

2017/18 Proposal Submittal Requirements Planning/Assessment Project Narrative Instructions

The Project Narrative should be prepared following the format and guidelines below.

Title: Entitle the Narrative “Planning/Assessment Project Narrative.” Include the Project Title on each page.

Formatting: The formatting requirements are: **PDF format**, Letter (8.5” x 11”) size paper; Single-spaced or wider; standard font - Size 11 or larger; and one inch (1-inch) margins, except for the maps. The maximum map size is legal (8.5” x 14”), and may extend beyond the 1” margin within reason. Maps must be printable. Use page numbers and number all tables, figures, and maps.

Organization: The information should be organized in a manner outlined in the instructions below and labeled as “Planning/Assessment Project Narrative”. Use section titles as follows:

Section A – Reservoir Project Area Description and Prevention Program.

A.1. Reservoir and Project Area Description.

A.2. Description of the Recreational Activities.

A.3. Description of the Vulnerability Assessment and Prevention Program.

Section B – Project Description.

Section C – Regional Impacts from a Potential Quagga and Zebra Mussel Infestation.

Section D – Technical and Feasibility Approach.

Section E – Monitoring (Tracking of the Project) and Assessment of Outcomes.

Section F – Early Detection Quagga and Zebra Mussel Monitoring.

Section G – Education and Outreach.

Section H – Key Officers and Oversight Bodies.

Section I – Project Members/Entities, Administration and Partners.

Section J – Readiness to Proceed.

Submission: Complete the narrative as a separate document and upload it into OLGA.

Section A. Reservoir, Project Area(s) and Prevention Program.

A.1. Reservoir and Project Area Description. This section is designed to give the reviewer an overall description of the reservoir and the Project site. It provides background information that outlines and provides a description of the Project in the remaining sections of the narrative.

- Description of the reservoir where the project will be located.
- Indicate the size of the reservoir, water levels/capacity, and identification of the source water.
- Describe the history of site improvements within the last ten years.

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- Describe previous DBW funded Projects and any upgrades to the facility. Provide dollar amounts, description of the Project or upgrades, year of funding, and completion dates of any DBW funding at the site.

Table 1. DBW Funded Projects

Upgrades	Location	Amount Funded	Year Funded	Year Completed

A.2. Description of the Recreational Activities. This section gives the reviewer an overall picture of the recreational activities and a better understanding of the management activities needed to prevent the introduction of quagga and zebra mussels and the work to be done under the Project.

- Describe the type of recreational activities i.e., boating, sailing, fishing, skiing, swimming, etc.
- Provide the dates of the boating season.
- Number of launch ramps (public vs. private).
- Is the reservoir(s) stocked with fish, if so what species and by whom?
- Is the use of live bait allowed?
- Provide usage information including a breakdown of launches at the site (motorized vs. non-motorized). Provide any outside usage, both public and private (e.g., sheriff, police department, commercial amphibious vehicles/vessels, and concessionaires). Include the various activities at the site.

Table 2. Usage Table

Name/Location of Launch Site	Vessels Allowed Yes/No		Outside Usage (Yes/No)		Activities (i.e., boating, fishing, etc.)
	Motorized	Non-Motorized	Public	Private	

- Indicate other boat launching facilities at the reservoir or within 10 miles of the reservoir.

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A.3. Description of the Vulnerability Assessment and Prevention Program

Vulnerability Assessment.

- Indicate one risk level (high, moderate, low) of the reservoir(s) for the introduction of the quagga and zebra mussels. Do not indicate a risk level by areas of the reservoir, but in aggregate for the entirety of the reservoir. Provide details on the elements that were considered in the Vulnerability Assessment to determine the overall risk level of introduction. The elements may include, but are not limited to:
 1. Recreational activities.
 2. Events.
 3. Live Bait.
 4. Source water (e.g. water from other waterways, effluent etc.).
 5. Proximity to infested water bodies etc.
 6. Provide details if the risk of establishment was evaluated (i.e. water quality).

If the proposed project consists of conducting the initial Vulnerability Assessment, then state the rationale for the assessment. If the project is a reassessment of the risk for introduction (Vulnerability Assessment), briefly describe the prior assessment, and state the rationale for the reassessment.

Prevention Program

(Note: If the Project consists only of developing or improving an existing vulnerability assessment, and there is not an existing Prevention Plan, or a Plan will not be developed under this project; the applicant must discuss how they will comply with [Fish and Game Code section 2302](#) (Fish & G. Code § 2302), and [California Code of Regulations, Title 14, section 672.1](#), subdivision (b), which requires all reservoir owners and managers to implement a prevention program that includes a vulnerability assessment, a monitoring program, and the management of recreational activities including public education. They also must submit a written document describing their prevention program.

If the applicant has an existing Prevention Program and/Plan, they must complete the Prevention Program subsection below.

