

2017/18  
Department of Parks and Recreation  
Division of Boating and Waterways  
Quagga and Zebra Mussel Infestation Prevention Fee Grant  
(QZM Grant Program)  
Application Guidelines



2017/18 Division of Boating and Waterways QZM Grant Program

THESE GUIDELINES ARE SUBJECT TO CHANGE

TABLE OF CONTENTS

**INTRODUCTION** \_\_\_\_\_ **3**

RESERVOIR \_\_\_\_\_ 3

FUNDING AND PROJECTS \_\_\_\_\_ 3

ELIGIBILITY \_\_\_\_\_ 4

**SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS** \_\_\_\_\_ **4**

STATEMENT OF ELIGIBILITY \_\_\_\_\_ 4

PROJECT APPLICATION \_\_\_\_\_ 5

APPLICATION REVIEW AND EVALUATION \_\_\_\_\_ 5

**SECTION B. APPLICATION REQUIREMENTS** \_\_\_\_\_ **6**

ELIGIBLE APPLICANTS \_\_\_\_\_ 6

PROJECT ELIGIBILITY REQUIREMENTS \_\_\_\_\_ 6

PLANNING/ASSESSMENT PROJECTS \_\_\_\_\_ 6

IMPLEMENTATION PROJECTS \_\_\_\_\_ 7

TABLE 1 - PROJECT TYPES, PROJECT TIMING, AND MAXIMUM GRANT AMOUNTS \_\_\_\_\_ 8

**SECTION C. PROJECT SELECTION CRITERIA** \_\_\_\_\_ **9**

HIGHER PRIORITY FOR FUNDING IS GIVEN TO PROJECTS THAT DEMONSTRATE THE FOLLOWING: \_\_\_\_\_ 10

AWARD OF FUNDING APPEAL PROCESS \_\_\_\_\_ 10

**SECTION D. GRANT AGREEMENT** \_\_\_\_\_ **10**

AUDIT APPEAL PROCESS \_\_\_\_\_ 11

**SECTION E. REIMBURSEMENT OF COSTS** \_\_\_\_\_ **11**

**SECTION F. ADVANCED PAYMENT** \_\_\_\_\_ **12**

**SECTION G. SPECIFIC REQUIREMENTS** \_\_\_\_\_ **12**

## 2017/18 Division of Boating and Waterways QZM Grant Program

### INTRODUCTION

The Department of Parks and Recreation, Division of Boating and Waterways' (DBW) mission is to provide safe and convenient public access to California's waterways. DBW can fulfill this mission, in part, through the Quagga and Zebra Mussel Prevention Grant Program (QZM Grant Program) pursuant to Harbor and Navigation Code, § 675 et. seq.

This Grant Program provides funding to entities who are the managers or owners of a reservoir(s), for the development and implementation of a Quagga/Zebra Mussel Infestation Prevention Program (Prevention Program). Prevention programs shall include public education, monitoring, and management of the recreational activities allowed at the reservoir(s). These entities may include, but are not limited to:

- Cities
- Counties
- State
- Federal
- Districts
- Marinas
- Other governmental agencies

### Reservoir

Defined under California Water Code, Division 3, Part 1, Chapter 1, Section 6004.5, a "reservoir" is defined as "any reservoir which contains or will contain the water impounded by a dam."

Section 6002. "Dam" means any artificial barrier, together with appurtenant works, which does or may impound or divert water, and which either (a) is or will be 25 feet or more in height from the natural bed of the stream or watercourse at the downstream toe of the barrier, as determined by the department, or from the lowest elevation of the outside limit of the barrier, as determined by the department, if it is not across a stream channel or watercourse, to the maximum possible water storage elevation or (b) has or will have an impounding capacity of 50 acre-feet or more.

### Funding and Projects

Funds are available through the Quagga and Zebra Mussel Infestation Prevention Grant (FY: 2017/2018) to develop a Vulnerability Assessment and/or Prevention Plan (Planning/Assessment Projects), and the implementation of an existing Prevention Plan (Implementation/Construction Projects) that will prevent the introduction of quagga and zebra mussels into the reservoir(s). The maximum limit of funding for each project type is as follows;

- \$200,000 for Planning/Assessment Projects.
- \$400,000 for Implementation/Construction Projects.

The Project must be completed within two years.

