



California State Parks
Division of Boating and Waterways

**Quagga and Zebra Mussel Infestation Prevention
Grant Program Guidelines**



Top left: Quagga (left) and zebra mussel (right). Photo from Michigan Sea Grant. Top right: Mass of quagga mussels. Photo from Division of Boating and Waterways. Bottom left: Quagga mussels on a propeller. Photo from California Dept. of Fish and Wildlife. Bottom right: Zebra mussels inside a pipe.

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1.0. INTRODUCTION

California State Parks Division of Boating and Waterways' (DBW) mission is to provide safe and convenient public access to California's waterways. DBW fulfills this mission, in part, through the Quagga and Zebra Mussel Infestation Prevention Grant Program (QZ Grant Program) pursuant to Harbor and Navigation Code (HNC), Section 675 et. seq. and California Code of Regulations (CCR), Title 14, Section 5300 et. seq.

The QZ Grant Program provides funding to entities who own or manage any aspect of the water in the reservoir, where recreational, boating, or fishing activities are permitted, for the development and implementation of a QZ Prevention Program. Prevention programs shall include public education, monitoring, and management of the recreational activities allowed at a reservoir. These entities may include, but are not limited to:

- Cities
- Counties
- State Agencies
- Federal Agencies
- Districts
- Federally Recognized Tribes

1.1. Reservoir and Dam Definitions

Under the 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 of California Water Code defines a "dam" as "... 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."

1.2. Project Types

Two types of projects are funded by the QZ Grant Program:

- a. Tier 1 Project. A Planning and Assessment project for the development or improvement of a Prevention Plan to bring it into compliance with Fish and Game Code (FGC) Section 2302 and CCR, Title 14, Section 672.1 (b) and as defined in CCR, Title 14, Section 5200.5 (d).
- b. Tier 2 Project. An Implementation project for the implementation of a Prevention Program. To qualify for a Tier 2 project an applicant must upload their Prevention Plan

and a signed letter from the California Department of Fish and Wildlife (CDFW), in the On-Line Grant Application (OLGA) system, demonstrating that their Prevention Plan has been accepted by CDFW. Applicants may use the letter signed when the Prevention Plan was originally accepted if it is dated after 2016.

The maximum funding limit for each project type is as follows:

- a. \$200,000 for a Tier 1 Planning/Assessment project.
- b. \$400,000 for a Tier 2 Implementation project.
- c. Match funding is not a requirement for the QZ Grant Program.

1.3. Project Funding Criteria

1.4. Application Parameters

The parameters are as follows:

- a. Applicant cannot apply for a reservoir that is included in the first year of an active DBW QZ Grant (for example, if a reservoir is included in a 2023 QZ Grant, the applicant cannot apply for a 2024 QZ Grant).
- c. The project must be completed within the two-year grant term.
- d. Projects that involve significant construction or ground disturbance, involving CEQA/NEPA, are not suited for this two-year Grant Program.
- e. An application can only consist of one project type, either a Tier 1 or a Tier 2 project.
- f. A Tier 1 project application can consist of multiple reservoirs.
- g. A Tier 2 project application can only contain one or two reservoirs.
- h. If more than one reservoir is included in a single Tier 2 application, the project must be the same for both reservoirs. For example, a Tier 2 project including watercraft inspection, needs to be the same project at both reservoirs in the single application.
- i. If multiple projects are submitted in a single application, or if more than two reservoirs are included in a single Tier 2 application, the application will be disqualified.
- j. While an application can only consist of a single project, an applicant can submit more than one application (i.e., can apply for more than one Tier 1 project, or more than one Tier 2 project); if doing so, an applicant must prioritize applications within the OLGA system.

1.5. Applicant Eligibility

An applicant must meet the three eligibility requirements of HNC Section 675 to be considered for funding. The requirements are as follows:

- a. An applicant must own or manage any aspect of the water in the reservoir, which could include the recreational aspects of the water in a reservoir, where recreational activities are permitted pursuant to HNC Section 676.1 and Fish and Game Code (FGC) Section 2302. Documentation is required, see Section 2.1 – Statement of Eligibility, Item a – Ownership or Management Authority over a Reservoir.
- b. The applicant must demonstrate that the reservoir is uninfested with quagga and zebra mussels. Early-detection mussel monitoring data is required.
- c. The reservoir must be open to the public for recreational activities.

