



# Clean Vessel Act Education and Outreach Grant Program

## Guidelines and Application Forms 2024

*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](http://dbw.parks.ca.gov/cvagrants)

## GRANT OPPORTUNITY DETAILS

**Summary:** DBW will fund two grants, one for each targeted California geographic region, to develop and implement a 12-month Boater Education, Outreach, and Vessel Pumpout Monitoring Program. The term may be extended for one additional year if performance expectations are being met. **Each regional grant must include: 1) education and outreach and 2) pumpout and dump station monitoring.**

**Grant Term:** January 1, 2025 – December 31, 2025

**Available Funding:** A maximum of **\$560,062** is available statewide; each regional grant is eligible for up to a maximum of **\$280,031** (approximately \$238,687 for education and outreach, and \$41,344 for monitoring).

**Note:** This 2024 grant opportunity includes one-time funding for a specific project. There is **an additional \$33,750** available for a Community-Based Social Marketing Study to develop strategies aimed at fostering behavioral changes among boaters. To request this funding, include an additional paragraph stating your interest and expertise to conduct this special study.

**Application Deadline:** Applications must be received by DBW in either hard copy form or via email in PDF format **no later than 10:00am, August 9th, 2024 PST**. If mailing the packet, **submit one-sided copies only** to:

California State Parks  
Division of Boating and Waterways  
Attn: Ethan Tratner  
P.O. Box 942896  
Sacramento, CA 94296-0001

Email submittals must be sent to [Vivian.Matuk@coastal.ca.gov](mailto:Vivian.Matuk@coastal.ca.gov) **and** [ethan.tratner@parks.ca.gov](mailto:ethan.tratner@parks.ca.gov).

Applications submitted to the U.S. Fish and Wildlife Service will not be accepted.

### Eligible Applicants:

- Non-profit organizations, local government entities, and private (for-profit) organizations.
- Applicants must be able to demonstrate at least five years' experience in developing and implementing educational and outreach programs. The written summary of the outcome of the multi-year educational and outreach programs must be verifiable.
- Grants will not be awarded to fund advocacy work.

This is a reimbursement grant. Reimbursement is available for up to 75% of the total eligible project costs. Grantee is responsible for finding eligible match funding (in the form of cash, donations, or volunteer hours) totaling no less than 25% of the total project value.

**QUESTIONS?** Please contact Vivian Matuk at (916) 764-0989 / [Vivian.Matuk@coastal.ca.gov](mailto:Vivian.Matuk@coastal.ca.gov).

## BACKGROUND

California is one of the nation's most popular boating states with nearly 700,000 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 (CVA) 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 substantially add 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 and harmful algae blooms.

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 are required to treat their sewage before discharging overboard 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.

## GRANT OVERVIEW

The California State Parks Division of Boating and Waterways (DBW), Clean Vessel Act Education and Outreach 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 sewage management and proper disposal. The funding for the 2025 grant will be from the Clean Vessel Act Coastal Award F23AP02366. The goal of this grant program is to reduce recreational boater sewage that is discharged into California waterways.

**Targeted Geographic Regions:** The grant program is aimed at all coastal recreational boaters including the Sacramento-San Joaquin Delta, but most specifically those with onboard holding tanks in two targeted geographic regions:

- 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).

**Applications that propose to initially provide services in a portion of a region may be considered upon the condition that expanding to the entire region is identified as a goal in the next subsequent year.**

**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)

**Reimbursement Only Grant:** Reimbursement is available for up to **75%** of the eligible total project value. The grantee is responsible for finding eligible match funding (in the form of cash or in-kind) totaling no less than **25%** of the total project value.

Example of how to calculate total project value and required match:

Requested reimbursement: **\$100,000.**

To be reimbursed this amount, the grantee must demonstrate that it has generated a minimum **total project value** of no less than **\$133,333** (divide \$100,000 by 75%).

The minimum match required is **25%** of the **total project value**. In this case, the minimum match would be **\$33,333.**

**Project Selection:** Applications will be evaluated and ranked according to how each application demonstrates comprehensive and proven methods for meeting the program objectives.

**Notification:** Following the selection process, successful applicants will be notified by the beginning of September 2024 with an anticipated grant term of January 1 – December 31, 2025.

