



# ANNUAL REPORT

## California State Parks Division of Boating and Waterways Quagga and Zebra Mussel Infestation Prevention Grant Program

Division of Boating and Waterways Grant Agreement No: \_\_\_\_\_

Report: Annual / Progress Report 4

Reporting Period: \_\_\_\_\_

Submission Date: \_\_\_\_\_

Will you be submitting a Payment Request this Quarter? \_\_\_\_\_

[Insert Title of the Project]

Grantee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Task Number	Title of the Task	Total Percent Task Completed
1.	(Insert Task 1 from the Scope of Work in the Grant Agreement. <i>e.g. Implement a Watercraft Inspection Program</i> )	<i>e.g. 15%</i>
2.	(Insert Task 2 from the Scope of Work in the Grant Agreement. <i>e.g. Develop a QZ Outreach Program</i> )	<i>e.g. 25%</i>
3.	(Insert Task 3 from the Scope of Work in the Grant Agreement. <i>e.g. Conduct early-detection monitoring</i> )	<i>e.g. 25%</i>

- For Tier 2- Implementation Projects Only-please also report on other grant requirements. If your agency has participated in any of the three required outreach events during this reporting period, please attach the completed Outreach and Education Event Report Template (available on our QZ Grant Program webpage: [http://dbw.parks.ca.gov/?page\\_id=29256](http://dbw.parks.ca.gov/?page_id=29256)) to this report.



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

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## Description of Work Completed during the Reporting Period

[Write out all tasks and subtasks as listed in the Scope of Work under the Grant Agreement and report the progress completed for each]

### **Task # 1 and Title:**

For each task, identify the work that was completed during the reporting period including milestones achieved, any issues encountered, inspections and early-detection mussel monitoring data (if applicable). If work was not completed on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period” or “Progress was not completed on this task because...” and give a brief explanation why.

Deliverables: Name the Deliverables for each task completed during the reporting period.

### **Task # 2 and Title:**

For each task, identify the work that was completed during the reporting period including milestones achieved, any issues encountered, inspections and early-detection mussel monitoring data (if applicable). If work was not completed on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period” or “Progress was not completed on this task because...” and give a brief explanation why.

Deliverables: Name the Deliverables for each task completed during the reporting period.

### **Task # 3 and Title:**

For each task, identify the work that was completed during the reporting period including milestones achieved, any issues encountered, inspections and early-detection mussel monitoring data (if applicable). If work was not completed on the task during the reporting period, indicate that “No work for this task was scheduled during the reporting period” or “Progress was not completed on this task because...” and give a brief explanation on why.

Deliverables: Name the Deliverables for each task completed during the reporting period.

### **Task # 4 and Title:**

*(Same as above)*



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**1. (DBW: If the Project is Tier 1, include the following section (a-d) and remove the next section.) Annual Report: Per the Grant Agreement, Exhibit B, Section E (2), the Grantee shall prepare and provide an Annual Report in accordance with the deadlines in Exhibit A, Section B, Table of Deliverables.**

The report shall include the following:

- a. Pictures, as appropriate. Photos with corresponding Copyright License Agreement (DPR 922A for photographer's permissions) and the Visual Media Consent Form (DPR 993 for photo permission from identifiable people). The DPR photo forms are available on DBW webpage, at: <http://www.dbw.parks.ca.gov/QZGrant> under "Grantee Resources". For example, photos could include staff inspecting incoming boats, a vessel decontamination with a decontamination unit, or public outreach activities.
- b. A summary of the conditions the Project is intended to alleviate, the Project's objectives, the scope of the Project, and a description of the approach used to achieve the Project objectives.
- c. Early-detection mussel monitoring data using the methods and frequency specific to the reservoir(s)' risk of establishment (See Exhibit A, Section A(5)).
- d. A summary of the progress made to date, significant milestones achieved, including "Project Specific Requirements" in Exhibit A, Section B, Table of Deliverables, and the current schedule of completing the Project, including the DBW approved Survey Plan and results from the survey(s). If results are not available, please provide an explanation and describe when the results will be available.



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**2. (DBW: If the Project is Tier 2, include the following section (a-g) and remove the previous section.) Annual Report: Per the Grant Agreement, Exhibit B, Section E (2), the Grantee shall prepare and provide an Annual Report in accordance with the deadlines in Exhibit A, Section B, Table of Deliverables.**

The report shall include the following:

- a. Pictures, as appropriate. Photos with corresponding Copyright License Agreement (DPR 922A for photographer's permissions) and the Visual Media Consent Form (DPR 993 for photo permission from identifiable people). The DPR photo forms are available on DBW webpage, at: <http://www.dbw.parks.ca.gov/QZGrant> under "Grantee Resources". For example, photos could include staff inspecting incoming boats, a vessel decontamination with a decontamination unit, or public outreach activities.
- b. A summary of the conditions the Project is intended to alleviate, the Project's objectives, the scope of the Project, and a description of the approach used to achieve the Project objectives.
- c. Early-detection mussel monitoring data using the methods and frequency specific to the reservoir(s)' risk of establishment (See Exhibit A, Section A(5)).
- d. A summary of the progress made to date, significant milestones achieved, including "Project Specific Requirements" in Exhibit A, Section B, Table of Deliverables, and the current schedule of completing the Project, including the DBW approved Survey Plan and results from the survey(s). If results are not available, please provide an explanation and describe when the results will be available.
- e. An evaluation of the effectiveness of the Project in preventing the introduction and infestation of QZ and alleviating the Project's original condition.
- f. If DBW is funding inspection/decontamination activities, then ramp monitor contact data must be submitted to DBW.
- g. Provide a photo of the DBW funding signage that has been posted at the reservoir. Also provide a screenshot or other proof that the DBW funding language has been posted to any websites associated with this project. Please refer to the requirements found in Exhibit A, Section A, Number 9.