2.0. APPLICATION, REVIEW, AND SELECTION PROCESS

The entire application process must be completed through the On-Line Grant Application (OLGA) system, and all documents uploaded must be in PDF format.

2.1. Statement of Eligibility

The Statement of Eligibility is used to determine whether the applicant is eligible to apply for a QZ Grant.

- a. In the Statement of Eligibility section in OLGA, the applicant must address the following eligibility criteria to establish Ownership or Management Authority over a Reservoir:
 1. To document that the applicant has ownership authority over the reservoir, the applicant is required to provide the water license/rights/legislative authority (e.g., California Water Code, etc.) or grant deed that declares them owners of the reservoir.

Or
 2. To document that the applicant has the appropriate management authority over the reservoir, the applicant is required to provide the contract between the owner of the reservoir and the applicant that demonstrates that the applicant has authority to conduct the following activities at the reservoir, including but not limited to:
 - i. Manage any aspect of the water in the reservoir, which could include but is not limited to, the recreational aspects of the water in the reservoir.
 - ii. Apply to DBW for a QZ Grant.

- iii. Construct, operate, and maintain the infrastructure, as applicable.
 - iv. Post signage, as applicable.
 - v. Prepare Prevention Plan documentation in accordance with FGC Section 2302 and CCR Title 14 Section 672.1 (b).
 - vi. Monitor for water chemistry and quagga and zebra mussels (i.e., early-detection mussel monitoring).
 - vii. Conduct and monitor boater inspection and decontamination activities, as applicable. and
 - viii. Conduct public/boater outreach for the reservoir; as applicable.
3. The applicant is also required to identify the specific page, highlighting the specific paragraph number within the document that identifies the ownership or the management authority of the reservoir.
- b. To demonstrate that the reservoir is uninfested, the applicant is required to provide quagga and zebra mussel early-detection monitoring data no older than March of the previous year. Data must be uploaded into the OLGA system with the application. The data can either be collected on a datasheet provided by CDFW or in another format, as long it includes the minimum information listed below.
1. Data shall include results from surface surveys, artificial substrates and/or plankton tows. An applicant can upload their CDFW-required annual report in support of their early-detection quagga and zebra mussel monitoring data, if preferred. Consult with CDFW staff for recommended method and frequency of Quagga or Zebra mussel early-detection monitoring for your reservoir. For contact information for CDFW staff, visit: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4955&inline>.
 2. CDFW's early-detection protocols and datasheets are available under "Decontamination, Cleaning & Surveying Protocols" at: <https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>.
 3. If using own format, the data submitted *must include the following*:
 - i. Reservoir name.
 - ii. Reservoir County.
 - iii. Sampling date.
 - iv. Sampling sites within the reservoir located by geographic coordinates (i.e., latitude and longitude).

- v. Name and contact information of person who conducted the sampling.
- vi. Sampling method (plankton tow, artificial substrate, or surface survey).
- vii. Sampling protocol used (i.e., reference the document that described the methodology used).
- viii. Results of field sampling (i.e., presence or absence) and laboratory analyses (i.e., positive or negative).
- ix. In addition, information specific to each method reported shall include, as applicable:
 - (a) Plankton tows:
 - (1) Tow volume.
 - (2) Preservation method and preservative used.
 - (3) Method of analysis (Cross-Polarized Light Microscopy (CPLM) and/or polymerase chain reaction (PCR) analysis).
 - (4) Name and contact information of the person/entity who analyzed the samples.
 - (b) Artificial substrate - surface area inspected.
 - (c) Surface surveys - linear distance and type of surfaces inspected.
- c. The applicant must describe how the reservoir(s) is open and available to the public for recreation.
- d. Within the OLGA system, the applicant must attest that the reservoir meets the definition of a Reservoir, as defined by California Water Code Section 6004.5.

After the Statement of Eligibility has been completed through the OLGA system, if the applicant has answered 'no' to any of the eligibility questions, the OLGA system will not allow the applicant to continue to the application portion of the grant. It is imperative that the applicant follows the OLGA system application instructions closely and completely. In most cases, if required information is missing in the application, an error message will appear, and the OLGA system will not allow the application to be submitted until the error has been addressed and cleared. Please note that it is the applicant's responsibility – not the OLGA system's – to verify all the required elements are submitted in the application.