## 2017/18 Division of Boating and Waterways QZM Grant Program

### Eligibility

In order for an applicant to be eligible to receive funding, Harbor and Navigation Code, § 675 et. seq. set forth three eligibility requirements. The eligibility requirements are:

1. The applicant **MUST** own or manage the reservoir where recreational, boating, or fishing activities are allowed.
2. The water body **MUST** be open to the general public for recreational opportunities.
3. The water body **MUST** currently be un-infested with either quagga or zebra mussels.

### SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS

The entire application process will be completed through the Online Grant Application (OLGA) tool.

#### **Statement of Eligibility**

The Statement of Eligibility is used to determine whether the applicant is eligible to submit an application. In the Statement of Eligibility, the applicant must address the following eligibility criteria:

- Management authority in the reservoir(s): The applicant must describe what their management authority consists of and the party that delegates them authority. The applicant is also required to provide the document(s) that states their management or ownership authority, and identify within the document, the location of the language that gives their agency or entity management or ownership authority in the reservoir(s).
- Un-infested Reservoir(s): The applicant must describe what methods were used to determine the reservoir(s) is un-infested. In addition, the applicant must provide up to one (1) year of results for adult and veliger quagga and zebra mussel monitoring. The monitoring data may consist of plankton tows, artificial substrates and/or surface surveys. The data submitted may be collected from the agency's consultants, and/or the California Department of Fish and Wildlife (CDFW). The applicant may contact the CDFW to obtain monitoring data that is retained in their database. Contact Melenee Emanuel to request data at: [Melenee.Emanuel@wildlife.ca.gov](mailto:Melenee.Emanuel@wildlife.ca.gov) or (916) 651-1280.

Note: The monitoring protocols are required to be equivalent to the [CDFW protocols](#).

- Public accessibility to the reservoir(s). The applicant must describe how the reservoir(s) is open and available to the public for recreation.
- Required Documents include:
  - a. Ownership/Management authority and
  - b. 1 year Monitoring Data to support that the reservoir is un-infested.

After the Statement of Eligibility has been completed through OLGA, if the applicant has answered no to any of the eligibility questions, OLGA will not allow the applicant to continue to the application portion of the grant.

Once the applicant has proceeded to the application, it is imperative that the applicant follows the OLGA application instructions closely and completely. The guidelines and narrative instructions, worksheets, and other information are available in OLGA under

## **2017/18 Division of Boating and Waterways QZM Grant Program**

“Show Documents”. If any information is missing in the application, an error message will appear and OLGA will not allow the application to be submitted until the error has been addressed and cleared.

**An application can only consist of one Project.**

### **Project Application**

The following items are required for the application to be complete.

- Completed General Project Information.
- District Identification (Senate and Assembly)
- Statement of Eligibility
- Project Narrative.
- Maps.
- Facility Design, if appropriate.
- Scope of Work with task and subtasks, Table of Deliverables and Project Schedule.
- Line Item Budget.
- Task Budget.
- Environmental Clearance Checklist (CEQA).
- Prevention Plan (Plan), which includes a vulnerability assessment or submit the vulnerability assessment if it is not included in the Plan.
- Permits, if applicable.
- Copies of any other funding application letters or approved letters of commitment to fund from other funding sources for the Project.
- MOUs, lease agreements for control and operation of the Project site.
- Draft Resolution/Orders or a Letter of Approval from an Executive Officer, or equivalent, if a governing body does not exist. (See Grant Guidelines - Section B. Eligibility).
- Local Ordinances.

### Optional

- Letters of Support.

**IF ANY OF THE ABOVE REQUIRED DOCUMENTS ARE NOT SUBMITTED, THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.**

### **Application Review and Evaluation**

The Review Panel, composed of staff from DBW and the Department of Fish and Wildlife (CDFW), Invasive Species Program will review each completed application. The Application will be evaluated and scored by each member of the Review Panel, according to the scoring criteria in Grant Guidelines - Section C. Following the review, the applications will be ranked by consensus of the Review Panel. Final selection of the Projects to be funded will be determined by DBW.

**All materials, including applications, attachments, and supporting documents, MUST be submitted electronically through OLGA by 5:00 pm on March 1, 2017. At the 5:00 pm deadline, OLGA will lock the applicant out of the system and the applicant will not be able to submit the application. To avoid possible disqualification due to late submission,**

## 2017/18 Division of Boating and Waterways QZM Grant Program

applicants are strongly urged to submit the application packet in advance of the deadline to avoid any computer or network glitches. The applicant will be notified when the application has been submitted successfully.