## **GRANT OBJECTIVES**

### **Objective A-Education and Outreach:**

1) Effectively and creatively educate and conduct outreach to the recreational boating community within one of the two geographic regions about vessel sewage related issues, impacts, available resources, and proper vessel sewage disposal practices that reduce the amount of sewage from entering our waterways and encourage the use of pumpout facilities, dump stations, and mobile pumpout services.

2) Conduct outreach to boating facility operators about the availability of DBW grants to install and maintain pumpout and dump stations at their facility.

### **Objective B-Pumpout/Dump Station Monitoring:**

1) Assist DBW in determining the status, repair needs, and usage of pumpout and dump stations in the two geographic regions.

2) Pumpout Monitoring must include assessment, minor maintenance and parts replacement, pumpout system testing, and metric gathering for the Pumpout Nav App as well as development of new features that will improve the existing Pumpout Nav App. The selected grantees will provide training and technical assistance to boaters and partnering agencies to maintain the Nav App as a valuable boater tool.

### **Desired Outcomes:**

- Increase public boater awareness of proper vessel sewage disposal techniques and consequences of improper disposal.
- Assist DBW in determining the use, operational status, and condition of the sewage pumpout and dump station systems in the geographic regions.
- Assist marina owners/operators with 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.

- Work collaboratively with grantees from the other region to coordinate statewide education efforts and pumpout nav app improvements.

## APPLICATION INSTRUCTIONS AND SCORING CRITERIA

A maximum of 115 points may be earned for applicants' responses to sections 1-6 below.

Complete the attached 2024 Application Summary and Budget forms. The remainder of the application shall be in narrative form using Arial 11-point font, organized with the same headings, subheadings, and order of sections 1-6 below. The application shall not exceed 10 pages, excluding budgets and exhibits. Refer to the Grant Application Checklist on Page 10.

Use the provided Application Checklist to ensure all required attachments are included and mail or email a complete application as directed below.

**NOTE:** Up to 5 points of *extra credit* may be earned 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.

- 1. Education and Outreach (Max. 25 total).** Selected grant proposals funded under this program must have comprehensive, high-quality education and outreach tasks that will be effective in promoting proper sewage disposal to boaters and the appropriate use of pumpout facilities.

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

- A. Considering the grant program objectives and desired outcomes. Discuss proposed education and outreach tools and methods to effectively reach the highest number or percentage of the target audience. Describe the project plans and assessments that form the basis for the proposed activities and expected results. Describe what methods will be used to recruit the target audience. 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 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 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 the audience will be exposed to clean boating messages such as "Save the Waters You Love".
- 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.

- 2. Monitoring (Max. 25 total).** The proposal must include a monitoring component for the pumpouts and dump stations in the targeted geographic region for which you are applying.

Monitoring can be hired through a subcontractor, or it can be performed directly by the grantee. Physical pumpout and dump station monitoring shall occur at bi-annual intervals for consistent data collection and analysis. Monitoring data collected must be uploaded to 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. This component will involve traveling to each of the marinas with a sewage pumpout and dump station in the targeted geographic region to take readings, replace minor parts, install signage, etc. as described below.

- A. Describe how your organization will meet the needs and objectives of monitoring the pumpout network.
- B. Describe your organization's ability and willingness to coordinate and act as lead facilitator with the Pumpout Nav App developer, for both grantees and the state.

The goals of monitoring include: 1) Collection of basic information about each pumpout and dump station, 2) assessment of the usage of pumpouts by taking bi-annual meter readings over a one-year period for each marina, 3) stock parts and provide and install replacements if necessary (i.e. instruction and pumpout stickers, ball and/or banjo valves, nozzles, zip ties, site glasses and hose hooks) as needed at sites, 4) test and measure the pumpout system performance, 5) coordinate with the Nav App developer for the maintenance of the Nav App, provide metric gathering service for App usage on a regular basis and 6) develop an annual pumpout and dump station usage report to be submitted to DBW.

Information to be collected at each sewage pumpout and or dump station where applicable:

- Current contact information for the lead facility manager.
- Status 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 and/or other established and approved sewage volume reading.
- Operational or non-operational status at the time of the site visit.
- Condition of parts are marked as: missing, replace, used, or new. Specific parts noted:
  - Housing
  - Lid
  - Hinges
  - Ball valve
  - Rinse hose
  - On/off button
- Distance from nozzle to motor.
- Rate of vacuum based on established measurement protocol developed for the sewage volume study.
- Vacuum pressure.
- Offer courtesy dye tablet testing.