3.0. APPLICATION REQUIREMENTS

3.1. Project Application

- a. The following items are required for the application to be complete in the OLGA system. Those marked with an “*” require a separate PDF document to be uploaded to the OLGA system. The OLGA system will not accept non-PDF document types.
 1. General project Information.
 2. Prevention Plan and CDFW acceptance letter (if applying for a Tier 2 project). *
 3. Statement of Eligibility.
 4. Reservoir Ownership/Management documentation highlighting specific sections. *
 5. Draft or Final Resolution/Order, or a Final Letter of Approval from an Executive Officer or equivalent if a governing body does not exist. Use the template provided. *
 6. Documentation to demonstrate that the reservoir is uninfested (early-detection mussel monitoring data) that is dated no older than March of the previous year. *
 7. Declaration of Public access to the reservoir for recreational activities.
 8. Declaration that the reservoir meets the definition of a reservoir (California Water Code Section 6004.5).
 9. State Senate and Assembly District Identification.
 10. Project Narrative. Use template provided. *
 11. Scope of Work with task and subtasks and Table of Deliverables. Use template provided. *
 12. Task Budget.
 13. Line-item Budget.
 14. Agency Organizational Chart (optional). *
 15. Maps. *
 16. Facility Design, if applicable for a Tier 2 project. *
 17. Environmental Compliance [California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) documentation], if applicable. *
 18. Permits, if applicable. *
 19. Memorandum of Agreement (MOA) or lease agreement for control and operation of

the project site. *

20. Local Ordinances. *

b. Optional:

1. Letters of support* may be submitted but are not required. If submitting a letter of support, the letter is required to be on letterhead from the supporter. A letter from CDFW or DBW is not acceptable, since these agencies are involved in the grant review process.

Instructions for the Scope of Work and Table of Deliverables, and Narratives for either Tier 1 or Tier 2 are available in the OLGA system under “Show Documents”; and at <https://dbw.parks.ca.gov/QZGrant>.

If any of the required documents are not submitted, the application will be considered incomplete and will be disqualified.

3.2. Use of Templates for Applicants

When DBW provides template documents, use those, as of their most recent date, and **do not develop your own**. Templates are provided for the Tier 1 and 2 Narratives, the Scope of Work and Table of Deliverables, and the Resolution/Letter of Approval. Templates are provided in the OLGA system under “Show Documents”; as well as at <https://dbw.parks.ca.gov/QZGrant>. Follow the title and formatting conventions in the instructions of the project Description Narratives and Scope of Work. Failure to follow all instructions may result in the denial or disqualification of your project.

If a question in the application and/or Narrative instructions does not apply, indicate “not applicable” or N/A. However, where possible, even if the information requested does not directly apply to the project, any program information should be used to address each question. For example, if the project does not have a monitoring component but monitoring is part of the overall prevention program, that information should be included in its place identifying the entity responsible for the monitoring.

3.3. Ownership/Management Documentation

As stated in Section 2.1, ownership/management authority documentation is required at the time of grant application for all applicants. **The applicant is also required to reference the specific page number and/or paragraph number and yellow highlight the specific sections within the documents provided, that identifies the applicant’s ownership or management authority over the reservoir.**

Resolution: If your agency is a local government agency with a governing board, you are required to submit a Resolution adopted by your governing board which authorizes the applicant entity to apply for funding from DBW, and provides the necessary authorities, see sample. **A draft Resolution, at a minimum, is required at the time of application. A grant award is contingent upon DBW receiving a signed Resolution before the grant agreement is executed.** A template is provided under “Show Documents”; in the OLGA system as well as at <https://dbw.parks.ca.gov/QZGrant> under “Application Materials.”

Letter of Approval: If you do not have a governing board, as is the case for a federal agency for example, you are required to submit with the application a Letter of Approval, which authorizes the applicant entity to apply for funding from DBW, and provides the necessary authorities, see sample. The Letter of Approval shall be on agency letterhead. **A signed Letter of Approval is required at the time of application.** A sample is provided under “Show Documents”; in the OLGA system as well as at <https://dbw.parks.ca.gov/QZGrant> under “Application Materials.”

3.4. Application Submittal – Using the On-line Grant Application (OLGA) System

All materials, including applications, attachments, and supporting documents, must be submitted electronically through the OLGA system by the date and time provided on the current grant cycle’s Solicitation Notice. At the deadline, the OLGA system will close, the applicant will be locked out of the system, and the application period will end. After the deadline, projects cannot be modified by the applicant unless DBW requests a modification as a result of application review.

