

**GENERAL SERVICES DEPARTMENT
PARKS AND RECREATION DIVISION**

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AGENDA

**Park and Recreation Commission
Thursday, July 10, 2008 - 5:30 PM
Hearing Room - 1st Floor,
675 Texas Street, Fairfield, CA**

- 1. Call to Order and Roll Call**
- 2. Approval of Minutes for the June 5, 2008 Meeting (Action Item)**
- 3. Approval of Agenda (Action item)**
- 4. Chair Announcements and Commissioner Comments (Informational Only)**
- 5. Parks and Recreation Division Staff Reports (Informational Only)**
 - A. Ongoing and Upcoming Work of the Parks Division in FY 2008/09
 - B. Parks Activities Report
 - C. Lake Solano Nature Center Construction Update
- 6. Committee Report**
 - A. Fish and Wildlife Propagation Fund (FWPF) Evaluation Committee: Present proposed application for FY 2008/09 (attached) for Commission Review and Approval (Information, Possible Action)
- 7. Public Comments**
- 8. Confirm next regular meeting of September 11, 2008 at 5:30 pm, and Adjourn**

The County of Solano does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call (707) 784-7905 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

If you wish to address any item listed on the Agenda, please submit a Speaker Card before the Commission considers the specific item. If you wish to address an item not on the agenda, please submit a Speaker Card before the first speaker is called for Public Comments. Cards are available at the entrance to the hearing room.

SOLANO COUNTY PARK AND RECREATION COMMISSION

**UNAPPROVED MINUTES OF THE MEETING HELD
THURSDAY, JUNE 5, 2008
COUNTY ADMINISTRATION CENTER - FIRST FLOOR HEARING ROOM,
675 TEXAS STREET FAIRFIELD, CALIFORNIA**

Commission Members Present: Riddle, Alvarez, Hermsmeyer, and Leong

Commissioner Members Excused or Absent: None.

Staff Present: Parks Services Manager Dan Sykes, Deputy County Counsel Bernadette Curry, Administrative Secretary Marilea Tanner-Linné,

1. Call to Order and Roll Call

Chair Hermsmeyer called the meeting to order at 5:32 p.m. Tanner-Linne called roll. A quorum was confirmed.

2. Approval of Minutes for March 13, 2008 Meeting

Leong asked the minutes to be changed to read he had requested a counter be added to the Park's website. Alvarez moved to approve the minutes and Riddle seconded. The minutes from the January 10, 2008 were approved unanimously.

3. Approval of Agenda

Motion to approve agenda as is was made by Leong; second by Riddle. Agenda approved unanimously.

4. Chair Announcements and Commissioner Comments

Hermsmeyer stated the Rio Vista Community Campout did not occur due to financial reasons and it was a disappointment.

Leong stated he had spoken to Supervisor Sperring about appointing someone to the Park and Recreation Commission from his district. Sykes also stated he had spoken to Supervisor Sperring's staff regarding an appointment.

5. Chair Appointment of Evaluation Committee for Fish and Wildlife Propagation Fund Program for FY 2008/09 (Action Item)

Hermsmeyer appointed the committee consisting of: Dimitrios George, Landscape Architect with expertise in restoration project management and parks; Steve Hermsmeyer, Commissioner; Walt Sommer, retired physicist and professor from Rio Vista, and Dan Sykes as non-voting member for staff support.

6. Recommendation on Proposed Changes to County Code Regarding Public Safety Duties (Action Item)

Sykes presented a County Staff recommendation that the Commission direct Staff to review and modify as necessary the applicable sections of the County Code in order to clarify the public safety responsibilities of the Park Ranger Staff as unarmed, limited peace officers, and make other, similar minor edits to the Code for clarity.

General Services Staff, Human Resources, County Counsel, Sheriff's Office, and the County Administrator's Office have been working to clarify the respective law enforcement responsibilities of the Sheriff's Office and the park ranger staff. We are seeking a balance between the various duties given to the park rangers. We'd like to minimize their personal and the County's liability in law enforcement duties, while continuing a high level of public safety.

Preceding the recommended changes to the County Code, the General Services Department has signed a MOU with the Sheriff's Office that clarifies the roles of the rangers and the Sheriff in law enforcement, and that went into effect January 1, 2008. The rangers have completed nine days of specialized public safety training.

Hermesmeyer asked if the rangers' job description at this point stated one of the responsibilities of the position is to carry a firearm during working hours. Sykes said the County Code authorizes that the rangers may carry firearms, but neither the Code nor their job description requires it.

Hermesmeyer asked if it placed the park ranger in a greater risks by having them performing law enforcement duties without a weapon?

Sykes said the County feels the current situation is the best way to minimize the liability for the County, the Parks Division and the Rangers, and provide safety for employees and the public. Prior to the MOU, there has never been a clear definition of when the Sheriff would respond to crimes. The rangers are often alone in the campground, sometimes in the dark, and can get into situations when given too much responsibility for law enforcement functions. The resolution is that it should be a multi-unit effort involving the Sheriff. The MOU has a term through June 2009 and can be refined as needed based on our experience with it.

Riddle, stated several years ago the County took the weapons away from the rangers. There seemed to be a need for them to return the weapons back to the ranger's years ago. What has made it safer for them to not have firearms? Since I live off about 5 miles from the park down Pleasants Valley Road I was told there is a 22 minute response time to my home. The rangers are another 10 minutes away. What are the rangers going to do for 30 minutes if there is a problem while waiting for the Sheriff to respond? We could have a problem.

Sykes said the rangers have completed specialized public safety training on how to handle situations without firearms. If the rangers respond to a problem they are trained, and are still carrying weapons, just not firearms. The rangers have been issued pepper spray and batons and have received the training on how to use them. They also wear bullet-proof vests.

Alvarez stated that, as a citizen and as a Park and Recreation Commissioner, he is looking for the County to provide safe parks. He is disturbed why one County department needs a MOU with another department for County services. Alvarez stated he is in charge of the Benicia Parks, his staff does not carry weapons however when a disturbance or problem occurs a police officer shows up. Alvarez stated he had discussed with one of the earlier General Services Directors that the Park personnel were not POST-certified; that is when the officer has been through rigorous training or proper training for peace officers. Some park departments like East Bay Regional Park District have their own law enforcement department for the parks. This issue involves public safety, personnel issues, and it involves liability. If our rangers and officers are going to carry weapons they need to be trained.

Riddle stated the parks are at different ends of the County and the Sheriff's Office is located in the center of the County. It does not matter if it is Lake Solano or Sandy Beach. With both parks locations at different ends of the County, it will mean there will be a long response time from the Sheriff's Office to keep the citizens protected. I do not see how they can do it. I would pack two guns if I were you along with a shotgun in the truck. I am very concerned.

Sykes stated he wanted his staff highly trained and at the same time heard horror stories about things they were being asked to do before the MOU with the Sheriff's Office was involved. Sykes stated he wanted them to make the right decision and go home at the end of the day. We are working on some more solid defined policies and procedures.

Sykes told how other park agencies he interviewed regarding law enforcement duties were run. The East Bay Regional Parks have a 40-50 officer police department and a separate non-peace officer ranger force. Marin County Open Space rangers are not peace officers, yet are sent out to patrol the open space areas; their Sheriff Deputies provide law enforcement. Santa Clara County Park rangers carry pepper spray and batons, but not firearms. However, they do have a larger staff so they have more ranger backup. Sonoma County Park rangers also do not carry firearms. In comparison, Sacramento County and Monterey County rangers carry firearms, and go through extra training.

Sykes stated that, with removing the firearms, the issue is reduced liability. Besides firearms, the rangers use other deterrents in their jobs. There is their command presence at the site, their uniforms, badges, the patrol cars they drive. Some of the other things we can look at are how to design our parks so they are safer; for example, are there too many camp sites together or are the alcohol restrictions too lenient? The training the rangers went through in the last few months included tactical communications, use of pepper spray and baton, unarmed defensive training, and park ranger safety and awareness training.

Deputy County Counsel Curry stated the MOU was needed primarily to clarify who has jurisdiction in the Parks. The Sheriff's Office has ultimate law enforcement authority and responsibility, not the General Services Department, the Parks Division or its rangers.

Riddle stated he feels the MOU needs to be tightened up also and does not understand why the parks are doing this now. If there has ever been a place where armed employees are needed it is at the parks.

Ranger Supervisor Richard Chandler spoke. We have tried over the years to get the training to allow us to do our jobs. This last summer during negotiations for the new Park Ranger contract I was called in to the negotiations between the union and County to act as an expert for the rangers. The result of the negotiations is what we are seeing now. Instead of giving us the training needed for us to continue to do our jobs and providing us with the other things we were asking for, the County chose to retaliate and take things away. We should be given the training that an entry level Sheriff's Office deputy gets. I asked why we as peace officers in the County should get any less training than other law enforcement officers in the County. Dan had given us some recent training and that I appreciate and support his effort. I disagree about having this MOU. To me the Sheriff has the ultimate responsibility in the law enforcement for the County. The Sheriff has the ultimate law enforcement responsibility and his officers are responsible for County Parks. Our department should not pay anyone to respond out to the parks.

I have a concern about where we are going. I like the interpretive part of the job and the decent training Dan has brought into our department. Everyone talks about everyone else's safety and the County's liability. What about our safety? It is a large liability to the County throwing us out there without our weapons. The deputies would like to see us up to their level. When they come out we will be equal with them and know the procedures dealing with domestic violence or felonies. What the Sheriff's Officers have starting out is all we are asking for.

