

# CALIFORNIA STATE PARKS DIVISION OF BOATING AND WATERWAYS

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

April 2, 2020

[www.dbw.parks.ca.gov/QZGrant](http://www.dbw.parks.ca.gov/QZGrant)  
[QZGrant@parks.ca.gov](mailto:QZGrant@parks.ca.gov)



# INTRODUCTIONS

## ▶ Introductions

- ▶ Division of Boating and Waterways (DBW) QZ Grant Team:
  - ▶ Cara Roderick, Sr Environmental Scientist (Supervisory)
  - ▶ Joan Fine, Associate Park and Recreation Specialist
  - ▶ Stephanie Pardell, Environmental Scientist
  - ▶ Mike Rodriguez, Fish and Wildlife Scientific Aid
- ▶ DBW: Outreach and Education: Joleane King, APRS
- ▶ CA Dept of Fish and Wildlife: (CDFW): Elizabeth Brusati, Sr Environmental Scientist (Specialist)



# OUTLINE

## ▶ Part A: Program Overview Presentation

### ▶ Cara Roderick and Elizabeth Brusati

- ▶ Program Authority and Eligibility
- ▶ Program Metrics/History
- ▶ Tier 1 vs Tier 2 and examples
- ▶ Highlights and Recommendations
- ▶ Timeline
- ▶ Outreach – Joleane King

## ▶ Part B: OLGA Application

- ▶ Lead by: Joan Fine



# QUESTIONS

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- ▶ Are there any *logistical questions* about today's presentation?



# PROGRAM AUTHORITY

- ▶ Harbors and Navigation Code, Section 675, et seq.
  - ▶ Funding source
  - ▶ \$3.75 million has been available for the Grant Cycle, each year the funding is pending appropriation
- ▶ Fish and Game Code, Section 2302
- ▶ California Code of Regulations Title 14, Section 5200.5 et seq. and Section 5300 et seq.
- ▶ QZ Grant Program Guidelines



# GRANT ELIGIBILITY

1. Applicant is an owner or manager, of *any aspect of the water*, in a reservoir
  - ▶ Documentation required (with applicable sections called out)
  - ▶ Resolution or Letter of Approval
2. Reservoir is open to the public for recreation
3. Un-infested reservoir
  - ▶ Monitoring Data no older than March of the previous year, based on the CDFW monitoring protocols



# GRANT ELIGIBILITY (CONT.)

## Eligible Applicants

- ▶ Cities
- ▶ State
- ▶ Federal
- ▶ Counties
- ▶ Special Districts (such as Park or Water)
- ▶ Federally Recognized Native American Tribes
- ▶ Non-Profit 501(c)(3)





# PAST GRANTEES (CONT.)

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Since the First Cycle in 2014/2015:

- ▶ 67 Projects
- ▶ 55 Reservoirs
- ▶ 39 Agencies
- ▶ Total Award: \$14.25 Million



# TIER 1 VS TIER 2

## Tier 1 – Planning/Assessment Projects

- ▶ Preparation or improvement of a Prevention Plan
- ▶ \$200,000 max funding available

## Tier 2 – Implementation Projects

- ▶ Must have a CDFW-accepted Prevention Plan to qualify
- ▶ Projects that implement the Prevention Program/Plan
- ▶ \$400,000 max funding available
  
- ▶ No match required



# TIER 2 - NEED CDFW LETTER

## CDFW Prevention Plan Review

- ▶ Required by regulations effective 2016
- ▶ Need a letter from CDFW even if you have an older Prevention Plan
- ▶ Submit Plan to CDFW Regional Scientist
- ▶ Comments returned
- ▶ Resubmit plan
- ▶ CDFW sends acceptance letter
- ▶ Don't delay! Letter required by May 1st for Implementation Project applicants



# TIER I – PLANNING/ASSESSMENT PROJECT PROPOSALS

Project Examples – See Guidelines, page 8

- ▶ Revision or Preparation of a Prevention Plan
- ▶ Early-detection mussel monitoring
- ▶ Water chemistry monitoring
- ▶ Personnel time and travel (such as mileage), specifically related to the above activities



