, or will be met/obtained (with non-grant funds) prior to initiating the project; and
- I have read and understand the important information and assurances in the application materials.

SIGNED _____	DATE _____
Grant Applicant's Authorized Representative	



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## PROJECT QUESTIONS

***Instructions: Respond to the 4 questions here or attach written response. 2-page maximum***

**1. Provide a description of the project, who will be involved, and what you plan to achieve.**

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**2. Describe how this project furthers the propagation and conservation of fish and wildlife.**

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**3. Please provide objective, measurable goals the Project will seek to achieve, and identify the measurement criteria your organization will use to evaluate success.**

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**4. If the proposed project is for the one-time expenditure of funds please explain how the benefits from the project will be sustained and funded over a multi-year period of time.**

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## PROPOSED PROJECT BUDGET

### BUDGET GUIDELINES

Maximum grant request is \$2,500.00. No matching funds are required. It is the intent of the Solano County Park and Recreation Commission to ensure that grant funds under its authority are expended to the maximum public benefit. It is also the policy of the Solano County Board of Supervisors that all grants or contracts for services be performance-based. Accordingly, grant funds will be available for payment by reimbursement. Grantees will be required to incur project expenses and apply to Solano County for reimbursement.

### DETAILED PROJECT BUDGET - INSTRUCTIONS

Please attach a Detailed Project Budget (one page) identifying 4 categories of expenditures – 1.) Salaries and Benefits, 2.) Services and Supplies, 3.) Equipment, 4.) Other Expenses. Note: permit, CEQA and food costs are not eligible expenses, and no more than 10% of grant amount may be used for planning/design costs.

### PROJECT BUDGET SUMMARY

Using your Detailed Project Budget, fill in a summary of your project budget information here, and sign below.

Grant Applicant: \_\_\_\_\_ Project Name: \_\_\_\_\_  
(Organization)

Total Project Budget: \$ \_\_\_\_\_

Grant Funds Requested (\$2,500 max.): \$ \_\_\_\_\_

### SIGNATURE

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## California Fish & Game Code 13103 (a)-(m)

13103. Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes (references to "Department" here, are the California Department of Fish and Wildlife\*):

(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 15 percent of the average amount received by the fund during the previous three-year period, or ten thousand dollars (\$10,000) 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.

*\* Formerly California Department of Fish and Game*

## Evaluation Scoring Sheet for Applications for Fish and Wildlife Propagation Fund Grants

Applicant and Project Name:		
EVALUATION CRITERIA	MAXIMUM POINTS	SCORE
<b>CLARITY OF PROPOSAL</b>	<b>50</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposal clearly identifies how the project meets the intent of the applicable sections of the California Fish and Game Code Section 13103.</li> <li><input type="checkbox"/> Applicant demonstrates the ability to undertake and complete the work effort, including identifying and obtaining any necessary permits from regulatory authorities (with separate funding).</li> <li><input type="checkbox"/> Approach for accomplishing Proposed Project is reasonable and incorporates demonstrated best practices and industry standards, where applicable.</li> </ul>		
<b>SUSTAINABILITY</b>	<b>20</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Applicant demonstrates that the results of the project will be sustained over time.</li> <li><input type="checkbox"/> The project utilizes materials and implementation approaches that provide benefits beyond the immediate project.</li> </ul>		
<b>GOALS AND EVALUATION</b>	<b>20</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> The Proposal clearly establishes measurable goals/objectives.</li> <li><input type="checkbox"/> The evaluation criteria measures both the completion of the project (e.g., goal reached or proposed quantities were provided), as well as criteria and time frame to evaluate the success of the project against the stated goals/objectives.</li> </ul>		
<b>PROJECT FINANCING</b>	<b>10</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Project budget is of sufficient detail to enable evaluator to determine whether Applicant can realistically carry out the proposal.</li> <li><input type="checkbox"/> Budgeted expenditures are within the industry norm for similar activities.</li> <li><input type="checkbox"/> Post-project funding has been identified to sustain the project.</li> </ul>		
<b>TOTAL</b>	<b>100</b>	

**Department of  
Conservation and  
Development**

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra  
Costa  
County**



**John Kopchik**  
Director

**Jason Crapo**  
Deputy Director

**Deidra Dingman**  
Deputy Director

**Ruben Hernandez**  
Deputy Director

**Gabriel Lemus**  
Deputy Director

May 23, 2025

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 Friday, August 1, 2025 (a postmark of August 1, 2025, 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](mailto:maureen.parkes@dcd.cccounty.us) by **June 27, 2025**. Maureen Parkes 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.

