

# Attachment B

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# County of Monterey Fish and Game Advisory Commission

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December 15, 2018

To Grant Applicants:

The members of the Monterey County Fish and Game Advisory Commission wishes to provide the following information regarding the 2018-19 Propagation Fund Grant Program.

General Information:

- **Applications will be available on December 15, 2018.**
- **Applications are due Tuesday, January 15, 2019 by 12:00PM.**
- The applications will be reviewed by the Fish & Game Advisory Commission's Grant Committee to confirm if they are complete and contain all the required information.
- Once it's been confirmed that the application(s) are complete, they will be forwarded to the entire Fish & Game Advisory Commission for consideration and determination of a funding request at their February 12, 2019 meeting (time and location TBD).
- The Commission generally funds projects in the range of \$2,500 - \$3,000, some less, others more depending on the type of project or program proposal, the number of proposals received and the amount of available funds to award.
- The Commission considers and determines funding requests and their recommendation is then forwarded to the County Board of Supervisors for final approval (date TBD).
- Once the Board considers and approves the funding requests, and if the applicant has completed their required registration, the RMA Finance Division will then process the grant payments (date TBD).

In addition to the requirements set forth in the Application Guidelines, the following information shall be provided:

- Reason or purpose for the funding request
  - How will the grant money benefit citizens of Monterey County?
  - How will the project and/or program benefit our fish and wildlife resources?
  - Describe the benefit to youth education.

- Identify the youth targeted that stand to benefit from your project or program
  - What's the targeted age group?
  - Estimated number of youth that would benefit?
  - What are the learning objectives?
- Project or program budget. As noted in the Application, the applicant shall provide adequate cost details to allow the Fish and Game Advisory Commissioners to fully understand the proposed project and how it meets the project criteria under Section 13103 of the Fish and Game Code.
  - Please be sure to itemize the budget. This is very important for the Grant Committee to review.

**In addition to the above, please note that the applicant or their appointed authorized representative(s) listed on the application must attend the February 12, 2019 Fish and Game Advisory Commission meeting to present their proposal** (time and location TBD). The authorized representative must be familiar with the proposed project and/or program details and are encouraged to provide a brief presentation and be prepared to answer questions from the commissioners.

**If awarded grant funds, the applicant will be required to register as a Vendor with the County of Monterey in order to receive the funds (refer to Enclosure E), or visit the following to complete this process: <http://www.co.monterey.ca.us/admin/vendorinfo.htm>.**

**If awarded grant funds the applicant is encouraged to attend a future 2019 Fish and Game Advisory Commission Meeting to provide a presentation on how the grant money benefited the citizens of Monterey County and how the project and/or program benefit our fish and wildlife resources.**

For questions, clarification or additional information, please contact John Akeman, staff to the Monterey County Fish and Game Advisory Commission at (831) 755-4895 or by email at [akemanjd@co.monterey.ca.us](mailto:akemanjd@co.monterey.ca.us).

On behalf of the members of the Monterey County Fish and Game Advisory Commission, we thank you for your interest in the Propagation Grant Fund program.

Enclosures:

- a. Application Guidelines
- b. State Fish & Game Code Section 13103
- c. Monterey County Fish and Game Advisory Commission Funding Request Application
- d. Grant Agreement for Use of Fish and Game Propagation Funds
- e. Vendor Registration Material (Vendor Data Record and Withholding Exemption Certificate, Form 590)

**APPLICATION GUIDELINES**

- 1) Fish and Game Code Section 13103 states that expenditures from the Fish and Game Propagation Fund of any county may be made only for the purposes listed on Attachment No. 1.

**NOTE: Projects submitted under Sections (c), (g), (h) and (j) of Attachment No.1 must be reviewed by the local Monterey Region office of the California State Department of Fish and Wildlife, and letter authorizing approval must be included with the application.**

