



Frequently Asked Questions (FAQ)

1. How does an agency apply for a Division of Boating and Waterways (DBW) Quagga and Zebra Mussel Infestation Prevention Grant (QZ Grant)?

See DBW's webpage for the Guidelines and Application Materials, which will be posted two weeks prior to the opening of the grant application window at: www.dbw.ca.gov/QZGrant

2. What is a Statement of Eligibility?

A statement of eligibility provides details to DBW staff to determine if the applicant meets the funding requirements according to Harbors and Navigation Code 676.1 and Fish and Game Code, Section 2302. Applicants must complete the "Statement of Eligibility" Section within the application within the On-Line Grant Application (OLGA) system

3. What are the qualifications to apply?

The qualifications for applicants are as follows:

- 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 Section 2302. Documentation is required, see below.
- The reservoir must be open to the public.
- The applicant must demonstrate that the reservoir is uninfested with quagga or zebra mussels (dreissenid mussels). Early-detection mussel monitoring data is required.

MANAGEMENT AUTHORITY DOCUMENTATION

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

- 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;
 - Prepare Prevention Plan documentation in accordance with Fish and Game Code Section 2302 and California Code of Regulations Title 14, Section 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.

MONITORING DATA

5. What data do I need to submit to demonstrate that the Reservoir is un-infested?

- The applicant must submit results for adult and veliger quagga and zebra mussel monitoring, from data collected between March 2018 and the date of application. Early-detection mussel monitoring data may consist of plankton tows, artificial substrates and/or surface surveys. Data may be submitted using the California Department of Fish and Wildlife (CDFW) sampling datasheets as templates, or applicants may use their own format that includes at a minimum:
 - Reservoir name;
 - County;
 - Sampling date;
 - 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);
 - Depending on the method used, report: tow volume or surface area (square or linear metric) sampled;
 - For plankton tows:
 - Report the name and contact information of the person/entity who analyzed the samples
 - List the method of analyses (Cross-Polarized Light Microscopy (CPLM) and/or polymerase chain reaction (PCR) analysis)
 - Results of field sampling (presence or absence) and laboratory analyses (positive or negative)
- CDFW's optional datasheet templates:
 - Surface Survey Protocol with data sheet:
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4948&inline>
 - Artificial Substrate Protocol with data sheet:
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4953&inline>
 - Plankton Tow Protocol with data sheet:
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4954&inline>
- Data may be collected from the agency, consultants, and/or CDFW.

APPLICATION QUESTIONS

6. How many applications can I submit?

An applicant can apply for either a:

- Tier 1, Planning and Assessment Grant; or a
- Tier 2, Implementation Grant.

A Tier 1 Grant is for the development of a CDFW-accepted Prevention Plan, which meets the requirements of Fish and Game Code 2302, and California Code of Regulations Title 14, Section 672.1(b). Applicants can apply more than once per grant application cycle, for a Tier 1 Grant, however applications must be prioritized.



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A Tier 2 Grant can include but is not limited to: watercraft inspections, decontamination processes and decontamination equipment, banding programs, mussel monitoring, installation of mechanical ramp arms, etc. Unless applicants already have a CDFW accepted Prevention Plan for the reservoir, they will not qualify for a Tier 2 Grant. Applicants that qualify for a Tier 2 Grant, can apply more than once per grant application cycle, however applications must be prioritized.

Both Tier 1 and Tier 2 Grants are two-year grants, with up to \$200,000, and \$400,000 awarded, respectively.

7. How many projects can I submit in an application?

An application can only consist of one project type, meaning either a Tier 1 Planning and Assessment Project or a Tier 2 Implementation Project for 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 for a Tier 2 Implementation project involving watercraft inspections, 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 application, the application will be rejected/disqualified.

8. Can I revise my project after I submit my application and before awards are determined?

No, 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.

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

Yes, if the specific question(s) in the application/narrative instructions does not apply, indicate "not applicable/NA". However, where possible, 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. This additional information will provide evidence that all components are covered and are linked directly to the Prevention Plan.

10. Can I develop my own templates?

No, not when templates are provided by DBW; question #5 provides an optional template. Instructions provided in the Guidelines and Grant Agreement must be followed as well. Failure to follow all instructions may result in the denial/disqualification of your project.

11. What titles should be used in the narrative?

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



CEQA

12. What is a “Project” under CEQA?

Any project that is undertaken by a public agency or a private activity which must receive some discretionary approval (meaning that the agency has the authority to deny the requested permit or 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.

13. Who must comply with CEQA?

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." A project is an activity undertaken by a public agency or a private activity that 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 which may cause either a direct physical change in the environment or a reasonably foreseeable indirect change in the environment.

CEQA information is available at: <http://resources.ca.gov/ceqa/more/faq.html>

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

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

Implementation projects with a nexus to CEQA/National Environmental Protection Act (NEPA), but have not yet started the process, may be ranked less competitively than those who have already completed CEQA/NEPA. Work on the project or task cannot begin until DBW has received completed documentation and/or evidence of its submission to the State Clearinghouse.

MATCH FUNDING

15. Is match funding required for the Project?

No, currently match funding is not a requirement for the QZ Grant Program.

BUDGET TABLES

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

Yes, the line-item budget and the task budget must match.

17. How will I be ensured that my application was submitted?

You must hit the “Submit” button (not the “save” button), when you intend to submit your application through 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.

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