



Clean Vessel Act Education and Outreach Grant Program

Guidelines and Application Forms 2022

Funded by:

California State Parks Division of Boating and Waterways

with funding provided by

**U.S. Fish and Wildlife Service, Sport Fish Restoration and Boating Trust
Fund**

Project Of:



**California State Parks, Division of Boating and Waterways
PO Box 942896
Sacramento, CA 94296
(916) 902-8823**

dbw.parks.ca.gov/cvagrants

INTRODUCTION

The California State Parks Division of Boating and Waterways (DBW) Clean Vessel Act Education and Outreach Grant Program (Grant Program) uses federal Sport Fish Restoration and Boating Trust Fund grants to support programs that educate California boaters and increase public awareness about boat waste management and its proper disposal. The funding for the 2022 grant will be from the Clean Vessel Act Coastal Award F22AP00307. The goal of this Grant Program is to educate California boaters to reduce sewage discharge into California waterways.

DBW will fund two grants, one for each targeted California geographic region, to develop and implement a **12-month** Clean Vessel Act Boater Education and Outreach Program. **Each regional grant must include: 1) education and outreach and 2) pumpout and dump station monitoring.**

A) BACKGROUND

California is one of the nation's most popular boating states with nearly one million registered recreational boats. Boaters are attracted by the state's mild Mediterranean climate, thousands of miles of inland waterways, and nearly 1,100 miles of Pacific Ocean coastline. California's large population, municipal, agricultural, environmental, and recreational users place severe demands on the state's water resources. Protecting water quality is essential and is in everyone's best interest.

The 1992 Clean Vessel Act identified vessel sewage discharges as "a substantial contributor to localized degradation of water quality in the United States." When recreational boaters fail to dispose of boat sewage properly, they add substantially to the pollution problem. Raw or poorly treated sewage can spread disease, contaminate shellfish beds, and lower oxygen levels in the water leading to fish kills.

Although it is illegal to discharge raw sewage into the territorial waters of the U.S., some boaters still dump overboard. One boater's discharge may not seem important, but it can have a significant impact in near-shore waters. Raw sewage is detrimental to the health of marine species and people recreating in the water. A weekend boater flushing untreated sewage into the water produces the same amount of bacterial pollution as that of 10,000 persons whose sewage passes through a treatment plant.

Boaters are not required to have an installed toilet onboard; but those with an installed toilet, must treat their sewage before overboard discharge or contain it in a holding tank for disposal at an onshore pumpout facility. A "Y" valve on most boats gives vessel owners the option to dump sewage overboard or into a holding tank.

The 1992 federal Clean Vessel Act established a grant program using funds from the Sport Fish Restoration and Boating Trust Fund to fund the construction, renovation, operation, and maintenance of pumpout and dump stations and floating restrooms for use by recreational boaters. As part of its commitment to provide clean, safe, and enjoyable recreational boating in California, DBW serves as the grant coordinator for the state. The Clean Vessel Program also provides boater education to promote public awareness about boat sewage and its proper disposal.

B) GRANT PURPOSE

The purpose of this Grant Program is to provide funding to a non-profit organization, any municipal level government entity, or private (for-profit) organization for educating boaters about proper sewage disposal, proper use of pumpout facilities, and pumpout monitoring.

Target Audience: The Grant Program is aimed at all coastal recreational boaters identified in the two targeted geographic regions mentioned below, specifically boaters with onboard holding tanks. The Grant Program should serve as a general reminder to all boaters to keep California's waters clean. This Grant Program focuses on two targeted geographic regions of California:

- 13-county San Francisco Bay Delta Estuary (San Mateo, San Francisco, Santa Clara, Alameda, Contra Costa, San Joaquin, Sacramento, Solano, Napa, Sonoma, Marin, Santa Cruz and Monterey Counties).
- 6 Southern California Coastal Counties (Santa Barbara, Ventura, Los Angeles, Orange, San Diego, and San Luis Obispo Counties).