- 2) Requests for Fish and Game funds are to be submitted in the manner prescribed in the form entitled: MONTEREY COUNTY FISH AND GAME ADVISORY COMMISSION FUNDING REQUEST APPLICATION. **All sections of the funding request are to be completed.**
- 3) Applicants who have projects funded by the County Fish and Game Propagation Fund are encouraged to submit a final report on how the budgeted funds have been spent and how they benefit the County's fish and wildlife resources. Applicants are also encouraged to return to the Monterey County F&G Commission at a future meeting in 2019 to provide a brief presentation on their project or program.
- 4) If a project is recommended by the Monterey County Fish and Game Commission for approval by the Board of Supervisors, the applicant shall enter into an agreement in the form shown in Exhibit "A" entitled GRANT AGREEMENT FOR USE OF FISH AND GAME PROPAGATION FUNDS. The applicant must comply with all terms and conditions set forth herein.
- 5) The Monterey County Fish and Game Commission reserves the right to schedule an onsite inspection of the project site during the course of the project term. Such a visit will be scheduled well in advance and at the convenience of the applicant.
- 6) The grant application and evaluation procedure is as follows:
  - a) Applications and any other communications shall be submitted to the Monterey County Fish and Game Advisory Commission, c/o John Akeman, Monterey County RMA-Parks Department, 1441 Schilling Place, 2<sup>nd</sup> Floor, Salinas, CA 93901-4527 on or before Tuesday, January 15, 2019, by 12:00 PM.
  - b) Each Monterey County Fish and Game Advisory Commissioner will receive a copy of the application for review prior to the February 2019 Fish and Game meeting.
  - c) During the February 12, 2019 meeting, the Monterey County Fish and Game Advisory Commission members will hear presentations from each of the applicants on their proposed grant application, set project funding levels, and vote

to recommend specific project(s) to the Monterey County Board of Supervisors for funding approval.

- d) Projects requiring review of the local **Monterey Region office of the California State Department of Fish and Wildlife** shall receive approval prior to the submittal of an application to the Commission.
  - e) Project funding will be available for Monterey County Board of Supervisors approved projects as soon as procedurally possible.
- 7) The applicant is required to furnish **ONE (1) SINGLE SIDED COLOR ORIGINAL AND TWENTY (20) DOUBLE SIDED BLACK & WHITE COLLATED COPIES** of the application and any associated and relevant supplemental information to the address listed above in 6 (a), no later than 12:00 p.m. on the date noted for further consideration: **TUESDAY, JANUARY 15, 2019.**

**STATE FISH AND GAME CODE SECTION 13103**

**§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, including aids to education such as literature, audio and video recordings, and training models, and nature study facilities.

(b) Temporary emergency treatment and care of injured or orphaned wildlife.

(c) Temporary treatment, 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 13103 for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.

(k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.

(l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.

(m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

MONTEREY COUNTY FISH AND GAME ADVISORY COMMISSION  
FUNDING REQUEST APPLICATION

APPLICANT: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

GRANT FUNDS BEING REQUESTED FOR FISCAL YEAR 2018/2019 \$ \_\_\_\_\_

I. GENERAL INFORMATION

A. APPLICANT NAME (AGENCY/ORGANIZATION): \_\_\_\_\_

NAME OF CONTACT PERSON SUBMITTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

B. PRIOR GRANT APPLICATIONS:

1. Is this your first County Fish and Game grant application? Yes\_\_\_ No\_\_\_  
If no, what was the most recent fiscal year in which you received fish and game grant funds and in what amount? (For example FY15/16)\_\_\_\_\_
2. If no, and you were awarded grant funds for the previous fiscal year (FY 2017/18) and you are applying for grant funds for this fiscal year (FY 18/19), and if your project is not complete by **January 15, 2019**, please submit a brief letter along with your application to the Commission explaining why the delay has occurred, when you expect to complete the project, and if applicable, request an extension of the project period. The Commission reserves the right to deny a future project application if it determines that the previous/current project has not been pursued with due diligence and timeliness.

C. APPLICANT/AGENCY/ORGANIZATION BACKGROUND:

Describe previous work by your group related to this resource protection effort.  
Is this an ongoing or a new effort? (Use additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

II. PROJECT DESCRIPTION

A. Detailed project description on the work to be done with this grant. (Use additional sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

B. Objective:

Please indicate how the expenditure of these funds would enhance fishing, wildlife, youth and educational activities within Monterey County. (Use additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_



C. Project Procedures and Methodology:

Explain in detail your approach and plan of action. This should provide both an organizational framework, project timing on the use of funds, frame and a logical sequence of events, which will ensure the completion of your project. (Use additional sheets if necessary.)

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III. SUMMARY OF PROJECT COST ESTIMATE

a) Educational and Instructional costs  
 (Example: Costs allowed under Subsection (a) of Section 13103 of the Fish and Game Code) \$ \_\_\_\_\_

b) Services, Supplies and Materials  
 (Example: Costs allowed under Subsection (b), (c), (d), (e), (g), (h), and (i) of Section 13103 of the Fish and Game Code) \$ \_\_\_\_\_

c) Equipment Purchase  
 (Example: Purchase of single purpose equipment items allowed under Subsection (f) and (g) of Section 13013 of the Fish and Game Code) \$ \_\_\_\_\_

d) Construction, Maintenance, Improvement and Operation of Fish and Game Facilities  
 (Example: Costs allowed under Subsection (d), (e) and (f) of Section 13103 of the Fish and Game Code) \$ \_\_\_\_\_

**1) County Fish and Game Grant Project Request**  
**(Total of Items a, b, c and d above)** \$ \_\_\_\_\_

2) Non-County Fish and Game Project Funding  
 (Applicant may be asked to identify the type, amount and source of these non-county funds as they relate to the project) \$ \_\_\_\_\_

3) Estimated Project Cost  
 (Total of Items 1 and 2 above) \$ \_\_\_\_\_

**Note: The applicant is encouraged to provide adequate justification and sufficient cost estimate detail on Items a, b, c, and d above to allow the Fish and Game Commissioners to fully understand the proposed project and how it meets the project criteria under Section 13103 of the Fish and Game Code.**

**PLEASE RETURN COMPLETED APPLICATION BY 12:00 PM, JANUARY 15, 2019**

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**Applicant's Signature** **Date**

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**COMMISSION USE ONLY**

**DATE RECEIVED BY:** \_\_\_\_\_

RECOMMENDATION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

RECOMMENDED FUNDING AMOUNT: \$ \_\_\_\_\_

NOTES & COMMENTS: \_\_\_\_\_

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If awarded funds, are you willing to return to a future 2018/19 Fish and Game Advisory Commission meeting to provide a presentation on how your funds were implemented?  
YES\_\_\_\_\_, NO\_\_\_\_\_.

**GRANT AGREEMENT  
FOR USE OF FISH AND GAME PROPAGATION FUNDS**

This Grant Agreement is entered into between the County of Monterey, hereafter referred to as "GRANTOR" and \_\_\_\_\_, hereafter referred to as "GRANTEE" on this \_\_\_\_\_ day of \_\_\_\_\_.

WHEREAS, County administers funds for the purpose of the propagation and conservation of fish and wildlife, and for educational and youth activities relating to fish and wildlife pursuant to Section 13100 of the State of California Fish and Game Code, and

WHEREAS, the Monterey County Board of Supervisors, upon recommendation of the Monterey County Fish and Game Advisory Commission, has approved the project listed below.

NOW THEREFORE, the parties mutually agree as follows:

I. GRANTOR agrees to advance the sum of \_\_\_\_\_ to GRANTEE for the implementation of GRANTEE's project entitled, \_\_\_\_\_ hereafter referred to as "PROJECT".

II. GRANTEE agrees to:

1. Diligently pursue PROJECT to completion by \_\_\_\_\_. If PROJECT is not started by this date, GRANTEE will return all grant funds to GRANTOR. If the project is started but not completed by this date, grantee shall request an extension in writing, to the Fish and Game Commission. The Commission reserves the right to extend the completion done on the merits of the request.

2. The GRANTEE may be asked to submit a progress report, either written or verbal, to the Fish and Game Commission on the GRANTEE's project during the term of this agreement.

3. GRANTEE shall submit a final report and/or presentation to the Monterey County Fish and Game Commission within ninety (90) days after the project completion date. The final report shall contain a summary of how the objectives were achieved and the benefits derived from the project.

4. INDEMNIFICATION AND HOLD HARMLESS:

GRANTEE agrees to indemnify, defend and hold harmless the County of Monterey, their officers, agents and employees from and against any and all claims, liabilities, and losses whatsoever (including, but not limited to, damages to property and injuries to or death of persons, court costs, and attorney's fees) occurring or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with GRANTEE's performance of this agreement.

III. Other Provisions

1. GRANTOR designates its Director of Resource Management Agency - Parks or his/her designee to act as its agent in the administration of this Grant Agreement.