Hermesmyer stated he had looked at the MOU and there were problems he could see with it. The Sheriff dispatch would set the priority of the response. The Sheriff will determine when they will respond. The agreement is so one-sided. It is the responsibility of General Services Department and Solano County to provide the rangers the training, background or education

they need to perform their jobs. The citizens of Solano County have no clue as to what has happened or happened since December. The Sheriff is responsible for safety at County Parks; they are responsible for both citizen safety and the ranger's safety. I am concerned.

Alvarez said, as a commissioner it is our responsibility to ensure park safety, patron safety and employee safety. The MOU does not provide this.

Leong asked how this has been working for the last six months since the MOU went into effect.

Park Ranger Sean McDowell responded. As of May 20th our firearms were taken away. I have deputies come out to respond to things I would normally take care of and it is embarrassing. I had to evict some people and it was a Saturday night. I had to go back to the site due to the six Sheriff Deputies on duty were looking for a parolee in Fairfield. There were no deputies available. It turned out in my favor but if it hadn't I would have been stuck. We have asked for training. We have received training in intermediate weapons, impact weapons and pepper spray. I can speak for all the rangers when I say none of us look to use our firearms except as an umbrella and hope it doesn't rain. It has been a two way street for the Sheriff's Office. I have been called to back up the deputies and now look to them for my safety. I am 20 – 40 minutes from any backup. I am very isolated and by myself and have no way to protect myself now or the patrons of the park. One time when I called dispatch for a disturbance in the park, I was hung up on. My calls are going in the rotation and are not considered priority. In the past our calls were considered to be priority. There is money involved in training for the Post Certification, overtime pay for park coverage while other rangers are at their training and back pay up to three years. We brought this up to Human Resources at the negotiations and they took our firearms away. We are in the middle of the parks hoping it doesn't rain because we have no firearms.

Riddle asked how many rangers are there? Currently there are three Park Rangers Supervisors, three Park Rangers and one Ranger Assistant.

Alvarez stated we have very dedicated rangers and God bless them. We still don't have adequate staffing.

Hermesmyer stated he could not support the County Code change from what he heard tonight.

Curry clarified that the MOU with the Sheriff's Office gives the Sheriff's Office the ultimate law enforcement for the County. Sheriff's dispatchers will prioritize calls according to the greater emergency of the call. What we are trying to decide with the MOU and the County Code change is, where on the law enforcement continuum do the rangers fall?

Sykes stated again that the agenda item under consideration for tonight was what the County Code should say.

Alvarez made a motion to reject the Staff recommendation to change the County Code, to put the weapons back in the rangers' holsters, to give them adequate training so the public and they are safe, and for County Staff to study this issue and come back with another recommendation. Alvarez said he is not comfortable with just the minimum level of training; the rangers should be given the training they need for the job.

Curry told the Commissioners can make recommendations but not direct staff. Staff would report what the Commission has recommended.

Riddle seconded the motion. The Commissioners voted and the motion was passed unanimously.

7. Parks and Recreation Division Staff Reports (Informational Only)

Sykes reported on the parks attendance and recent events at all four County Parks.

Sykes noted that the Sandy Beach Park dock is in disrepair and so is currently closed until a redesign of the dock and new funding is available. The Division of Architectural Services is working on a design and permitting for a replacement dock, and Sykes is researching available grant funding sources.

During 9 days of public safety training in April and May, the day use area at Lake Solano Park was closed. Lynch Canyon was also closed one day in May due to red-flag, high fire danger conditions.

There is now a Parks Division corporation yard on Cordelia Road. The yard has staff offices and warehouse storage for the Belden's Landing and Lynch Canyon parks. It is on County-owned land that had surplus buildings that Parks now occupies.

Contractors have started work on the Lake Solano Nature Center. Some staking will be started June 16th and will start going full force after the July 4th weekend. Construction drawings were presented for the Commissioners and public to inspect. The contractor is REM Construction out of Paradise, California.

Sykes reported on different grants that are being sought. Alvarez said he commended Dan for keeping his share of the grants.

8. Committee Report -- Mare Island Regional Park (Information, Possible Action)

Commissioner Leong reported that the idea of the County obtaining more park land at Mare Island no longer appears to be a possibility. As reported in the December 2007, "Mare Island Regional Park Task Force Report," the Task Force recommended that the land become the, "Mare Island Shoreline Heritage Preserve." They recommended that the property continue to be managed by the City of Vallejo and be operated by a non-profit cooperative managing partnership, to be called the, "Mare Island Trust." It appears the property would therefore not be available for County acquisition or management.

Following the report, Hermsmeyer disbanded the Mare Island Regional Park Committee.

9. Public Comments

There were no public comments, except those noted above in discussion of Item 6.

10. Next Meeting: The next regular meeting was confirmed for July 10, 2008 at 5:30 pm. The meeting was adjourned at 7:38 pm.

AGENDA ATTACHMENT

Proposed FY 2008/09 Application for the FWPF Grant Program



Call for Proposals

Fish and Wildlife Propagation Fund FY 2008/2009 Grant Program

The Solano County Fish and Wildlife Propagation Fund, Grant Program is overseen by the Solano County Park and Recreation Commission (in its dual role as the County Fish and Wildlife Commission) in conformance with Section 13100 et seq. of the California Fish and Game Code. Fish and Game Code Section 13100 regulates the expenditures of fines and forfeitures imposed pursuant to Fish and Game Code Sections 12009 and 13003, for the protection, conservation, propagation and preservation of fish and wildlife, under the direction of the County Board of Supervisors. The Solano County Board of Supervisors has allocated \$100,000 in Fiscal Year (FY) 2008/2009 to provide grants to projects in Solano County that are consistent with Fish and Game Code Section 13103 and focused on: improving fish and wildlife habitat, care for injured wildlife, public education, studies for the long-term preservation of Suisun Marsh, and implementation of the Delta Vision Statement of the Delta Vision Blue Ribbon Task Force.

Eligible entities that may receive grant awards under this program include units of government, including special districts, organized under federal, state or local laws, accredited educational institutions and private non-profit organizations with current 501C(3) status. Recipients will be required to demonstrate that their proposal meets the requirements of any and all regulatory agencies and that the cost for any permits 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 unbound original hard copy of the application (including all required attachments) must be received by **close of business (5:00 p.m.)** on _____, _____, **2008**. Faxed, emailed applications will not be accepted.

Submit Applications and Correspondence to:
Fish and Wildlife Propagation Fund Program
c/o Solano County Parks Division
675 Texas Street, Suite 2500
Fairfield, CA 94533-6336

Phone: (707) 784-7905

Website: www.solanocounty.com

For Grant Application Packet, click on "Services" drop-down menu
and click on "RFPs Currently Available" (disregard the "Instructions to Bidders")

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Note: Other attachments for contracting, grant payments, and accounting forms to be added after review by County Counsel.

I. FISH AND WILDLIFE PROPAGATION FUND (FWPF) DESCRIPTION

Purpose and Funding

The Solano County Board of Supervisors has allocated \$100,000 in Fiscal Year (FY) 2008/2009 to provide grants to local entities for projects that improve fish and wildlife habitat, provide care for injured wildlife, or provide environmental education. The FWPF funds are available as a result of fines received by Solano County that were imposed pursuant to California Fish and Game (F&G) Code Section 12009 and 13003.

Maximum and Minimum Grant Request Amounts

In past years, project proposals have generally not exceeded \$10,000. However, there are no maximum or minimum grant amounts.

Eligible Categories for Application

Eligible Projects

The Solano County Board of Supervisors has directed that these funds be distributed as grants for the following types of projects within Solano County (not in priority order):

- Public education, in accordance with F&G Code Section 13103(a) – see attached
- Temporary emergency treatment and care of wildlife in accordance with F&G Code Section 13103(b)
- Improvement of fish and wildlife habitat in accordance with F&G Code Section 13103(e)
- Studies for the long-term preservation of the Suisun Marsh, such as the impact of climate change, that are in accordance with F&G Code Section 13103 (see attached)
- Projects consistent with the January 2008 “Delta Vision Statement” of the Delta Vision Blue Ribbon Task Force (attached) and are in accordance with F&G Code Section 13103 (see attached).

All categories are eligible for funding. All projects compete against each other for the total funds available. All project applications have a potential maximum score of 75.

Ineligible Projects

The following types of *PROJECTS* or costs are **NOT** eligible for the FY 2008/2009 *FWPF* program.

1. Projects outside of Solano County.
2. Enhancement, restoration or development projects without land tenure.
3. *PROJECTS* that do not comply with all applicable current laws and regulations affecting *ENHANCEMENT, RESTORATION, DEVELOPMENT, or PROGRAM PROJECTS*, including, but not limited to, legal requirements for construction contracts, building codes, health and safety codes, and laws and codes pertaining to individuals with disabilities.
4. *PROJECTS* that are not consistent with the *APPLICANT’S* general plan or equivalent planning document.
5. *PROJECT* costs for normal, routine or reoccurring maintenance.
6. Projects not compliant with federal or state environmental laws such as the California Environmental Quality Act, the National Environmental Policy Act, or other possible applicable regulatory requirements.

Required Match

There is a required non-FWPF match of a minimum of 25%.