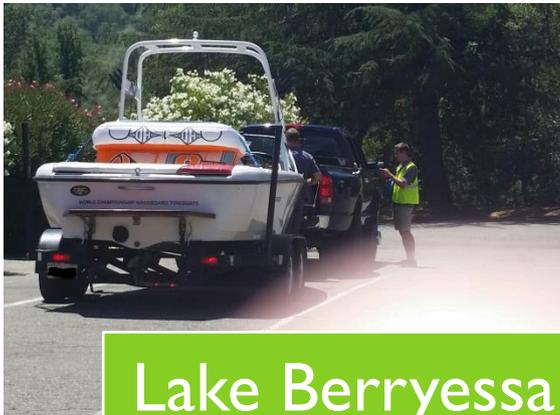
# TIER 2 - IMPLEMENTATION PROJECT PROPOSALS

Project Examples – See Guidelines, page 8-9

- ▶ Wash down lanes
- ▶ Installation of ramp entrance mechanical arms
- ▶ Cleaning/decontamination
- ▶ Staging/holding area
- ▶ Staffing (including overtime)
- ▶ Post/board signage
- ▶ Early-detection mussel monitoring and water chemistry monitoring
- ▶ Outreach



# PAST FUNDED TIER 2 PROJECTS



Lake Berryessa



Clear Lake



Camanche Lake



# NON-REIMBURSABLE COSTS/ITEMS

See Guidelines, page 9

- ▶ Costs incurred outside of the terms of the Grant Agreement
- ▶ Overhead costs which would otherwise be ongoing monthly costs (i.e. utilities, electricity, telephone, water, and fuel)
- ▶ Personnel leave time (sick leave/vacation)
- ▶ Personnel time spent enforcing the state or a local mussel sticker
- ▶ Incentives for outreach
- ▶ Purchase of equipment vehicles or watercraft
- ▶ Establishing a reserve fund
- ▶ Payments of Principal or interest of existing indebtedness



# REQUIREMENTS FOR TIER 1 & 2 PROJECTS IF AWARDED

See Guidelines, page 12

- ▶ The line item and task budgets and the Scope of Work must remain consistent
- ▶ Early-detection mussel monitoring data (with the application), with the annual report, and with the draft final report
- ▶ Quarterly Progress Reports and invoicing, annual report, project summary, draft final/final report, final project certification



# ADDITIONAL REQUIREMENTS TIER 2 PROJECTS IF AWARDED

See Guidelines, page 12

- ▶ Construct a Survey Plan and a Survey and disseminate to the waterway users (template provided).
- ▶ Participate in at least three community outreach events
- ▶ Post funding signage within first year of the grant
- ▶ If applicable: Provide data from ramp monitor contacts for inspection/decon activities
- ▶ If applicable: Provide copies of final CEQA/NEPA documentation



# QUESTIONS

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- ▶ Are there any questions about the types of either Tier 1 or Tier 2 projects or the requirements if awarded?
- ▶ Next we will cover proposal limitations.



# PROPOSAL LIMITATIONS

- ▶ Only one Project per application (either Tier 1 or a Tier 2 Project)
- ▶ Applications with multiple reservoirs must carry out the same Project at each reservoir
  - ▶ ex: if the Project is for a Tier 2 Implementation Project involving watercraft inspections, then this Project needs to be the same at both reservoirs.
  - ▶ A Tier 1 Project can include more than 2 reservoirs per application
  - ▶ A Tier 2 Project can include up to 2 reservoirs per application
- ▶ Can submit more than one application; if so, must prioritize in the On-Line Grant Application (OLGA) system



# QUESTIONS

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- ▶ Are there any questions about proposal limitations?



# PROJECT SELECTION CRITERIA

Scoring and Ranking – refer to the Guidelines, page 10-11

- ▶ Completeness of application
- ▶ Value of Project for infestation prevention and technical feasibility
- ▶ Project goals, task deadlines
- ▶ Demonstrate likely success within the two year Grant Term
  
- ▶ DBW/CDFW Scoring and ranking document is available



# HIGHER PRIORITY FUNDING PROJECTS

See Guidelines, page 11

*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.
- ▶ Coordinates with multiple agencies and/or entities on a regional scale
- ▶ Application demonstrates the unique economic, ecological, recreational impacts to rural and urban reservoirs and is incorporated into the Prevention Plan.