**Note on Preferred Projects:** The Fish and Wildlife Committee considers grant awards for prospective expenditures from non-profit organizations, schools, and government agencies. The Committee generally recommends funding projects that avoid operating costs and overhead - such as staff salaries, benefits, or utilities - and that minimize expenses dedicated to management of awarded projects. Recommendations for funding will be given to service-oriented and educational projects, or those involving the direct purchase of goods and materials that do not require installation or labor on public land or facilities.

Note on construction and related projects: Projects that qualify as “public works” under California law, such as construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds may trigger requirements including prevailing wage, public bidding, and contractor registration. Applicants proposing such activities will be required to demonstrate full legal compliance. For more information go to the California Department of Industrial Relations Public Works webpage: <https://www.dir.ca.gov/public-works/publicworks.html>.

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. Generally, the Committee will only recommend one project per organization. During the 2025 grant cycle a total of \$80,910.50 was awarded to 12 projects. The awards ranged from \$582 to \$19,449.66. 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 2026. 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 2027), 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 or at the address listed on Page 2 and received by **June 27, 2025**. 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 August 1, 2025 - 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 2026).
- 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 recommends 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 **June 27, 2025**. (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 Friday, August 1, 2025 (Pacific Daylight Time)** to be considered for funding. (Please note: A postmark of August 1, 2025 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.

**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) Costs incurred by a county counsel in investigating and prosecuting an action for civil penalties, injunctive relief, or civil penalties and injunctive relief pursuant to Section 5650.1 resulting from unlicensed cannabis cultivation.
- (n) 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  
2026 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):

I understand that projects that qualify as “public works” under California law, such as construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds may trigger requirements including prevailing wage, public bidding, and contractor registration. Applicants proposing such activities will be required to demonstrate full legal compliance. (For more information go to the California Department of Industrial Relations Public Works webpage: <https://www.dir.ca.gov/public-works/publicworks.html>.)

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

\_\_\_\_\_

Signed on \_\_\_\_\_

**GRANT APPLICATION REQUIREMENTS  
NAPA COUNTY WILDLIFE CONSERVATION COMMISSION  
(DRAFT BY ALLEN XIE)**

**Section 1: Selection Process Comparison**

<b>Step</b>	<b>Old Process</b>	<b>New Process</b>	<b>Reason for change</b>
Review Panel	WCC members review applications	Add 1 educator, 1 ecologist if necessary	More opinion from experts
Evaluation Criteria	General priorities without a rubric	Adopt a weighted scoring rubric based on 5 categories: Impact, Education, Equity, Feasibility, Collaboration	Provide transparent scoring guide
Scoring Format	Informal discussion-based decisions	Use a 1-5 scale per criterion with the clear definitions and total weighted score	Reduce bias, standardizes decisions, enables justification.
Final Decision	Based on collective agreement	Based on top scores, followed by short pitch/interview for finalists if needed	Allows a deeper understanding of proposals
Feedback for applicants	No formal feedback	All applicants receive written feedback on strengths and areas for improvement	Encourage growth, and future participation.

## Section 2: Grant Award Criteria Comparison

Category	Old criteria	New Criteria	Reason for Change
Legal Basis	Must align with Fish and Game Code § 13103	Still must comply with § 13103, but must show measurable ecological or educational outcomes	Shifts focus from just legality to demonstrate impact, making results more trackable
Wildlife Focus	Projects that generally benefit wildlife	Prioritize projects with clear benefit to native species, critical habitats, or biodiversity hotspots	Focuses funding on scientifically urgent and locally relevant conservation needs
Education Projects	Environmental education programs broadly accepted	Curriculum-aligned programs and field trips with defined learning outcomes and assessment methods	Encourages educational accountability and deeper impacts in schools and communities
Budget Justification	Budget required, basic explanation	Must provide a detailed, itemized budget, showing cost-effectiveness and funding breakdown	Enhances financial transparency and ensures responsible use of funds
Community Benefit	Community benefit vaguely mentioned	Must describe who benefits, like students, volunteers and how they are engaged	Promote equity, inclusion, and public engagement
Innovation	Not addressed	Prioritize innovative, scalable, or replicable models	Supports new ideas and increases the chance for success beyond one-time use

## Sample scoring guide

### Scoring scale

Score	Description
5	Excellent: fully meets and exceeds expectations
4	Strong:meets expectations with minor improvements needed
3	Adequate:meet basic expectations
2	Limited:partially meets expectations
1	Inadequate:does not meet expectations

### Evaluation Categories:

#### 1.Conservation Impact (Weight: 40%)

Does the project benefit native species or critical habitats?  
Are the expected outcomes clear, measurable, and supported by data?

