



AGENDA ITEM NO.  
**C-2**

# COUNTY OF HUMBOLDT

For the meeting of: June 20, 2017

Date: June 13, 2017  
To: Board of Supervisors  
From: Supervisor Mike Wilson  
Subject: Humboldt County Fish and Game Grant Program

RECOMMENDATION(S): That the Board of Supervisors receive and file this report.

SOURCE OF FUNDING: N/A

DISCUSSION: Each year the County awards in grant funding their share of state fish and wildlife code violation fine revenues to deserving projects. The process is handled through the Humboldt County Fish and Game Advisory Commission. Project funding applications must be submitted by July 10, 2017. Please see the attached information for further details and application requirements.

FINANCIAL IMPACT: N/A

OTHER AGENCY INVOLVEMENT: Fish and Game Advisory Commission

ALTERNATIVES TO STAFF RECOMMENDATIONS: Board discretion.

ATTACHMENTS: Request for Proposals

Prepared by Tracy Damico Signature \_\_\_\_\_  
REVIEW: Auditor \_\_\_\_\_ County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_  
Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor Fennell Seconded by Supervisor Wilson  
Ayes Sundberg, Fennelli, Bass, Bohn, Wilson  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: June 20, 2017  
By: [Signature]  
Kathy Hayes, Clerk of the Board

### **Background**

Each year, the County awards in grant funding their 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. In order to be considered, a project must have as its purpose the protection, conservation, propagation or preservation of fish and wildlife; project activities must be limited to one or more of the following:

- Public education relating to the scientific principles of fish and wildlife conservation and operation of nature study facilities.
- Temporary emergency treatment and care of injured or orphaned wildlife.
- Breeding, raising, purchasing or releasing fish or wildlife.
- Improvement of fish or wildlife habitat.
- Purchase and maintain materials, supplies, or equipment for ownership and/or use by the California Department of Fish and Wildlife (CDFW) in the normal performance of its duties
- Predator control actions for the benefit of fish or wildlife following certification in writing by the CDFW that the proposed actions will significantly benefit a particular wildlife of fish species.
- Scientific fish and wildlife research conducted by institutions of higher learning or governmental agencies, if approved by CDFW.

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.

### **Granting Process**

To submit an application, **mail sixteen (16)** copies to: Humboldt County Fish & Game Advisory Commission, PO Box 922, Ferndale CA 95536. This year's application deadline is (must be postmarked by) **July 10, 2017**. The County Auditor-Controller has advised the Humboldt County Fish & Game Advisory Commission ("Advisory Commission") that approximately **\$12,000** is available for distribution through the Fish and Wildlife Grant Program for this cycle. We will target grants in the \$2,000 to \$7,000 range.

After the deadline, the Advisory Commission will evaluate and rank the applications. Applications will be numerically scored using the evaluation criteria 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. Applicants are not allowed to be present during the grant review process.

**Deadline**

Your application must be postmarked by **July 10, 2017**. Grant 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, which is provided below, 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 call Nancy Kaytis-Slocum, Secretary, at 707.786.4902 Mon-Fri, 9-5 or email [hcfgac@gmail.com](mailto:hcfgac@gmail.com).

**Grant Application Format**

1. Name or title of project.
2. Name of organization, business or individual submitting this application.
3. Name, address and phone number of contact person
4. Project background description and location (if on a stream, provide 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).

**Final Report Requirements**

Grant recipients are required to submit project update reports **within six months** and a detailed project final report, or an end-of-the-fiscal-year progress report if the grant funds have not been expended by **June 1<sup>st</sup>** of the fiscal year the grant was awarded. ***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 786-4902 or email [hcfgac@gmail.com](mailto:hcfgac@gmail.com) to set up a time for your presentation.

**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, Administrative Services Manager, 825 5<sup>th</sup> 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. For large expenditure items from a vendor or an agreed-upon item if accompanied by a quote or bill, a check may be sent out directly to the vendor. 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 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