Application Guidelines

One unbound hard-copy of the application (including all required attachments) must be received by close of business (5:00 pm) on _____ 2008, at the address shown on the cover page (faxed or emailed applications will not be accepted). The application review process begins at that time, and applications missing any items will be considered incomplete.

This grant application packet may be downloaded at www.solanocounty.com -- click on "Services" drop down menu, click on "RFP's Currently Available" (disregard the "Instructions to Bidders").

For additional information or assistance, contact: Dan Sykes, Parks Services Manager at (707) 784-3118 or Marilea Tanner-Linné, Administrative Secretary at (707) 784-7905.

Project Performance Period

The project performance period for each project begins on the date of contract execution and extends to the end of the following fiscal year (ending June 30). For example, projects applied for in _____ 2008 that are selected for funding and have a contract executed in January 2009, would have a performance period from the date of signing to June 30, 2010.

Applications

APPLICANTS may apply for more than one *PROJECT*. Each site shall be considered a *PROJECT*. Each *PROJECT* must have its own *APPLICATION* (*PROGRAM PROJECTS* may occur on more than one site).

Eligible Applicants

Eligible entities that may receive award of grant funds under this program include units of government, including special districts, organized under federal, state or local laws, accredited educational institutions and private non-profit organizations with current 501C(3) status.

Land Tenure Requirements

Development or Enhancement Projects

APPLICANTS or *GRANTEES* must certify to Solano County that they have adequate tenure to, and site control of, properties to be improved. Adequate land tenure includes, but is not limited to, ownership, lease, easement, or similar agreement where the *APPLICANT* or *GRANTEE* has adequate site control. Adequate site control is defined below.

If the *APPLICANT* or *GRANTEE* owns the land in fee simple, the *APPLICANT* or *GRANTEE* will include the Grant Deed(s) recordation number(s) on the *APPLICATION* form or on a separate sheet attached to the *APPLICATION* form. Recordation numbers are found on the Grant Deed, or may be obtained through the applicable county recorder's office.

If the *APPLICANT* or *GRANTEE* does not own the land in fee simple, a land tenure document (agreement) between the landlord and the *APPLICANT* or *GRANTEE* is necessary. The agreement must, at a minimum, include the following items:

- Name of the agreement.
 - The agreement may be identified as a lease, Joint Powers of Agreement, Memorandum of Understanding, or any other term.

- Term of the agreement
 - All *GRANTS* up to and including \$100,000 require at least 10 years of land tenure.

- All *GRANTS* greater than \$100,000 require at least 20 years of land tenure.
- Renewability
 - An agreement must include a provision for renewal (renewal clause)
- Termination (revocability)
 - An agreement must be either mutually revocable or revocable because the tenant (*APPLICANT* or *GRANTEE*) has breached the contract provisions.
 - A landlord **may not** revoke the agreement without cause (at will).
- Site Control
 - The *APPLICANT* or *GRANTEE* must have sufficient site control to fulfill their obligations under the contract.
 - Adequate site control is the power or authority to manage, direct, superintend, restrict, regulate, govern, administer, or oversee a plot of ground suitable or set apart for the use proposed in the *PROJECT APPLICATION*.
- Operation and Maintenance
 - The agreement must specify who will operate and maintain the property. The details are not necessary to include in the agreement.
- Roles and responsibilities
 - The agreement must identify the roles and responsibilities of each partner in the agreement

Program Projects

APPLICANTS or *GRANTEES* must certify to Solano County that they have access to the properties necessary to conduct the *PROGRAM*. Adequate land tenure includes, but is not limited to, ownership, lease, easement, or *PROGRAM AGREEMENT*.

If the *APPLICANT* or *GRANTEE* owns the land in fee simple, the *APPLICANT* or *GRANTEE* can include the Grant Deed(s) recordation number(s) on the *APPLICATION* form or on a separate sheet attached to the *APPLICATION* form. Recordation numbers are found on the Grant Deed, or may be obtained through the applicable county recorder's office.

If the *APPLICANT* or *GRANTEE* does not have Land Tenure, it must provide a *PROGRAM AGREEMENT* with the land owner(s) on whose land the *APPLICANT* or *GRANTEE* intends to conduct the *PROGRAM*. The *PROGRAM AGREEMENT* is a document developed between an *APPLICANT* or *GRANTEE* and a land owner signed by both parties, wherein the *APPLICANT* or *GRANTEE* and land owner, at a minimum, describe the expected participants in the *PROGRAM* activities, the specific *PROGRAM* activities to be implemented, approximate number of *PROGRAM* participants, and dates and location for the *PROGRAM*.

Land Tenure Requirements – Alternate Process

When an *APPLICANT* does not have either tenure or a signed *PROGRAM AGREEMENT* at the time of *APPLICATION*, but intends to establish tenure via a lease or a *PROGRAM AGREEMENT* that will be signed upon *GRANT* award, the *APPLICANT* may choose to follow the alternate land tenure process by:

- Submitting a copy of the proposed lease or other agreement, as well as letters from the *APPLICANT* and the prospective landlord in which each commits to sign the proposed lease or agreement should the *APPLICATION* be successful. The proposed lease or agreement must meet the land tenure requirements listed previously and be reviewed and approved by Solano County.
- Once Solano County has recommended the *PROJECT* for funding, the *APPLICANT* must submit a fully-executed lease or agreement which meets the land tenure requirements prior to *CONTRACT* execution.

Match Requirement

The *FWPF MATCH* amount is based on the cost of the total *FWPF PROJECT*. The maximum amount of *FWPF* funds allowed for each *PROJECT* is 75% of the total eligible *PROJECT* costs. The *APPLICANT* is responsible for providing a *MATCH* amount that is a minimum of 25% of the *PROJECT* costs. The *MATCH* **must** be committed at the time of application.

Eligible MATCH Sources

- Local funds, including local general funds and local bond funds.
- Private funds.
- Donated materials and services.
- Value of donated land (for *ACQUISITION PROJECTS* only).
- Federal funds.
- State funds.

Rules regarding MATCH

MATCH can only be spent on *ELIGIBLE COSTS*. Indirect costs cannot be used as *MATCH*. The *GRANT* and the required *MATCH* amounts combined cannot pay for more than 25% of non-construction costs (See *ELIGIBLE COSTS* chart on page 25) of the total *FWPF PROJECT*.

Important Amounts to Know

GRANT Request Amount (Cannot exceed 75% of <i>TOTAL PROJECT COST</i>)	\$ _____
	+
Required MATCH Amount (Must be a minimum of 25% of <i>TOTAL PROJECT COST</i>)	\$ _____
	=
Total FWPF PROJECT Cost (<i>GRANT</i> + Required <i>MATCH</i> = <i>FWPF PROJECT</i>)	\$ _____

How to calculate GRANT amount and MATCH amount based on the cost of the total PROJECT.

Multiply the total cost of the PROJECT by .75 to obtain the maximum GRANT amount and minimum MATCH amount

Example:

Cost of total PROJECT is \$10,000

Multiply by .75 = \$7,500. This would be the maximum GRANT amount. Minimum MATCH amount would be \$2,500.

The FWPF Grant Program Process

Submittal and Review of Grant Applications

1. The *APPLICANT* submits *APPLICATION(S)* by **close of business (5:00 p.m.)** on _____, _____, **2008**. Solano County will send applicant an acknowledgement that the application has been received and whether it is complete.
2. The *APPLICANT* may submit multiple *APPLICATIONS* under the *FWPF* Program. To do this, the *APPLICANT* must submit an individual *APPLICATION* for each *PROJECT* site (*PROGRAM PROJECTS* may occur on more than one site).
3. Written applications will be evaluated and scored based on the criteria described below by an evaluation committee designated by the Chair of the Park and Recreation Commission. The evaluation committee will present its results, which the Commission will consider before making a recommendation regarding the award of grant funds at a regular meeting of the Park and Recreation Commission, tentatively scheduled for _____, 2008. Applicants may make a short project presentation (approximately 5 minutes) to the Park and Recreation Commission at the regular meeting of _____ 2008. Park and Recreation Commission meetings are held at 5:30 p.m. in the Hearing Room off the first floor lobby of the Solano County Administration Center at 675 Texas Street, Fairfield.
4. The recommendation of the Park and Recreation Commission to award Grant funds will be presented to the Solano County Board of Supervisors for final approval during _____ 2008 or _____ 2009.

How to Obtain a CONTRACT:

5. After the *PROJECT* is approved, Solano County will send a *CONTRACT* to the *GRANTEE'S AUTHORIZED REPRESENTATIVE* for signature. (see attached sample *CONTRACT* to review the *CONTRACT* Provisions.)
6. The *GRANTEE* returns the signed *CONTRACT* to Solano County.
7. Solano County returns a fully executed *CONTRACT* to the *GRANTEE*.
8. A *CONTRACT* must be fully executed within the time frame established by the associated state budget.

How To Request GRANT Payments:

9. After the *CONTRACT* is fully executed, the *GRANTEE* may request payments for the *PROJECT*.
10. The *GRANTEE* completes the *GRANT SCOPE* and submits the *GRANT COMPLETION PACKET* to the *PROJECT OFFICER*.
11. Solano County verifies that the *GRANT SCOPE* was completed by conducting a final on-site *PROJECT* inspection in the case of *PROJECTS* which involve *ENHANCEMENT, RESTORATION, DEVELOPMENT* or by other means for other *PROJECT* types.
12. Solano County processes the final payment request.