Note: This is a coastal grant so inland work should not be performed under this grant except in the Delta region (Page 3) (Delta definition <http://dbw.parks.ca.gov/pages/28702/files/Chapter%202.pdf> pages 2-1 and 2-2)

GOALS:

The Grant Program will support two main goals in each geographic region:

- A) Perform education and outreach, and
- B) Triennial monitoring and reporting of the pumpout and dump stations network.

OBJECTIVES:

Objective A Education and Outreach:

- 1) Effectively and creatively inform the boating community within each of the two geographic regions about sewage related issues, impacts, resources available to them, and proper vessel sewage disposal practices that encourages the use of pumpout facilities and mobile pumpout services.
- 2) Educate boating facility operators about the availability of DBW grant funds to install and maintain pumpout and dump stations at their facility.

Objective B Monitoring:

Assist DBW in determining the status, repair needs and usage of pumpout and dump stations in the two geographic regions. Keeping track of these parameters allows DBW staff to assist in expediting pumpout repair, provide data about pumpout systems, and target outreach efforts.

Monitoring must include the use, updates, maintenance, metric gathering service of the Pumpout Nav App downloads on a regular basis and improvement of DBW's existing Pumpout Nav App. One of the selected grantees must also host the App as well as provide training and technical assistance to keep the App a valuable boater tool.

Grant application proposals must support DBW's message, currently (but subject to change): *Save the Waters You Love*. The goal of this message is to promote public awareness about boat sewage and its proper disposal and promote the construction, renovation, operation, and maintenance of pumpout and dump stations for use by recreational boaters.

Objective C Non-Motorized Boater Behavior Study:

Identify current habits and behaviors of non-motorized boaters in managing human waste and

propose two pilot projects for potential implementation to reduce impacts on coastal waterways by recreational non-motorized boaters.

Objective D Phase 2 Sewage Volume Study:

Identify a defensible methodology for determining how much vessel sewage is kept from California's waterways through sewage pumpouts.

Only application proposals that demonstrate a comprehensive approach and identify proven methods applicable to each geographic region for execution of a successful Grant Program will be evaluated and ranked. These grants are competitive.

C) PROGRAM OVERVIEW

- **Amount Available for each Grant:** A maximum of **\$277,500** of federal CVA funding is available for each of the targeted regions to complete Objectives A (Education and Outreach) and B (Monitor the pumpout and dump stations network). There are additional funds for Objective C *Non-Motorized Boater Sewage Behavior Study (\$37,500)*, and Objective D the second phase of the *Sewage Volume Study (\$75,000)*. These additional objectives are not region-specific and can be completed by one awardee or split between both.
- **Categories of Grants:** The Grant Program will fund projects that target both primary Grant Program objectives: A) Perform education and outreach, and B) Monitor the pumpout network. Two grants will be awarded, one for each of the targeted regions as specified on Page 3.
- **Format:** Complete and submit the attached application form, narrative section in 11-point Arial font, budget worksheets, resolution, clarifying attachments as needed to demonstrate applicant's proposed methodology for meeting the program goals. Go through the APPLICATION CHECKLIST on page 11 to ensure a complete application is submitted.
- **Deadline for Applications:** Applications must be received by DBW in either hard copy form or via email in PDF format prior to **10:00 a.m. PST on June 15th, 2022**. **Proposals will not be accepted via fax.** If mailing the packet, **print one-sided** and use minimal packaging wherever possible.
- Submit hard copies to:
 - California State Parks
 - Division of Boating and Waterways
 - Clean Vessel Education and Outreach Grant Program
 - Attn: Ethan Tratner
 - P.O. Box 942896
 - Sacramento, CA 94296-0001

Email submittals shall be sent to Vivian.Matuk@coastal.ca.gov **and** ethan.tratner@parks.ca.gov.

