**Project:**  Wildlife Conservation Board Bird & Bat Wildlife Structures Project

**Lead:** Amador RCD

**Summary:** A grant received by the CARCD from the WCB has been awarded to the Amador RCD for the purposes of installing and monitoring bird and bat nesting habitat on private property across the tri-county area of Amador, Calaveras, and Tuolumne Counties. This grant will award up to 140 bird and bat wildlife structures to be installed to landowners in the tri-county area for the purpose of encouraging bird and bat nesting or roosting activity in underutilized, but otherwise prime habitat conditions.

**Dates:** December 20th 2023 - January 1st 2027

For the purposes of this project ARCD, CCRCD, and TCRCD will be providing the following in order to facilitate the completion of tasks;

ARCD is the project lead and fiscal sponsor for this program. ARCD is the grant awardee and fiscal sponsor with the CARCD and will manage subcontracts with CCRCD, TCRCD through this partnership agreement. Agreements with other related entities will be detailed in other contracting documents.

Reporting and Invoicing requirements are detailed below.

Contracted funds cover work between July 1st 2024 - January 1st 2027.

**Office Space:** Each district will be providing office space which will include a desk and access to phone, computer, internet, and printer.

**Staffing:**

* Allowable staffing rates are identified in the Shared Staffing Exhibit, total amount available to each district is described in the attached project budget. Any changes to staffing and charge rates will need to be approved by ARCD.

**Vehicle:** Vehicle’s will be provided by each RCD for their respective staff. Mileage and travel reimbursement requests will be submitted to ARCD for payment as part of the quarterly invoicing process. Mileage reimbursement will be calculated at the current federal mileage rate.

**Project Management:** ARCD will provide project oversight, including project records and reporting, management of staffing, and accounting.

**Invoicing**

ARCD will be responsible for invoicing to the CARCD for reimbursement. The ARCD will prepare quarterly invoices and project reporting.

TCRCD and CCRCD will provide a quarterly summary of work to ARCD by the 10th of the month after the end of a quarter. If the 10th falls on a Saturday the report is due by Friday and if it falls on a Sunday it is due by Monday.

**Indirect:** Hourly staff rate should incorporate indirect costs, as detailed in the staffing exhibit.

**Documents to be submitted:**

* Timesheets for all employees and hours billed to the WCB Wildlife Structures Grant
* Invoice/Reporting Template
  + *Reporting must identify the correct task # as references in the budget for each expense billed.*
  + *Task 4: Each invoice will indicate the numbers of on-site surveys and associated reporting completed, mileage to and from each on-site survey completed, and number and names of staff members, and respective staff time engaged in on-site surveys.*
  + *Task 3: Each invoice will indicate the numbers of wildlife structures monitored and associated reporting completed, mileage to and from wildlife structure locations, number and names of staff members, and respective staff time engaged in wildlife structure monitoring.*
  + *Task 6: Each invoice will indicate the number and names of staff members engaged in promotional outreach and website maintenance, outreach activity, and respective staff time engaged in outreach activities.*
* Quarterly Activities Narratives

*ARCD will provide a template in excel format for all reporting documents.*

**Communication**

ARCD will provide all pertinent information to each RCD by email.

ARCD, CCRCD, and TCRCD will meet monthly to discuss the project and review progress in grant deliverables. ARCD will provide a summary of the quarters accomplishments.

Project details as related to CCRCD and TCRCD are summarized below.

Any amendments to the grant agreement or scope of work will be agreed upon in writing by all three districts and incorporated into this agreement.

**Project Tasks**

**Task 4: Technical Assistance - On-site survey and post-survey reporting services for finalization of wildlife structure award selection.**

Technical assistance will be provided to private landowners, the ‘Awardees’, across Amador, Calaveras, and Tuolumne Counties.

On-site surveys will occur in two phases. Phase 1 will occur in summer and fall of 2024, Phase 2 will occur during spring, summer and fall of 2025. Assigned Phase 1 On-Site Surveys must be completed by October 31, 2024. Assigned Phase 2 On-Site Surveys must be completed by October 31, 2025.

On-site survey activities are for the following purposes:

1. Finalization of Wildlife Structure Species

2. Finalization of Awarded Wildlife Structures Quantity

3. Finalization of Wildlife Structure Placement

4. Finalization of Wildlife Structure Installation Method

5. Visual Confirmation of Habitat Quality - Contractor will confirm quality and suitability of property habitat for selected wildlife structure and associated species.

On-site surveys are not for the purpose of a full property evaluation.

ARCD will assign on-site surveys for identified awardees to CCRCD and TCRCD staff from each RCD’s respective service area. Awardees will be identified during the pre-assessment stage, conducted by the ARCD Project Manager and Point Blue Partner Biologist. CCRCD and TCRCD staff will refer to the Pre-Assessment Survey and Mapping documents provided by the ARCD Project Manager, as well as the ARCD Structure Placement Considerations document and USDA NRCS Practice Standard 649 Wildlife Structure Conservation Practice Specifications in the determination of suitable wildlife structure species and structure placement.