Pumpout and dump station monitoring should also include:

- With marina approval, install or replace hour meters on pumpout motors.
- Work with harbor masters and marina staff to acquire and install proper signage if existing is 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 five gallons of water, timing how long it takes to empty the bucket and then identify any possible breaks in sewer laterals.

- Take photographs and upload them to the Nav App 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.
- Record part replacements.
- Promote DBW's pumpout and dump station installation and operation and maintenance grants.
- Measure drain time during each monitoring event. This is measured by timing how long it takes a pumpout/dump station to drain five gallons of water based on established measurement protocol developed for the sewage volume study.

Note: DBW is in the process of completing a study to identify the volume of sewage pumpouts removed from waterways. Once identified, grantees will utilize the outcome to estimate the impact of pumpouts in your region during monitoring events.

**3. Organization Profile (Max. 10 total, 5 pts each question).**

- A. 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 previous experience and outcomes with any similar undertaking that demonstrate the required minimum 5 years' experience. 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 capacity, experience and successes with the grant process. The amount of funding received in the past will not adversely affect your current application.
- B. Describe staff expertise/qualifications, 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.

**4. Partnerships (Max. 20 total).** The proposal should demonstrate partnerships.

- A. Describe your proposed project partners and anticipated community involvement in carrying out the proposed project.
- B. Provide letters of support (3-5 letters) from project partners and stakeholders to substantiate their roles.

**5. Budget Narrative and Budget Forms (Max. 30 pts total).** Provide a narrative description of the proposed budget, identify each task, the overall cost of each task, and explain any intermediary costs associated with each project task, clearly identify the desired outcome as a result of the task, how the CVA funds will be used, if granted, and how the minimum match requirement will be met. 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. Include a summary table highlighting key tasks and/or outputs and costs.

Use provided budget forms to itemize costs related to personnel, fringe benefits, consultants, contracts, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

6. **Task List and Timeline (Max. 5 pts total).** Develop a task list and timeline that includes the development and approval of products, education, and outreach events, pumpout monitoring, purchases, submission of quarterly reports with accomplished objectives, etc.

## 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 timekeeping 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.  
  
All files, including receipts and proofs of payment must be retained and available for a minimum of 5 years after the agreement end date for audit purposes.
2. **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. Reimbursement will depend upon successful completion of work as set out in the grant agreement and DBW's receipt of all required supporting documentation.
3. **Match.** Matching funds can be provided 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 unless specifically designated as eligible. When claiming mileage for volunteer travel as a match component, use the current IRS-approved rate.
4. **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 grantee for DBW.
5. **Reporting.** The grantee shall file quarterly progress reports to DBW.
6. **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.

## 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.
- 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.
- 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 a federal agency and a copy is provided with the application.

## APPLICATION CHECKLIST

A complete application package will consist of:

1. **Application Summary** (see attached form).
2. **Proposal Narrative** (not to exceed 10 pages single-spaced, Arial 11-point font).
3. **Budget and Budget Narrative** (see attached forms).
4. **Task list and timeline for the project** provide an organized task list that identifies key activities, associates them to a specific objective, and identifies a proposed timeline for accomplishing each activity.
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 25% 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 if applicable. 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 Agreement**, if applicable.

## SUBMISSION DEADLINE AND INSTRUCTIONS

- **Deadline for Applications:** Applications must be received by DBW in either hard copy form or via email in PDF format no later than 10:00am, **August 9th, 2024 PST.**

If mailing the packet, **submit one-sided copies only** to:

California State Parks  
Division of Boating and Waterways  
Attn: Ethan Tratner  
P.O. Box 942896  
Sacramento, CA 94296-0001

Email submittals must be sent to [Vivian.Matuk@coastal.ca.gov](mailto:Vivian.Matuk@coastal.ca.gov) **and** [ethan.tratner@parks.ca.gov](mailto:ethan.tratner@parks.ca.gov).

- Applications submitted to the U.S. Fish and Wildlife Service will not be accepted.

**QUESTIONS?** Please contact Vivian Matuk at (916) 764-0989 / [Vivian.Matuk@coastal.ca.gov](mailto:Vivian.Matuk@coastal.ca.gov).