- Applications submitted to the **Fish and Wildlife Service will not be accepted.**
- **Project Selection:** Applications will be evaluated and ranked according to how each application proposal demonstrates comprehensive and proven methods for meeting PROGRAM GOALS identified on Page 3.
- **Notification:** Following the selection process, successful applicants will be notified by **August 2022** with an anticipated grant start date of **January 1, 2023**, and end date of **December 31, 2023**.
- **Desired Outcomes:**
 - Increase public boater awareness of proper sewage disposal techniques and consequences of improper disposal in the targeted geographic regions.

- Assist DBW in determining the use, operational status, and condition of the sewage pumpout and dump station systems in the geographic regions.
- Assist DBW staff in expediting pumpout repair, provide data about pumpout and dump station systems, and target outreach efforts.
- Assist DBW in educating marina owners/operators about the availability of grant funds to install and maintain pumpout and dump stations at their facility.

D) ELIGIBILITY OF APPLICANTS AND PROJECTS

- This grant is open to any organization including non-profit organizations, municipal level government entities, and private (for-profit) organizations.
- Grants will not be awarded to fund advocacy work.
- Applicants must be able to demonstrate at least five continuous years of experience within the last ten years in developing and implementing educational and outreach programs for boating communities and boating facilities. A written summary of the outcome of the multi-year educational and outreach programs must be verifiable and available upon request.
- This is a reimbursement program. Reimbursement is available for up to **67%** of the eligible project costs. Grantee is responsible for finding eligible match funding (in the form of cash, donations, or volunteer hours) totaling no less than **33%** of the total project value.

Example:

- Requested reimbursement amount: **\$100,000**
- To be reimbursed for this amount, grantee must demonstrate that it has generated a minimum project value of no less than **\$149,254** (divide \$100,000 by 67%).
- Minimum match required is **33%** of the **total project value**. In this case it would be **\$49,254**.

Each grant proposal must include plans for education, outreach, and monitoring. Applications that do not address each component will be disqualified.

E) APPLICATION INSTRUCTIONS AND SCORING CRITERIA

A maximum of 120 points may be earned for applicants' responses to sections 2-6 below.

INSTRUCTIONS: Complete page 13 of this document. The remainder of the application shall be in narrative format except where forms and examples are specified, in Arial 11-point font, organized with the same headings, subheadings, and order of sections 2-6 below, and not to exceed 10 pages. Submit all items identified on the APPLICATION CHECKLIST on Page 11, review the RULES FOR GRANT AWARDS and OTHER REQUIREMENTS on pages 9 and 10, and mail or email a complete application as directed on Page 12.

- 1. Proposal Content (Max. 20 total):** Up to 20 points will be awarded to applications that have been fully thought out and developed into a concrete, feasible project with clearly stated goals, measurable objectives, and methods of implementation and evaluation. This includes the thoroughness in which the following has been identified:
 - Step-by-step description of how the proposed project and each of its components will be carried out to meet each objective and goal.
 - Any plans for recruiting your target audience and community outreach.

- How outcomes and impacts will be measured and documented.
- Techniques and logistics used to evaluate project outcomes and success relative to each goal and objective. Examples of possible indicators of positive outcomes are audience satisfaction with the project experience; changes in their knowledge, skills, attitudes and/or behaviors; and changes to the environment.
- How the evaluation results will be used by your agency, if any, beyond the reporting requirements for this grant.
- How project results will be publicized and/or shared.

In planning, consider whether quantitative methods such as pre-post tests and surveys; qualitative methods such as interviews, focus groups, and observation; or a combination of methods would be most appropriate for learning about your program and its impacts. If available, include copies of any evaluation tools that you will be using.

Repeat proposals from previously funded grants should include what was accomplished through the previous grant; how the new proposal builds on the previous work; past evaluation results; and a description of how these results informed or changed the project. Objectives should be simple, understandable, and as specific and measurable as possible.

NOTE: Up to 5 points of *extra credit* will be awarded if the project could have a spill-over effect beyond itself, by providing tools or knowledge to others in the field of boater sewage management, advancing the field into new areas of innovation, or building collaborations with other entities.