### SECTION B. APPLICATION REQUIREMENTS

A draft Resolution or Order from the governing board or executive officer of the local entity authorizing the application for a grant is allowed upon submittal of the application. The official signed Resolution/Order must be provided upon execution of the Grant Agreement.

- In the case of a local government agency within a county, a draft of the Resolution or Order from the County Board of Supervisors shall accompany the application for a grant from that local government entity.
- The Resolution or Order referred to in the bullet above shall authorize the designated representative(s) to sign the application, contract, and submit any claims for payment or reimbursement.
- The DBW may deny the application if the applicant agency fails to provide the required draft Resolution(s) or Order(s).
- If there is not a governing body to sign an official Resolution or Order to grant an entity to participate in the 2017/18 Grant Program, a Letter of Approval signed by the Executive Officer, or equivalent, may be submitted.

#### Eligible Applicants

Eligible applicants include, but are not limited to: cities, counties, districts, marinas, private entities, federally recognized Indian Tribes, nonprofit organizations (501)(c)(3), and other government agencies and authorities who are the managers or owners of a reservoir(s). The applicant must have management authority or ownership of the reservoir and provide documentation. Management authority may entail:

1. An agreement that gives the entity management of the water.
2. An agreement with the owner of the reservoir that gives them management of recreational activities, and/or
3. An owner of the reservoir.

#### Project Eligibility Requirements

##### Planning/Assessment Projects (See Table 1)

Reservoirs must have a Vulnerability Assessment completed prior to developing a Prevention Plan. Owners and managers must assess the vulnerability of the reservoir for the introduction of quagga and zebra mussels. A reservoir's risk will depend on the operations and activities allowed, and the measures taken to mitigate potential introductions. Ease of access, types of recreation, and proximity to infested waterbodies increase the likelihood quagga and zebra mussels may be introduced. Upon completion of the vulnerability assessment, a program shall be designed and implemented to prevent the introduction of quagga and zebra mussels.

The program must include, at a minimum, all of the following:

1. Public education.
2. Monitoring.
3. Management of recreational activities.

## 2017/18 Division of Boating and Waterways QZM Grant Program

Applicants must have a Prevention Plan that is consistent with the [Fish and Game Code Section 2302](#).

### Planning/Assessment Projects(See Table 1)

This project consists of requesting funding for the completion of a Vulnerability Assessment or for the completion of a Prevention Plan. If the Project is to develop a Prevention Plan, a completed Vulnerability Assessment is required to be submitted.

### Implementation Projects (See Table 1)

Implementation projects can improve existing conditions in the prevention of quagga and zebra mussel introduction. They can also implement any or all components of the Prevention Plan:

- **Must** have completed a Vulnerability Assessment of the reservoir for the introduction of quagga and zebra mussels.
  
- **Must** have completed a Prevention Plan that includes
  - Public Education.
  - Monitoring.
  - Management of recreational activities, such as boating or fishing.

**2017/18 Division of Boating and Waterways QZM Grant Program**

**TABLE 1  
Project Types, Project Timing, and Maximum Grant Amounts**

Project Type	Maximum Funding Amount per Project	Tentative Schedule
<p>Planning/Assessment Projects include:</p> <ul style="list-style-type: none"> <li>• Conduct an assessment of the reservoir for the risk of quagga and zebra mussel introduction (Vulnerability Assessment)</li> <li>• Develop a new Prevention Plan or complete components of an existing Prevention Plan to include education, monitoring for quagga and zebra mussels, and management of recreational activities</li> <li>• Develop a Vulnerability Assessment and Prevention Plan as one Project</li> <li>• Conduct an assessment after the program has been in place to measure the success of the Prevention Program</li> </ul>	<p>\$200,000</p>	<p>Grant Agreement Finalized no later than April 17<sup>th</sup>, 2017</p> <p>Grant Project completed no later than August 1, 2019</p> <p>Final Project Report due no later than September 30<sup>th</sup>, 2019</p> <p>Final Invoicing no later than September 30<sup>th</sup>, 2019</p>
<p>Implementation/Construction Projects include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Construction of a two-lane, concrete ramp installation of ramp entrance and/or mechanical arm(s) at ramp entrance(s)</li> <li>• Installing a decontamination station</li> <li>• Creating a holding area for vehicles with trailers</li> <li>• Installation for utilities which supply drainage, gas, power, sewer, telephone, or water to connect equipment and other services needed</li> <li>• Personnel for the Project</li> <li>• Purchasing posts and boards for displaying educational materials or signage</li> <li>• Purchasing bands supplies for a banding program</li> <li>• Monitoring for adults and or veligers</li> <li>• Monitoring water quality for changes in conditions</li> <li>• Inspection canines for the detection of adult mussels</li> </ul>	<p>\$400,000</p>	<p>Grant Agreement finalized no later than April 17<sup>th</sup>, 2017</p> <p>Grant Project completed no later than August 1<sup>st</sup>, 2019</p> <p>Final Project Report due no later than September 30<sup>th</sup>, 2019</p> <p>Final Invoicing no later than September 30<sup>th</sup>, 2019</p>



