



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.

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

TYPE OF PROJECT - (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-_____.	
GRANT APPLICANT (Organization, address, zip code)	Grant Request Amount (maximum \$2,500): \$ _____ Plus Other (non-grant) funds to be used: \$ _____ Equals TOTAL PROJECT COST: \$ _____
PROJECT NAME and ADDRESS (or NEAREST CITY)	ASSESSOR'S PARCEL NUMBER (APN), <u>OR</u> PROPERTY NAME WITH ACREAGE (if multiple sites, list on separate sheet)
GRANT APPLICANT'S AUTHORIZED REPRESENTATIVE:	
Name (typed or printed) and Title	Email Address Phone
PERSON WITH DAY-TO-DAY RESPONSIBILITIES FOR PROJECT:	
Name (typed or printed) and Title	Email Address Phone
GRANT SCOPE: (Brief description of items of work to be completed with grant funds.)	
LAND TENURE: 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	



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.

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

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

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.



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
CLARITY OF PROPOSAL	50	
<ul style="list-style-type: none"> <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. <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). <input type="checkbox"/> Approach for accomplishing Proposed Project is reasonable and incorporates demonstrated best practices and industry standards, where applicable. 		
SUSTAINABILITY	20	
<ul style="list-style-type: none"> <input type="checkbox"/> Applicant demonstrates that the results of the project will be sustained over time. <input type="checkbox"/> The project utilizes materials and implementation approaches that provide benefits beyond the immediate project. 		
GOALS AND EVALUATION	20	
<ul style="list-style-type: none"> <input type="checkbox"/> The Proposal clearly establishes measurable goals/objectives. <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. 		
PROJECT FINANCING	10	
<ul style="list-style-type: none"> <input type="checkbox"/> Project budget is of sufficient detail to enable evaluator to determine whether Applicant can realistically carry out the proposal. <input type="checkbox"/> Budgeted expenditures are within the industry norm for similar activities. <input type="checkbox"/> Post-project funding has been identified to sustain the project. 		
TOTAL	100	



**Mendocino County Fish & Game Commission
Grant Guidelines and Review Process
Mendocino County Fish and Wildlife Propagation Fund**

The California Fish and Game Code Section 13100 establishes the county fish and wildlife propagation fund to be expended for the protection, conservation, propagation, and preservation of fish and wildlife, under the direction of the Board of Supervisors (BOS), pursuant to the Fish and Game Code. Funds are received through various fines. The BOS established the Fish and Game Commission (Commission) to advise and make recommendations to the BOS on the expenditure of funds that benefit fish and wildlife in Mendocino County. As the grant funds provided under this Code constitute public funds, the Commission has produced these guidelines to provide information to the public related to how the Commission maintains and distributes these funds.

General Guidelines

Applications may be submitted via email to pbscommissions@mendocinocounty.gov with the subject line “Fish and Game Commission Propagation Fund Grant Application” or in person to the Fish and Game Commission c/o Mendocino County Planning & Building Services.

Applications must be complete, provide all requested information, and be submitted ahead of the deadline. This includes applicant’s Taxpayer I.D. number, project timeline, project budget, maps and photos, and at least one letter of support for the proposed project.

Applicants are encouraged to attend a Commission meeting to present their application.

Administrative costs of projects may not exceed 10% of total costs.

A final project report is required within 60 days of project completion, outlining the project’s difficulties and failures, along with the success. The report should describe methods, activities, and outcomes, and should include photographs. Receipts and invoices must also be included in final report.

Qualifying Projects

California Fish and Game Code Section 13103 defines allowable uses for the Propagation Fund. In order to be considered, project activities must be limited to one of the following:

- (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 that 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 that 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) 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.

Applications must identify which use their application qualifies under.

Grant Application Review Process

The Commission will try to fairly allocate resources between fish, game and/or wildlife habitat restoration, artificial propagation, and fish, game and/or wildlife education projects.

Review criteria will include: (1) compliance with Fish and Game Code Section 13103; (2) project feasibility; (3) ecological benefits; (4) community benefits; (5) cooperative relationships; and (6) effective use of funds.

Applications that are not in compliance with all requirements will be notified in writing, and those proposals will be removed from funding considerations.