During the PROJECT:

13. Commencing approximately six months after approval of the *CONTRACT*, and continuing every six months during the course of the *GRANT* until a *GRANT COMPLETION PACKET* is received; Solano County will send a *PROGRESS STATUS REPORT* form to the *GRANTEE*. The *GRANTEE* must complete, sign and return these *PROGRESS STATUS REPORTS* within **30** days of receiving them. Payment requests for *GRANT* funds will not be processed if the *PROGRESS STATUS REPORTS* are overdue.

II. APPLICATION PROCESS

Submitting Applications

All *APPLICANTS* are required to submit **one, unbound**, original, hard-copy of the *APPLICATION* packet. Each *APPLICATION* must include a Table of Contents with the remaining documents in the order listed on the *APPLICATION* Requirements Packet and Checklist below. All pages shall be numbered (handwritten numbers are acceptable).

NOTE: *An APPLICANT may submit an Application for more than one PROJECT.
Each PROJECT must have its own APPLICATION.
Each location must be submitted as a separate PROJECT.*

Letters of Support

Letters of support are neither required nor considered in the scoring process. However, *APPLICANTS* may include letters of support with the *PROJECT APPLICATION* or submit them any time prior to the State's announcement of recommendations for funding. Letters of support from Legislators or other entities should be directed to the *APPLICANT*.

Application Packet Requirements and Checklist

The *PROJECT APPLICATION* shall consist of one copy of each of the items listed on the checklist (below). The items must be included in the order they appear on the checklist. If an item is not applicable to the *PROJECT*, Applicants shall respond with "N/A" (not applicable) and a brief explanation as to why. Failure to address these requirements will render the application not reviewable.

1. **APPLICATION FORM.** The *APPLICATION* form must be completed and signed by the *APPLICANT'S AUTHORIZED REPRESENTATIVE*.

In the *GRANT SCOPE* section of the *APPLICATION* form, describe the *PROJECT* and identify the items of work to be completed with FWPF funds and the required *MATCH*. If the *PROJECT* includes a *TRAIL*, include the *TRAIL* length in linear feet. *Do not include items of work that will not be funded by FWPF funds and the required MATCH amount. Do not include the merits of the PROJECT. (Merits of the PROJECT should be included in the PROJECT Proposal.)*

The *GRANT SCOPE* should be detailed enough to identify each *PROJECT* element to be accomplished by the *GRANT*, and should be consistent with the cost estimate, *CEQA* document(s) and site plan. The *GRANT SCOPE* should include only a description of the *PROJECT*. The *PROJECT* will be justified in the criteria responses.
2. **SITE PLAN.** (For *ENHANCEMENT, RESTORATION* or *DEVELOPMENT PROJECTS*)
For *PROJECTS* involving *ENHANCEMENT, RESTORATION* or *DEVELOPMENT*, provide a drawing or depiction indicating scale, *PROJECT* orientation (north-south), what improvements the *GRANTEE* will make, where the improvements will be and the approximate square footage of any buildings that are part of the *GRANT SCOPE*. The plan should also indicate access points to the site.
3. **TOPOGRAPHIC MAP.** (For *ENHANCEMENT, RESTORATION* or *DEVELOPMENT PROJECTS*)
Submit a topographic map (*APPLICANT* to specify scale) that is detailed enough to identify the *PROJECT* elements as described in the *GRANT SCOPE* and include all parcels (owned or leased) that are part of the *PROJECT* site. As applicable, depict the *PROJECT* in relation to surrounding *WILDLIFE* resources, such as vegetated areas, creeks, *WETLANDS* and other features including archeological sites and existing roads and *TRAILS*. Also include any additional information required in Category Specific Criteria (below).
4. **COST ESTIMATE.** Provide details on *PROJECT* costs. The sample *PROJECT* Cost Estimate Form is on page____; please refer to the *ELIGIBLE COSTS* Charts when formulating a cost estimate. List required *MATCH* funds and the amount of *FWPF* funds to be used on the *GRANT PROJECT*.
5. **PROJECT LOCATION MAP.** Provide a map (city or county) with enough detail to allow a person unfamiliar with the area to locate the *PROJECT*.
6. **PHOTOS OF THE PROJECT SITE.** Submit adequate photos (maximum of 7) to show the area(s) to be enhanced, acquired or where *PROGRAMS* will be conducted, as appropriate.

7. **LAND TENURE**

(For ENHANCEMENT, RESTORATION or DEVELOPMENT PROJECTS)

If property is owned in fee title, provide the recordation number(s) from the Grant Deed(s). If the property is not owned in fee title, provide documentation (lease, easement, agreement, etc.) verifying that the land tenure requirement has been met.

(For PROGRAMS)

If property is owned in fee title, provide the recordation number(s) from the deed. If property is not owned in fee title, provide documentation (lease, easement, agreement, etc.) verifying that the land tenure requirement has been met. (See "Land Tenure Requirements" above), or if *APPLICANT* does not have land tenure, provide a *PROGRAM AGREEMENT* with the land owner.

8. **California Environmental Quality Act (CEQA) for ENHANCEMENT, RESTORATION, or DEVELOPMENT PROJECTS.** The *APPLICANT* is required to comply with *CEQA* at the time of application. The *APPLICANT* should check with its local city or county planning agency for more information on how to complete *CEQA*.

An *APPLICANT* may demonstrate compliance with *CEQA* by providing an original copy of the *CEQA Certification Form* (see sample attached) and either:

- a copy of the Notice of Exemption,
- a copy of the Notice of Determination or
- other documentation of *CEQA PROJECT* approval by the Lead Agency as appropriate.

PROGRAM PROJECTS normally include educational activities which do not constitute a *PROJECT* under *CEQA* so no *CEQA* compliance is required; however, a note or form that indicates *CEQA* is not applicable must be provided. Should the Applicant's *PROJECT* include activities which might include construction or other activities which constitute a *PROJECT* under *CEQA*, the *CEQA* process above must be followed.

9. **Authorizing Resolution.** (See attached Resolution Form.)

10. **PROJECT Summary.** Provide a summary (one-page maximum) that explains the *PROJECT*. Describe *PROJECT* components in addition to improvements to be made to the *PROJECT* site. The summary will not be scored.

11. **PROJECT Proposal.** Provide a written proposal which answers each question or responds to each statement in the *PROJECT* Proposal portion of the Procedural Guide as it pertains to the *PROJECT* (see "Project Proposal" and criteria listed below).

Limit the *PROJECT* Proposal to no more than 10 pages, 8 ½" x 11" paper, single-sided, double-spaced, with 12-point font. Attachments do not count as part of the 10 pages. Any pages beyond the 10 page limit will neither be reviewed nor scored.

12. **Leases or Agreements.** Provide a list of all *other* leases, agreements, memoranda of understanding, etc., affecting *PROJECT* lands or the operation and maintenance thereof, excluding those relevant to land tenure (if applicable). If not applicable, state that it is not applicable, and provide a brief explanation as to why not.

13. **Required Regulatory Permits (if applicable).** Provide a list of existing and additional required permits, the status of each, and indicate when permit approval is expected. If not applicable, state that it is not applicable, and provide a brief explanation as to why not. Examples include:

- State Lands Commission
- San Francisco Bay Conservation and Development Commission
- Fish and Game Permit
- Corps of Engineers
- Local permits (building permit, etc.)

Submit applications and correspondence to:

Fish and Wildlife Propagation Fund Program
c/o Solano County Parks Division
675 Texas Street, Suite 2500
Fairfield, CA 94533-6336

Phone: (707) 784-7905

Website: www.solanocounty.com

For Grant Application Packet, click on "Services" drop-down menu
and click on "RFPs Currently Available" (disregard the "Instructions to Bidders")

DRAFT



SOLANO COUNTY FISH AND WILDLIFE PROPAGATION FUND FY 2008/2009 GRANT APPLICATION

THIS FORM AND REQUIRED ATTACHMENTS MUST BE SUBMITTED FOR EACH PROJECT SITE

TYPE OF PROJECT (*check one below*)

<input type="checkbox"/> Fish and Wildlife Habitat <input type="checkbox"/> Wildlife Treatment/Care <input type="checkbox"/> Studies for long-term preservation of Suisun Marsh		
<input type="checkbox"/> Public Education <input type="checkbox"/> Delta Vision Statement project		
PROJECT NAME	Grant Request Amount \$ _____ Plus Required Match Amount \$ _____ Equals TOTAL PROJECT COST \$ _____	
GRANT APPLICANT (agency and address, include zip code)	PROJECT ADDRESS (OR NEAREST CITY)	
	NEAREST CROSS STREET	
GRANT APPLICANT'S REPRESENTATIVE AUTHORIZED IN RESOLUTION		
Name (typed or printed) and Title Email Address Phone		
PERSON WITH DAY-TO-DAY RESPONSIBILITIES FOR PROJECT IF DIFFERENT FROM AUTHORIZED REPRESENTATIVE		
Name (typed or printed) and Title Email Address Phone		
GRANT SCOPE: (Items of work to be completed with FWPF Funds and the required Match amount. Do not include project merits.		
	For development or restoration/enhancement projects, land tenure is: _____ acres (total). _____ Acres owned in fee simple by applicant. _____ Recordation number(s) (attach additional sheet if necessary) _____ Acres available under a ____ year lease. _____ Acres other interest (explain) _____	For programs, project land is: (Please check one) _____ Owned in fee simple by applicant _____ Utilized through a program agreement with land owner

I certify that the information contained in this project application form, including required attachments, is accurate and that I have read and understand the important information and assurances on the reverse of this form.