Prevention Program Plan (Plan) - choose from the following scenarios that best describes the Reservoir(s) Prevention Program and Plan:

1. Discuss whether the reservoir is part of a Regional-Scale Prevention Program Plan¹ to prevent mussel introduction, and provide a brief summary of the Plan and how the entities communicate and coordinate to improve effective and efficient implementation of the Regional-Scale Prevention Program.

¹ A Regional-Scale Prevention Program and Plan is one that includes more than one reservoir and entities (agencies, non-profits, marina owner/managers, tribes and other stakeholders).

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Note: A Regional Scale Prevention Program is one that may include many entities and/or reservoirs.

- a. List the entities involved in the Regional-Scale Prevention Plan and the reservoirs associated with each.
 - b. Describe how the entities communicate and coordinate to provide an effective and consistent implementation of the Plan
 - c. Submit a copy of the Regional Scale Prevention Plan in OLGA
2. If the Project is not part of a Regional-Scale Prevention Plan, but an individual Plan for a reservoir, provide a brief description of the Plan. Also, describe how pertinent information is communicated amongst staff to ensure an effective and consistent implementation of the Plan. If there is an existing prevention plan, submit the Plan in OLGA.
 3. If the Project is to complete or update an existing Plan, describe or identify whether this Project will complete, improve, or update a Plan.
 - Indicate whether the Project or Plan will incorporate visual and manual inspection standards and other infestation prevention procedures consistent with either [the Natural Resources Agency - Invasive Mussel Guidebook for Recreational Water Managers and Users](#), dated September 2010, or the [Natural Resources Agency's Invasive Species Management Plan](#) dated January 2008, or subsequently adopted guidebooks and management plans(<https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>).
 - Describe the management of recreational activities permitted in the reservoir(s).
 - Describe any decontamination stations, or information on where to decontaminate a watercraft, exit inspections and banding of watercraft to trailers, etc.
 - Restricted Use – Provide a list of any restrictions that apply to the reservoir(s), and the reason for the restrictions. Example of restrictions may be, but not limited to, size or type of motors, fishing only, no body contact with water, no personal watercraft allowed, and live bait restrictions.

Table 3. Reservoir(s) Restrictions

Reservoir Name	Season Dates	Activities					
		Motorized	Non-Motorized	Live-Bait	Fishing	Body Contact with water	Other

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Check all boxes that apply to the restrictions in the reservoir(s).

Maps: Provide a detailed map or set of maps and pictures of the Project area and reservoir. If the Project is part of a Regional-Scale Prevention Program provide a map of the Regional Management area. Provide facility designs, if appropriate.

Provide the following:

- A State of California map that insets the reservoir and Project area.
- If it is not possible to identify the location/area of the Project in the State of California map, then provide a reservoir map identifying the location/area of the Project.
- If the Project is part of a Regional-Scale Prevention Program, provide a map that identifies the regional area, identifies all reservoirs in the program, and identifies the reservoir(s) that will be included in the planning effort.
- Facility designs, if applicable

NOTE: Upload maps and facility designs under the “Other Information” tab in OLGA.

Section B. Project Description. This section provides an overall description of the Project including goals, objectives and outcomes.

Provide the following information:

- Describe the Project you are proposing and the work to be completed, including a summary of goals, objectives and the major tasks. Include the anticipated outcomes and benefits of the Project.
- Describe how this Project fits into other planning efforts in the reservoir. If the proposed Project is part of a larger regional-scale Prevention Program Plan, identify the benefits of this Project in relation to the regional-scale Prevention Program Plan.
- Describe how this Project will improve existing conditions at the site and the reservoir(s).
- If your Project is to conduct a Vulnerability Assessment, describe how your Project will assess the vulnerability of the reservoir for the introduction of quagga and zebra mussel including, but not limited to:
 - a. Tracking the number of visitors.
 - b. Inquire as to the origin of visitors (relative to quagga and zebra mussel infested waters).
 - c. Tracking outside rentals that are allowed.
 - d. Survey the duration of use (day-use, slipped/moored).
 - e. Asses access points (managed or unmanaged).

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- f. Proximity to infested waterbodies.
 - g. The use of bait.
 - h. Evaluating source water (Do waters upstream of the reservoir have a Prevention Program in place?).
 - i. Current management of recreation that minimizes risk of introduction.
 - j. Current quagga and zebra mussel education efforts.
- If this Project will continue after the grant funding ends, discuss how the work will be funded.

Section C. Regional Impacts from a Potential Quagga and Zebra Mussel Infestation. Indicate whether there would be economic, ecological, and recreational impacts to rural and urban reservoirs associated with a potential quagga and zebra mussel infestation, and if so, describe each impact.

Section D. Technical and Feasibility Approach. The information requested below provides the scientific basis of the Project and its success in preventing the introduction of quagga and zebra mussels in the reservoir(s). It also gives the reviewer an overview of the Project's technical feasibility.