- 2. Educational and Outreach (Max. 5 pts each – Max. 25 total).** Selected grant proposals funded under this Grant Program must have comprehensive, high-quality education and outreach methods that will be effective in promoting proper sewage disposal and the appropriate use of pumpout facilities. Grant proposals should also identify proposed methods for engaging boating facility operators to inform them about the availability of DBW grants for installation and maintenance of pumpout stations at their facility. DBW encourages a multi-faceted education and outreach approach where possible.

In responding to the following, include any specific geographic considerations informing the proposed efforts.

- A. Discuss proposed education and outreach tools and methods to effectively reach the highest number or percentage of the target audience considering the Grant Program objectives listed on Page 3. Describe the project plans and assessments that form the basis for the proposed activities and expected results. Describe how the proposed activities were selected to maximize the anticipated results.
- B. Identify proposed education and outreach events and activities that will help to: 1) effectively reach the highest number of boaters and reduce boat sewage discharges, and 2) reach out to and engage boating facility operators to inform them about the availability of DBW grant funds for installation and maintenance of pumpout stations at their facilities. Describe the plans and assessments that form the basis for the proposed activities and expected results. Describe how the proposed activities were selected to maximize the anticipated results.
- C. Describe and quantify the frequency at which the audience will be exposed to the clean boating messages such as “Save the Waters You Love” and information on DBW pumpout installation and maintenance grants.

- D. Submit a list of education and outreach materials you are planning to develop and identify your plans for distributing these materials.
- E. Include how you will measure and document the outcomes and impacts of your educational efforts. Describe the logistics of your evaluation plan: i.e., how, and when will you gather evaluation data. Describe how you will use the evaluation results beyond the reporting requirements for this grant.

3. Monitoring (Max. 5 pts each – Max. 25 total). The proposal should describe a strong monitoring component for the pumpouts and dump stations in the targeted geographic region for which you are applying. Physical or electronic pumpout and dump stations monitoring shall occur at triennial intervals for consistent data collection and analysis. Data collected shall be assembled and kept in a database, used to update the Pumpout Nav App, and reported to DBW. This information will assist DBW in determining the use, operational status, and condition of the pumpout and dump station systems. Keeping track of these parameters allows DBW staff to assist in expediting pumpout and dump station repair, provide data about pumpout systems, and target outreach efforts. This component may involve traveling to each of the marinas with a sewage pumpout and dump station in the targeted geographic region and taking specific meter readings.

- A. Describe how your organization will meet the needs and objectives of the monitoring the pumpout network.
- B. Describe the overall methodology (including techniques, data collection, data processing analyses, quality control and quality assurance) proposed to implement the monitoring component.
- C. Describe how your organization will report and publish the monitoring data (format, methods, etc.).
- D. Describe your organization's ability and willingness to host and provide technical assistance for the Pumpout Nav App.
- E. Provide a statement of qualifications and relevant technical experience that explains your organization's ability to conduct pumpout monitoring.

This monitoring will: 1) Collect basic information about each pumpout and dump station, 2) assess the usage of pumpouts by taking triennial meter readings over a one-year period for each marina, 3) stock parts and provide replacements (i.e. instruction and pumpout stickers, ball and/or banjo valves, nozzles, zip ties, site glasses and hose hooks) as needed at sites, 4) update, maintain and improve the Pumpout Nav App, provide metric gathering service for App usage on a regular basis and 5) create an annual pumpout and dump station usage report to be submitted to DBW. For each section (A-E), identify any technology, practices, or procedures your organization will employ to reduce its environmental impact (i.e., the use of low-emission vehicles).

The following information must be collected at each sewage pumpout:

- Current contact information for the lead facility manager.
- Details of signage, such as display of the national pumpout symbol, funding credit language, instructions for using the pumpout, hours of operation, fees (if any), phone number to report problems, on/off indicators such as green/red buttons, switch, indicator light, or labels.
- Make and model.
- Hour meter reading.
- Operational or non-operational status at the time of the site visit.
- Condition of parts.
- Distance from nozzle to motor.

- Rate of vacuum.
- Vacuum pressure.
- Availability and funding source for automated monitored system.
- Offer courtesy dye tablet testing.