SIGNED _____ DATE _____
 Grant Applicant's Authorized Representative as shown in Resolution

Project Proposal Instructions

The *APPLICANT* must:

- Respond to the criteria in the order they appear.
- Respond to each criterion separately in the order presented and numbered the same.
- Provide a written response to each question or statement as it pertains to the *PROJECT*. If a particular question or statement does not apply to the *PROJECT*, please indicate as such with “N/A” (not applicable), and a brief explanation as to why not.
- Limit the *PROJECT* Proposal to no more than 10 pages, 8 ½” x 11” paper, single-sided, double-spaced, with 12-point font. It is not necessary to include the questions in your responses. Attachments do not count as part of the 10 pages.
- Cite studies, reports or other data that support the responses, where appropriate.

The meanings of capitalized words and phrases used below can be found in the “Definitions” section.

Project Proposal

Introduction

The information provided in the *PROJECT* proposal will allow Solano County to evaluate the competing *GRANT APPLICATIONS*. All *PROJECTS*, regardless of category, compete for the available funding.

- The criteria are divided into two main areas: general criteria and category-specific criteria.
- The general criteria apply to all *APPLICATIONS* and are worth 50 points.
- The category-specific criteria for each of the five different *PROJECT* categories are worth 25 points.
- The total points possible for each *APPLICATION* is 75.
- *APPLICANTS* should only respond to the general criteria and the one category-specific set of criteria for the type of *PROJECT* in the *APPLICATION*.

General Criteria
(50 Points total)

1. Threat (A) or Need (B) (15 points)

Respond to either option A or B below appropriate to *PROJECT* type. DO NOT RESPOND TO BOTH.

(A) ENHANCEMENT or RESTORATION PROJECTS

Describe any existing or potential threats to the *PROJECT* site and what could happen if the *PROJECT* is not funded, or why the *ENHANCEMENT* or *RESTORATION* is needed to protect the targeted species. Provide information on the following:

- The threat to the *PROJECT* site.
- The consequences if the *PROJECT* is not funded.
- How the proposed *PROJECT* will protect the targeted species.

The maximum number of points will be awarded to PROJECTS where a significant threat to the environment exists and there is a high urgency for the PROJECT.

There is a significant threat and high urgency for the <i>PROJECT</i>	15-11 points
There is a marginal threat and a medium urgency for the <i>PROJECT</i>	10-5 points
There is a minimum threat and a low urgency for the <i>PROJECT</i>	4-1 points
Did not respond	0 points

OR

(B) PROGRAMS OR DEVELOPMENT PROJECTS:

The maximum number of points will be awarded to APPLICANTS that describe a significant deficiency of opportunities (e.g., for education, injured wildlife care, etc.) that will be met by implementing the program or development project.

Applicant demonstrates a significant deficiency in above opportunities	15-11 points
Applicant demonstrates a moderate deficiency in above opportunities	10-5 points
Applicant demonstrates a minimal deficiency in above opportunities.....	4-1 points
Did not respond	0 points

2. Applicability of Project to Fish and Game Code Section 13103 (10 points)

All projects must comply within the five categories of eligible projects defined above in section ____, and be consistent with the requirements of California Fish and Game Code Section 13103(a) to (m) (see attached). This criterion will be scored on the *APPLICANT'S* statement of how their project meets these requirements. The eligible categories are:

- Public education, in accordance with F&G Code Section 13103(a)
- Temporary emergency treatment and care of injured wildlife in accordance with F&G Code Section 13103(b)
- Improvement of fish and wildlife habitat in accordance with F&G Code Section 13103(e)
- Studies for the long-term preservation of the Suisun Marsh, such as the impact of climate change, that are in accordance with F&G Code Section 13103
- Projects consistent with the January 2008 "Delta Vision Statement" of the Delta Vision Blue Ribbon Task Force (attached) and are in accordance with F&G Code Section 13103.

Project demonstrated to have a direct connection to one of the five categories of eligible projects, and direct applicability to the requirements of F&G Code Section 13103.....	10-7 points
Project demonstrated to have an indirect but related connection to one of the five categories of eligible projects, and indirect applicability to the requirements of F&G Code Section 13103.....	6-1 points
Project is not applicable, or did not respond.....	0 points

3. Including Stakeholders in the PROJECT (10 points)

Describe the efforts to include stakeholders in planning and/or implementation of the PROJECT. Provide information on the following:

- Methods used to obtain the ideas of potential users and public agency and non-profit partners
- Notification to interested parties of the opportunity to participate, and approximate number of interested parties notified
- Use of stakeholders in designing and/or implementing the *PROJECT*

The maximum number of points will be awarded to APPLICANTS that made concerted efforts to involve the broadest representation of the potential users and public agency and non-profit partners in the PROJECT planning and implementation process.

The <i>APPLICANT</i> made a concerted effort to involve the broadest representation of potential users and public agency and non-profit partners in the <i>PROJECT</i>	10-8 points
The <i>APPLICANT</i> made a moderate effort to involve the broadest representation of potential users and public agency and non-profit partners in the <i>PROJECT</i> ...	7-4 points
The <i>APPLICANT</i> made a limited effort to involve the broadest representation of potential users and public agency and non-profit partners in the <i>PROJECT</i> ...	3-1 points
The <i>APPLICANT</i> made no effort to include the broadest representation of potential users, public agency and non-profit partners in the <i>PROJECT</i> , or did not respond.....	0 points

4. Management Capacity (15 points)

Describe the capability of *APPLICANT* agency and/or partners to provide for all relevant aspects of an integrated management process that includes *PROJECT* planning, design, construction, operation, and maintenance. The *APPLICANT* should demonstrate that staff or partners involved in the *PROJECT* will utilize all the **applicable** basic elements of a *PROJECT* management process (please see list below).

All elements of an excellent management process include:

- appropriate up-front planning that demonstrates the *PROJECT* need in relation to the types of use planned;
- utilizing appropriate design to obtain maximum sustainability of the proposed *PROJECT* and to minimize user barriers;
- a demonstrated ability to design the *PROJECT* to minimize impact to the natural and cultural resources;
- construction techniques that utilize cost effective, or aesthetic design and compatible or renewable material resources; and
- a monitoring and maintenance process that keeps the proposed *PROJECT* at intended standards and sustainable over time.

The maximum number of points will be awarded to APPLICANTS that exhibit excellent PROJECT management skills as applicable to the PROJECT.

The <i>APPLICANT</i> demonstrates an excellent integrated management process.....	15-11 points
The <i>APPLICANT</i> demonstrates a good integrated management process	10-6 points
The <i>APPLICANT</i> demonstrates a fair integrated management process.....	5-2 points
The <i>APPLICANT</i> demonstrates a poor integrated management process	1 point
Did not respond	0 points

Category-Specific Criteria

Public Education (25 points)

Describe the proposed educational program, including:

- Instructional goals, educational materials and methods
- Target audience for the educational program
- Personnel who will be providing the instruction and/or directing the project, and their qualifications
- How the program will provide educational benefits to participants
- How the *PROJECT* will educate the public on the scientific principles of fish and wildlife conservation such as supervised formal instruction pursuant to a planned curriculum
- How the *PROJECT* will provide the public with aids to support the program such as literature, audio and/or video recordings, training models, or nature study facilities.¹

The *PROJECT* **fully** meets the goal of educating participants on the scientific principles of fish and wildlife conservation, and provides aids or facilities to support the educational programs25-20 points

The *PROJECT* **partially** meets the goal of educating participants on the scientific principles of fish and wildlife conservation, and provides aids or facilities to support the educational programs19-11 points

The *PROJECT* **minimally** meets the goal of educating participants on the scientific principles of fish and wildlife conservation, and provides aids or facilities to support the educational programs10-1 points

The *PROJECT* **does not have** meet the goal of educating the participants on the scientific principles of fish and wildlife conservation, and provide aids to support the educational programs, or the applicant did not respond0 points

¹ Nature facilities may include interpretive trails, with or without educational signage, outdoor education structures such as amphitheaters or outdoor classrooms, and/or other structures to provide space to educate the public.

Treatment and Care Of Injured Wildlife (25 points)

Describe the proposed project, including:

- How will the project improve, enhance or increase the return to Solano County of indigenous species not currently being served by a similar agency or project.
- Identify your current status as an approved, licensed Wildlife Rehabilitator regulated by the State of California, Department of Fish and Game (DFG). Include a biography of your staff and your required association with a licensed D.V.M. required by DFG.
- What method will your project employ to facilitate the delivery of injured or orphaned wildlife to your agency? What protocol will you have in place to treat or care for wildlife identified in Title 14 Section 671 CCR? List the wildlife your agency is authorized to care for, and what options you will have in place to transport those species to proper care that your project may not treat or rehabilitate.
- Describe your project's long-term or sustainable contribution to the rehabilitation of wildlife County-wide and the longevity that will be created by your project's success. Analyze the impacts to wildlife care County-wide and the benefit to citizens of Solano County.
- What additional project will you pursue to preserve the funding being sought from FWPF in this Grant Cycle. List the sequence of actions you will use to implement the project and expert personnel you will seek direction and input from, and the qualifications of those consulted relating to Wildlife Rehabilitation.
- Describe your current facility and its ability to care for an expected increase of injured or orphaned wildlife. Identify your space considerations for species care and the proposed number of additional animals in your care, available at your current facility.