# CLEAN VESSEL ACT EDUCATION AND OUTREACH GRANT PROGRAM

## 2024 APPLICATION SUMMARY

1. Applicant Organization: \_\_\_\_\_

2. Name and Title of Contact Person: \_\_\_\_\_

3. Address:  
\_\_\_\_\_  
\_\_\_\_\_

4. Telephone: \_\_\_\_\_ 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

Other targeted geographic location: \_\_\_\_\_

7. Brief Project Summary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Total project budget: \$ \_\_\_\_\_ Minimum match offered: \$ \_\_\_\_\_

9. Requested CVA Grant Amount: \$ \_\_\_\_\_

10. Is your organization a  non-profit corporation?  government agency?  
 Other

11. 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 NARRATIVE & FORM**

**GRANT APPLICATION BUDGET FORM, Page 1**

**PROJECT BUDGET**

<b>PERSONNEL</b>	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 <sup>(1)</sup>														
<b>Subtotal Salaries and Wages (1)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Benefits														
<b>Subtotal Benefits</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Personnel:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>														
Product Development/Professional Svcs.														
<b>Subtotal Product Dev./Prof. Svcs.</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Admin (Overhead/Indirect)														
<b>Subtotal Admin (Overhead/Indirect) (4)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies														
<b>Subtotal Supplies (2)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment														
<b>Subtotal Equipment (2)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage/Shipping/Printing/Storage/ Online Resources														
<b>Subtotal Postage/Shipping/Printing/Storage/ Online Resources (2)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel														
<b>Subtotal Travel (3)</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Operating Expense:</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL GRANT REQUESTED:</b>	\$ -													
<b>Match Funding (min. 25% of Total Project):</b>		\$ -												
<b>Total Project Including Match:</b>	\$ -	-	-	-	-	-	-	-	-	-	-	-	-	-

**Notes:**

- <sup>(1)</sup> Attach an explanation of rate(s) and hours for each position for which funds are being requested.
- <sup>(2)</sup> Include a list of the major supplies and materials and the estimated cost.
- <sup>(3)</sup> Personal vehicle travel reimbursement is paid at the current IRS-approved rate.
- <sup>(4)</sup> 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 25% MATCH**

Requested amount (from grantee): **\$100,000**  
 To get **total amount for the project**, divide the requested amount (\$100,000) by 75% (.75) = **\$133,333**  
 Match should be 25% of the **total amount of the project**, in this case it will be = **\$33,333**

**GRANT APPLICATION BUDGET FORM, Page 2**

**PROJECT BUDGET**

<b>PERSONNEL</b>	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 <sup>(1)</sup>												
<b>Subtotal Salaries and Wages (1)</b>	-	-	-	-	-	-	-	-	-	-	-	-
Benefits												
<b>Subtotal Benefits</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Personnel:</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>												
Product Development/Professional Svcs.												
<b>Subtotal Product Dev./Prof. Svcs.</b>	-	-	-	-	-	-	-	-	-	-	-	-
Admin (Overhead/Indirect)												
<b>Subtotal Admin (Overhead/Indirect) (4)</b>	-	-	-	-	-	-	-	-	-	-	-	-
Supplies												
<b>Supplies (2)</b>	-	-	-	-	-	-	-	-	-	-	-	-
Equipment												
<b>Equipment (2)</b>	-	-	-	-	-	-	-	-	-	-	-	-
Postage/Shipping/Printing/Storage/ Online Resources												
<b>Subtotal Postage/Shipping/Printing/Storage/ Online Resources (2)</b>	-	-	-	-	-	-	-	-	-	-	-	-
Travel												
<b>Subtotal Travel (3)</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Subtotal Operating Expense:</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL GRANT REQUESTED:</b>	\$ -		-		-		-		-		-	
<b>Match Funding (min. 25% of Total Project):</b>		\$ -	-		-		-		-		-	
<b>Total Project Including Match:</b>	\$ -	-	-	-	-	-	-	-	-	-	-	-

**Notes:**

- <sup>(1)</sup> Attach an explanation of rate(s) and hours for each position for which funds are being requested.
- <sup>(2)</sup> Include a list of the major supplies and materials and the estimated cost.
- <sup>(3)</sup> Personal vehicle travel reimbursement is paid at the current IRS-approved rate.
- <sup>(4)</sup> 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

Consultants

Pump out boat – Honey Pot Days (for example)

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 – flyers, banners, reports, etc.

Training materials/online resources (training videos, podcasts, etc.)

### **Equipment**

Pumpout monitoring gear, hour meters, gauges

### **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.*