From the date the ARCD Project Manager communicates to CCRCD/TCRCD staff of an assigned on-site survey, CCRCD/TCRCD staff will have 1-week to contact the awardee to arrange an on-site survey. Best efforts will be made to make contact with the awardee to arrange the on-site survey. If CCRCD/TCRCD staff are unable to make contact with an awardee after three attempts, they will notify the ARCD Project Manager.

Upon completion of an assigned on-site survey, CCRCD/TCRCD surveyors will submit an entry to the ARCD online [On-Site Survey Submission Form](https://docs.google.com/forms/d/e/1FAIpQLSc81YpVGj1i2MXBvgDutJleKDkYA0Zz3YFupZjZ55uGgk5OFA/viewform), to include the following: surveyor name and email, landowner name, survey date, habitat description, wildlife structure product, wildlife structure placement location with placement coordinates, and mounting method. CCRCD/TCRCD surveyors will need to submit either a geotagged photo or photo accompanied by coordinates

of the identified installation location to complete the assigned on-site survey assignment.

**The following specifications are recommended for conducting on-site surveys and determining wildlife structure placement within the entire project area:**

* CCRCD/TCRCD staff will not survey when weather conditions present a clear health hazard.
* CCRCD/TCRCD staff are responsible for maintaining public safety with respect to pedestrians, and traffic.
* CCRCD/TCRCD staff will not suggest alterations to the habitat or property structures, including clearing of brush or tree limbs, excluding digging a hole when necessary for the purpose of installing a mounting pole, for the installation of wildlife structures.
* Installation placement will occur on either existing structure, trees, fences or mounting pole.
* Hazards within the project area include, but are not limited to, barbed wire fences, dogs, rattlesnakes, poison oak, power lines, underground infrastructure, and vehicles. The project area has historically had mining operations, extreme caution should be taken while conducting surveys.
* **Prohibit Smoking in Vegetated Areas:** Smoking by CCRCD/TCRCD staff will only be permitted in designated smoking areas barren or cleared to mineral soil at least 3 feet in diameter (PRC Section 4423.4).
* **Identification of Protected Species or Other Critical Resources** With all environmentally sensitive areas, identification and avoidance during on-site surveys is important. If any sensitive resources are located during project implementation, the area shall be avoided. Known areas to be avoided/not treated will be identified prior to the on-site survey and will be documented in the pre-assessment documents provided to the CCRCD/TCRCD staff.
* CCRCD/TCRCD staff will retain area/vegetation designated for retention or protection.
* CCRCD/TCRCD staff will be responsible for ensuring protection of property structures, property improvements, power lines and other utilities.

**Task 3: Monitoring**

CCRCD/TCRCD staff will perform non-invasive monitoring of awarded wildlife structures in their respective service areas during the nesting seasons of 2025 and 2026. Monitoring in 2025 will be of Phase 1 awarded wildlife structures, monitoring in 2026 will be of Phase 1 and Phase 2 awarded wildlife structures.

Monitoring will be for the following purposes:

1. Determine the number of structures being utilized by respective wildlife species.
2. Determine the best placement of wildlife cameras across the tri-county project area, and the placement of 1 live feed wildlife camera per each participating county.

CCRCD/TCRCD staff will be responsible for installation of the wildlife cameras and live feed cameras in selected wildlife structures in their service areas. CCRCD/TCRCD staff are responsible for moving cameras in their service areas as nesting use of awarded wildlife structures changes across the nesting season. Wildlife cameras and live stream cameras will remain the property of the Bird and Bat Wildlife Structures Project, CCRCD/TCRCD staff are responsible for camera maintenance in their service area as necessary and for returning the cameras to the ARCD at the completion of the grant term.

Monitoring and camera installation training will be provided to CCRCD/TCRCD staff.

**Task 6: Outreach**

CCRCD/TCRCD staff will provide promotional outreach services during Phase 2 to their respective service areas to generate public awareness and encourage applicants. A minimum 79 wildlife structures will be distributed in Phase 2 to Calaveras and Tuolumne landowners. These activities include promoting the project at community events, distributing outreach materials, and promoting the project on RCD websites, newsletters, and general public engagement.

The CCRCD and TCRCD are responsible for displaying live stream wildlife camera feeds from their service areas on their respective websites and promoting the live streams to their constituents.

**Project Budget:**

Below is the initial budget covering the first phase of site surveys, initial distribution event and initial outreach for phase 2. The ACT will need to discuss and update the budget allocated for Calaveras and Tuolumne staff for: monitoring, phase 2 on site surveys, phase 2 distribution events, and additional outreach including webcam and website maintenance. It is anticipated that this discussion will take place at the start of 2025.

| Phase 1 Site Visits: Completed by 10/31/24 | **TCRCD** | **CCRCD** |
| --- | --- | --- |
| Site Visits ($100/visit) | $700 | $400 |
| Mileage ($0.67/mile) | $200 | $200 |
| Outreach | $1000 | $1000 |
| **Total Budget** | **$1900** | **$1600** |

TCRCD 7 site visits @ $100 + mileage

CCRCD 4 site visit @ $100 + mileage