

# Attachment A

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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**

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**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 date 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

**Vendor Registration Material (Vendor Data Record and  
Withholding Exemption Certificate, Form 590**