Each sewage pumpout visit it is also required to:

- Install hour meters on pumpout motors if needed and/or broken with marina approval.
- Work with harbor masters and marina staff to acquire and install proper signage if not adequate.
- Conduct the courtesy dye tablet test if authorized in writing by the marina operator or if required by a DBW grant. This test will help identify if there are leaks in the pumpout system and will be conducted by adding dye tablets to four gallons of water, timing how long it takes to empty the bucket and then identify any possible breaks in sewer laterals.
- Take photographs showing non-operational/non-accessible pumpouts during each triennial monitoring, report the cause of the problem and the measures taken to solve the reported problem.
- Promote DBW's pumpout and dump station installation and operation and maintenance grants.

The following information must be collected at each dump station:

- Current contact information for the lead facility manager.
- Presence or absence of the following signage:
 - Pumpout symbol
 - Funding credit
 - Instructions for pumpout operation
 - Hours of operation
 - Pumpout usage cost
 - Contact number for problems
 - On/off buttons
- Condition of parts are marked as: missing, replace, used, or new. Specific parts noted:
 - Housing
 - Lid
 - Hinges
 - Ball valve
 - Rinse hose
 - On/off button
- Drain time is another indication of how well the unit operates. During each monitoring event, this is measured by timing how long it takes a dump station to drain five gallons of water.
- Other parameters recorded during site visits include current contact information, make and type of dump station, accessibility, meter status, operational or non-operational status, and any recent developments.

Each dump station visit it is also required to:

- Work with harbor masters and marina staff to acquire and install proper signage if not adequate.

- Take photographs showing non-operational/non-accessible dump stations during each triennial monitoring, report the cause of the problem and the measures taken to solve the reported problem.
- Promote DBW's pumpouts and dump stations installation and operation and maintenance grants.

4. Organization Profile (Max. 5 pts each – Max. 10 total).

- Provide a brief history of your organization including the year it was founded and the current annual budget including sources of funding. Describe your organization's qualifications for undertaking the proposed project. Include your organization's previous experience and outcomes with any similar undertaking. For example, is it a new, ongoing, or previous project? If it is a previous or ongoing project, how long was it for, how was it funded and what results were achieved? Include a list of prior grants received, the type of project(s) prior grants funded, when the projects were completed, and the amount of funding received. This information is to determine your organization's experience and successes with the grant process. The amount of funding received in the past will not adversely affect your current application.
- Describe staff expertise/qualifications, staff knowledge, and resources, or the ability to obtain them, to successfully achieve the goals of the proposed project. Include information on staff knowledge of clean boating issues and experience in working with stakeholders on environmental issues. Also include the names and occupations of board members or organization leaders.

5. Partnerships (Max. 10 total). The proposal should demonstrate strong partnerships.

- Describe your project partners and anticipated community involvement in carrying out the proposed project.
- Provide letters of support from project partners and stakeholders to substantiate their roles. Provide specifics as to the roles the partners will play to support the proposed project activities.

6. Budget Narrative and Budget Forms (Max. 30 total). Clearly explain how the CVA funds will be used, if granted, and how the minimum match requirement will be met. This section provides an opportunity for a narrative description of the budget forms found on pages 15 and 16. Applicants must itemize costs related to personnel, fringe benefits, consultants, contracts, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Explanations of the costs associated with each project task, including match amounts in full or in part from project partners, should be provided. A table highlighting key tasks and/or outputs for the length of the project with the associated budget breakdown is recommended. Exhibit A provides budget forms for identifying these costs. Discuss how the overall project costs plus the various components are cost-effective and how the proposed budget will be maintained for the specified grant term. For this grant cycle, budgets should reflect that travel and traditional outreach events may continue to be restricted by the COVID-19 pandemic and that many outreach activities may be conducted using an online or hybrid format.