# HIGHER PRIORITY FUNDING PROJECTS (CONT.)

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*For Tier 2 projects, higher priority for funding is also given for:*

- ▶ Higher risk of mussel establishment based on water chemistry
- ▶ 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.



# GUIDELINE HIGHLIGHTS

- ▶ MUST submit all information into OGLA by the application deadline
- ▶ Provide letter from CDFW for Tier 2 Projects
- ▶ Must prioritize if submitting more than one application
- ▶ Early-detection mussel monitoring data no older than March of previous yr
- ▶ Definition of Equipment is included
- ▶ Staffing
- ▶ Post funding signage within first year of the grant term
- ▶ Requests for line item adjustments or amendments within 1<sup>st</sup> yr, and only once
- ▶ List materials/supplies
- ▶ Fed agency advance stipulation



# SUBMIT COMPLETE APPLICATION

Complete Application Package - refer to Guidelines page 6 for a complete list:

- ▶ Owner/manager documentation (with specific citations called out)
- ▶ Resolution or Letter of Approval
- ▶ Narratives - Project Description, Scope of Work (SOW), & Table of Deliverables
- ▶ Line Item and Task Budgets that align with each other and the SOW
- ▶ Environmental Clearance Checklist (CEQA) with pertinent docs, if applicable
- ▶ CDFW-accepted Prevention Plan with letter, if applying for a Tier 2 Project
- ▶ Permits in process, if applying for a Tier 2 Project
- ▶ Local Ordinances, if applicable.



# RECOMMENDATIONS

- ▶ Obtain QZ Grant information, including the Grant Guidelines at: [www.dbw.ca.gov/QZGrant](http://www.dbw.ca.gov/QZGrant)
- ▶ Start the process early
- ▶ Watch the OLGA Instructional Webinar on the DBW website at: [www.dbw.parks.ca.gov/QZGrant](http://www.dbw.parks.ca.gov/QZGrant)
- ▶ Review the completed application package to ensure that all the required documents are attached before the deadline.



# TIMELINE

- ▶ OLGA opened for Application Submission: March 23, 2020
- ▶ Presentation: April 2, 2020
- ▶ Project applications: Upload into OLGA no later than May 1, 2020, by 5 p.m. PDT
- ▶ Pending available funding:
  - ▶ Notification of award decision: August 2020
  - ▶ Grant Approved/Encumbered: September 2020
  - ▶ Grant Expiration/Project Completion: September 2022



# QUESTIONS

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- ▶ Are there any questions about what we have covered so far?
- ▶ Next, Joleane King will discuss outreach requirements for Tier 2 QZ Grants as well as give you ideas for an outreach project.



# QZ EDUCATION AND OUTREACH TIER 2 GRANTS

California State Parks  
Division of Boating & Waterways



# EDUCATION & OUTREACH

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## REQUIREMENTS for TIER 2 GRANTS

- ▶ Use a survey and survey plan to understand and demonstrate prior public knowledge of QZ infestation/prevention
- ▶ Inform reservoir visitors of the need for QZ infestation prevention
- ▶ Educate boaters about the role they play in prevention such as Clean Drain and Dry

# EDUCATION & OUTREACH

## SURVEY PLAN

- Use the DBW Survey Template found online
- Determine your target audience
- Select the survey vehicle
  - ✓ Printed surveys for event outreach
  - ✓ Survey Monkey
  - ✓ Email lists
  - ✓ Mail / Telephone
- Set survey and outreach timeline and assemble/create outreach materials
- Conduct the survey
- Collect results and create report to show existing public QZ prevention knowledge

**Quagga and Zebra Mussel Prevention Survey**  
We are conducting a short survey on quagga and zebra mussel prevention for **Insert Reservoir**. You can help us by answering the following questions. This is only a survey; we are not trying to sell you anything.