To avoid possible disqualification due to late submission and to ensure that your application was submitted successfully, run the validation process in the OLGA system. In most cases, the validation process verifies that information has been completed and documents have been uploaded. It is recommended that you save a copy of the application and review it before submission to ensure all information is accurate. It is highly recommended that you review your application and run your validation at least a day or two ahead of the submission deadline to ensure that you have adequate time to correct any errors, if found. The applicant is responsible to ensure all documents are uploaded and the application is complete by the deadline.

To submit the application, you must hit the “Submit” button (not the “save” button) in the OLGA system. The OLGA system will display a warning message that no changes can be made after submission. Once you confirm the submission, the system will display a message that your application has been successfully submitted. The OLGA system will send you a confirmation email and will also notify the QZ Grant Program that your application has been submitted to DBW.

Due to the quantity of last-minute questions from applicants, the QZ Grant Program staff cannot guarantee they can provide answers as the deadline nears. Therefore, the last day to expect a reply to questions will be up to noon the day prior to the last day of the grant application deadline.

4.0. REIMBURSEABLE PROJECTS

Reasonable reimbursement project costs are those that are for:

- a. The development or improvement of a Prevention Plan which meets the requirements of FGC Section 2302 and CCR Title 14 Section 672.1 (b).
- b. The direct implementation of a local or regional quagga and zebra mussel infestation Prevention Plan which meets the requirements of FGC Section 2302 and CCR Title 14 Section 672.1 (b).
- c. The investigation and inspection of a conveyance for the presence of quagga and zebra

mussel prior to contact with the water in a reservoir.

- d. The funding of a project is reasonable, allowable, and within the limit and availability of funding.

4.1. Examples of Reimbursable Projects:

a. TIER 1 – Planning/Assessment Projects

1. Development of a new Prevention Plan which will be accepted by CDFW.
2. Revision of an existing Prevention Plan to bring the Plan/Program into compliance with CDFW regulations.
3. Project personnel for revising or developing a prevention plan, which include benefits and overtime, as defined by grantee's established policies. A first line supervisor and manager for oversight of staff may qualify as well if they are working directly on the project.
4. Early-detection mussel monitoring that includes staffing and equipment for monitoring adults and/or veliger larval stage dreissenid mussels. Materials and supplies are required to be identified and listed in the OLGA system under the Line-Item Budget category (e.g., Do not simply list "Materials/Supplies = \$1000," instead list the name/type of each material or supply for the field or office use.).
5. Water chemistry monitoring (i.e., calcium, pH, salinity, water temperature, dissolved oxygen).
6. Travel expenses, including per diem for travel directly related to the activities of developing or revising a Prevention Plan, for conducting early-detection mussel monitoring, or for water chemistry monitoring.

b. TIER 2 – Implementation Projects

Projects may include, but are not limited to:

1. Project personnel that include benefits and overtime, as defined by grantee's established policies. A first line supervisor or manager for oversight of staff, may qualify if they too are working directly on the project.
2. The development or implementation of an outreach project, or portions of a project that includes purchasing posts and boards for displaying educational materials or signage, handouts for boater education, and media buys including but not limited to print, broadcast, digital and social media, public surveys, and event space and displays. For an example of an outreach project review the Grantee Resources webpage: https://dbw.parks.ca.gov/?page_id=29256. If the outreach project includes information not related to the QZ topic, only the QZ proportion of the information will be reimbursed.

3. Materials and supplies, including but not limited to purchasing bands and supplies for a banding program, monitoring supplies, or inspector supplies. These are required to be identified and listed in the OLGA system under the Line-Item Budget category (e.g., Do not simply list "Materials/Supplies = \$1000," instead list the name/type of each material or supply for the field or office use.).
4. Early-detection mussel monitoring that includes staffing and equipment for monitoring adults and/or veliger larval stage dreissenid mussels.
5. Water chemistry monitoring (e.g., calcium, pH, salinity, water temperature, dissolved oxygen).
6. Inspection canines for outreach and the detection of adult mussels on watercraft.
7. Equipment such as a mobile decontamination unit. Small scale storage sheds for decontamination units and/or decontamination supplies are also considered.
8. Purchase and installation of a mechanical arm/gate at locations to maintain lawful entry to the reservoir (when the CEQA/NEPA process has already been completed).
9. Installing a decontamination station.
10. Creating a staging area for vehicles with trailers related to inspections or decontaminations.
11. Rental or lease for temporary restroom facilities for inspectors.
12. Rental or lease for truck or watercraft.
13. Installation costs associated with decontamination or other mussel prevention activities, such as drainage, gas, power, sewer, telephone, or water utilities to connect equipment and other services needed.
14. Travel, including per diem.