RULES FOR GRANT AWARDS

Conditions for grant awards will include the following:

- Grantee agrees to include the California State Parks Division of Boating and Waterways, Sportfish Restoration and Boating Trust Fund, and the national sewage pumpout logos on all educational and promotional materials produced for the program.
- Grantee agrees to credit the California State Parks Division of Boating and Waterways Clean Vessel Act Program and the Sportfish Restoration and Boating Trust Fund in any promotional materials produced for the program.
- Grantee agrees to use DBW's tagline, (currently but subject to change): "Save the waters you love" tagline and DBW-supplied creative files.
- Grantee agrees to submit for review and approval by DBW grant managers any educational and promotional materials produced for the program before they are printed or published.
- All publications, reports, or electronic media created under this grant for disbursement to or consumption by the public shall be provided to the Division of Boating and Waterways fully compliant with the Americans with Disabilities Act. Grantee agrees to hold the California State Parks Division of Boating and Waterways harmless.
- Funds cannot be used to purchase food, beverages, prizes or cash gifts, insurance, or items that will be sold.
- All proposed tasks must be concluded by the end of the grant term. Final billing must be submitted within 45 days of the grant end date.
- Applicants must provide a minimum non-federal match of at least 33% of the total cost of the project. Detailed match information is found on Page 5 of these guidelines.
- The indirect cost rate for all overhead expenses claimed by the grantee will be no more than 10% of direct costs unless the agency has a current indirect cost rate agreement negotiated with the Department of the Interior and a copy is provided with the application.

OTHER GRANT REQUIREMENTS

1. **Administrative.** The grantee must assume responsibility for administering the project, including employing any necessary staff or consultants, maintaining complete accounting and time records, and providing fiscal management. If awarded a grant, all contracts with the state, and any subcontract under the grant, must comply with all provisions of the California Public Contract Code.
2. All files, including receipts and proof of payment must be retained and available for a minimum of 5 years after the agreement end date for audit purposes.
3. **Payment.** Grant funds will **not** be available in advance of expenditures. Expenses will be **reimbursed** no more frequently than monthly upon submission of a complete reimbursement request by the grantee. Grantee must use the spreadsheet (template) provided by DBW for each reimbursement request along with a cover letter and all supporting documentation. The cover letter needs to state the amount of the request, total match provided, and time frame in which work seeking reimbursement was completed. Grantee must provide one set of complete documentation for each request. Reimbursement request packages can be submitted in hardcopy via regular mail or electronically via email. Reimbursement will depend upon successful completion of work as set out in the application proposal and DBW's receipt of all required supporting documentation.
4. **Match.** Matching funds can come in the form of cash and/or in-kind contributions, such as the use of volunteers and/or donated time, equipment, etc., consistent with the regulations governing matching fund requirements (40 CFR 31.24 or 40 CFR 30.23) from your own

organization and/or your project partners. Federal funds may not be used to meet the match requirement for this grant program. When claiming mileage for volunteer travel as match, the grantee is required to use the current IRS-approved rate.

5. **Ownership of Products.** All products developed become the sole property of DBW. No additional fees shall be required for future use of the products. All products developed shall be submitted to DBW in both electronic and hard-copy format for approval and prior to printing. Copyrights shall also be secured by the contractor for DBW.
6. **Reporting.** The Grantee shall file quarterly reports to DBW in a format consistent with the USFWS administered TRACS reporting system (Tracking and Reporting Actions for the Conservation of Species).
7. **Governing Statutes.** The Grantee shall comply with all applicable laws and regulations of the State of California, U.S. Fish and Wildlife Code of Federal Regulations: 2 CFR 200, 50 CFR 80 and 50 CFR 85, Equal Opportunity (41 CFR 60-1.4(b)), Davis-Bacon Act, as amended (40 U.S.C. 3141-3148), Copeland "Anti-Kickback" Act (40 U.S.C.3145), Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" (37 CFR Part 401), Clean Air Act (42 U.S.C. 7401-7671q.), and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), Debarment and Suspension (Executive Orders 12549 and 12689) , Byrd Anti-Lobbying amendment (31 U.S.C. 1352) and all policies of DBW.