## SECTION C. PROJECT SELECTION CRITERIA

Scoring and ranking of the application shall be based on how well the applicant addresses the following:

- Adhere to the Grant Guidelines when completing the grant application.
- Provide a description of the reservoir area and the history of use including types of recreational activities that are allowed, and prior improvement projects (i.e., boat launch ramps etc.).
- Provide a description of how the Project will assist in the prevention of a mussel infestation
- Provide a description of the relationship between previous and current projects, and how these projects coordinate to effectively prevent mussel infestation.
- Identify other projects in the reservoir on a regional-scale Prevention Program and how the proposed Project works in conjunction with those projects.
- Demonstrate the use of California Natural Resources Agency's Guidebooks for Recreational Water Managers and Users and/or the California Aquatic Invasive Species Management Plan, and other relevant documents (see higher priorities below).
- Demonstrate the economical, ecological, and recreational impacts from a quagga and zebra mussel infestation to rural and urban reservoir.
- Demonstrate that the Project is technically feasible.
- Demonstrate how the success of the proposed Project will be measured through appropriate assessment and monitoring techniques
- Demonstrate appropriate mussel monitoring in the reservoir(s)
- Demonstrate:
  1. The appropriate level of public education and outreach to inform visitors of the consequences of the introduction of quagga and zebra mussels, and
  2. To the public, the role they play, and contribution they can make towards preventing quagga and zebra mussel introduction.
- Demonstrate the relevant education, experience and expertise of the project team.
- Demonstrate if and how the Project can be duplicated in other reservoirs (transferability).
- Provide a Scope of Work (SOW) that clearly identifies the tasks and subtasks in a logical manner.
- Clearly describe Project goals, tasks, and deadlines.
- Provide a complete and clear budget (line item and task budget) that lays out the cost, as well as indicates the funding source(s) (DBW or non-DBW funding) for each item in the task budget, and identify all non- DBW funding sources in the line-item budget.
- Identify other funding sources for the Project.
- Demonstrate that the task budget aligns with each task in the SOW.

## 2017/18 Division of Boating and Waterways QZM Grant Program

Higher priority for funding is given to Projects that demonstrate the following:

- Higher risk of infestation based on the Vulnerability Assessment.
- Projects with Prevention Plans that are consistent with Fish and Game Code section [2302](#), and that include visual and manual inspections standards and other infestation prevention procedures consistent with either, Natural Resources Agency's Invasive Mussel Guidebook for Recreational Water Managers and Users, dated September 2010, or the California Aquatic Invasive Species Management Plan dated January 2008, or subsequently adopted guidebooks and management plans.
- Projects that are part of and consider the benefits of a regional-scale Prevention Program and Plan for the prevention of a quagga and zebra mussel infestation.
- Projects that demonstrate and take into consideration the unique economic, ecological, and recreational impacts to rural and urban reservoirs from a quagga and zebra mussel infestation. Applicants may be asked to adjust their SOW and request for funding based on funding availability.