4.2. Non-Reimbursable Costs

Include, but are not limited to the following:

- a. Costs incurred outside the terms of the QZ Grant Agreement.
- b. CEQA work, including but not limited to filing fees and staff time.
- c. Overhead costs which would otherwise be ongoing monthly costs (e.g., utilities, electricity, telephone, water, and fuel).
- d. Installation of utilities for personnel or the public.
- e. Installation of a water well.
- f. Personnel time spent enforcing the state or a local QZ mussel sticker by a law

enforcement officer or personnel time enforcing a local QZ mussel sticker by any level of staff.

- g. Personnel time for management not directly working on the QZ Grant project.
- h. Personnel leave time (e.g., sick leave or vacation time).
- i. Personnel time not spent on the QZ Grant project.
- j. Purchase of equipment that is not an integral part of the QZ Grant project.
- k. Purchase of trucks or watercraft.
- l. Purchase or construction of large-scale buildings or multi-use buildings such as joint operation centers.
- m. Construction or paving of boat ramps or related parking.
- n. Incentives (e.g., outreach giveaways).
- o. Establishing a reserve fund.
- p. Replacement of an existing funding source for ongoing programs.
- q. Expenses incurred in the preparation of an application for the QZ Grant Program.
- r. Payments of principal or interest of existing indebtedness.
- s. Food, water/drinks, or snacks.

5.0. ADVANCE PAYMENT

Advanced funds may be available upon request by federal agencies pursuant to applicable laws and regulations. Approved advanced payments will be subject to DBW approval as well as the following:

- a. Quarterly Progress Reports including a discussion of the expenditure status.
- b. Advanced funds are limited to one task at a time or at a percentage of the total award, not to exceed 25% of the total award before the work is completed. Upon receipt of deliverable(s) and invoicing for said task, another advance may then be released.

A Quarterly Progress Report shall be submitted even if no progress has been made during the quarter and must be accompanied by a justification explaining why no progress has been made.

6.0. PROJECT SELECTION CRITERIA

6.1. Application Review and Evaluation

The Review Panel, composed of management and staff from DBW and CDFW's Invasive Species Program will review each completed QZ Grant Program application. DBW reviews each application for completeness and program eligibility. CDFW reviews and scores each application according to the selection criteria discussed below. The document that DBW and CDFW utilize for application review and scoring is available under "Show Documents" in the OLGA system as well as at <https://dbw.parks.ca.gov/QZGrant> under "Reference Materials."

Following the review, each application will be ranked by consensus of the Review Panel. Final selection of each application to be funded and the funding amount, will be determined by the DBW Aquatic Invasive Species (AIS) Unit Chief.

- a. Application scoring and ranking shall be based on:
 1. Administrative review – the completeness of the application.
 2. Value – how well the project contributes to preventing the spread of quagga and zebra mussels and the risk of future infestation at the reservoir.
 3. Stewardship of prior QZ Grant funding, as applicable.
 4. The Scope of Work (SOW) and Table of Deliverables (TOD) that clearly identifies the tasks, subtasks, deliverables, and deadlines in a logical manner. Use the sample in the OLGA system under "Show Documents" as well as at <https://dbw.parks.ca.gov/QZGrant> under "Application Materials."
 5. Comply with the Tier 1 or Tier 2 Narrative Instructions. Use the sample in the OLGA system under "Show Documents" as well as at <https://dbw.parks.ca.gov/QZGrant> under "Application Materials."
 6. Provide a complete and clear budget that aligns: the Line-Item Budget, must align with the Task Budget, and the Task Budget must align with the SOW. (This information will be inputted directly into the OLGA system.)
 7. Demonstrate that the project is technically feasible and can be completed within the two-year timeframe.
 8. Demonstrate how the success of the proposed project will be measured through appropriate assessment and monitoring techniques.
 9. Demonstrate the relevant education, experience, and expertise of the project team.

10. Demonstrate readiness to proceed with the project.

Applicants may be asked by DBW to adjust their SOW and revise their budgets based on available funding, or other factors.