#### 2.Education Value (Weight: 25%)

Is the program aligned with school standards or environmental literacy goals?  
Are learning outcomes defined and is there a plan for assessment

#### 3.Community Engagement & Equity (Weight: 15%)

Does the project engage the public, especially underrepresented communities?  
Are volunteers, students, or local organizations meaningfully involved?

#### 4.Feasibility & Accountability (Weight: 10%)

Is the budget clear, itemized, and reasonable?  
Are there realistic timelines, responsibilities, and success metrics?

#### 5.Collaboration & Matching Support (Weight 10%)

Are partnerships with other groups or agencies involved  
Does the project include matching funds or in-kind support?

<b>Criteria</b>	<b>Weight (%)</b>	<b>Score (1-5)</b>	<b>Weighted Score</b>	<b>Justification</b>
<b>Conservation Impact</b>	<b>40</b>			
<b>Educational Value</b>	<b>25</b>			
<b>Community Engagement &amp; Equity</b>	<b>15</b>			
<b>Feasibility &amp; Accountability</b>	<b>10</b>			
<b>Collaboration &amp; Matching Support</b>	<b>10</b>			

**Total Score (out of 100)**

**Example : Next Page**

## Project Example: “Habitat Heroes: Student-Led Restoration in Napa Foothills”

*A local nonprofit partners with a middle school to restore native plant species in a degraded foothill zone, involving 100+ students over one year.*

### Scoring Table

Criteria	Weight (%)	Score (1–5)	Weighted Score	Justification
<b>Conservation Impact</b>	40%	5	40	Targets native species with a well-researched habitat plan. Uses baseline biodiversity data and outlines measurable ecological outcomes.
<b>Educational Value</b>	25%	4	20	Strong curriculum tie-ins and leadership by science teachers. Some assessment methods could be more detailed.
<b>Community Engagement &amp; Equity</b>	15%	4	6	Includes diverse student body and outreach to parents. Could improve on accessibility and language inclusivity.
<b>Feasibility &amp; Accountability</b>	10%	5	5	Detailed timeline, milestones, and budget. Clear roles for all partners.
<b>Collaboration &amp; Matching Support</b>	10%	3	3	Includes school and land trust but lacks outside funding or major in-kind support.

**Total Score: 74 / 100**

Planning, Building & Environmental Services

# Napa County Wildlife Conservation Commission

February 23, 2026 – Agenda Item 7(C): Grant Process & Evaluation Improvements



# Agenda Item 7(C)

- Grant Award Process Feedback
- Process Improvement Ideas
- Grant Evaluation Feedback
- Evaluation Improvement Ideas
- Timeline and other Considerations





# Grant Award Process Feedback



# Process Improvement Ideas

- Simple survey questions to recent/frequent grant award recipients to request input on recommendations.
- Do not invite presentations or formal attendance by applicants.
- Update grant application guidelines to include FAQs (e.g., is the project scalable?).



# Process Improvement Ideas

- Two-meeting decision process.
  - Sonoma County Fish & Wildlife Commission
  - Contra Costa County Fish & Wildlife Committee
    - Review applications and rate with plus (+), minus (-) or question mark (?) at first meeting; review new information and make final funding recommendations at second meeting
  - Solano County Parks & Recreation Commission
    - Fish & Wildlife Committee (1 subject matter expert in fish & wildlife issues and 2 Parks & Rec Commissioners)





# Grant Application Evaluation Feedback



# Evaluation Improvement Ideas

- Clarify priority funding objectives or project types.
- Allocate percentage of funding or place caps on funding by project type.
  - Alameda County Fish & Wildlife Comm: Three grant levels –
    - One large grant (\$30,000) for habitat restoration,
    - One to two mid-size grants (up to 10,000), and
    - five to eight small grants (up to \$5,000).
- Remove or de-prioritize or cap funding for staff salaries.
  - Contra Costa County FWC and Solano County FWC generally do not recommend funding for operating costs and overhead, incl. salaries.



# Evaluation Improvement Ideas

- Adopt an application scoring system.
  - Solano County Parks & Recreation Commission (example for discussion)
    - [Link to Solano County FWC Scoring Sheet](#)
  - Commissioner Allen Xie's Proposed Scoring Model (example for discussion)
    - [Link to Commissioner Allen's Proposed Model](#)





# Considerations



# Considerations

- Any algorithm developed for a scoring system would need to be adopted and made accessible by Commissioners and by staff.
- Any changes to application or evaluation guidelines would need two readings before vote.
- Any changes to process or evaluation would need to be in place and advertised in advance of grant application window
- Phased approach to changes – short-, mid-, long-term.

