

Background

Each year possible, the County grants a share of state fish and wildlife code violation fine revenues to deserving projects. The process is handled through the Humboldt County Fish & Game Advisory Commission. Project funding applications may be submitted between the date the program's Request for Proposals (RFP) is sent out and the deadline for submittal. Expenditures from the fish and wildlife propagation fund of the county may be made only for the following purposes: (From Fish and Game Code, Division 10, Chapter 2, Section 13103):

- 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.
- Temporary emergency treatment and care of injured or orphaned wildlife.
- Temporary treatment and care of wildlife confiscated by the department as evidence.
- 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.
- 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.
- Construction, maintenance, and operation of public hatchery facilities.
- 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.
- 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.
- Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.
- Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

These activities will not be funded:

- The Advisory Commission will not fund litigation fees.
- The Advisory Commission will not pay use and sales taxes.
- Regarding Indirect Costs (IDC) The commission only approves grants based on the merit of the project.

RFP Checklist

- Request up to \$5,000
- Deadline: Postmarked 7/31/25
- Mail 12 copies to HCF&GAC; POB 922; Ferndale CA 95536
- Email a copy of proposal to nkaytis4@gmail.com
- Submit payment request to Karen Clower, Assistant CAO, 825 5th St, Eureka 95501.
- Copy of request sent to nkaytis4@gmail.com.
- Funds will be forfeited if bills are not submitted within 20 months of Board of Supervisor's award.
- Submit final report to HCF&GAC within 20 months of Board of Supervisor's award.

Grant Process

To submit a proposal, **mail twelve (12)** copies to: Humboldt County Fish & Game Advisory Commission, PO Box 922, Ferndale CA 95536. Also email a proposal to nkaytis4@gmail.com. (The emailed copy does not

count as your proposal – those copies must be mailed by the deadline.) This year's proposal application deadline is (must be postmarked by) **July 31, 2025**. The County Auditor-Controller has advised the Humboldt County Fish & Game Advisory Commission ("Advisory Commission") that \$5,000 is available for distribution. We will target grants in the \$2,000 to \$5,000 range.

After the deadline, the Advisory Commission will evaluate and rank the applications. Applications will be numerically scored using the evaluation criteria listed below; a project's rank will be determined by where its evaluation score places it relative to all other project scores. After completing project ranking, the Advisory Commission will prepare and send a list of funding recommendations to the Board of Supervisors for its review and approval. The Advisory Commission will recommend that funding be granted to projects beginning with the top ranked project and proceeding down the list until the funds are exhausted. Depending on the amount of money available, the Advisory Commission may choose to recommend funding in an amount that is less than the amount requested. Applicants will be notified of the Board's action within two weeks of final approval of funding requests.

Deadline

Your application must be postmarked by July 31, 2025. Applications received before the announcement of Request for Proposals or received after the deadline will not be considered.

Grant Application Instructions

A grant application format has been established for your use. Your application may not be considered if the format is not followed. Applications should be typed, double spaced and no longer than 5 pages. Please be concise, brief and to the point. A limited number of photographs and/or line drawings, which enhance the project description, may be attached. For more information email Nancy Kaytis-Slocum, Secretary, nkaytis4@gmail.com.

Grant Application Format

1. Name or title of project.
2. Name of organization, business or individual submitting this application.
3. Name, address, phone number and email address of contact person
4. Project background description and location (if on a stream, the name of the stream, the stream it is tributary to, and river basin; e.g., Bull Creek, tributary to South Fork Eel River, Eel River Basin).
5. Project and work procedure description.
6. Project objective(s), (What is the purpose of the project?)
7. Work schedule
8. Proposer's qualification (re: ability to successfully carry out the project).
9. Amount requested.
10. Other funding sources and amounts of funding they are providing.
11. Annual project budget:
 - a. Salaries (total)
 - b. Materials and Supplies (total):
 - c. Equipment (total)
 - d. Operating expenses (total, and itemize below):
 - i. Equipment lease/rental

- ii. Transportation costs:
- iii. Building/Storage rental
- iv. Support services
- v. Other

e. Budget grand total. Use and Sales taxes must be paid by the grant recipient.

12. Volunteer participation, if any. (Briefly describe).

Distribution of Grant Funds

Payment for grant funds approved by the Board of Supervisors will be made in arrears upon presentation of supporting documentation to Karen Clower, Assistant County Administrative Officer, 825 5th St., Room 112, Eureka, CA 95501-1153.

Funds will be forfeited if bills are not submitted within 20 months of the date of the Board of Supervisor's award. Use and Sales taxes must be paid by the grant recipient. If an item is charged on a credit card, and a bill for payment and receipt for the item is submitted, a check may be mailed out prior to the due date of the bill.

Supporting documentation must **clearly indicate the name and number of the grant project** as approved by the Board of Supervisors, and shall include detail of expenditures by project budget category as follows:

1. Salaries: Name of employee(s), hours worked on project, cost per hour.
2. Materials and supplies: Listing of all material and supplies used on project together with dated cash register receipt(s).
3. Equipment: Listing of equipment used on project and basis of charge to grant program (cost per hour/mile, etc.).
4. Other expenses: Listing of other expenses including equipment lease/rental, transportation, building storage/rental, support services, etc. together with dated cash register receipt(s).

Final Report Requirements

Grant recipients are required to submit project update reports **within six months of Board of Supervisor's approval** and a detailed project final report, or an end-of-the-fiscal-year progress report if the grant funds have not been expended 20 months after the Board of Supervisor's grant award. ***The Failure to provide reports will be cause to deny consideration of future funding applications.*** The final report should begin with a short report summary (one to two paragraphs) and include one or two photos (3x5 or 4x6): one of the completed work funded by the grant if something was constructed or purchased, and one that is representative of the project purpose. A written report and verbal discussion may be presented at a Commission meeting. Call 1-707-786-4902 or email nkaytis4@gmail.com to set up a time for your presentation.

Final Report Instructions

Provide detailed, complete answers to the questions and supply information requested below:

1. Did you accomplish your objectives? Describe accomplishments and/or failures.
2. Was the grant award completely expended? If not what is the remaining balance?
3. Did the grant award allow you to access other funds? If yes, please explain.
4. Will the project need additional funds to complete? If so, please explain.

Application Evaluation Criteria

The following rating criteria were developed to standardize the evaluation of grant program project proposals. Proposals will be evaluated with the criteria below. Numerical scores will be used to measure how well projects meet each of the criteria. Proposal total scores will be used to determine each project's rank in a prioritized listing of proposals.

1. Benefits to priority county fish and wildlife species.
2. Ability of the proposer to successfully implement the proposed project. This criterion evaluates the ability of the proposer and their past performance.
3. Biological soundness of the project. This criterion evaluates the biological factors that may limit a project's success.
4. Technical merit. This criterion evaluates the design of a project, and the methods and techniques that will be employed in implementing it.
5. Cost effectiveness. This criterion evaluates cost/benefits, pricing, match funding, proposer in-kind or funding contributions, and availability of alternative funding sources.

Criteria maximum scores

	Criteria	Max. Points
1	Benefits to priority county fish and wildlife species	30
2	Ability of the proposer to successfully implement the proposed project	10
3	Biological soundness of the project	15
4	Technical merit	15
5	Cost effectiveness (consideration will be given to cost-benefits, pricing, match funding, proposer in-kind or funding contributions, and availability of alternative funding sources)	30
	Maximum total score	100