



Department of Parks and Recreation
Division of Boating and Waterways

Quagga and Zebra Mussel Infestation Prevention Grant Program (QZ Grant Program) Grant Guidelines



Table of Contents

INTRODUCTION.....	2
RESERVOIR	2
FUNDING AND PROJECTS.....	2
APPLICANT ELIGIBILITY.....	3
SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS	4
STATEMENT OF ELIGIBILITY	4
SECTION B. APPLICATION REQUIREMENTS.....	6
PROJECT APPLICATION.....	6
USE OF TEMPLATES.....	6
OWNERSHIP/MANAGEMENT DOCUMENTATION.....	7
APPLICATION SUBMITTAL.....	7
SECTION C. REIMBURSEABLE PROJECT COSTS.....	8
EXAMPLES OF REIMBURSABLE PROJECTS.....	8
TIER 1 – PLANNING/ASSESSMENT PROJECTS.....	8
TIER 2 – IMPLEMENTATION PROJECTS	8
COSTS THAT ARE NOT REIMBURSABLE.....	8
SECTION D. ADVANCE PAYMENT	10
SECTION E. PROJECT SELECTION CRITERIA	10
APPLICATION REVIEW AND EVALUATION.....	10
HIGHER PRIORITY FOR FUNDING	11
AWARD OF FUNDING APPEAL PROCESS	11
SECTION F. GRANT AGREEMENT.....	12
SPECIFIC REQUIREMENTS	12
AUDITS AND APPEALS PROCESS.....	13
FOR MORE INFORMATION.....	13
DEFINITIONS.....	14

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 Infestation Prevention Grant Program (QZ Grant) pursuant to Harbor and Navigation Code, § 675 et. seq. and California Code of Regulations Title 14, § 5300 et. seq. [HNC § 675 et. seq. and CCR Title 14 § 5300 et. seq.]

This Grant Program provides funding to entities who are the managers or owners of a reservoir open to the public 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 Agencies
- Federal Agencies
- Districts
- Non-Profit Organizations (501)(c)(3)
- Federally Recognized Tribes

RESERVOIR

Defined under California Water Code, Division 3, Part 1, Chapter 1, § 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 from the QZ Grant Program are for either a:

- Tier 1 Project: a Planning/Assessment Project for the development or improvement of a Prevention Plan, in accordance with Fish and Game Code Section 2302 and California Code of Regulations, Title 14, Section 672.1(b) [FGC § 2302 and CCR Title 14 § 672.1(b).]; or a
- Tier 2 Project: an Implementation Project for the implementation of a Prevention Program. In order to qualify for a Tier 2 grant, applicants must upload a signed letter from the California Department of Fish and Wildlife (CDFW), in OLGA, stipulating that their Prevention Plan has been accepted by CDFW.

- The maximum limit of funding for each Project type is as follows:
 - \$200,000 for Tier 1 Planning/Assessment Projects.
 - \$400,000 for Tier 2 Implementation Projects.
- Match funding is not a requirement for the QZ Grant Program.
- The Project must be completed within the two year grant term.
- An application can only consist of one Project type, either a Tier 1 or a Tier 2 Project.
- A Tier 1 application can consist of multiple reservoirs.
- A Tier 2 application can only consist of up to two reservoirs.
- If more than one reservoir is included in a single application, the Project must be the same for both reservoirs. For example, if the project is a Tier 2 Project involving watercraft inspection, then this Project needs to be the same at both reservoirs.
- 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 rejected/disqualified
- 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, applications must be prioritized by the applicant within the On-Line Grant Application (OLGA) system,

Once an application is submitted into OLGA, project components cannot be modified unless DBW or the QZ Grant Review Team, as communicated by DBW, requests a modification to the project.

APPLICANT ELIGIBILITY

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

- Applicant must own or manage a reservoir, or manage some 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 Harbors and Navigation Code 676.1 and Fish and Game Code (FGC) § 2302. Documentation is required, see below.
- The applicant must demonstrate that the reservoir is uninfested with quagga or zebra mussels (dreissenid mussels). Early-detection mussel monitoring data is required.
- The reservoir must be open to the public for recreational activities.