APPLICATION CHECKLIST

A complete application package will consist of:

1. **Application Summary** (see attached form, Page 13).
2. **Proposal Narrative** (not to exceed 10 pages single-spaced, 11-point font).
3. **Budget** (Exhibit A - Application Budget Forms provided on Pages 14-16).
4. **Task list and timeline for the project** that includes the development and approval of products, education, and outreach events, pumpout monitoring, purchases, and submission of quarterly reports with accomplished objectives.
5. **A resolution from the applicant's governing body** that contains the following authorizations: Authority to submit the proposal, authority to enter into a grant agreement with the California State Parks Division of Boating and Waterways if the grant is awarded, and designation of the applicant's authorized representative (name and title). If the authority to perform such tasks has already been delegated by the governing body, a letter from the person who has that delegated authority is sufficient. The resolution should also include language agreeing to meet the 33% match prior to grant funds being paid.
6. **For non-profits**, proof of non-profit status in the form of an exemption letter from the IRS or the California Franchise Tax Board.
7. **Brochures** from the applicant's organization, plus any other supporting material you would like to provide such as newsletters or press clippings.
8. **Letters of support** from project partners or others. Letters of support may be addressed to "California State Parks Division of Boating and Waterways, CVA Education and Outreach Grant Program."
9. **Negotiated Indirect Cost Rate**, if applicable.

SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be received by DBW in either hard copy form or via email in PDF format by 10:00 AM PST on June 15, 2022.

- **Submit hard copies** to: California State Parks
Division of Boating and Waterways
Clean Vessel Education and Outreach Grant Program
Attn: Ethan Tratner

USPS address: P.O. Box 942896, 12th floor
Sacramento, CA 94296-0001

Overnight: 4940 Lane Ave., Dock H, Floor 12,
McClellan, CA 95652

- **Email submittals** shall be sent to Vivian.Matuk@coastal.ca.gov *and* Ethan.Tratner@parks.ca.gov.

QUESTIONS? Please contact Vivian Matuk at (415) 904-6905 / Vivian.Matuk@coastal.ca.gov.

CLEAN VESSEL ACT EDUCATION AND OUTREACH GRANT PROGRAM

2022 APPLICATION SUMMARY

1. Applicant Organization: _____
 2. Name and Title of Contact Person: _____
 3. Address:

 4. Telephone: _____ Fax: _____ Email: _____
 5. Website: _____
 6. Geographic location targeted by your grant proposal:
 The 13-county San Francisco Bay Delta Estuary or The 6 Southern California Coastal Counties
 7. Brief Project Summary:

 8. Number of people who will be directly served by the project (estimate): _____
 9. Total project budget: \$ _____ Minimum match offered: \$ _____
 10. Requested CVA Grant Amount: \$ _____
 11. Is your organization a non-profit corporation? government agency?
 Other
 12. Proposal prepared by: _____ Title: _____
- Under penalty of perjury, I certify that all information represented in this grant application and supplemental documentation is accurate and true.
- Signature: _____ Date: _____

EXHIBIT A. GRANT APPLICATION BUDGET FORM

GRANT APPLICATION BUDGET FORM, Page 1

PROJECT BUDGET

PERSONNEL	Total Budget	Total Match	Task 1	Task 1 Match	Task 2	Task 2 Match	Task 3	Task 3 Match	Task 4	Task 4 Match	Task 5	Task 5 Match	Tasks Page 2	Match Page 2
Salaries and Wages ⁽¹⁾														
Subtotal Salaries and Wages (1)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Benefits														
Subtotal Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Personnel:	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OPERATING EXPENSES														
Product Development/Professional Svcs.														
Subtotal Product Dev./Prof. Svcs.	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin (Overhead/Indirect)														
Subtotal Admin (Overhead/Indirect) (4)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies														
Subtotal Supplies (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment														
Subtotal Equipment (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage/Shipping/Printing/Storage/ Online Resources														
Subtotal Postage/Shipping/Printing/Storage/ Online Resources (2)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel														
Subtotal Travel (3)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Operating Expense:	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REQUESTED:	\$ -													
Match Funding (min. 33% of Total Project):		\$ -												
Total Project Including Match:	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-

Notes:

- ⁽¹⁾ Attach an explanation of rate(s) and hours for each position for which funds are being requested.
- ⁽²⁾ Include a list of the major supplies and materials and the estimated cost.
- ⁽³⁾ Personal vehicle travel reimbursement currently paid at the rate of \$0.545 cents/mile.
- ⁽⁴⁾ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it.