2. GRANTEE acknowledges that it is not an agent of the County of Monterey.

GRANTEE

COUNTY OF MONTEREY

BY \_\_\_\_\_

BY \_\_\_\_\_  
Director of RMA – Parks



**Section 1** **Requirement to Complete Vendor Data Record**  
 A completed Vendor Data Record (VDR) is required for payments to all vendors and will be kept on file at the County. Please return the fully completed VDR form and any other necessary documents for vendor setups/updates to the County of Monterey – Contracts/Purchasing at the address listed in this section. (For more information on Vendor Registration Process, visit <http://www.co.monterey.ca.us/admin/vendorinfo.htm> )

**Section 2**  
 Enter the payee’s legal business name **as shown on your income tax return**. Individuals/Sole proprietorships must also include the owner’s full name **as shown on your income tax return**.  
 The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here. The remit-to address should be the address the payee chooses to receive payments. If there are multiple remit-to addresses for the same payee, please list them and send it together with the completed Vendor Data Record (VDR) form.

Check **ONE** box that corresponds to the payee entity type. (For more information on account types and TIN info, visit [www.irs.gov](http://www.irs.gov) )

**What Name and Number to Give the Requester**

For this type of Account		Give name and SSN of:
1	Individual	The individual
2	Two or more individuals (joint account)	The actual owner of the account or if combined funds, the first individual on the account
3	Custodian account of a minor	The minor
4	a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee The actual owner
5	Sole proprietorship or disregarded entity owned by an individual	The owner
6	Grantor trust filing under Optional Form 1099 filing Method	The grantor
For this type of Account		Give name and EIN of:
7	Disregarded entity not owned by an individual	The owner
8	A valid trust, estate, or pension trust	Legal entity
9	Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10	Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11	Partnership or multi-member LLC	The partnership
12	A broker or registered nominee	The broker or nominee
13	Account with the Dept of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14	Grantor trust filing under the Form 1041 filing Method or the Optional Form 1099 filing Method 2	The trust

**Section 4**  
 Check **ALL** boxes that are applicable to the category of payment.  
 Indicate if you are a former employee of the County of Monterey.  
 Green Business Certification within the Tri-County area (Monterey, Santa Cruz and San Benito Counties) is administered through the Monterey Bay Area Green Business Program ([www.montereybaygreenbusiness.org](http://www.montereybaygreenbusiness.org)). Vendors from outside the Tri-County area are encouraged to seek similar certification from a local authority within their jurisdiction, and if a similar green business type of certification has been issued, vendors should check the “Yes” box. Green Business Certification may be used as one of the selection factors when awarding contracts from solicitations issued by the County of Monterey, therefore vendors should inform the County of this certification.

**Section 5**  
**ARE YOU A CALIFORNIA RESIDENT OR NONRESIDENT?**  
 A **corporation** will be defined as a CA Resident if it has a permanent place of business in California or is qualified through the Secretary of State to conduct business in California.  
 A **partnership** is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at the time of death. A trust is considered a resident if at least one trustee is a California resident.  
 For **individuals and sole proprietors**, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose which will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a non resident.  
 Payments to all non-resident vendors may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes.  
**Due to resource limitations, the County of Monterey will withhold 7% of their total payments even when the following conditions apply:**  
**1) The total payments to the vendor are \$1,500 or less for the calendar year; and**  
**2) The vendor is providing a combination of goods and services; and**  
**3) The vendor is performing services for the County of Monterey both inside and outside of California.**  
 If a reduced rate of withholding or waiver has been authorized by the Franchise Tax Board, attach a copy to this form and submit to the County of Monterey.  
 For information on Nonresident withholding, contact the Franchise Tax Board at the numbers listed below:  
 Withholding Services and Compliance Section: 1-888-792-4900 or Outside the United States: 1-916-845-4900  
 For hearing impaired with TDD, call: 1-800-822-6268 or E-mail Address: [wscs.gen@ftb.ca.gov](mailto:wscs.gen@ftb.ca.gov) or visit FTB’s Website: [www.ftb.ca.gov](http://www.ftb.ca.gov)

**Section 6**  
 Provide the name, title, signature and telephone number of the beneficial owner of the payment requested or authorized agent of beneficial owner.  
 Provide the date the form was completed.

**Privacy Statement**  
 Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.  
 The County of Monterey requires that all parties entering into business transactions that may lead to payment(s) from the County must provide their Taxpayer Identification Number (TIN) as required by Revenue and Taxation Code Section 18646, to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by Internal Revenue Code Section 6109(a).  
 It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties up to \$20,000.  
 You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact County of Monterey, Contracts/Purchasing at the address listed in Section 1 of this form.

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