The *PROJECT* **fully** demonstrates that it is a well conceived project for wildlife treatment and care, provided by a qualified and approved organization, that will appreciably benefit County wildlife.....25-20 points

The *PROJECT* **partially** demonstrates that it is a well conceived project for wildlife treatment and care, provided by a qualified and approved organization, that will appreciably benefit County wildlife.....19-11 points

The *PROJECT* **minimally** demonstrates that it is a well conceived project for wildlife treatment and care, provided by a qualified and approved organization, that will appreciably benefit County wildlife. 10-1 points

The *PROJECT* **does not** demonstrate that it is a well conceived project for wildlife treatment and care, provided by a qualified and approved organization that will appreciably benefit County wildlife.0 points

Improvement of Fish and Wildlife Habitat (25 points)

Describe the proposed habitat improvement project, responding to the following:

- How will the Project benefit the targeted biological or physical elements of the fish and wildlife habitat, and how much habitat will be improved (quantify using acres or linear feet)?
- Describe specific habitat elements that your Project will establish, including but not limited to structures (e.g., channel, riparian corridor, floodplain) and functions and dynamics restored to the habitat (e.g., sediment transport, forage or cover for fish and wildlife, or removal of exotic species, etc.).
- Describe the methods to be used (means of clearing, construction, planting, etc.), including any biotechnical methods or other innovative methods you intend to use.
- If the Project will use conventional construction materials like manufactured block or concrete, describe how you propose to integrate these materials into the landscape in a natural way.
- Explain how you plan to employ habitat management strategies to avoid potential negative aspects of the restoration project (e.g., exotic weed infestation after clearing, mosquito production in restored wetlands, or other issues relevant to your proposed project).

The *PROJECT* **fully** demonstrates an approach that is targeted to provide a net improvement to a specific habitat element(s) using feasible methods25-20 points

The *PROJECT* **partially** demonstrates an approach that is targeted to provide a net improvement to a specific habitat element(s) using feasible methods 19-11 points

The *PROJECT* **minimally** demonstrates an approach that is targeted to provide a net improvement to a specific habitat element(s) using feasible methods 10-1 points

The *PROJECT* **does not** demonstrate an approach that is targeted to provide a net improvement to a specific habitat element(s) using feasible methods, or the applicant did not respond 0 points

Studies For The Long-Term Preservation of Suisun Marsh (25 points)

Describe the proposed study, responding to the following:

- Identify which of the purposes listed in Fish and Game Code Section 13103 (see attached) that the study is consistent with. **If Section 13103(i) is identified, submit proof of Department of Fish and Game approval with your application.**
- Identify the specific element(s) of the marsh that will be studied, including location and extent (quantify using acres, linear feet or other measure as appropriate), and the duration of study.
- Clarify whether the study location is in the defined primary or secondary management areas of Suisun Marsh (reference California Public Resources Code Section 29101).
- What research question(s) or practical need(s) related to the long-term preservation of the marsh will the study address, and how will this benefit future marsh management decisions?
- Identify methods, materials, personnel, and scientific/educational qualifications for the personnel that would conduct and collect data for the study.
- Identify any related, previous research that was used as the basis for this study, to justify its relevance.
- What is the intended product (research paper, journal submittal, video, etc.) of the study that would share the results of the study with the public of Solano County, other researchers and decision-makers?

The *PROJECT* **fully** demonstrates a study approach that is relevant to the long-term preservation of Suisun Marsh and that may benefit future marsh management decisions25-20 points

The *PROJECT* **partially** demonstrates a study approach that is relevant to the long-term preservation of Suisun Marsh and that may benefit future marsh management decisions 19-11 points

The *PROJECT* **minimally** demonstrates a study approach that is relevant to the long-term preservation of Suisun Marsh and that may benefit future marsh management decisions10-1 points

The *PROJECT* **does not** demonstrate a study approach that is relevant to the long-term preservation of Suisun Marsh and that may benefit future marsh management decisions 0 points

Project Consistent with the “Delta Vision Statement” (25 points)

Describe the proposed project, responding to the following:

- Identify which of the purposes listed in Fish and Game Code Section 13103 (see attached) that the project is consistent with.
- Describe in detail how your project will enhance, support or improve the viability and long-term health of the Delta ecosystem, and the preservation and protection of Delta water itself.
- Describe in detail the specific location of the California Delta within Solano County that your project will address. Include the extent of the area (quantify using acres, linear feet or other measure as appropriate) and the duration of the project. List the current conditions at the location, including but not limited to subsidence, water quality, wildlife resources and ecology.
- Clearly state the sequence in which your project will be performed and the personnel (including qualifications) who will perform the project. Explain the different scenarios or consequences if your plan were not to be followed.
- Describe how your project will aid with long-term plans and strategies for dealing with changes in the Delta region due to regional climate change. Discuss the potential effects of a one-meter sea level change in the Delta and Suisun Marsh areas.
- Describe how will your project impact the more than 500 species of wildlife in the Delta as well as the State’s major water conveyance system, and transportation and utility corridors.

The *PROJECT* **fully** demonstrates a feasible approach that supports the enhancement or improvement of the viability and long-term health of Delta resources25-20 points

The *PROJECT* **partially** demonstrates a feasible approach that supports the enhancement or improvement of the viability and long-term health of Delta resources 19-11 points

The *PROJECT* **minimally** demonstrates a feasible approach that supports the enhancement or improvement of the viability and long-term health of Delta resources10-1 points

The *PROJECT* **does not** demonstrate a feasible approach that supports the enhancement or improvement of the viability and long-term health of Delta resources 0 points

Resolution Instructions

The Department requires a Resolution to ensure that the *APPLICANT* has reviewed the *GRANT APPLICATION* and *GRANT CONTRACT* and agrees to all language within both documents.

1. You may reformat the resolution as long as the text is unchanged. Additional language may be added to the resolution as long as it does not change the recommended language. Resolutions with content different than the recommended language will be sent to County counsel for review, which will cause a delay in processing the *APPLICATION*, and the resolution may have to be returned to the *APPLICANT* for changes.
2. The *AUTHORIZED REPRESENTATIVE* may be a position (or positions) or particular person (or persons). The advantage of having a position named as the *AUTHORIZED REPRESENTATIVE* is that a new resolution would not be required should the person holding the position change.
3. The person holding the position named as the *AUTHORIZED REPRESENTATIVE* in the Resolution may delegate that authority by sending a letter to the Department. A separate letter is required for each *CONTRACT*.

DRAFT

RESOLUTION FORM

Resolution No: _____

RESOLUTION OF THE (Title of Governing Body/City Council, Board of Supervisors) OF (City, County, District Applicant)
APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE SOLANO COUNTY FISH AND WILDLIFE PROPAGATION
FUND (FWPF) GRANT PROGRAM

WHEREAS, the State of California Fish and Game Code, Sections 12009 and 13003 provide for the payment of fine funds to Solano County for grants to local agencies for fish and wildlife purposes consistent with Fish and Game Code Section 13103; and

WHEREAS, in Fish and Game Code Section 13100 the Solano County Board of Supervisors is given responsibility for administering the FWPF Program, including setting up necessary procedures governing Project Applications; and

WHEREAS, the Solano County Park and Recreation Commission, acting in its dual role as the Solano County Fish and Wildlife Commission, reviews FWPF applications and provides recommendations to the Board of Supervisors on which applicants should receive FWPF grant awards each year; and

WHEREAS, Solano County received \$494,974 in funds based on the April 2005 Kinder Morgan Settlement that were fines levied by the Department of Fish and Game for a 2004 diesel fuel pipeline leak in Suisun Marsh, and which are subject to the requirements of Fish and Game Code Section 13103; and

WHEREAS, on January 22, 2008, the Solano County Board of Supervisors approved the "Guidelines for the Kinder Morgan Settlement Funds -- Countywide Fish and Wildlife Fund," directing that \$100,000 of the Kinder Morgan Settlement fine funds be distributed as grants as part of the FY2008/09 Solano County Fish and Wildlife Propagation Fund Grant Program; and

WHEREAS, said procedures established by the Solano County Board of Supervisors certify by resolution the approval of Application(s) before submission of said Application(s) to Solano County; and

WHEREAS, the Applicant will enter into a Contract with Solano County to complete the Project(s);

NOW, THEREFORE, BE IT RESOLVED that the (Applicant's Governing Body) hereby:

1. Approves the filing of an Application for the Solano County Fish and Wildlife Propagation Fund Grant Program; and
2. Certifies that said Applicant has or will have available, prior to commencement of any work on the Project included in this Application, the required match and sufficient funds to complete the Project; and
3. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Project(s), and
4. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the Contract shown in the Application Packet; and
5. Delegates the authority to (designated position) to conduct all negotiations, execute and submit all documents, including, but not limited to Applications, agreements, amendments, payment requests and so on, which may be necessary for Project completion.
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and Adopted the ____ day of _____, 20_____.