**Name** \_\_\_\_\_

1. What is your age? Please circle one.  
Under 18   18-21   22-24   25-34   35-54   55+

2. Which of the following have you used or been on in the past 12 months? Please circle all that apply.  
Powerboat/Motorboat  
Canoe or Kayak  
Personal Watercraft (PWC)  
Sailboat  
Raft  
Paddleboard

3. Do you know about the California quagga and zebra mussel boater fee "sticker" grant funding program for prevention efforts? Please circle one.  
Yes   No

4. How would you rate your knowledge on quagga and zebra freshwater mussels? Please circle the number that corresponds to your knowledge on the subject:  
1 None   2 Below average   3 Average   4 Above average   5 High

# EDUCATION & OUTREACH

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## IMPLEMENTATION

- ▶ Using survey results, plan outreach to inform and educate target audience about QZ infestation prevention and,
- ▶ Educate boaters about the roles they play in prevention such as “Clean, Drain Dry”
  - ▶ Develop a project that can be measured and replicated
  - ▶ Use proven materials and messages, such as those developed by DBW
  - ▶ Demonstrate project impact and increased public knowledge

# EXAMPLE: DBW Pilot Program QZ Mussel Quiz

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## GOAL

Produce an efficient, cost-effective and measurable program that could be replicated at other water bodies

