

Fund Request Procedures

Effective: 7/29/2011

Reference No. 800.12.2

PURPOSE

The Fish and Wildlife Committee is an ad hoc committee established by the Board of Supervisors to manage collected fine monies from the State of California. The Fish and Wildlife Committee shall review and approve all fund request proposals relating to fish and wildlife matters within the jurisdiction of Stanislaus County. The Committee may provide recommendations to the Board of Supervisors and/or Department of Fish and Game relative to public education and fish and wildlife. Matters pertaining to fish and wildlife will be addressed according to the Department of Fish and Game Codes.

POLICY

Available funds will support projects for purposes of protection, conservation, propagation, and preservation of fish and wildlife in accordance with the State of California Fish and Game Code Section 13100-13104. Individuals, agencies or organizations seeking financial support/funding from the Stanislaus County Fish and Wildlife Committee shall adhere to the following:

PROCEDURES

1. A written request shall be submitted at least three (3) weeks prior to any scheduled meeting.
2. Prior to submitting the fund request, sections 13100-13104 of the Fish and Game code will be provided as a guideline. The requester shall review and identify the code section matching their request.
3. The written request shall be sent to:
Stanislaus County Fish & Wildlife Committee
c/o Stanislaus County Parks and Recreation
Attn: Parks Administration
3800 Cornucopia Way, Suite C
Modesto, CA 95358
4. The written request shall be printed on agency or organization letterhead.
5. Include a detailed list of items to be purchased.
6. Include a detailed itemized list of costs/fees. Estimates should include tax and delivery fees. The "total project costs" must be stated.
7. Specify the purpose of the request and its benefits (i.e. benefits to the organization/community/ students, learning tool, habitat restoration, etc.). The Committee may approve specific qualified items in accordance with the Fish and Game Code. An allowable purpose must be stated on the requests for consideration.
8. Purchase requests for items less than \$5,000 require one (1) written estimate from a vendor.
9. Purchase requests for items \$5,000 or more require written estimates from three (3) different vendors.
10. If the funding request is in association with a special event (e.g. Fish Day, Kids Pheasant Hunt, etc.), all event specifics should be included as well (i.e. date of event, times, location, etc.). Available event flyers may also be included.
11. Indicate whether the individual, agency, or organization will purchase the items for reimbursement or whether it is the expectation that Stanislaus County is to purchase the items to be donated to the individual, agency, or organization. In the former option, the vendor may be directed to invoice Stanislaus County per the cost estimate or the approved not-to-exceed amount; the approved amount will supersede the cost estimate.
12. Properly documented fund requests will be placed on the agenda for the next regularly scheduled meeting.
13. The requester shall be available at the presented meeting for questions and presentation relating to their fund request.



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14. After the requester's presentation, the requester will be excused from the room, while the Committee reviews, discusses, and votes for or against the funding request on the day the proposal is heard. The requester will be contacted within three business days of the decision made. All fund request approvals must meet the requirements of the Department of Fish and Game code sections 13100 – 13104.
15. The requester will be required to follow-up with the Committee to report the status and progress within one year from the fund approval date. Status includes project progress, completion date, and whether funds were fully expended. Receipts should also be included with the update. Any remaining or unused funds shall be returned to the Committee. To schedule a presentation update, the requester may contact the Fish and Wildlife Secretary at (209) 525-6723.
16. Restrictions to funding:
 - a. Fund requests which confer a private benefit upon the requester are not eligible for funds.
 - b. Deficit financing—Payment for something already purchased or reimbursement for an event that has already taken place will not be eligible for funds.
 - c. Fund requests for commercial ventures are not eligible for funds. (Private business)
 - d. Fund requests must demonstrate and document some measurable public benefit to be eligible for funding.
 - e. Requester from previous fund requests through this Committee or other groups that have not submitted a final report for previously awarded funds will not be eligible for funds.
 - f. No funding will be awarded for payment of administrative fees, office overhead, or other similar charges.
 - g. The Committee does not approve multi-year funding of projects. Requests must be submitted for consideration each year and, the fact that funds were awarded in one year shall not be construed as a guarantee of funding in subsequent years.

For questions, the Stanislaus County Department of Parks and Recreation may be contacted at (209) 525-6750.



FISH AND WILDLIFE COMMITTEE

Developed By: Fish and Wildlife Committee, Mae Song, 7/28/2011
Revisions: