



California Department of Fish and Wildlife

*Boating Access: Invasive Mussel Response*

# CALL FOR PROJECTS & GRANT GUIDELINES



Revised April 2025

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## Overview

The California Department of Fish and Wildlife (CDFW) is offering \$1 million in grant funding for operators of boating facilities to enhance preparedness and response efforts against invasive mussels, particularly the growing threat of golden mussels in California.

This funding supports projects that help prevent the introduction and spread of invasive mussels in lakes, reservoirs, waterways, and the Sacramento-San Joaquin Delta, ensuring the long-term health of California's waterways.

## Eligibility

### Eligible Applicants

Eligible applicants include Nonprofit, Public Agency, and Tribal Government entities that own or operate boating facilities.

### Eligible Projects

CDFW will fund one-time start-up costs to implement efforts to 1) prevent the overland spread of golden mussel (*Limnoperna fortunei*), quagga mussel (*Dreissena bugensis*), or zebra mussel (*Dreissena polymorpha*) from waters where they have been detected, and 2) efforts to prevent the introduction of these three species of invasive mussels to waters of California where they have not been detected.

Fundable costs include but are not limited to: equipment and supplies for invasive mussel prevention including hot water watercraft/equipment decontamination units, stationary watercraft/equipment decontamination stations, including site development and installation costs, and watercraft inspection training and equipment. Only labor for the purpose of receiving training is eligible for funding through this grant.

### Eligible Costs

**Equipment Purchases** – Decontamination units, high-pressure wash stations, and other tools for effective mussel removal.

**Facility Enhancements** – Improvements to boat ramps, wash stations, and containment areas to support mussel prevention efforts.

**Training Programs** – Education and hands-on training for facility staff in boat inspection and decontamination procedures.

# Application Process

## Application Deadline

The complete application and all supporting documentation must be submitted via [CDFW's WebGrants System](#) by May 23, 2025 4:00 PM (PT).

## How to Apply

Applications must be submitted electronically through CDFW WebGrants at:

<https://watershedgrants.wildlife.ca.gov>

Applicants must register or log in to WebGrants, select "Invasive Mussel Response" under Funding Opportunities, and complete the required application forms.

For assistance with WebGrants, contact: CDFW WebGrants Help Desk

[CDFWebgrants@wildlife.ca.gov](mailto:CDFWebgrants@wildlife.ca.gov)

## Application Workshop

CDFW will host an online webinar grant workshop to discuss the grant program, application process, and answer questions, on April 22, 2025, from 11am to 1pm (PT). The meeting link can be found on the [workshop agenda](#).

## Contacts

To request a consultation or for general questions, please contact CDFW's Invasive Species Program by email at [invasives@wildlife.ca.gov](mailto:invasives@wildlife.ca.gov).

For questions regarding CDFW WebGrants, please contact the CDFW WebGrants Help Desk by email at [CDFWebgrants@wildlife.ca.gov](mailto:CDFWebgrants@wildlife.ca.gov).

## Schedule and Timing

Activity	Dates (Subject to Change)
Application Opens	April 16, 2025
Application Workshop	April 22, 2025, 11am – 1pm (PT)
Application Deadline	May 23, 2025 4:00 PM (PT)
Awards Announcement	Spring 2025
Grants Commence	Summer 2025

## Program Background

The Boating Access: Invasive Mussel Response Grant Program is supported by funding through the Sport Fish Restoration Act (SFRA) which created the [Sport Fish Restoration Grant Program](#), administered by the U.S. Fish and Wildlife Service. The program provides funds to state fish and wildlife agencies for fishery projects, boating access, and aquatic education. The funding for this grant program comes through revenue from manufacturers' excise taxes on sport fishing equipment, import duties on fishing tackle and pleasure boats, and a portion of gasoline fuel tax attributable to small engines and motorboats.

## Proposal Review and Selection Process

Depending on the funding program, CDFW will evaluate submitted proposals using a multi-step process, including the review processes described below. Each program may have variations in the review process and criteria; applicants should review the specific review feedback from CDFW.

### Technical Review

CDFW technical reviewers will evaluate and score all eligible and complete applications. Technical reviewers will consider criteria including overall approach and feasibility of project tasks, readiness (including environmental compliance and permitting), budget, regional-scale invasive mussel prevention efforts, and ability to complete project within funding term.

### Executive Review or Selection Panel

CDFW may convene an Executive Review or Selection Panel (Panel) to review the scores and comments from the review process. The Panel may establish subcommittees, organized around funding priorities, to provide a preliminary ranking for their deliberations. The Panel will review and finalize the funding recommendations for CDFW Director approval. When developing the funding recommendation, the Panel will consider criteria such as:

1. Technical Review scores and comments;
2. Regional priority input from CDFW Regional Managers;
3. Project readiness.

The Panel may recommend modifications, including reducing requested grant amounts to meet current and any potential future program priorities, funding targets, and available funding limitations.

## Director Review and Action

For certain programs, the Panel's final recommendations will be presented to the Director of CDFW for final approval. The Director will consider the comments and recommendations from all levels of the review process and make the final funding decision. Following approval by the Director, the selected grant recipients will receive a commitment letter officially notifying them of their selection and grant amount.

## Grant Agreement Requirements

### Indirect Costs

Indirect costs (administrative overhead) are those that cannot be directly assigned to a particular grant activity but are necessary to the operation of the organization and the performance of the grant project. Indirect costs include operating and maintaining facilities, accounting services, and administrative salaries.

In accordance with the Federal Uniform Grant Guidance 2024 ([2 CFR part 200](#)) applicants have two options for requesting indirect costs:

1. Use their federal Negotiated Indirect Cost Rate Agreement (NICRA). Federal approval documentation must be included with the proposal as a supplemental document.

OR

2. Use a de minimis rate of fifteen percent (15%) of the Subrecipient's Modified Total Direct Costs (MTDC). The MTDC base cannot include any distorting costs such as equipment, rent, capital expenditures, or any sub-awards, contracts, or consultants beyond the first \$50,000. Simple documentation electing to use the de minimis rate must be included with the proposal as a supplemental document.

Where the applicant does not have a federally approved rate, any indirect costs incurred over 15% are not eligible for reimbursement but can be used as cost share. MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000 as stated in [2 CFR section 200.1](#). Workers' compensation insurance is an

allowable fringe benefit as stated in [2 CFR section 200.431](#).

Subcontractors are subject to the same federal requirements as the applicants. See Federal Uniform Grant Guidance at [2 CFR Part 200](#).

## **Advance Payment**

Assembly Bill 590 and Assembly Bill 3017 authorize CDFW to allow advance payments to qualified nonprofit grantees and federally recognized Tribes, not to exceed 25 percent of the total award, upon determination that an advance payment is essential for the effective implementation of a grant funded project. To be considered for an advance payment, nonprofit grantees must satisfy the following requirements under California Government Code §11019.3(c)(2):

1. Grantee must submit documentation supporting the need for advance payment (e.g., invoices indicating the nonprofit does not have sufficient cash or credit to make payments before state reimbursement, contracts, estimates, payroll records, financial records, etc.)
2. Grantee must demonstrate good standing as a nonprofit under section 501 (c)(3) of the Internal Revenue Code. *Tribes are exempt from this requirement.*
3. Grantee must submit an itemized budget for the eligible costs to be funded by an advance payment.

Upon receipt of an advance payment, grantees must meet additional requirements, including:

1. Deposit funds into a federally insured account of the recipient entity that provides the ability to track interest earned and withdrawals. Interest earned shall be reported to CDFW and deducted from future reimbursements.
2. Establish procedures to minimize the amount of time that elapses between the transfer of funds and the expenditure of those funds.
3. Provide progress reports on the expenditure of advance funds, including a summary of work completed and proof of expenditure.
4. Return any unused funding provided as advance payment but not expended within the grant term to CDFW.

Eligible grantees can request advance payment for executed agreements. If advance payment is approved, the agreement will be amended.

## **Labor Code Requirements: Prevailing Wage**

The grant terms and conditions for projects that are selected for funding will require that grantees comply with the California Labor Code for their projects. Projects funded in whole or in part with CDFW grant funds may be public works projects under the Labor Code (see section 1720 et seq.). Fish and Game Code section 1501.5 excludes some CDFW-funded projects from being public works projects under the Labor Code. Labor Code compliance may require the payment of prevailing wage. Grantees are responsible for Labor Code compliance, and CDFW cannot provide advice about Labor Code compliance. Before submitting applications, applicants should seek legal counsel regarding Labor Code compliance for their projects and budget accordingly. More information is available at the [Department of Industrial Relations](#).

## **Buy American Provision**

As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that are part of a Federal financial assistance program for infrastructure may be obligated for a project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. All Boating Access projects are to comply with the Buy American Provision. For more information, visit the Department of Interior's Buy America site at [www.doi.gov/grants/BuyAmerica](http://www.doi.gov/grants/BuyAmerica) and the Office of Management and Budget's site at [www.whitehouse.gov/omb/management/made-in-america/](http://www.whitehouse.gov/omb/management/made-in-america/).

## **Environmental Compliance and Permitting**

Projects must comply with all applicable state, tribal, and federal environmental laws and regulations including the National Environmental Policy Act (NEPA). NEPA permitting and the associated costs may be included in awarded grants. However, such project shall not proceed with implementation (e.g., construction) phase until all necessary environmental compliance and permitting is complete and CDFW has provided notice to proceed. Applicants are responsible for obtaining all permits necessary to complete project work.

## **Confidentiality**

Once the applicant has submitted a proposal to CDFW, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived. Submitted proposals are public records under the California Government Code sections 6250-6276.48.



## Land Tenure/Site Control

Applicants for projects that involve access to private property must demonstrate landowner permission to access the site for the term of the agreement.

## Recognition of Funding Source

The grantee must include signage, to the extent practicable, informing the public that the project received funds through CDFW. Project signs should include the items below. CDFW also strongly encourages that signage includes multiple languages.

1. Project name as it appears in the project agreement;
2. Acknowledgment of project partners including CDFW (logo is preferred).

Recognition of funding under this program extends to publications, websites, and other media-related and public outreach products

## Project Approval and Grant Agreement

Development of grant agreements will begin following announcement of awards. Successful applicants will work with an assigned CDFW Grant Manager to develop the grant agreement. The applicant must agree to the *General Grant Provisions* which will be provided at the time of the award. Awarded applicants must complete, sign, and return these additional forms:

1. [Payee Data Record form \(STD. 204\)](#);
2. Federal Taxpayer ID Number (for non-profit organizations);
3. [Drug-Free Workplace Certification \(STD. 21\)](#); and
4. Authorizing Resolution (if applicable).

For a grant to be executed it must be signed by an authorized representative of the grant recipient and CDFW. Work performed prior to an executed agreement will not be reimbursed.

## Responsibility of the Grantee

The grantee must be responsive during grant agreement development and will be responsible for carrying out the work agreed to and for managing finances, including but not limited to invoicing, payments to subcontractors, accounting and financial auditing, and other project management duties including reporting requirements. Grantee must support all eligible costs with appropriate

documentation. See Appendix A for additional state auditing requirements.

Grantees shall comply with all applicable federal, state, and local laws, rules, regulations, and/or ordinances. As may be necessary, the grantee shall be responsible for obtaining the services of appropriately licensed professionals to complete project design plans.

## **Invoicing and Payments**

CDFW will structure all grant agreements, except for acquisition grants, to provide for payment in arrears of work being performed. CDFW will not disburse funds until there is an executed grant agreement between CDFW and the grantee. Payments will be made on a reimbursement basis (i.e., the grantee pays for services, products or supplies, submits an invoice that must be approved by the CDFW Grant Manager, and is then reimbursed by CDFW). Funds for construction will not be disbursed until all the required environmental compliance, permitting, and design documents have been received and accepted by CDFW. Grantee must support all expense claims for reimbursement with appropriate documentation including indirect costs. State auditing requirements are described in Appendix A.

## **Reporting**

Grantees shall submit progress reports as outlined in the executed grant agreement to the CDFW grant manager for the duration of the grant. CDFW may also require annual reports and task-specific reports as project deliverables.

## **Standard Conditions**

Successful applicants must agree to the appropriate terms and conditions for their entity type. General Grant Provisions include information regarding audits, amendments, liability insurance, and data rights. All awarded entities must agree to the CDFW [General Grant Provisions](#) for Public or Non-public entities. Awarded applicants from the University of California and California State University must agree to [University Terms & Conditions - Exhibit "C" for University of California and California State University Agreements \(UTC-220 Exhibit C\)](#).

# **APPENDIX A – STATE AUDITING REQUIREMENTS**

The list below details the documents or records that State Auditors may need to review in the event of a grant agreement being audited. Grant recipients should ensure that such records are maintained for each State funded project.

## **State Audit Document Requirements**

### ***Internal Controls:***

1. Organization chart (e.g. Grant recipient's overall organization chart and organization chart for the State funded project).
2. Written internal procedures and flowcharts for the following:
  - a. Receipts and deposits
  - b. Disbursements
  - c. State reimbursement requests
  - d. State funding expenditure tracking
  - e. Guidelines, policies, and procedures on State funded project
3. Audit reports of the Grant recipient's internal control structure and financial statements within the last two years.
4. Prior audit reports on State funded projects.

### ***State Funding:***

1. Original grant agreement, any amendment(s) and budget modification documents.
2. A list of all bond-funded grants, loans, or subventions received from the State.
3. A list of all other funding sources for each project.

### ***Agreements:***

1. All subcontractor and consultant contracts and related documents, if applicable.
2. Agreements between the grant recipient, member agencies, and project partners as related to the State funded project.

### ***Invoices:***

1. Invoices from vendors and subcontractors for expenditures submitted to the State for payments under the grant agreement.
2. Documentation linking subcontractor invoices to State reimbursement requests and related grant agreement budget line items.
3. Reimbursement requests submitted to the State for the grant agreement.

**Cash Documents:**

1. Receipts (copies of warrants) showing payments received from the State.
2. Deposit slips or bank statements showing deposit of the payments received from the State.
3. Cancelled checks or disbursement documents showing payments made to vendors, subcontractors, consultants, or agents under the grant agreement.

**Accounting Records:**

1. Ledgers showing receipts and cash disbursement entries for State funding.
2. Ledgers showing receipts and cash disbursement entries of other funding sources.
3. Bridging documents that tie the general ledger to reimbursement requests submitted to the State for the grant agreement.

**Administration Costs:**

1. Supporting documents showing the calculation of administration costs.

**Personnel:**

1. List of all contractors and grant recipient staff that worked on the State funded project.
2. Payroll records include timesheets for contractor staff and the grant recipient's staff.

**Project Files:**

1. All supporting documentation is maintained in the files.
2. All grant agreement related correspondence.