## TARGET AREA

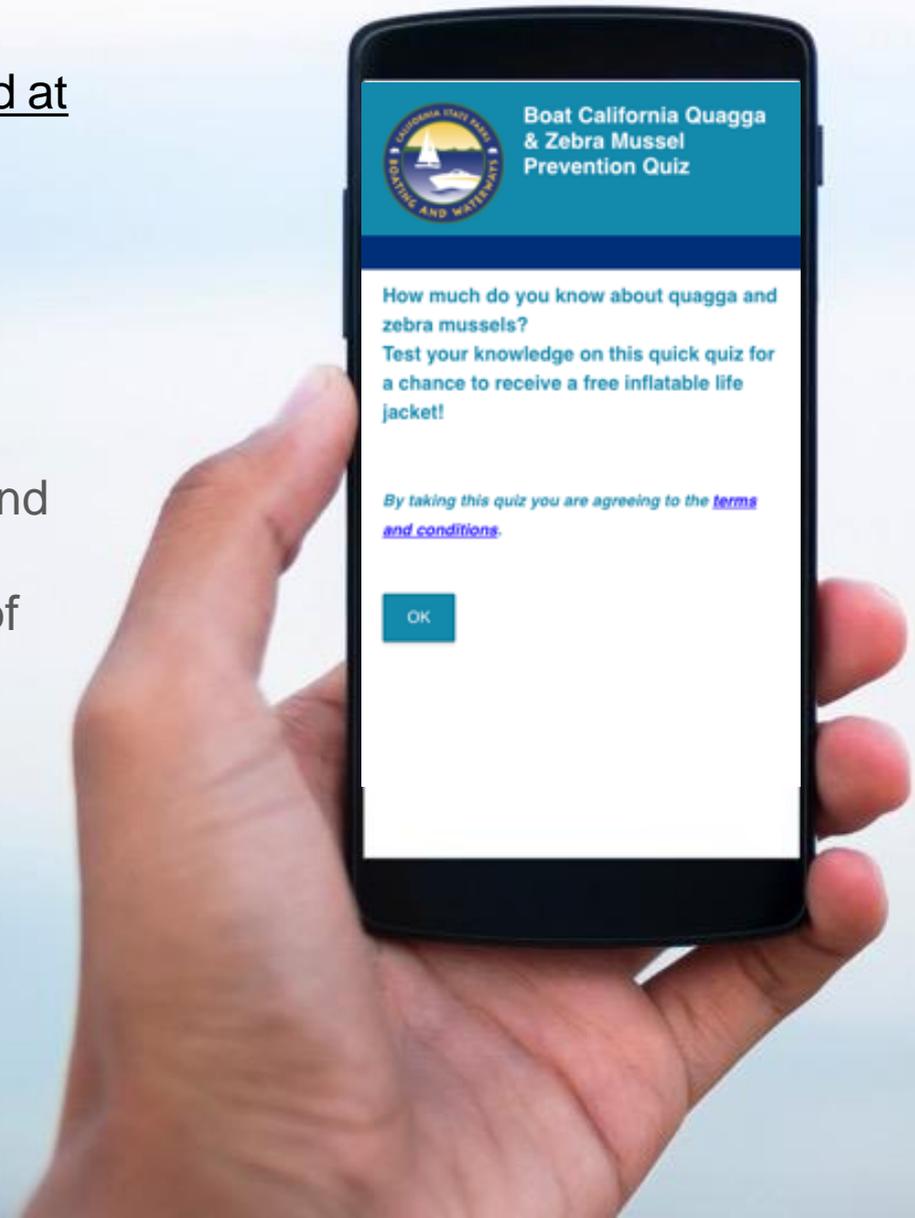
Lake Perris SRA

## METHODOLOGY

Develop signage, digital ads, social media and launch ramp handouts to drive boaters to an online “QZ Mussel Quiz” to test knowledge of QZ mussel prevention

## USE OF INCENTIVES

Included random life jacket rewards  
**(Grant funds may not be used.)**



# Eight Week QZ Mussel Quiz Implementation

Signage and handouts at Lake Perris promoted the quiz as well.

Digital and social media targeted area boaters, directing them to take the quiz within the eight week program window.



Think you know how to:

# Clean. Drain. Dry?

Take the quiz for a chance to receive an inflatable life jacket!

[BoatCalifornia.com/QZquiz](http://BoatCalifornia.com/QZquiz)

- Riding on the bow, gunwale, or transom is prohibited.
- Shoreline fueling is not permitted.
- PWC operation is prohibited between sunset and sunrise.
- PWC towing on three passenger models only.

# PILOT PROGRAM SAMPLE BUDGET

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<b>Media Buy (Eight weeks)</b> Targeted digital and social campaign	<b>\$27,500</b>
<b>Ad Agency Staffing</b> Four months of campaign management, design, media planning, execution and reporting	<b>\$10,000</b>
<b>Signage &amp; Flyer Production</b>	<b>\$2,100</b>
<b>Survey Monkey Software</b> One year usage fees	<b>\$400</b>
<b>TOTAL</b>	<b>\$40,000</b>
<i>Life Jacket Quiz Incentives</i> <i>(Not covered by grant funds)</i>	<i>\$3,000</i>

# QZ QUIZ PILOT PROGRAM RESULTS

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## Media Impressions

- ▶ 5.2 million views by Lake Perris boaters / visitors
- ▶ 53,797 clicks to quiz

## Quiz Results

- ▶ 4,164 quiz responses
  - ✓ 2,622 passed
  - ✓ 757 failed
  - ✓ 775 incompletes

## Quiz Comments

- ▶ Overwhelmingly positive



# PILOT PROGRAM POST QUIZ SURVEY

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- **2,022 Quiz takers provided their email addresses**
- **354 Post Quiz survey replies received**
- **81% Of respondents said QZ Quiz was informative and they learned new information**
- **40% of boaters who had not previously cleaned/drained/dried their boats to prevent QZ spread said they would now do so after taking the quiz!**

# WHAT'S IN IT FOR GRANTEES?

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Pilot Project detailed notes, graphics and media buying information will be available to you online and from:

Joleane King, Parks Marketing Specialist

[Joleane.King@parks.ca.gov](mailto:Joleane.King@parks.ca.gov)

Stephanie Pardell, Enviro. Scientist

[Stephanie.Pardell@parks.ca.gov](mailto:Stephanie.Pardell@parks.ca.gov)

1.916.327.1270



# QUESTIONS

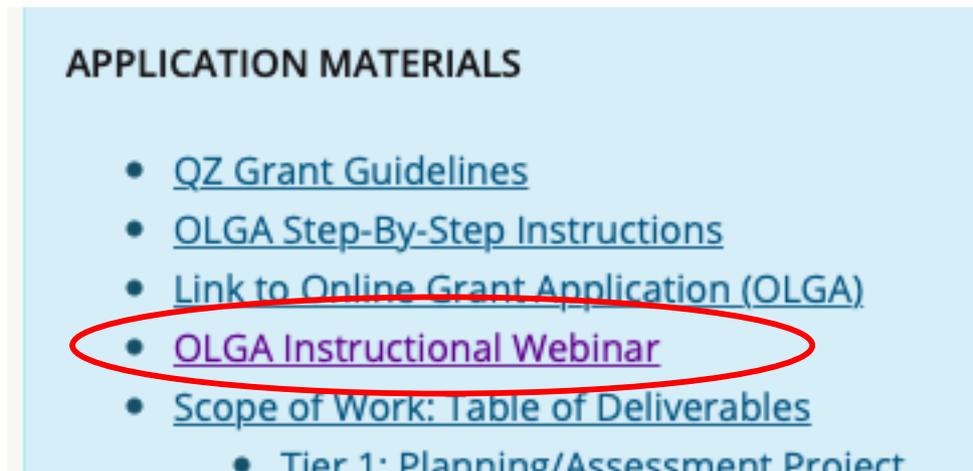
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- ▶ Are there any questions for Joleane?
- ▶ Next, Joan Fine will cover Part B of our presentation, the use of OLGA.