I, the undersigned, hereby certify that the foregoing Resolution Number _____ was duly adopted by the (Grantee's Governing Body) following a roll call vote:

Ayes:

Noes:

Absent:

(Clerk)

Cost Estimate Instructions

The purpose of requiring **GRANTEES** to provide a cost estimate is to:

1. Ensure that only **ELIGIBLE COSTS** are incurred by the **GRANTEE** for **GRANT** or **MATCH**.
2. Ensure that items purchased and work completed is consistent with the **GRANT SCOPE**.
(The cost estimate should include line items for each design element listed in the **GRANT SCOPE**.)
3. Ensure that no more than 25% of the **GRANT** and **MATCH** amounts combined is spent on non-construction costs (for **GRANTS** involving **ENHANCEMENT**, **RESTORATION**, or **DEVELOPMENT**).
4. Determine how **PROJECT** funds are going to be spent.
5. Determine how the various funding sources for the **PROJECT** interrelate.

The **GRANTEE** may only claim those costs directly related to the **GRANT**. Costs associated with the development of master plans are not **ELIGIBLE COSTS**, nor are costs for **CEQA** or permits. Indirect costs, such as overhead charges billed as a percentage of costs, are not eligible expenses. **GRANT** or **MATCH** funds may not be used to purchase food.

The Cost Estimate Form below is intended to assist you in developing a cost estimate for the **PROJECT**. You may reformat and change the content as needed to accommodate the **GRANT SCOPE**.

For **PROJECTS** that involve **ENHANCEMENT**, **RESTORATION**, or **DEVELOPMENT**, non-construction costs cannot exceed **25%** of the total **GRANT REQUEST** and **MATCH** amount. Examples of non-construction costs include **PROJECT** planning (excluding **GRANT** writing), negotiations, and personnel costs. See **ELIGIBLE COSTS** Charts below.

COST ESTIMATE FORM

Pre-Acquisition or Pre-Construction Costs			
Description of Work	FWPF Grant	Other Non-FWPF funding sources (Required Match*)	Total
	\$		
	\$		
Subtotal:	\$	\$	\$

Land Acquisition or Construction Costs			
Description of Work	FWPF Grant(s)	Other Non-FWPF funding sources (Required Match*)	Total
	\$		
	\$		
	\$		
	\$		
	\$		
SUBTOTAL:	\$	\$	\$
TOTAL:	\$	\$	TOTAL PROJECT COST: \$

*Applicant's Match Sources (by name)	
	\$
	\$
TOTAL FUNDING SOURCES:	\$

Notes:

This form is intended as an estimate. Changes to these figures may occur during the course of construction.

FWPF GRANTS may be combined with other eligible *GRANTS* to fund a *PROJECT*. To meet the *FWPF GRANT MATCH* requirements, other eligible grant(s) must have adequate costs to be incurred that are the same as the *FWPF GRANT SCOPE*. If the other grant scope is broader and the funding exceeds the *FWPF GRANT*, the other grant must have enough *ELIGIBLE COSTS* under the *FWPF GRANT SCOPE* to meet the *FWPF MATCH* requirement.

* *MATCH* must be committed at the time of application.

Eligible Costs Charts

Notes About ELIGIBLE COSTS

Only costs incurred by the GRANTEE within the CONTRACT PERFORMANCE PERIOD will be considered eligible for reimbursement with FWPF funds or as MATCH.

Rule regarding ELIGIBLE COSTS: The GRANTEE may only claim those costs directly related to the GRANT. Indirect Costs or charges made as a percentage of costs are not eligible expenses.

ELIGIBLE COSTS Chart – ENHANCEMENT, RESTORATION OR DEVELOPMENT PROJECTS

PRE-CONSTRUCTION COSTS (Maximum 25% of GRANT and MATCH amounts combined)	EXAMPLES
<ul style="list-style-type: none"> • Premiums on hazard and liability insurance to cover personnel or property • <u>Services of the GRANTEE'S employees not directly engaged in PROJECT execution (see rules for personnel and employee services)</u> • <u>Design costs</u> 	<ul style="list-style-type: none"> • Plans and specifications • Permits
CONSTRUCTION COSTS	EXAMPLES
<p>PERSONNEL OR EMPLOYEE SERVICES</p> <ul style="list-style-type: none"> • Services of the GRANTEE'S employees directly engaged in PROJECT execution. (See rules for personnel and employee services). 	<ul style="list-style-type: none"> • Payroll services for employees directly engaged in PROJECT execution • Wages and benefits • Work performed by another department or section of the GRANTEE'S agency
<p>CONSTRUCTION</p> <ul style="list-style-type: none"> • The cost of all necessary construction activities, from site preparation to the ENHANCEMENT or RESTORATION of a HABITAT, or completion of a structure or facility. 	<ul style="list-style-type: none"> • PROJECT ENHANCEMENT, RESTORATION, or DEVELOPMENT • Inspection • Construction management
<p>CONSTRUCTION EQUIPMENT</p> <ul style="list-style-type: none"> • Equipment may be leased, rented, or purchased, whichever is the most economical. If the equipment is purchased, its residual market value must be credited to the PROJECT costs upon completion. • Equipment owned by the GRANTEE may be charged to the PROJECT for each use. Rental rates published by the California Department of Transportation may be used as a guide. • If GRANTEE'S equipment is used, a report or source document must describe the work performed, indicate the hours used, relate the use to the PROJECT, and must be signed by the operator and supervisor. • Equipment use charges must be made in accordance with the GRANTEE'S normal accounting practices. 	<ul style="list-style-type: none"> • Rental Equipment • Leased Equipment • Purchased Equipment
<p>CONSTRUCTION SUPPLIES AND MATERIALS</p> <ul style="list-style-type: none"> • May be purchased for a specific PROJECT, or may be drawn from central stock, if claimed costs are no higher than those the GRANTEE would pay if purchased elsewhere. 	<ul style="list-style-type: none"> • Concrete • Lumber • Aggregate • Landscape materials

CONSTRUCTION COSTS	EXAMPLES
<p>The <i>GRANTEE</i> may only claim those costs directly related to the <i>PROJECT</i>.</p>	
<p>FIXED EQUIPMENT</p> <ul style="list-style-type: none"> Equipment permanently fixed to the <i>PROJECT</i> facility. 	<ul style="list-style-type: none"> Display boards Signs/interpretive Aids
<p>RELOCATION COSTS</p> <ul style="list-style-type: none"> Relocation costs are allowable for <i>PROJECT</i> resulting in displacement of any person and/or business. <i>GRANTEE</i> must comply with the State Relocation law even if relocation costs are not claimed for reimbursement. 	<ul style="list-style-type: none"> Temporary housing Movers
<p>NON-CAPITAL AND MISCELLANEOUS COSTS</p> <ul style="list-style-type: none"> Costs necessary and directly related to/for the execution of the <i>PROJECT</i>. 	<ul style="list-style-type: none"> Communications Transportation costs for moving equipment or personnel

ELIGIBLE COSTS Chart – PROGRAM PROJECTS

COSTS	EXAMPLES
<p>OPERATIONS AND PROGRAM COSTS</p> <ul style="list-style-type: none"> Documentable costs associated with planning and operating the <i>PROGRAM</i>. 	<ul style="list-style-type: none"> <i>PROGRAM</i> planning Organized activities Equipment and supplies* Transportation
<p>NON-FIXED EQUIPMENT</p> <ul style="list-style-type: none"> The purchase of non-fixed equipment is eligible only for <i>PROGRAMS</i> which interpret the County’s park and <i>WILDLIFE</i> resources or which bring urban residents into park and <i>WILDLIFE AREAS</i>. 	<ul style="list-style-type: none"> Vans or other means of transportation

*GRANT or MATCH funds may not be used to purchase food.

Rules for Personnel and Employee Services

- Costs must be computed according to *GRANTEE'S* prevailing wage or salary scales, and may include fringe benefit costs.
- Costs charged to the *PROJECT* must be computed on actual time spent on a *PROJECT* and supported by time and attendance records describing the work performed on the *PROJECT*.
- Overtime costs may be allowed under the recipient's established policy, provided that the regular work time was devoted to the same *PROJECT*.
- *INDIRECT COSTS* are not eligible.

Salaries and wages claimed for employees working on GRANT-funded PROJECTS must not exceed the GRANTEE'S established rates for similar positions.

California Environmental Quality Act (CEQA) Instructions

All *PROJECTS* must comply with *CEQA* at the time of application. The *APPLICANT* should check with its local city or county planning agency for more information about how to complete *CEQA*.

An Applicant may demonstrate compliance with *CEQA* by providing a signed original of the *CEQA* Certification Form (see next page) and either:

- a copy of the Notice of Exemption,
- a copy of the Notice of Determination or
- other documentation of *CEQA PROJECT* approval by the Lead Agency as appropriate.

PROGRAM PROJECTS normally include educational activities which do not constitute a *PROJECT* under *CEQA* so no *CEQA* compliance is required; however, a note or form that indicates *CEQA* is not applicable must be provided. Should the *APPLICANT'S PROJECT* include activities which might include construction or other activities which constitute a *PROJECT* under *CEQA*, the *CEQA* process above must be followed.

California Environmental Quality Act (CEQA)

CEQA COMPLIANCE CERTIFICATION FORM

Grantee: _____ Project Name: _____

Project Address: _____

When was CEQA analysis completed for this Project? Date: _____

What document(s) were filed for this Project's CEQA compliance: *(check all that apply)*

Initial Study Notice of Exemption Negative Declaration Mitigated Negative Declaration

Environmental Impact Report Other: _____

Note: If a Master Environmental Impact Report was used to comply with CEQA you are certifying that the Project is covered in adequate detail to allow the Project's construction or ACQUISITION.