EXAMPLE ON HOW TO CALCULATE THE 33% MATCH

Requested amount (from grantee): **\$100,000**
 To get **total amount for the project**, divide the requested amount (\$100,000) by 67% (.67) = **\$149,254**
 Match should be 33% of the **total amount of the project**, in this case it will be = **\$49,254**

GRANT APPLICATION BUDGET FORM, Page 2

PROJECT BUDGET

PERSONNEL	Total Budget	Total Match	Task 6	Task 6 Match	Task 7	Task 7 Match	Task 8	Task 8 Match	Task 9	Task 9 Match	Task 10	Task 10 Match
Salaries and Wages ⁽¹⁾												
Subtotal Salaries and Wages (1)	-	-	-	-	-	-	-	-	-	-	-	-
Benefits												
Subtotal Benefits	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Personnel:	-	-	-	-	-	-	-	-	-	-	-	-
OPERATING EXPENSES												
Product Development/Professional Svcs.												
Subtotal Product Dev./Prof. Svcs.	-	-	-	-	-	-	-	-	-	-	-	-
Admin (Overhead/Indirect)												
Subtotal Admin (Overhead/Indirect) (4)	-	-	-	-	-	-	-	-	-	-	-	-
Supplies												
Supplies (2)	-	-	-	-	-	-	-	-	-	-	-	-
Equipment												
Equipment (2)	-	-	-	-	-	-	-	-	-	-	-	-
Postage/Shipping/Printing/Storage/ Online Resources												
Subtotal Postage/Shipping/Printing/Storage/ Online Resources (2)	-	-	-	-	-	-	-	-	-	-	-	-
Travel												
Subtotal Travel (3)	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Operating Expense:	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REQUESTED:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Match Funding (min. 33% of Total Project):	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Including Match:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

- ⁽¹⁾ Attach an explanation of rate(s) and hours for each position for which funds are being requested.
- ⁽²⁾ Include a list of the major supplies and materials and the estimated cost.
- ⁽³⁾ Personal vehicle travel reimbursement currently paid at the rate of \$0.585 cents/mile.
- ⁽⁴⁾ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it.

Exhibit A.1. CVA Budget Category Examples

Salaries and Wages

Payees name, title, and hourly rate

Benefits

Payees name, title, and benefit rate

Product Development/Professional Services

IT services – website, domain, etc.

Design services – fliers, banners, website, newsletters, and printed materials

Consulting

Pump out boat – Honey Pot days

Pump out monitoring (if contracted)

Admin

Overhead/indirect costs

Memberships

Postage/Shipping/Printing/Storage and Online Resources

Storage of outreach materials: for boat shows, honey pot days, and outreach events

Shipping (must show what was shipped and for what reason)

Postage - Shipping, stamps, etc. (identify items shipped and purpose)

Printing – fliers, banners, reports, etc.

Training materials/online resources (training videos)

Equipment

Pumpout monitoring gear-hour meters, gauges, pump out parts

Supplies

Replacement pumpout parts

Dye tablets

Travel

Lodging, car rental, gas, food, airfare, parking, ferry, mass transit, taxi, etc. (identify purpose of travel).

Booth/Space rental and electrical hookups for boat shows, trainings, and events.

Event registrations

Monitoring

Pursuant to 2 CFR 200.474, travel expenses shall be reimbursed in accordance with the non-Federal entity's written, acceptable travel reimbursement policy. In the absence of a written, acceptable travel reimbursement policy, reimbursement will be made following the rates established in 5 U.S.C. 5701-11.