SECTION A. APPLICATION, REVIEW, AND SELECTION PROCESS

The entire application process will be completed through the On-Line 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:

1. Ownership or Management authority in the reservoir(s):
 - To document that the applicant has ownership authority over the reservoir, the applicant is required to provide the water license/rights/legislative code (e.g., California Water Code etc.) or grant deed that declares them owners of the reservoir.
 - 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:
 - Manage the reservoir, or manage some aspect of the water in the reservoir, which could include but is not limited to the recreational aspects of the water in the reservoir;
 - Apply to DBW for a QZ Grant;
 - Construct, operate, and maintain the appropriate infrastructure, as applicable;
 - Post signage, as applicable;
 - Prepare Prevention Plan documentation in accordance with FGC § 2302 and CCR Title 14 § 672.1(b). requirements, as applicable;
 - Monitor for water chemistry and quagga and zebra mussels;
 - Conduct and monitor boater inspection and decontamination activities, as applicable; and
 - Conduct public/boater outreach for the reservoir; as applicable.
 - The applicant is also required to identify the specific page and/or paragraph number within the document that identifies the ownership or the management authority over the reservoir.
 - Refer to Section B of this document for the Resolution and/or Letter of Approval requirements. Templates for these documents are available in OLGA, under “Show Documents” and at <https://dbw.parks.ca.gov/QZGrant>.
2. Uninfested Reservoir(s):

To demonstrate that the reservoir is uninfested, the applicant is required to provide QZ early-detection mussel monitoring data no older than March of the previous year. Data must be uploaded into OLGA 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.

Data shall include results from surface surveys, artificial substrates and/or plankton tows. Consult with CDFW staff for recommended method and frequency of QZ early-detection mussel monitoring for your reservoir. For contact information for CDFW staff, visit: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4955&inline>.

CDFW's early-detection protocols and datasheets are available at: <https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>

If using own format, the minimum information includes:

- Reservoir name;
- County;
- Sampling date;
- Sampling sites within the reservoir (latitude and longitude)
- Name and contact information of person who conducted the sampling;
- Sampling method type (plankton tow(s), artificial substrate, or surface survey);
- Sampling method used (reference the document that described the methodology used);
- Results of field sampling (presence or absence) and laboratory analyses (positive or negative)

In addition, information specific to each method reported shall include, as applicable:

- Plankton tows:
 - Tow volume
 - Preservation method and preservative used
 - Method of analysis (Cross-Polarized Light Microscopy (CPLM) and/or polymerase chain reaction (PCR) analysis)
 - Name and contact information of the person/entity who analyzed the samples
- Artificial substrate - surface area inspected
- Surface surveys - linear distance and type of surfaces inspected

3. Public accessibility to the reservoir(s):

The applicant must describe how the reservoir(s) is open and available to the public for recreation.

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. It is imperative that the applicant follows the OLGA application instructions closely and completely. If required 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.

SECTION B. APPLICATION REQUIREMENTS

PROJECT APPLICATION

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

- General Project Information
- Prevention Plan and CDFW acceptance letter (if applying for a Tier 2 Project)*
- Statement of Eligibility
- Reservoir Ownership/Management documentation*
- Draft Resolution/Order or a Letter of Approval from an Executive Officer, or equivalent, if a governing body does not exist (See Grant Guidelines - Section A. Statement of Eligibility)
- Documentation to demonstrate that the reservoir is uninfested (early-detection mussel monitoring data)*
- Declaration of Public access to the Reservoir for recreational activities
- District Identification (Senate and Assembly)
- Project Narrative*
- Scope of Work with task and subtasks, Table of Deliverables*
- Task Budget
- Line Item Budget
- Agency Organizational Chart (optional)*
- Maps*
- Facility Design, if applicable for a Tier 2 Project*
- Environmental Clearance Checklist [California Environmental Quality Act (CEQA)]*
- Permits, if applicable*
- MOAs, lease agreements for control and operation of the Project site*
- Local Ordinances*

Optional:

- 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. Letters from the CDFW or DBW are not appropriate, since both these agencies are involved in the grant review process.

**These documents require a separate document to be uploaded to OLGA.*

Instructions for the Scope of Work, Table of Deliverables, along with a Formatting Sample Scope of Work are available in OLGA, 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 not be accepted.

USE OF TEMPLATES

When DBW provides templates for documents, such as for the Tier 1 and 2 Narratives, the Scope of Work and Table of Deliverables, and the Resolution/Letter of Approval, use those

templates and do not develop your own. Templates are provided in OLGA 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. Instructions provided in these Guidelines and in the Grant Agreement, once a grant is awarded, must be followed as well. Failure to follow all instructions may result in the denial/disqualification of your project.

If the questions in the application and/or Narrative instructions do not apply, indicate “not applicable/NA”. However, where possible, even 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; always make it clear that it is part of the Prevention Program, as applicable.