Please attach the Notice of Exemption or the Notice of Determination as appropriate.
If these forms were not completed, please attach a letter from the lead agency explaining why.

Lead Agency Contact Information:

Lead Agency Name: _____ Contact Person: _____

Mailing Address: _____

Phone: (_____) _____ Email: _____

Certification:

I hereby certify that the lead agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the Project identified above and that the Project is described in adequate and sufficient detail to allow the Project's construction or acquisition.

I represent and warrant that I have full authority to execute this CEQA Compliance Certification on behalf of the lead agency. I declare under penalty of perjury that the foregoing certification of CEQA Compliance for the above named project is true and correct.

Authorized Representative Date
(Signature)

Lead Agency Representative Date
(Signature)

Authorized Representative
(Printed or Typed name and title)

Lead Agency's Representative
(Printed or Typed name and title)

For official use only below this line

Project Officer Initials and Date: _____ Supervisor Initials and Date: _____

Comments:

ATTACHMENTS

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California Fish & 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 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 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.

* "Department" refers to the California Department of Fish and Game.

Definitions

Capitalized and italicized words and terms, other than the first word of each sentence, appear in the body of these guidelines (excluding the Executive Summary, sample Resolution, Contract, Contract Provisions, and forms). These words are defined in the Definition Section below. Unless otherwise stated, the terms used in this Procedural Guide shall have the following meanings:

ADVANCE – payment made to the *GRANTEE* prior to the *GRANTEE* paying for the activities for which the payment is made.

ANADROMOUS – fish which spend most of their adult lives in salt water, and migrate to freshwater rivers and lakes to reproduce. Includes salmon and steelhead trout.

APPLICANT – eligible entities as defined by the Fish and Wildlife Propagation Fund Program.

APPLICATION – the individual *APPLICATION* form and its required attachments for *GRANTS* pursuant to the Fish and Wildlife Propagation Fund Program.

APPROPRIATION – a Legislative funding authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.

AUTHORIZED REPRESENTATIVE – the designated position authorized in the Resolution to sign all required Grant documents including, but not limited to the *GRANT CONTRACT*, the *APPLICATION* form, *CEQA* Certification Form, payment requests, and *GRANT COMPLETION PACKET* forms. The *AUTHORIZED REPRESENTATIVE* may designate an alternate by informing *OGALS* in writing.

CANOPY – The branches and leaves of a plant.

CAPITAL IMPROVEMENT – *PROJECTS* that utilize *GRANT* funds and required *MATCH* for *ACQUISITION* or development of land and/or facilities to improve the property's public usage and access for park and recreation purposes.

CERTIFIED CONSERVATION CORPS – nonprofit organizations that are certified by the CCC pursuant to Public Resources Code Sections 14000-14406 as entities that provide environmental natural resource *PROJECTS* while also providing participants (not less than 16 years old) with educational opportunities.

CEQA – the California Environmental Quality Act as stated in the Public Resources Code Section 21000 et seq.; Title 14 California Code of Regulations Section 15000 et seq. *CEQA* is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and *HISTORICAL RESOURCES* that may occur as a result of the agency's proposed *PROJECT*. For more information refer to <http://ceres.ca.gov/ceqa/>.

COMPETITIVE – a process whereby *PROJECTS* are ranked and selected based upon program specific criteria.

CONTRACT – an agreement between Solano County and the *GRANTEE* specifying the payment of funds by Solano County for the performance of the *GRANT SCOPE* within the *CONTRACT PERFORMANCE PERIOD* by the *GRANTEE*.

CONTRACT PERFORMANCE PERIOD – the period of time that the *GRANT SCOPE ELIGIBLE COSTS* may be incurred, and the work described in the *GRANT SCOPE* must be completed, billed and paid by the state.

COUNTY – Includes Solano County, its employees and representatives responsible for administering the FWPF grant program, including members of the Park and Recreation Commission and the FWPF evaluation committee.

DEVELOPMENT (*TRAILS* category only) – including, but not limited to, improvement, construction, reconstruction, and/or protection of permanent or fixed features of the property.

DFG – California Department of Fish and Game.

ELIGIBLE COSTS – allowable expenses incurred by the *GRANTEE* during the *CONTRACT PERFORMANCE PERIOD* of an approved *CONTRACT*.

ENHANCEMENT – to increase the *HABITAT* value of the land to benefit the target species.

FORCE ACCOUNT LABOR– a *GRANTEE'S* own labor force and/or equipment.

FUND or FWPF– the Solano County Fish and Wildlife Propagation Fund.

GRANT – funds made available to a *GRANTEE* for *ELIGIBLE COSTS* during a *CONTRACT PERFORMANCE PERIOD*.

GRANTEE – an entity that has a *CONTRACT* for *GRANT* funds.

GRANT COMPLETION PACKET – the collection of the completed *PROJECT* Certification Form, *GRANT* Expenditure Form, the *FORCE ACCOUNT LABOR* Cost Summary Form, Equipment Cost Summary Form, and Payment Request Form which demonstrate that the work described in the *GRANT SCOPE* is done, and that the final payment is requested.

GRANT SCOPE – Description of the items of work to be completed with *FWPF* Funds and the required *MATCH* amount, as described in the *APPLICATION* form and cost estimate.

HABITAT – Where a given plant or animal species meets its requirements for food, cover, and water in both space and time; may or may not coincide with a single vegetation type.

HISTORICAL RESOURCE – Includes, but is not limited to, any building, structure, site, area, place, artifact, or collection of artifacts that is historically or archaeologically significant in the cultural annals of California.

INDIRECT COSTS – Charges billed as a percentage of *PROJECT* costs. Such costs are not eligible as *MATCH* or for reimbursement.

IN-KIND – Donations that are utilized on the *PROJECT*, which may include local or private funds, materials and/or services. These donations shall be eligible only as *MATCH*.

MARSH – a tract of low, swamp land usually characterized by tules, cattails, bulrushes, or other hydrophytes, can be freshwater or saltwater. It is one type of wetland.

MATCH – contributions to the *PROJECT* which may be monetary from any source, including funds from other federal and state local assistance programs; gifts of real property, equipment, and consumable supplies; volunteer services; free or reduced-cost use of land, or equipment; and bequests and income from wills, estates, and trusts. Required *MATCH* is subject to the same *ELIGIBLE COSTS* requirements as the *GRANT* unless otherwise specified. *FWPF GRANT* funds cannot be considered as *MATCH*.

NATIVE FISH – those fish indigenous to California prior to the arrival of Europeans.

NCCP/HCP – Natural Community Conservation Plan/*HABITAT* Conservation Plan.

NDDB – Natural Diversity Data Base. (<http://www.dfg.ca.gov/whdab/html/cnddb.html>)

OVERSTORY – *CANOPY* layer of the taller and most dominant plants.

POOLS – deep water holes within a stream or river which generally serve as holding and resting areas for *ANADROMOUS* fish.

PRELIMINARY ADVANCE – an *ADVANCE* of up to 10% of the *GRANT APPLICATION* Amount. To be used for preliminary activities which will depend on the *PROJECT* type, but might include things such as plans, appraisals, and design costs.

PROGRAM – an event, or series of events to be accomplished with *GRANT* funds, such as a nature interpretation program, other educational or enrichment program, (e.g., classes, trips, etc.), organized and/or conducted by the *GRANTEE*, and intended to bring urban residents into *WILDLIFE AREAS*.

PROGRAM AGREEMENT – a document developed between an *APPLICANT* or *GRANTEE* and a land owner signed by both parties, wherein the *APPLICANT* or *GRANTEE* and land owner, at a minimum, describe the expected participants in the *PROGRAM* activities, the specific *PROGRAM* activities to be implemented, approximate number of *PROGRAM* participants, and dates and location for the *PROGRAM*, or any other relevant information.

PROGRESS STATUS REPORT – a document issued by Solano County that requires the *GRANTEE* to provide an update of *GRANT SCOPE* expenditures incurred and activities undertaken during the *CONTRACT PERFORMANCE PERIOD*.

PROJECT – the work or Program to be accomplished with *GRANT* funds and required *MATCH*.

PROJECT OFFICER – an employee of Solano County, who acts as a liaison with the *APPLICANTS* or *GRANTEES* and administers *GRANT* funds, ensures compliance with guidelines and the *GRANT CONTRACT*.

RESTORATION – the act of bringing either land or a species back into a former, non-impaired condition.

RETP – Rare, Endangered, Threatened, or Fully-Protected Species.

RIPARIAN – lands which contain *HABITAT* which grows close to and which depends upon soil moisture from a nearby freshwater source.

RIFFLES – Areas in a stream or river characterized by water flowing over cobbles or small rocks creating a slightly disturbed water surface. Can include gravel spawning beds.

RUNS – Areas in a stream or river characterized by deeper water flowing through a channel providing a travel space for the fish.

TOTAL PROJECT COST – the amount of the required *MATCH* combined with the *GRANT* request that is designated for the completion of a *PROJECT*.

UNDERSTORY – *CANOPY* layer of plants underneath the dominant plants.

WETLANDS – lands which include saltwater *MARSHES*, freshwater *MARSHES*, open or closed brackish water *MARSHES*, swamps, mudflats, fens and vernal *POOLS*.

WILDLIFE – indigenous flora and fauna.

WILDLIFE AREA – location where indigenous flora and fauna are predominant.

Attach here the Delta Vision Statement document

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