



## **TIER 2 - IMPLEMENTATION PROJECT NARRATIVE INSTRUCTIONS**

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

**Title:** Entitle the Narrative “Tier 2 - Implementation 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 “Implementation 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.

A.3. Description of Management Activities including Prevention Program/Plan.

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 – Education and Outreach.

Section H – Key Officers and Oversight Bodies.

Section I – Project Member/Entities, Administration and Partners.

Section J – Readiness to Proceed.

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

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



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- Indicate the size of the reservoir, water levels/capacity and identification of 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 the 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?
- Provide usage information including a breakdown of launches at the site (motorized vs. non-motorized). Provide any outside usage, both public and private (e.g., sheriff, police department, commercial amphibious vehicles/vessels, and concessionaires). Include the various activities at the site.



**Table 2. Usage Table**

Name/Location of Launch Site	Motorized Vessels Allowed: (Yes/No)	Non-Motorized Vessels Allowed: (Yes/No)	Public Outside Usage: (Yes/No)	Private Outside Usage: (Yes/No)	Activities (i.e., boating, fishing, etc.)

- Identify other boat launching facilities at the reservoir and other launching facilities within 10 miles of the reservoir.
- Discuss proximity to infested waterbodies, etc.
- Describe risk of introduction/establishment of quagga and/or zebra mussels (high, moderate, low) for the reservoir(s). Do not indicate risk level by areas of the reservoir, only in aggregate for the entirety of the reservoir. Include water quality/water chemistry in your discussion.

**A.3. Description of Management Activities including Prevention Program/Plan.**

- Describe the management of recreational activities permitted in the reservoir(s).
- Describe any decontamination stations, or information on where to decontaminate a watercraft, exit inspections and banding of watercraft to trailers etc.
- Restricted Use – Provide a list of any restrictions that apply to the reservoir(s), and the season for the restrictions. Example of restrictions may be, but not limited to, size or type of motors, fishing only, no body contact with water, no personal watercraft allowed, and live bait restrictions.



**Table 3. Reservoir(s) Restrictions**

Reservoir(s) Name	Season Dates	Activities					
		Motorized	Non-Motorized	Live-Bait	Fishing	Body Contact with water	Other

Check all the boxes that apply to the restrictions in the reservoir(s).

**Maps:** Provide a detailed map or set of maps and pictures of the Project area and reservoir(s). If the Project is part of a Regional-Scale Prevention Program provide a map of the Regional Management area. Provide facility designs, if appropriate.

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) as well as the implementation site(s) of the Project.
- Facility designs, if applicable.
- Upload maps and facility designs, as applicable, under the “Other Information” tab in OLGA.

**Prevention Program/Plan.**

In order to qualify for a Tier 2- Implementation Project, California Department of Fish and Wildlife (CDFW) must have accepted the Prevention Program/Plan for the reservoir(s).

- Submit the Prevention Plan, and your acceptance letter from CDFW, in OLGA.
- Describe the Prevention Plan, including if the Prevention Plan is for an individual reservoir, or for two individual reservoirs, and/or if it is part of a Regional-Scale



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Prevention Plan. (A Regional Scale Prevention Program is one that may include more than one entity and/or reservoirs.)

- Describe how pertinent information is communicated amongst staff to ensure an effective and consistent implementation of the Plan.
- If the Prevention Plan is part of a Regional-Scale Prevention Plan, provide a brief summary of the Plan and how the entities communicate and coordinate to improve effective and efficient implementation of the Regional-Scale Prevention Program.
  - List the entities involved in the Regional-Scale Prevention Plan and the reservoirs associated with each.
  - Describe how the entities communicate and coordinate to provide an effective, and consistent implementation of the Plan.
  - Submit a copy of the Regional-Scale Prevention Plan in OLGA.
- Indicate whether the Project 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 Invasive Species Management Plan* dated January 2008, or subsequently adopted guidebooks and management plans (<https://www.wildlife.ca.gov/Conservation/Invasives/Quagga-Mussels>).

**Section B. Project Description.** This section provides an overall description of the Project including goals, objectives and outcomes.

Provide the following information:

- Describe the Project you are proposing and the work to be completed, including a summary of goals, objectives, and major tasks. Include the anticipated outcomes and benefits of the Project.
- Describe how the Project fits into other quagga and zebra mussel prevention efforts in the reservoir(s). If the proposed Project is part of a larger Regional-Scale Prevention Program, identify the benefits of this Project in relation to the Regional-Scale Prevention Plan.
- Describe how this Project will improve existing conditions at the site and the reservoir(s).
- If this Project will continue after the grant funding ends, discuss how the work will be funded.

**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 Approach and Feasibility Approach.** The information requested below provides the scientific basis of the Project, and its success in preventing the introduction of quagga and/or zebra mussels in the reservoir(s). It also gives the reviewer an overview of the Project's technical feasibility.

- Describe the technical approach; provide the scientific and/or technical basis for the approach; and if applicable, provide supporting documentation, including relevant literature, citations, studies, and/or web links.
- Describe how the Project will be consistent with Fish & Game Code § 2302 and California Code of Regulations, Title 14, section 672.1(b) in regards to the prevention components below:
  - Public Education.
  - Monitoring for adult and/or larval quagga and zebra mussels.
  - Management of those recreational boating or fishing activities that are permitted (e.g., inspections, dry times, exclusions, decontamination etc.).
- If applicable, identify and describe any needed assessment, data or planning gaps and how they will be addressed by the Project activities.

**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 etc.).
- Summarize how the effectiveness of the Project will be monitored and assessed; include any indicators that will measure the performance success of the Project in achieving its goals.

**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 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.



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- If the data is collected as part of a Regional-Scale Prevention Program describe how that data is disseminated amongst 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. Outreach and Education.** Education is a key component in preventing the spread of quagga and zebra mussels; therefore, every Prevention Program is required to incorporate an Outreach and Education Component (per Fish and Game Code, Section 2302, and California Code of Regulations, Title 14, Section 672.1(b)). This section should include the education and outreach activities whether or not it is included in the Project. Identify how and who will conduct education and outreach, and if it is conducted as part of the Project or part of the Prevention Program.

- Identify how and who will conduct the education and outreach.
- Discuss the goals and outcome of the Education and Outreach Component.
- Describe the target audience.
- Describe how the Project promotes increased awareness, training, educational materials, activities, and/or technology transfer to other sites in the reservoir(s) or region. Educational material may consist of, but is not limited to, handouts, flyers, signage, postings, surveys and verbal communication.
- Describe how the Education and Outreach Component can be conducted so it is uniform amongst all stakeholders to ensure and promote consistency (such as in a Regional-Scale Prevention Program effort).

**Section H. 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 over 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 names 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 I. 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



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information will give the reviewer insight on the level of expertise and experience of the Project Members/Entities involved to successfully completing the Project. The information in this section should identify the Project Members/Entities, the 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:
  - 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 Members/Entities and employees/staff to complete the work. Examples of past successes in the completion of previous grant funded projects may be provided.

**Section J. Readiness to Proceed.**

Provide the following information:

- Discuss whether you have all the necessary data, studies, and permits are in place that are needed for the Project to begin, or whether they will be completed/collected as part of the Project.
  
- If the Project requires funding outside of the DBW funding, how will the funding be secured?