OWNERSHIP/MANAGEMENT DOCUMENTATION

As stated in Section A, ownership/management authority documentation is required at the time of grant application for all applicants. **The applicant is also required to identify the specific page and/or paragraph number 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 the Department of Parks and Recreation Division of Boating and Waterways (DBW), and provides the necessary authorities, see template. **A draft Resolution, at a minimum, is required at the time of application. Grant award is contingent upon DBW receiving a signed Resolution before the grant agreement is executed.** A template is provided under “Show Documents” in OLGA and at <https://dbw.parks.ca.gov/QZGrant>.

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 the Department of Parks and Recreation Division of Boating and Waterways (DBW), and provides the necessary authorities, see template. The Letter of Approval shall be on agency letterhead. **A signed Letter of Approval is required at the time of application.** A template is provided under “Show Documents” in OLGA and at <https://dbw.parks.ca.gov/QZGrant>.

APPLICATION SUBMITTAL

All materials, including applications, attachments, and supporting documents, **MUST** be submitted electronically through OLGA by the date and time provided on the current grant cycle’s Solicitation Notice. At the deadline, OLGA will close, the applicant will be locked out of the system, and the application period will end. Once submitted into the OLGA system, project components cannot be modified unless DBW or the QZ Grant Review Team, as communicated by DBW, requests a modification to the project.

To avoid possible disqualification due to late submission and to ensure that your application was submitted, 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 you print a copy of the application and review it before submission to ensure all information is accurate. Once the application is submitted, the application cannot be retracted. To submit the application, you must hit the “Submit” button (not the “save” button) in the OLGA system. OLGA 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. OLGA will send you a confirmation email and will also notify the QZ Grant Program that your application has been submitted. It is highly recommended that you submit your application packet at least a few hours ahead of the submission deadline to ensure that you have adequate time to correct any errors, if found, at the time of submission.

SECTION C. REIMBURSEABLE PROJECT COSTS

Reasonable reimbursement Project costs are those that:

- Are for the development or improvement of a Prevention Plan which meets the requirements of FGC § 2302 and CCR Title 14 § 672.1(b).
- Directly implement a local or regional quagga and zebra mussel infestation Prevention Plan which meets the requirements of FGC § 2302 and CCR Title 14 § 672.1(b).
- Are associated with the investigation and inspection of a conveyance for the presence of quagga and zebra mussel prior to contact with the water in a reservoir.
- Are within the allowable funding limit and funding availability.

EXAMPLES OF REIMBURSABLE PROJECTS:

TIER 1 – PLANNING/ASSESSMENT PROJECTS

- Develop a new Prevention Plan which will be accepted by CDFW.
- Revise an existing Prevention Plan to bring the Plan/Program into compliance with CDFW regulations.
- Project personnel for revising or developing a prevention plan (including benefits and overtime, as defined by grantee’s established policies). First line supervisor/manager for oversight of staff, may qualify as well if they too are working directly on the Project.
- Early-detection mussel monitoring (this includes services and supplies for monitoring adults and/or veligers).
- Water chemistry monitoring (i.e. calcium, pH, salinity, water temperature, dissolved oxygen).
- Travel, including per diem (travel must be directly related to the activities of developing or revising a Prevention Plan, for conducting early-detection mussel monitoring, or for water chemistry monitoring).

TIER 2 – IMPLEMENTATION PROJECTS

Projects may include, but are not limited to:

- Project personnel (including benefits and overtime, as defined by grantee’s established policies). First line supervisor/manager for oversight of staff, may qualify as well if they too are working directly on the Project.
- Outreach: Purchasing posts and boards for displaying educational materials or signage, handouts for boater education (if more than QZ is presented in the

materials, only the QZ proportion of the information within the materials will be reimbursed); media buys including but not limited to print, broadcast, digital and social media, public surveys, and event space and displays.

- The development or implementation of an outreach plan (including the media used, the content, tools, and staff needed to carry out the outreach plan (see the “Boat California Quagga & Zebra Mussel Prevention Quiz - Final Report” available at: <https://dbw.parks.ca.gov/QZGrant> for an outreach plan example).
- Materials/supplies such as purchasing bands and supplies for a banding program. Other types of materials/supplies are also considered, but materials or supplies must be listed out specifically in OLGAs in the line item budget (For example: do not simply list “Materials/Supplies = \$1000,” instead list the name/type of each material or supply for the field or office use).
- Early-detection mussel monitoring (this includes services and supplies for monitoring adults and/or veligers).
- Water chemistry monitoring (i.e. calcium, pH, salinity, water temperature, dissolved oxygen).
- Inspection canines for outreach and the detection of adult mussels on watercraft.
- Equipment such as a mobile decontamination unit. Small scale storage sheds for decontamination units and/or decontamination supplies are also considered.
- Construction of a two-lane, concrete ramp installation or ramp entrance and/or mechanical arm(s) at ramp entrance(s).
- Installing a decontamination station.
- Creating a staging area for vehicles with trailers.
- Rental/lease for temporary restroom facilities for inspectors.
- Rental/lease for truck or watercraft.
- Installation costs associated with decontamination or other QZ prevention activities, such as drainage, gas, power, sewer, telephone, or water utilities to connect equipment and other services needed.
- Travel, including per diem.

