

GRANT APPLICATION FAQs

Pre-application Screening

How does an agency apply for a grant?

See [2015/16 QZ Mussel Prevention Grant Application](#) webpage for the Guidelines and Application Materials.

Note: Applicant must submit a “Statement of Eligibility” before submitting an application

What is a Statement of Eligibility?

A statement of eligibility is a screening of potential applicants by DBW staff to determine if the qualifications have been met for funding according to Fish and Game Code, Section [2302](#).

What are the qualifications for an agency to apply?

The qualifications for an agency to apply are as follows:

- You must own/manager a Reservoir where recreational activities such as fishing and boating are permitted (documentation is required)
- The Reservoir must be open to the public
- The Reservoir must currently be un-infested with the dreissenid mussel (Monitoring data is required)

Management Authority Documentation

What documentation do I need to submit/provide verifying that my agency has ownership or management authority in the reservoir, in order to submit an application?

The applicant is required to provide the following.

- For management, the applicant is required to provide the Agreement, Memorandum of Understanding, Memorandum of Agreement or Management Agency Agreement between the owner of the reservoir and the manager of the reservoir that they have the authority to manage the water.
- For ownership, the applicant is required to provide the water license/rights/legislative code (e.g., CWC etc.) that declares them owners and operators of the reservoir.

The applicant is also required to specify the location of the language in the document that identifies the ownership or the management authority of the reservoir.

Monitoring Data

What data do I need to submit to verify that the Reservoir is un-infested?

- One year of results for adult and veliger quagga and zebra mussel monitoring. Monitoring data may consist of plankton tows, artificial substrates and/or surface surveys.
- Data may be collected from the agency, consultants, and/or the California Department of Fish and Wildlife.

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Application Questions

How many applications can I submit?

An applicant from the same agency/entity is only allowed to submit one application per Project type. The Project types are Planning/Assessment and Implementation/Construction.

How many Projects can I submit in an application?

An application can only consist of one project. If multiple Projects are submit in a single application, the application will be rejected/disqualified.

If the project includes planning/assessment and implementation/construction components, is a completed vulnerability/risk assessment and Prevention Plan required with the submission of the application?

Below are the requirements for submitting a completed vulnerability assessment and Prevention Plan.

- If the Project consists of developing a vulnerability assessment to evaluate the risk of introduction of quagga and zebra mussels to the reservoir, a vulnerability assessment is not required in the submission of the application.
- If the Project consists of developing a Prevention Plan, the submission of a vulnerability assessment is required.
- If the Project consists of developing and completing a vulnerability assessment and a Prevention Plan, a vulnerability assessment is not required to be submitted with the application.
- If the Project is to implement any part of an existing Prevention Plan, a vulnerability assessment and a Prevention Plan are required to be submitted with the application

A vulnerability Assessment is the initial phase of a Prevention Program. Therefore, a completed Vulnerability Assessment is required prior to requesting funding to develop or implement a Prevention Program and Plan.

If questions in the application and/or narrative instructions. (e.g. Narrative. Scope of Work etc.) do not apply, should the responses be documented in the application?

Yes, if the specific question(s) in the application/narrative instructions does not apply, indicate "not applicable/NA". However, where possible, if the information requested does not directly apply to the project, any program information should be used to address the question(s). For example, if the project does not have a monitoring component and/or monitoring activities, but monitoring is part of the overall prevention program that information should be included in its place. It would be advantageous to include any program monitoring and the entity responsible for the monitoring and/or education; make it clear that it is part of the prevention program. This additional information will provided evidence that all components are covered and are linked directly to the Prevention Plan.

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Can I develop my own templates?

No, the applicant must use the template provided and follow all instructions provided in the Grant Guidelines. Failure to follow all instructions may result in the denial/disqualification of your project.

What titles should be used in the narrative?

Follow all directions, including formatting in the narrative instructions of the Project Description and Scope of Work Narratives.

CEQA

What Project is under CEQA?

Any project that is undertaken by a public agency or a private activity which must receive some discretionary approval (meaning that the agency has the authority to deny the requested permit or approval) from a government agency due to the cause of either a direct physical change in the environment or a reasonably unforeseeable indirect change in the environment.

<http://resources.ca.gov/ceqa/more/faq.html>

Is a Notice of Determination (NOD) for CEQA required to be filed and provided at the time of the application submission?

No, a NOD is not required upon submission of the application. However, the NOD is required prior to the implementation of the project, if the project is selected for DBW funding.

Match Funding

Is match funding required for the Project?

No, currently match funding is not required for the Project. However, if there are other funding sources that support tasks in the project, indicate the source of the funding (DBW and Non-DBW (in-kind, cash) amount in each item under the tasks in the Task Budget. The name of the non-DBW funding source must be identified in the Line-Item Budget (last item in the budget table).

Budget Tables

Do the line item budget and the task budget need to match?

Yes, the line-item budget and task budget should match as well as the source of the funding. Identify the non-state funding sources in the line-item budget in the box labeled "Other Funding Sources."

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Should past and future project costs be included in the line item and budget tables?

If past costs are being required for reimbursement (note: these are regulatory costs associated with the Project), include them in the budget. If this applies, include the costs in the task budget, and title the task “reimbursement”. Include all costs in the task and line item budget. Indicate, in each task, how each item (position, materials, consultant, construction etc.) is project funded (DWB, Non-DBE (in-kind services, cash). In addition, identify the funding source (except DBW), in the area on the line-item budget labeled at the bottom of the table.

How will I be ensured that my application was submitted?

Upon submission of the applicant, OLGA will display a message that your application has been successfully submitted. OLGA will also notify the Grant Administrator that your application has been submitted. It is highly recommended that you submit your application packet a few days ahead of the deadline to avoid glitches with the network or your computer.

NOTE: Before submitting your application run the validation process in OLGA. The validation process verifies that all information has been completed and all documents have been uploaded. It is recommended that a print copy of the application is reviewed before submission to ensure all information is accurate. Once the application is submitted, the application cannot be retracted.