### Award of Funding Appeal Process

The Applicant should submit a letter to the address below to appeal DBW's denial to award funding for an application. Describe the reason and the justification for the appeal. Site any regulations, statute or division publications that supports the appeal. Contact the Deputy Director of the Division of Boating & Waterways at:

Email: [Eva Murray](mailto:Eva.Murray@parks.ca.gov), Administrative Liaison to the Deputy Director

Call: (888) 362-2822

Write: Lynn Sadler, Deputy Director 1

Capital Mall, Suite 410

Sacramento, CA 95814

### SECTION D. GRANT AGREEMENT

Successful grant applicants (grantee) will work with the DBW Grant Administrators: Robin Turgeon ([Robin.Turgeon@parks.ca.gov](mailto:Robin.Turgeon@parks.ca.gov)) or Leticia Padilla ([Leticia.Padilla@parks.ca.gov](mailto:Leticia.Padilla@parks.ca.gov)) regarding the development of the Grant Agreement for their Project. Work on the Project cannot begin until the Grant Agreement has been executed. **Any work done prior to the execution of the Grant Agreement will not be reimbursed**. The grantee must adhere to all stipulations in the Grant Agreement.

\*Instructions for the Scope of Work, Table of Deliverables, and Schedule, along with a Formatting Sample Scope of Work are available in OLGA, under "Show Documents".

The DBW has the right to discontinue the Project, if the Project is not making progress, the equipment purchased under the Grant Agreement is not maintained, or if funding is misused. In any of these cases, the grantee is responsible for reimbursement of the funds to the State.

## 2017/18 Division of Boating and Waterways QZM Grant Program

### Audit Appeal Process

The process for appealing an audit is described in the [California Code of Regulations, Title 14, Division 4, Chapter 1, Article 1.6, section 5307](#).

### **SUPPLEMENTAL INFORMATION**

Letters of Support are optional to submit. If submitting a Letter of Support, the letter is required to be on letterhead from the supporter. Support Letters from the CDFW or DBW are not appropriate, since both these agencies are involved in the grant review process.

### **SECTION E. REIMBURSEMENT OF COSTS**

Reasonable reimbursement costs are those that

- Directly implement a local or regional quagga and zebra mussel infestation Prevention Plan which meets the requirements of [Fish and Game Code, Section 2302](#)
- Directly relate to the investigation and inspection of the conveyance for quagga and zebra mussels prior to contact with a reservoir
- Reasonable regulatory costs associated with the investigation and inspection of a conveyance for the presence of quagga and zebra mussel prior to contact with a reservoir, as defined under CWC, §6004.5, which occurred before or after January 1, 2013
- Are within the funding availability

These costs may include but not limited to the following: engineering design, legal fees, preparation of environmental documentation, pre and post Project monitoring, and Project implementation.

Costs that are **NOT** reimbursable with the grant funding include, but are not limited to:

1. Costs, other than those noted above, incurred outside the terms of the Grant Agreement with the State
2. Salaried employees with permanent status (documented hours towards the project is required)
3. Staff overtime, sick leave, and vacation hours
4. Operation and maintenance costs not related to the Project
5. Purchase of equipment, watercraft and/or vehicles that are not an integral part of the Project
6. Establishing a reserve fund
7. Replacement of an existing funding source for ongoing programs
8. Expenses incurred in the preparation of an application for the DBW Grant Program
9. Payments of principal or interest of existing indebtedness or any interest payment unless the debt is incurred within the term of the grant agreement
10. Expenses that occurred before or after January 1, 2013 that are not reasonable regulatory costs stated in Section E
11. Overhead costs which would otherwise be monthly costs (ie. Electricity)

Advanced funds may be available upon request by [federal agencies](#) pursuant to applicable laws and regulations.

## 2017/18 Division of Boating and Waterways QZM Grant Program

### SECTION F. ADVANCE PAYMENT

Approved advanced payments will be subject to:

1. Quarterly reports as to the expenditures of these funds
2. Quarterly progress reports stating the task, title and deliverables.

Note: Submit a progress report even if no progress has been made during the quarter and provide a justification.

### SECTION G. SPECIFIC REQUIREMENTS

Specific Requirements for the Grant Agreement are located in Exhibit A, Section B. This section notifies the applicant of the specific requirements the grantee will be responsible for under the Grant Agreement. The requirements include; consistency with the Scope of Work during the application and review process. Construct and submit a questionnaire relative to public knowledge on clean, drain and dry and the grantee must participate in at least three community outreach events educating the public about the effects of a dreissenid mussel infestation and the reservoir's prevention plan.

For more Information on the Dreissenid Mussel Infestation Prevention Program, please visit our website: [http://dbw.parks.ca.gov/?page\\_id=28822](http://dbw.parks.ca.gov/?page_id=28822).