COSTS THAT ARE NOT REIMBURSABLE, INCLUDE BUT ARE NOT LIMITED TO:

- Costs incurred outside the terms of the Grant Agreement.
- CEQA filing fees.
- Overhead costs which would otherwise be ongoing monthly costs (i.e. utilities, electricity, telephone, water, and fuel).
- Installation of utilities for personnel or the public.
- Installation of a well.
- Personnel time spent enforcing the state or a local mussel sticker.
- Personnel time for management, if they are not directly working on the Project.
- Personnel leave time (sick leave and vacation hours).
- Personnel time not spent on the Project.
- Purchase of equipment that is not an integral part of the Project.
- Purchase of trucks or watercraft.
- Purchase or construction of large scale buildings or multi-use buildings such as joint operation centers.
- Incentives (i.e. outreach giveaways).
- Establishing a reserve fund.
- Replacement of an existing funding source for ongoing programs.

- Expenses incurred in the preparation of an application for the DBW Grant Program.
- Payments of principal or interest of existing indebtedness.
- Food, water/drinks, or snacks.

SECTION D. 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:

- Quarterly reports as to the expenditures of these funds.
- Quarterly progress reports stating the task, title, and deliverables.
- Advanced funds are limited to one task at a time. Upon receipt of deliverable(s) 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.

SECTION E. PROJECT SELECTION CRITERIA

APPLICATION REVIEW AND EVALUATION

The Review Panel, composed of management and staff from DBW and CDFW's Invasive Species Program, will review each completed application. DBW reviews applications for completeness and program eligibility. CDFW reviews and scores applications according to the selection criteria discussed below. 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 the DBW Deputy Director.

Scoring and ranking of the application shall be based on:

- Administrative review: the completeness of the application
- Value: how well the Project contributes to preventing the spread of mussels and the risk of infestation at the reservoir.

Points will be awarded for applications that adhere to these Guidelines and accomplish the following:

- Adhere to the Narrative Instructions.
- Provide a Scope of Work (SOW) and Table of Deliverables (TOD) that clearly identifies the tasks, subtasks, deliverables, and deadlines in a logical manner.
- Provide a complete and clear budget (task budget and line item budget) that lays out the cost for each item in the task budget.
- Demonstrate that the task budget aligns with each task in the SOW and with the line item budget.
- Demonstrate that the Project is technically feasible and can be completed within the two year timeframe.
- Demonstrate how the success of the proposed Project will be measured through appropriate assessment and monitoring techniques.

- Demonstrate the relevant education, experience, and expertise of the project team.
- Demonstrate readiness to proceed with the Project.

HIGHER PRIORITY FOR FUNDING

For either Tier 1 or Tier 2 Projects, higher priority for funding is given to Projects that demonstrate the following:

- Higher risk of infestation based on the risk of mussel introduction.
- 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 [HNC § 676(b)(2) and CCR Title 14 § 5304(b)].
- 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 § 676(b)(3) and CCR Title 14 § 5304(c)].
- Projects that utilize the content of the California Natural Resources Agency's Guidebooks for Recreational Water Managers and Users and other relevant documents, <https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels> [HNC § 676(b)(1) and CCR Title 14 § 5304(a)].

For Tier 2 Projects, higher priority is also given for:

- Higher risk of mussel establishment, as categorized by CDFW based on water chemistry (calcium, pH, salinity) data from the waterbody and best available science on dreissenid mussel biology and ecology.
- If the Project involves significant construction or ground disturbance, then the CEQA/NEPA processes and documentation of such, have already been completed and were uploaded into OLGA.

Applicants may be asked to adjust their SOW and request for funding based on available funding, or other factors.

The document that DBW and CDFW utilize for application review and scoring is available under "Show Documents" in OLGA and at <https://dbw.parks.ca.gov/QZGrant>.