- Describe the technical approach; provide the scientific and/or technical basis for the approach; and if applicable, provide supporting documentation, including relevant literature, citations, studies, and/or weblinks.
- Describe how the **Project** will be consistent with [Fish & G. Code § 2302](#), and [California Code of Regulations, Title 14, section 672.1, subdivision \(b\)](#) in regards to the three prevention components Programs designed to prevent the introduction of quagga and zebra mussels shall include, at a minimum, all of the following:
 - Public Education.
 - Monitoring for adult and/or larval quagga and zebra mussels.
 - Management of those recreational boating or fishing activities that are permitted (e.g., inspections, dry times, exclusions, decontamination etc.).
- Describe when and how adaptive management will be used to refine the proposed technical and/or general approach. Adaptive management is a strategy implemented to address changes in the Project, when and if, the Project is not proceeding or progressing as expected.
- If applicable, identify and describe any needed assessment, data or planning gaps and how they will be addressed by the Project activities.

Section E. Monitoring (Tracking of the Project) and Assessment of Project Outcomes.

This section should focus on the methods used to monitor and track the progress, performance, and success of the Project.

Note: Monitoring is defined as tracking the project's progress, NOT water quality or mussel detection monitoring.

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- Describe how you propose to monitor and track the progress of the Project to completion (e.g., identify milestones, decision points, project management, methods, tools and reporting etc.).
- Summarize how the effectiveness of the Project will be monitored and assessed; include any indicators that will measure the performance of success of the Project in achieving its goals.

Section F. Early Detection Quagga and Zebra Mussel Monitoring. Early detection is critical. Discovering an infestation as soon as possible will enable agencies to make important management decisions. Early detection (Plankton tows, substrate, or visual monitoring) can also reduce the risk of an infestation spreading to other reservoirs. Monitoring for quagga and zebra mussels should take place at every reservoir. Therefore, in this section include information that pertains to monitoring activities whether it is part of the project or not. Also, if other entities are conducting the monitoring in the reservoir(s) include the entity(ies) and the frequency.

- Describe the type(s) of monitoring activities, frequency and the entity(ies) conducting the monitoring.
- Identify who manages the data and if it is shared with other managers that may need the data to protect their water resources.
- If the data is collected as part of a Regional-Scale Prevention Program describe how that data is disseminated amongst the stakeholders in the Program.
- Describe how the data will be used to inform the public and other users of the reservoir(s).

Section G. Outreach and Education. Education is a key component in preventing the spread of quagga and zebra mussels; therefore every Prevention Program is required to incorporate an Education and Outreach Component (per [Fish & Game Code § 2302](#)). This section should include the outreach and education activities whether or not it is included in the Project. Identify how and who will conduct the education and outreach, and if it is conducted as part of the Project or part of the Prevention Program.

- Discuss the goals and outcome of the Outreach and Education Component.
- Describe the target audience.
- Describe how the Project promotes increased awareness, training, educational materials, activities, and/or technology transfer to other sites in the reservoir(s) or region. Educational material may consist of, but is not limited to, handouts, flyers, signage, postings, and verbal communication.
- If this Project is part of a Regional-Scale Prevention Program effort, describe how the Education and Outreach Component will be conducted so it is uniform amongst all stakeholders to ensure and promote consistency.

Section H. Key Officers and Oversight Bodies. This section gives an overall view of the operation within the facility including responsible parties, identifying key people who provide oversight of the operation and/or management of the facility.

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Provide the following information:

- Name, title and responsibilities of key officers of the city, county, municipal districts etc.
- Provide the names of any oversight bodies, including websites, members, and contact information.
- Submit an organizational chart showing the names, titles, and the reporting relationship of all key persons involved in the operation of the reservoir facility or marina.

Section I. Project Members/Entities, Administration, and Partners. The experience of the Project Members/Entities plays an important role in the success of carrying out the Project. This information will give the reviewer insight on the level of expertise and experience of the Project Members/Entities involved in successfully completing the Project. The information in this section should identify the Project Member/Entities, their expertise and experience level and their role in the Project.

Provide the following information:

- Identify and describe the Project Members/Entities that includes partners, contractors and subcontractors and their role in the Project:
 - Specific credentials and/or qualifications, specific expertise you will be looking for
 - Relevant education, technical and administrative experience, knowledge, and skills and how they relate to the Project.
 - Availability of the Project Member/ Entities and employees/staff to complete the work. Examples of past successes in the completion of previous grant funded projects may be provided.

Section J Readiness to Proceed.

Provide the following information:

- Discuss whether you have all the necessary data and studies in place that are needed for the Project to begin, or whether they are going to be completed/collected as part of the Project
- If the Project requires funding outside of the DBW funding, how will the funding be secured?