# OLGA OVERVIEW

- ▶ By now you should have read the OLGA “Step by Step Instructions” found on the QZ webpage about how to register and use the online application program and have registered for OLGA access.
- ▶ For general OLGA instructions, please refer to the [OLGA Instructional Webinar](#) on the DBW QZ website under Application Materials ([http://dbw.parks.ca.gov/?page\\_id=28822](http://dbw.parks.ca.gov/?page_id=28822)).



# OLGA WEBINAR NOTES

- ▶ In regards to the instructional webinar, there are a few things to keep in mind:
  - ▶ The webinar uses other DBW grants (not the QZ grant) as examples. Make sure that when you start an application you select the QZMIP-19 Grant Program.
  - ▶ The webinar shows Leticia Padilla as a contact for the QZ Grant Program. The current contacts for the QZ Grant Program are Joan Fine and Stephanie Pardell.
  - ▶ The last section of the webinar (last 5 minutes) does not apply to the QZ Grant Program. The QZ Grant award notices and executed grant agreements are mailed through the U.S. Postal Service (and email) as in previous years. Notifications are not sent via OLGA. The only email you will receive from OLGA will be confirmation that your application was submitted.



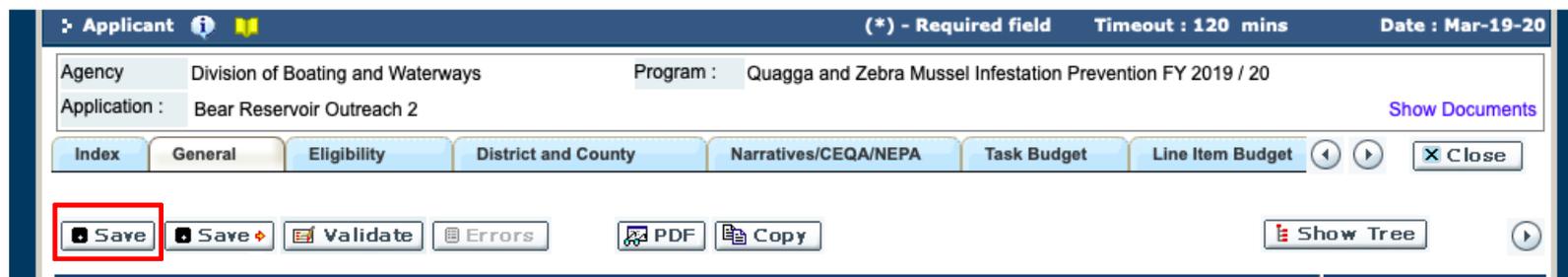
# OLGA REMINDERS

- ▶ Entering Application Information
  - ▶ Anything with an asterisk (\*) must be filled out.
  - ▶ When applicable, upload documents where there is a blue arrow. 
  - ▶ Do not use the back arrow of browser – it will boot you out of OLGA
  - ▶ Documents specific to the QZ Grant are available in the [Show Documents](#) link (see [blue](#) box in screen shot on next slide). Please review each of the documents listed as they provide important information that you need to know while applying.
  - ▶ The Show Tree (see [green](#) box in screen shot on next slide) is a useful way to navigate through pages you've already worked on.
  - ▶ The navigational arrows next to blue tabs ([orange](#) box) help you go from one section (tab) to another, **or** from one page to another in each tab ([orange](#) box near Show Tree).



