



## **TIER 1- PLANNING/ASSESSMENT PROJECT NARRATIVE INSTRUCTIONS**

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

**Title:** Entitle the Narrative “Tier 1 - 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 Management Activities.

A.1. Reservoir and Project Area Description.

A.2. Description of the Recreational Activities and Risk for Quagga and/or Zebra Mussel Introduction.

Section B – Project Description.

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

Section D – Technical and Feasibility Approach.

Section E – Performance Monitoring (Tracking of the Project).

Section F – Early-Detection Quagga and Zebra Mussel Monitoring.

Section G – Key Officers and Oversight Bodies.

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

Section I – Readiness to Proceed.

**Submission:** Complete the narrative as a separate document and upload it into the On-Line Grant Application (OLGA) system.

### **Section A. Reservoir, Project Area(s) and Management of Activities.**

**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.
- Describe the size of the reservoir, water levels/capacity, and the source water (e.g. water from other waterways, effluent, etc.)
- Describe which reservoirs are upstream or downstream of the reservoir/Project, if any.
- Describe the history of site improvements within the last ten years.
- Describe previous DBW funded QZ Grant Program Projects, if any. Provide dollar amounts, description of the Project, year of funding and QZ Grant number, in Table 1. If there are no previous projects, state this.



**Table 1. DBW QZ Grant Funded Projects**

Year Funded	Project Description	Amount Funded	Year Funded	Grant #

**A.2 Description of the Recreational Activities and Risk for Quagga and/or Zebra Mussel**

**Introduction.** 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/or 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.
- Identify number of launch ramps (public vs. private).
- Describe the fisheries of the reservoir(s), what species and if stocked, by whom?
- Is the use of live bait allowed?
- Identify other boat launching facilities at the reservoir and other launching facilities within 10 miles of reservoir.
- If risk of establishment has been evaluated, (i.e., water quality/water chemistry), please describe.

**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 the following:

- A map showing the location of the reservoir and Project area relative to the state of California.
- 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.
- Upload maps 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.



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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. In accordance with Fish and Game Code Section 2302 and California Code of Regulations, Title 14, Section 672.1 (b), the Prevention Plan must include a vulnerability assessment, a monitoring program, and the management of recreational activities including public education and outreach.

- State whether this Project will complete a new or update an existing Prevention Program/Plan.
- List the reservoirs that will be included in the Project. State whether the reservoirs are part of a Regional Scale Prevention Plan.
- If the Project is part of a Regional-Scale Prevention Program/Plan:
  - Identify the benefits of this Project in relation to the Regional-Scale Prevention Program Plan.
  - List the entities involved in the Regional-Scale Plan and the reservoirs associated with each.
  - Describe how the entities communicate and coordinate to provide an effective and consistent implementation of the Plan.
- If there is an existing Prevention Program/Plan which will be updated by the Project, submit the existing Plan in OLGA.
- Indicate whether the Plan will incorporate visual and manual inspection standards and other infestation prevention procedures consistent with either the *California Natural Resources Agency - Invasive Mussel Guidebook for Recreational Water Managers and Users*, dated September 2010, or the *Natural Resources Agency's Aquatic Invasive Species Management Plan* dated January 2008, or subsequently adopted guidebooks and management plans (<https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>).

### **Section C. Regional Impacts from a Potential Quagga and/or Zebra Mussel Infestation.**

Describe the economic, ecological, and recreational impacts to rural and urban reservoirs associated with a potential quagga and/or zebra mussel infestation,

**Section D. Technical and Feasibility Approach.** The information requested below gives the reviewer an overview of the Project's technical feasibility.

- Identify and describe any needed assessment, data, or planning gaps and how they will be addressed by the Project activities.



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**Section E. Performance Monitoring (Tracking of the Project).** This section should focus on the methods used to monitor and track the progress, performance, and success of the Project.

- 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)

**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 tow, 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.

- 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 among 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. Key Officers and Oversight Bodies.** This section gives an overall view of the operation of the reservoir including responsible parties, identifying key people who provide oversight of the operation and/or management of the reservoir.

Provide the following information:

- Name, title, and responsibilities of key officers of the city, county, municipal districts etc.
- Provide the name 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 H. 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 utilized to successfully complete 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:



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- 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 I. 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?