6.2. Higher Priority for Funding

- a. Higher priority for funding will be given to Tier 1 and Tier 2 projects that demonstrate the following:
 1. Reservoirs that have a higher risk of infestation based on the risk of quagga and zebra mussel introduction.
 2. Reservoirs that are part of a regional-scale Prevention Program and Plan for the prevention of a quagga and zebra mussel infestation [HNC Section 676 (b)(2) and CCR Title 14 Section 5304 (b)].
 3. 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 [HNC Section 676 (b)(3) and CCR Title 14 Section 5304 (c)].
 4. Projects that utilize the content of the “Invasive Mussel Guidebook for Recreational Water Managers and Users” and other relevant documents, under “Information Resources” at <https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels> [HNC Section 676 (b)(1) and CCR Title 14 Section 5304 (a)].
- b. Higher priority is also given for Tier 2 projects as follows:
 1. Reservoirs with a higher risk of quagga and zebra mussel establishment, as categorized by CDFW, based on water chemistry (e.g., calcium, pH, salinity) data from the waterbody and best available science on quagga and zebra mussel biology and ecology.
 2. A project that involves the CEQA/NEPA process and documentation of such has already been completed and will be uploaded into the OLGA system would have higher priority than a project that has not started the CEQA/NEPA process. It is likely that a project that has not already completed the CEQA/NEPA process, will not be funded. (Please refer to Section 4.2 Non-reimbursable Costs)

6.3. Award of Funding Appeal Process

If the applicant wishes to appeal DBW’s denial to award funding for a complete application, the applicant must send a letter to the Deputy Director of DBW within 30 days of DBW’s award decision describing the justification for appealing the decision. The applicant must also cite any regulations, statutes, or Division publications that supports the appeal, and if applicable, provide revised budget documents identifying in track changes any revisions to the Line-Item and Task

Budgets from the original application. To obtain contact information for the Deputy Director, contact the QZ Grant Team at QZGrant@parks.ca.gov or 888-326-2822.

7.0. GRANT AGREEMENT

Successful grant applicants (Grantees) will work with the DBW Grant Administrator for the incorporation of their project in the standard Grant Agreement. Work on the project cannot begin until the Grant Agreement has been executed, or until approval has been provided by DBW for work to begin. The Grantee must adhere to all requirements in the Grant Agreement. Grantees will forfeit funding for the grant cycle if the Grant Agreement is not signed by the deadline provided by DBW in the Award Decision Letter.

7.1. Specific Requirements

- a. Specific requirements with due dates are included in the TOD within the Grant Agreement.
- b. Work must be consistent with the DBW approved SOW, Line-Item Budget and Task Budget.
 1. The total grant amount agreed upon for each line-item is the maximum amount allowed to be reimbursed. For example, personnel hours and the pay rate can be adjusted at the Grantee's discretion during the grant term if the total for the line-item is not exceeded.
- c. Requests for either a line-item adjustment or an amendment, are contingent upon approval of DBW. These requests will only be considered once, and no request will be considered within one year of the expiration of the Grant Agreement.
- d. CDFW will recommend to DBW the method and frequency of Early-Detection Mussel Monitoring that a Grantee must conduct. This will depend on the reservoir's calcium concentration and will follow CDFW's "Recommended Minimum Dreissenid Mussel Early Detection Monitoring" (PDF) available here: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=180290&inline>
 1. The Early-Detection Mussel Monitoring prescription may be more extensive than what CDFW accepted for a Prevention Plan.
 2. Early-detection mussel monitoring is a reimbursable item, but it must be included in the budgets and approved by DBW to be reimbursable.
- e. Early-Detection Mussel Monitoring data is reported to DBW with each Quarterly Progress Report, the Annual Report, and Draft Final Project/Final Project Reports.
 1. For the Annual Report, provide data that is dated within a year from the due date of the Annual Report; for the Draft Final Project/Final Project Reports, provide data that is dated within a year from the due date of the Draft Final Project/Final Project Reports.
- f. The following must be submitted, using the templates and sample documents provided

by DBW at: https://dbw.parks.ca.gov/?page_id=29256, according to the timeline listed in the TOD of the Grant Agreement:

1. Quarterly Progress Reports and invoicing.
 - i. Submit a Quarterly Progress Report even if no progress has been made during the quarter and explain why no progress has been made, if applicable.
2. Annual Report.
3. Draft Final Project and Final Project Reports.
4. Final Project Summary.
5. Project Completion Certifications.
6. Contractor's Release Form(s), if applicable.
7. Evidence of insurance with endorsement.
8. Contractor Certification Clauses form (CCC).
9. Public Agency Approvals, Entitlements, or Permits, as applicable.