# OLGA REMINDERS (CONT.)

- ▶ Entering Application Information (cont.)
  - ▶ Always Save your work on each page (see red box below).



The screenshot shows the OLGA application interface. At the top, it displays 'Applicant' with a user icon, a status bar with '(\*) - Required field', 'Timeout : 120 mins', and 'Date : Mar-19-20'. Below this, the 'Agency' is 'Division of Boating and Waterways' and the 'Program' is 'Quagga and Zebra Mussel Infestation Prevention FY 2019 / 20'. The 'Application' is 'Bear Reservoir Outreach 2', with a 'Show Documents' link. A navigation bar contains tabs: 'Index', 'General', 'Eligibility', 'District and County', 'Narratives/CEQA/NEPA', 'Task Budget', and 'Line Item Budget'. Below the tabs is a toolbar with buttons: 'Save' (highlighted with a red box), 'Save +', 'Validate', 'Errors', 'PDF', 'Copy', and 'Show Tree'.

- ▶ Validate when you finish each section (tab) and correct any errors.
- ▶ Grant Application Submission
  - ▶ You need to be in preview mode in order to submit application. When in preview mode, make sure to save a copy of your application and review the application before submittal. Once you submit, you will receive confirmation that application was submitted



# OLGA – TASK BUDGET DETAIL

- ▶ Please list all materials and supplies that you are requesting funding for in the Task Budget and the Line Item Budget. Do not just write “etc.” See Task Budget example below for Applicant Expenses.

Division of Boating and Waterways

Task Budget | Timeout : 119 mins | Date : Mar-18-20

Agency : Division of Boating and Waterways | Program : Quagga and Zebra Mussel Infestation Prevention FY 2019 / 20  
Application : Bear Reservoir Outreach 2

Index | General | Eligibility | District and County | Narratives/CEQA/NEPA | Task Budget | Line Item Budget | X Close

Save | Save+ | Validate | Errors | PDF | Copy | Show Tree

1. Task and Budget (1) | Show Instructions

		Total Cost (\$)	DBW QZ Grant Funding (\$)	Del	
Total Personnel Expenses		25,000.00	25,000.00		
<b>Applicant Expenses</b>					
Materials / Supplies 1 (Field)	canopy, tables, chairs, hats, jackets, tshirts, hand sanitizer	550.00	550.00	X	
Materials / Supplies 2 (Office)	paper, pens, pencils, notebooks, clipboards, folders, paperclips	250.00	250.00	X	
Equipment				X	
Travel				X	
Total Applicant Expenses		800.00	800.00		
Professional Services - Consulting	Hours	Salary (\$/hour)	Total Cost (\$)	DBW QZ Grant Funding (\$)	Del



# OLGA – LINE ITEM BUDGET DETAIL

- ▶ Please list all materials and supplies that you are requesting funding for in the Task Budget and the Line Item Budget. Do not just write “etc.” See Line Item Budget example below for Applicant Expenses.

Agency: Division of Boating and Waterways  
Program: Quagga and Zebra Mussel Infestation Prevention FY 2019 / 20  
Application: Bear Reservoir Outreach 2

Category: Materials / Supplies (Applicant) Type: Expenditure  
Classification Seq.: 2 Sub Type: Direct Narrative:

Description	Total	DBW QZ Grant Funding	Notes
Materials / Supplies (Field) canopy, tables, chairs, hats, jackets	550.00	550.00	
Materials / Supplies (Office) paper, pens, pencils, notebooks, clipboa	250.00	250.00	
Totals	800.00	800.00	



# QUESTIONS

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- ▶ Are there any questions for Joan related to OLGA?
- ▶ Are there any questions on anything else we covered today?



# CONTACT INFORMATION

## DBW's QZ Grant Program

- ▶ [QZGrant@parks.ca.gov](mailto:QZGrant@parks.ca.gov);
- ▶ [www.dbw.parks.ca.gov/QZGrant](http://www.dbw.parks.ca.gov/QZGrant)
- ▶ 888-326-2822



## CDFW Invasive Species Program

- ▶ [Invasives@wildlife.ca.gov](mailto:Invasives@wildlife.ca.gov);
- ▶ Regional Staff contact list:  
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4955&inline>
- ▶ 866-440-9530