AWARD OF FUNDING APPEAL PROCESS

If the applicant wishes to appeal DBW's denial to award funding for an application, the applicant must send a letter to the Deputy Director of DBW. In the letter, the applicant must describe the reason and the justification for the appeal. The applicant must also cite any regulations, statute 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 what were originally submitted as part of the application. Contact the Deputy Director of the Division of Boating & Waterways. To obtain the contact information for the Deputy Director, contact the QZ Grant Team at QZGrant@parks.ca.gov or call 888-326-2822.

SECTION F. GRANT AGREEMENT

Successful grant applicants (grantees) will work with the DBW Grant Administrator(s) for the development of the Grant Agreement for their Project. 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 stipulations in the Grant Agreement.

SPECIFIC REQUIREMENTS

- Specific requirements with due dates are included in the Table of Deliverables within the Grant Agreement.
- Work must be consistent with the DBW-approved Scope of Work, line item budget and task budget.
 - The total amount agreed upon for each line item is the maximum amount allowed to be reimbursed. For personnel for example, the hours and the rate of pay can be adjusted at the grantee's discretion during the grant term, as long as the total for the line item is not exceeded.
- Requests for either line item adjustments or an amendment, are at the 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.
- Quarterly Progress Reports and invoicing, annual report, project summary, draft final/final report, final Project Inspection/Completion certification and if applicable, Contractor's Release Form(s).
- 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.
- Early-detection mussel monitoring data is required twice during the two year grant term (i.e. for the annual report, provide data that is dated within a year from the due date of the annual report; for the draft final report, provide data that is dated within a year from the due date of the draft final report).
 - CDFW will recommend the method and frequency of early-detection mussel monitoring.

Additional requirements for Tier 2 Projects:

- Construct a survey plan and a survey and disseminate to the public (waterway users) to assess public knowledge on QZ prevention methods including the clean, drain, and dry process (template is provided under "Show Documents" in OLGA and at <https://dbw.parks.ca.gov/QZGrant>).
- 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.
- Post funding signage within the first year of the QZ Grant.
- Data from ramp monitor contacts for inspection/decontamination activities, if applicable.
- 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.

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, for

example. In any of these cases, the grantee is responsible for reimbursement of the funds to the State.

AUDITS AND APPEALS PROCESS

The audits and appeals is described in the California Code of Regulations (“CCR”), Title 14, Division 4, Chapter 1, Article 1.6, § 5307.

FOR MORE INFORMATION

For more Information on the QZ Grant Program, please visit our website:
<http://dbw.parks.ca.gov/QZGrant> or e-mail: QZGrant@parks.ca.gov.

DEFINITIONS

Applicant – means 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 – required information submitted to DBW to request funding for a project.

Biennial Grant Term -- the QZ grant term is 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: <http://resources.ca.gov/ceqa/more/faq.html>.

Conveyance – is the action of transporting someone or something from one place to another. For purposes of the QZ Grant Program, conveyance includes boats and other watercraft, and associated vehicles, containers, and trailer that may carry or contain adult or larval dreissenid mussels [HNC § 676(d)].

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

Dreissenid Mussels – is the genus of freshwater mussels containing quagga and zebra mussels.

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

Eligibility – means the criteria that must be met to apply for 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 (i.e. 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 Projects – means projects that do not meet the eligibility criteria for funding. See the Grant Guidelines document for eligibility.

Letter of Approval – is similar to 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 template is provided at <https://dbw.parks.ca.gov/QZGrant>.

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.

Nonprofit Organization – means any California corporation organized under Sections 501c (3), 501(c)(4), or 501(c)(5) of the Federal Internal Revenue Code.

Planning and Assessment Project (Tier 1 Project) – consists of planning or assessment to develop a Prevention Plan meeting the requirements of FGC § 2302 and CCR Title 14 § 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 § 2302 and CCR Title 14 § 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 of 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.

Project 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 the Grant Guidelines document.

Proposal – refers to all of 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 – this plan shall include the impact such as: an economic, ecological, recreational, and/or other regional impacts from a dreissenid mussel infestation in surrounding areas. 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 – Section 6004.5 of the California Water Code, defines a “reservoir” as “any reservoir which contains or will contain the water impounded by a dam”.

Resolution – Similar to a Letter of Approval, a resolution is a formal document from an official governing body, i.e., City Council, County Board of Supervisors, Harbormaster, Port District, etc. which authorizes a designated representative(s) title to sign the application, contract/agreement, and any claims for payment or reimbursement. A template is provided at <https://dbw.parks.ca.gov/QZGrant>.

Review Panel – Panel composed of State Parks/DBW and CDFW staff and management who review, evaluate, score, and rank the project proposals to determine award funding.

Submersive Material – 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.

Submersive materials may include plankton tows, and artificial substrates (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 is a written document that 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*.