7.2. Additional requirements for Tier 2 Projects:

- a. Prepare a survey plan and a survey and distribute the survey to the public (waterway users) to assess public knowledge on QZ prevention methods including the clean, drain, and dry process. A sample survey and survey plan are provided under "For Implementation Projects (Tier 2)" at https://dbw.parks.ca.gov/?page_id=29256.
- b. Participate in at least three public outreach events addressing the effects of a quagga and zebra mussel infestation. The events may be in person or virtual.
- c. Post a physical sign at the reservoir(s) as well as well as an update on the grantee's webpage about the QZ Grant project within the first year of the QZ Grant.
- d. Data from ramp monitor contacts for inspection and decontamination activities, if applicable.
- e. Provide copies of final CEQA/NEPA documentation and any public agency approvals or permits, as applicable. Work on the project or task cannot begin until DBW has received completed documentation and/or evidence of its submission to the State Clearinghouse, when applicable.
- f. If the project includes outreach materials and/or media buys, the information must be submitted to DBW for review prior to purchase, no later than 30 days before the grant expires.

If the project is not proceeding as set forth in the Grant Agreement, DBW has the right to discontinue the project. Project discontinuance may be the result of missing or

uncommunicated late deliverables, and/or misuse or unused funding. In any of these cases, the Grantee is responsible for reimbursement of the funds to the State.

8.0. AUDITS AND APPEALS PROCESS

The audits and appeals process is described in the CCR Title 14, Division 4, Chapter 1, Article 1.6, Section 5307.

9.0. FOR MORE INFORMATION

For more Information on the QZ Grant Program, please visit our website:

<https://dbw.parks.ca.gov/QZGrant> or e-mail: QZGrant@parks.ca.gov.

10.0. DEFINITIONS

“Applicant” is an entity that files an application for funding under the provision of the California State Parks Division of Boating and Waterways (DBW) Quagga and Zebra Mussel Infestation Prevention Grant Program (QZ Grant Program).

“Application Packet” is required information submitted to DBW to request funding for a project.

“Biennial Grant Term” is a QZ Grant term for two years.

“California Environmental Quality Act (CEQA)” is a statute that requires state and local agencies to identify the significant environmental impact of their actions and to avoid or mitigate those impacts, if feasible. CEQA defines a “Project” as any project that is undertaken by a public agency or private activity which must receive some discretionary approval (meaning that the agency has the authority to deny the requested permit or approve with conditions) from a government agency due to either a direct physical change in the environment or a reasonably unforeseeable indirect change in the environment. CEQA applies to certain activities of state and local public agencies. A public agency must comply with CEQA when it undertakes an activity defined by CEQA as a "project." Additional CEQA information is available at: <https://opr.ca.gov/ceqa/>.

“Conveyance” includes boats and other watercraft, and any associated vehicles, containers, or trailers that may carry or contain adult or larval dreissenid mussels [HNC Section 676 (d)].

“Contract” is an agreement between two parties in the form of a legal document which is binding.

“Dreissenid Mussels” are a family of small freshwater mussels specifically the non-native quagga and zebra mussels for the purpose of this grant program.

“Early-Detection Mussel Monitoring” is field monitoring at a reservoir, for quagga and/or zebra mussels, where data from plankton tows, artificial substrates, and/or surface surveys is collected and analyzed. This data is used to demonstrate that the reservoir is uninfested.

“Eligibility” means the criteria that must be met to apply for QZ Grant Program funding.

“Eligible Applicant” is an applicant that meets the eligibility requirements set forth in the Grant Guidelines.

“Equipment” means tangible property that has a normal useful life of at least one-year and has a unit acquisition cost of at least \$5000 (e.g., five identical assets which cost \$1000 each, for a total of \$5000, would not meet this requirement). Equipment does not include expendable items.

“Evaluation/Selection Criteria” means a set of requirements used to select a project for a given program or funding.

“Implementation Project (Tier 2 Project)” refers to on-the-ground project, such as watercraft inspections, a small-scale construction project, equipment, etc.