**Mendocino County Fish & Game Commission
Grant Application
Mendocino County Fish and Wildlife Propagation Fund**

Please fill out the following application and attach any supporting documentation, including one required letter of recommendation. For questions or additional information, please call the Fish and Game Commission at (707) 234-6094, or email the Commission at pbscommissions@mendocinocounty.gov

Note: Planning and Building policy changes may impact funding disbursement schedule

Applicant:

Project Title:

Fish and Game Code Section 13103 Category:

Estimated Start Date:

Estimated Completion Date:

Taxpayer ID Number:

Mailing Address:

City, State, Zip Code:

Contact Person:

Telephone Number:

Funding Amount Request:

Please provide detailed answers to the following questions:

- 1. Applicant Background – Tell us about your organization. Has your group applied for Mendocino County Fish and Wildlife Propagation Fund Grants in the past? Describe previous work by your group related to this resource protection effort.**

2. Project Background – Provide project description, map and location (if on a stream, provide name of the stream, tributary, and basin). Please attach relevant maps and pictures.

3. Project Description – Project description, what work would be done with grant funding.

4. Objectives – What is the purpose of this project? Please indicate how this project will enhance fish, wildlife, youth, educational, restoration, and/or enforcement activities within Mendocino County.

5. Project Procedure – Explain in detail your approach and plan of action. This should include organizational framework, project timing on use of funds, and a logical sequence of events that will ensure the completion of the project.

- 6. Budget Information – Outline the entire project budget, including a list of services and supplies, equipment (note whether it will be purchased or rented), and other funds, in-kind services, donations, etc. applied for the project. If preferred, a spreadsheet may be attached with budget information.**

Reminder: copies of invoices should be kept and submitted with final project report, due within 60 days of project completion.

Criteria for Assessing Grant Applications to the Mendocino County Fish & Game Commission (Version 1.0 – June 2013)

	CRITERIA	WAY TO MEASURE IT	RANKING
1	Meets Fish & Game Code Sections and Restrictions	Explicit statements in the grant proposal describing which section(s) of the code the activities match up with	0 = no sections mentioned in the application or implied 1 = sections mentioned; but no description provided 2 = sections mentioned; inadequate description provided 3 = sections mentioned with adequate description 4 = sections mentioned; description clearly and fully demonstrates all proposed activities match with code
2	Work proposed is feasible	Methods are clearly outlined and detailed with attached calendar schedule of activities	0 = methods are not mentioned 1 = methods are mentioned; but no details provided 2 = methods are partially and inadequately detailed 3 = methods are adequately detailed but no clear schedule 4 = methods are clearly and fully detailed with calendar schedule
3	Work benefits the local ecology	Proposed activities contribute to improved habitat and/or increased survivorship	0 = activities have no [in]direct positive impact on local ecology 1 = activities have an indirect positive impact on local ecology 2 = activities have a potential, but unclear direct positive impact 3 = activities have a clear and direct positive short-term impact 4 = activities have a clear and direct positive short-term and long-term impact

4	Work benefits local communities	Proposed activities contribute to community education, capacity building, and/or income generation	<p>0 = activities do not contribute positively to local communities</p> <p>1 = activities indirectly contribute positively to local communities</p> <p>2 = activities have a potential, but unclear direct positive impact</p> <p>3 = activities have a clear and direct positive short-term impact</p> <p>4 = activities have a clear and direct positive short-term and long-term impact</p>
5	Applicant(s) work(s) well and cooperatively with related agencies	Applicant(s) is/are recognized professionally and known for positive collaborative relationships	<p>-5 = applicants have a known, and negative history with local agencies</p> <p>0 = applicants have no known professional recognition, and no known collaborative history with local agencies</p> <p>1 = applicant(s) are recognized professionally for their contributions; but have no known collaborative history with local agencies</p> <p>2 = applicant(s) are recognized professionally and have minimal collaborative history with local agencies</p> <p>3 = applicant(s) are recognized professionally and have a positive and longer-term collaborative history with local agencies</p> <p>4 = applicant(s) are recognized professionally and have an excellent and long-term collaborative history with local agencies</p>
6	Proposed activities represent the “best use” of limited funds	Proposal demonstrates efficient and effective use of funds	<p>0 = budget is too vague</p> <p>1 = budget is partially detailed</p> <p>2 = budget is clearly detailed, but some categories are questionable</p> <p>3 = budget is clearly detailed and all categories are well-reasoned</p> <p>4 = budget is clearly detailed, all categories are well-reasoned and the applicant(s) is/are leveraging or matching the funds requested</p>

