



## **Instructions and Templates for Completing a Resolution or a Letter of Approval**

### **Template 1: 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 attached 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.

Ownership/management authority documentation is required at the time of grant application. 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.

### **Template 2: 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 attached template. The Letter of Approval shall be on agency letterhead. A signed Letter of Approval is required at the time of grant application, as well as ownership/management authority documentation.

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.

**Harbors and Navigation Code Section 676.1:** any "person or entity who manages any aspect of the water in a reservoir..., where recreational, boating, or fishing activities are permitted," is eligible to apply for a QZ Grant, as long as the other eligibility requirements are also met. If an applicant itself does not have all legal authority needed to carry out all aspects of the grant contract, such as a land owner would, the applicant will be required to document that they have obtained all legal authorizations needed from all applicable entities to carry out all aspects of the Grant Agreement. Documentation for legal authorizations is required at the time of application.

### **Proof of Ownership:**

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.

### **Proof of Management Authority:**

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 Fish and Game Code Section 2303 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.

TEMPLATE 1

RESOLUTION No. \_\_\_\_\_

**WHEREAS**, prior to the State of California, Department of Parks and Recreation Division of Boating and Waterways' (DBW) approval of an executed Grant Agreement, said **(Applicant entity's legal name (agency/department)/Board of Directors)** is required to pass a resolution, authorizing a designated representative(s) to execute said Application, Grant Agreement, amendments, and certifications, designating a representative to approve claims for reimbursement, designating a representative to sign the Reimbursement Claim Form and Quarterly Progress Reports, designating a representative to sign Project Completion Certification, and designating a representative to sign the Contractor's Release Form (as applicable); and

**Insert one of the next two paragraphs, as applicable, pursuant to Harbors and Navigation Code Section 676.1 and Fish and Game Code Section 2302:**

**If applicant is an owner of the reservoir with legal authority to carry out all aspects of the QZ Grant Program requirements, use the following standard paragraph:**

**WHEREAS, (Applicant entity's legal name)** has the legal authority to manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach for **(name of reservoir)**; and to apply to DBW for a grant up to the amount of \$ \_\_\_\_\_ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

**If applicant is not an owner of the reservoir and does not have legal authority over all aspects of the QZ Grant Program requirements at the reservoir, use the following standard paragraph and provide information as applicable. The first portion of the paragraph includes the existing authorities of the applicant, the last portion of the paragraph lists those authorities that were secured from other entities:**

**WHEREAS, (Applicant entity's legal name)** has the legal authority to manage or conduct the following activities at **(name of reservoir)**: (for example, **insert authorities, as applicable**: manage the water, construct, operate, and maintain infrastructure, post signage, prepare QZ Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach) for **(name of reservoir)**; and Applicant will provide documentation of such legal authority to DBW upon grant application, from **(insert other entity's name or entities names)** to **(insert as applicable**: construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach), and apply to DBW for a grant up to the amount of \$ \_\_\_\_\_ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

**WHEREAS, (Applicant entity's legal name)** desires to develop or implement a plan for the prevention of an infestation of the quagga and zebra mussel for **(name of reservoir)**; and

**WHEREAS, (Applicant entity's legal name)** pursuant and subject to all of the terms and provisions of the Quagga and Zebra Mussel Infestation Prevention Grant Program, application is hereby made to DBW for funding.

**NOW THEREFORE BE IT RESOLVED** that **(the Authorized Representative [use position title])** of said **(Applicant entity's legal name)** is hereby authorized and directed to do the following acts, including but not limited to:

- 1. Cause the necessary data to be prepared and application to be signed and filed with DBW; and
- 2. Sign the DBW Quagga and Zebra Mussel Infestation Prevention Grant Agreement and any amendments thereto; and
- 3. Approve Claims for Reimbursement; and
- 4. Execute the Budget and Expenditure Summary; and
- 5. Sign the Contractor's Release Form; as applicable; and
- 6. Certify that the project is complete, and ready for final inspection, as applicable.

Passed and adopted at a regular meeting of the **(Applicant entity's legal name)** for the **(name of reservoir)** on **(day)** of **(month/year)**.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Clerk of said: \_\_\_\_\_

## TEMPLATE 2

### LETTER of APPROVAL

If the applicant does not have a governing board, as is the case for a federal agency for example, the applicant is required to submit a Letter of Approval which contains the following items, provided on the applicant's agency letterhead:

1. Prior to the State of California Department of Parks and Recreation Division of Boating and Waterways' (DBW) approval of an Application, said **(Applicant entity's legal name/agency/department)** is required to:

Provide approval, authorizing a designated representative(s) to execute the Application, Grant Agreement, amendments, and certifications, designating a representative to approve claims for reimbursement, designating a representative to sign the Reimbursement Claim Form and Quarterly Progress Reports, designating a representative to sign Project Completion Certification, and designating a representative to sign the Contractor's Release Form (as applicable).

2. **Insert one of the next two paragraphs, (a) or (b) as applicable, pursuant to Harbors and Navigation Code Section 676.1 and Fish and Game Code Section 2302:**

- a. **If applicant is an owner of the reservoir with legal authority to carry out all aspects of the QZ Grant Program requirements, use the following standard paragraph:**

**(Applicant entity's legal name)** has the legal authority to carry out all of the following actions at (name of reservoir): manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach for (name of reservoir); and apply to DBW for a grant up to the amount of \$\_\_\_\_\_ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

- b. **If applicant is not an owner of the reservoir and does not have legal authority to carry out all aspects of the QZ Grant Program requirements at the reservoir, use the following standard paragraph and provide information as applicable. The first portion of the paragraph includes the existing authorities of the applicant, the last portion of the paragraph lists those authorities that were secured from other entities:**

**(Applicant entity's legal name)** has the legal authority to manage or conduct the following activities at **(name of reservoir)**: for example, manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach) for **(name of reservoir)**; and Applicant will provide documentation of such legal authority to DBW upon grant application, from **(insert other entity's name or entities names)** to **(insert as applicable: manage the water, construct, operate, and maintain infrastructure, post signage, prepare Prevention Plan**

documentation, monitor for water chemistry and quagga and zebra mussels, conduct and monitor boater inspections and decontamination activities, and conduct public outreach), and make an application to DBW for a grant up to the amount of \$\_\_\_\_\_ for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

3. **(Applicant entity's legal name)** desires to develop or implement a plan for the prevention of an infestation of the quagga and zebra mussel for (name of reservoir); and
4. **(Applicant entity's legal name)** pursuant and subject to all of the terms and provisions of the Quagga and Zebra Mussel Infestation Prevention Grant Program, application is hereby made to DBW for QZ grant funding.

**(The Authorized Representative [use position title])** of said (Applicant entity's legal name) is hereby authorized and directed to do all of the following, including but not limited to:

- Cause the necessary data to be prepared and application to be signed and filed with DBW; and
- Sign the DBW Quagga and Zebra Mussel Infestation Prevention Grant Agreement and any amendments thereto; and
- Approve Claims for Reimbursement; and
- Execute the Budget and Expenditure Summary; and
- Sign the Contractor's Release Form, as applicable; and
- Certify that the project is complete, and ready for final inspection, as applicable.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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