“Ineligible Applicant” is an applicant that does not meet the eligibility criteria to apply for

funding.

“Ineligible Project” means a project that does not meet the eligibility criteria for funding. See Section 1.5 for eligibility.

“Letter of Approval” is like a Resolution, however the letter of approval is utilized when there is no governing board. It is signed by an executive officer and authorizes a designated representative’s title to sign the application, contract/agreement, claims for reimbursement/payment, etc. A sample is provided under “Show Documents;” in the OLGA system as well as at <https://dbw.parks.ca.gov/QZGrant> under “Application Materials.”

“Milestones” are intermediate steps or checkpoints to track the success of the project in meeting its goals.

“National Environmental Policy Act (NEPA)” is a process to ensure that environmental factors are weighted equally when compared to other factors in the decision-making process undertaken by federal agencies. Federal projects require NEPA compliance. A project is subject to NEPA if it requires a federal permit, entitlement, or authorization, requires federal funding, will occur on federal land, or is jointly carried out by a federal agency.

“Planning and Assessment Project (Tier 1 Project)” consists of planning or assessment to develop a Prevention Plan meeting the requirements of FGC Section 2302 and CCR Title 14 Section 672.1 (b).

“Prevention Plan” is document which includes an organized approach to prevent the spread of dreissenid mussel into a defined reservoir and shall include public education, monitoring, and inspection for infestation. A Prevention Plan must meet the requirements found in FGC Section 2302 and CCR Title 14 Section 672.1 (b).

“Private Party/Entity” refers to an entity that is not a unit of government, including but limited to a corporation, partnership, company, nonprofit organization, or other legal entity or natural person.

“Project” refers to the entire set of actions, including planning, permitting, constructing, monitoring, and reporting on all the proposed activities, including structural and non- structural implementation of dreissenid mussel prevention activities that are conducted as part of a QZ Grant. Projects are either Planning and Assessment (Tier 1) projects, or Implementation (Tier 2) projects. A Tier 1 Project is the preparation or revision of a Prevention Plan. A Tier 2 project can include but is not limited to: watercraft inspection stations and inspectors, launch monitors, watercraft decontamination processes and decontamination equipment, educational signage, and outreach, banding programs, mussel monitoring, installation of mechanical ramp arms, etc.

“Area” refers to the geographical boundaries, as defined by the applicant, which encompasses the area where the project will be planned/implemented, including the area where the benefits and impacts of project implementation and planning activities extend. For projects developing a Prevention Plan, the project area must include the entire area covered in the planning activities.

“Project Eligibility” means that the project must meet specific requirements to be eligible for funding. See Section 1.4 for eligibility.

“Proposal” refers to all the supporting documentation submitted that details the project and

actions that are proposed for funding pursuant to an application for a grant.

“Public Agency” is any city, county, district, the State, federal government, or any agency or department thereof.

“Quagga Mussel” a species of non-native dreissenid mussel, *Dreissena rostriformis bugensis*.

“Regional-Scale Prevention Plan” It is developed through a coordinated effort that involves multiple agencies within a regional area. The components of the program could vary based on the situation.

“Reservoir” is defined as “any reservoir which contains or will contain the water impounded by a dam.” (ref. Section 6004.5 of the California Water Code)

“Resolution” is similar to a Letter of Approval. A resolution is a formal document from an official governing body, such as the City Council, County Board of Supervisors, Harbormaster, Port District which authorizes a designated representative(s) title to sign the application, contract/agreement, and any claims for payment or reimbursement. A sample is provided at <https://dbw.parks.ca.gov/QZGrant> under “Application Materials.”

“Review Panel” is composed of California State Parks Division of Boating and Waterways and CDFW staff and management who review, evaluate, score, and rank the project proposals to determine award funding.

“Submersible Material” is a hard surface material used in reservoirs to detect mussels. When the material is submersed in water, the mussels will attach to the hard surface. This is used as a monitoring device for the detection of mussel infested waters. Submersible materials may include artificial substrates (e.g., PVC pipe and plates with a cable) that are lowered into the reservoir.

“Vulnerability Assessment” is a portion of a Prevention Plan which assesses the likelihood of a dreissenid mussel introduction and infestation. It identifies all activities and actions that occur at the reservoir and evaluates the potential for introducing quagga and zebra mussels to the reservoir.

“Zebra Mussel” is a species of non-native dreissenid mussel, *Dreissena polymorpha*.