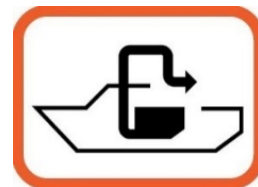




# Washington Clean Vessel Act Grant Program 2022 Grant Guide & Application Information



Boating Program



The Washington State Parks Boating Program administers the state's Clean Vessel Act (CVA) Grant Program. This program provides federal pass-through funding for the construction, renovation, operation, and maintenance of vessel sewage disposal systems for recreational boaters. Funding comes from the Sport Fish Restoration & Boating Trust Fund and is provided to the state through a nationally competitive process administered by the U.S. Fish and Wildlife Service.

Learn more at <https://www.fws.gov/program/clean-vessel-act>.

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## At a Glance

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<b>Contact the Clean Vessel Act Grant Program</b> The official agency contact for the Clean Vessel Act Grant Program is Catherine Buchalski Smith. Telephone: (360) 902-8659 Email: <a href="mailto:catpumpouts@parks.wa.gov">catpumpouts@parks.wa.gov</a> Mailing Address: Washington State Parks Boating Program Attention Clean Vessel Act Grant Program 1111 Israel Road SW Olympia, WA 98504-2650		
<b>What are the grant limits per project?</b>	<ul style="list-style-type: none"> <li>Construction or renovation of MSDF: \$350,000</li> <li>Purchase of a pumpout boat: \$150,000</li> <li>O&amp;M of pumpout boat: \$60,000 per vessel annually, for 3 years</li> <li>O&amp;M for marina's MSDF: \$10,000 per marina annually, for 5 years</li> </ul>	
<b>What must I contribute?</b>	Grant applicants must contribute a minimum of 25% in non-federal match.	
<b>How are projects evaluated?</b>	A grant evaluation team reviews and scores each application. The highest scoring projects are awarded based on funding availability for that region.	
<b>When are applications due?</b>	Applications will be accepted once annually. The next application deadline is 5 p.m. Friday, January 13, 2023.	
<b>When are grants awarded?</b>	Late spring 2023, pending individual project approval from the U.S. Fish and Wildlife Service.	
<b>New this year</b>	Grant applications must be submitted in <a href="#">PRISM</a> . For help setting up or changing your PRISM account, email <a href="mailto:prismsupport@rco.wa.gov">prismsupport@rco.wa.gov</a> or call (360) 902-3086.	

## Definitions

- **CVA:** The federally funded Clean Vessel Act Grant Program administered by Washington State Parks and Recreation Commission Boating Program.
- **MSDF:** Marine Sewage Disposal Facility. Includes any facility designed, purchased, installed, constructed, renovated, operated, repaired, or maintained with Clean Vessel Act grant funds. This includes stationary pumpout units, portable pumpout carts, dump stations, floating restrooms, pumpout barges, and pumpout vessels.
- **O&M:** Operation and Maintenance. Defined in federal regulation 50 CFR 85.11 as, “Those activities necessary for upkeep of a facility. These are activities that allow the facility to function and include routine recurring custodial maintenance such as housekeeping and minor repairs as well as the supplies, materials, and tools necessary to carry out the work. Also included is non-routine cyclical maintenance to keep facilities fully functional”.
- **Pass-through entity:** A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. In this case, Washington State Parks is the pass-through entity.
- **PRISM:** PRISM is an online computer system used by Washington state agencies to accept, review, and manage grant applications.
- **Pumpout vessel:** A boat designed, purchased, installed, constructed, renovated, operated, repaired, or maintained with Clean Vessel Act grant funds. The sole purpose of such vessels is to provide free or low cost pumpouts to recreational boaters.
- **Recreational vessel:** Defined in federal regulation 50 CFR 85.11 as a vessel owned and operated primarily for pleasure; or a vessel leased, rented, or chartered to another for recreational use.
- **Subrecipient:** Also known as: grant recipient or project sponsor, the subrecipient is a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. In this case, the subrecipient is the successful applicant to whom Washington State Parks awards a Clean Vessel Act grant (See 2CFR 200.93).
- **Subaward:** Also known as grant award or Subrecipient Grant Agreement. Defined in federal regulation as “an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program”. (See 2CFR 200.92).
- **Useful life:** A best estimate of equipment longevity based on knowledge of the equipment being used and the demand placed on that equipment by the location. This information is often available from the manufacturer.

## Program Administration

The Washington Clean Vessel Act Grant Program (CVA) is a federally funded grant program. The Washington State Parks Boating Program administers the CVA Program for Washington State. We are a pass-through agency that provides grants, also known as subawards, to successful applicants at the state level.

The U.S. Fish and Wildlife Service (Service) within the U.S. Department of the Interior, manages the [Federal Clean Vessel Act Program](#). The Service administers an annual competitive grant process among all states and U.S. territories to compete for a limited pool of federal CVA funds. The Service ultimately receives and approves all state project applications, agreements, and amendments. Authority for the administrative policies for this grant program is established in the [Code of Federal Regulations, 50 CFR Part 85, Clean Vessel Act Grant Program](#).

## Program Purpose

Congress passed the Clean Vessel Act of 1992 to establish grant funding for states to support the construction, renovation, operation, and maintenance of Marine Sewage Disposal Facilities (MSDF) and pumpout vessels for use by recreational boats only. MSDF typically include stationary pumpouts, pumpout carts, dump stations, floating restrooms, pumpout boats and necessary support facilities (e.g., utilities, floats, piles, upland holding tanks, etc.) directly related to the operation of the MSDF.

### Where does Clean Vessel Act grant money come from?

Federal funding for the Clean Vessel Act Grant Program is awarded annually through a national competition of all 50 states and U.S. territories. Funds come from the [Sport Fish Restoration and Boating Trust Fund](#). These monies are derived from excise taxes on fishing equipment, motorboat fuels, small engines, import duties and interest on the fund. This money is divided among many federal agencies, who then pass along some of the dollars to the states and U.S. territories for projects related to fisheries, boating access and aquatic education.

## Grant Eligibility & Requirements

The award of a CVA grant depends on the receipt of a complete grant application, the availability of federal funds, a fully executed grant agreement with State Parks, approval from the U.S. Fish & Wildlife Service and any other stipulations required by State Parks.

### Eligible Applicants

Eligible grant applicants include:

- Public, private, and tribal-owned boating facility operators
- Cities, towns, and counties
- Port districts
- State agencies
- Tribes
- Qualified nonprofit organizations (see below for qualifications)
- Private operators (see below for qualifications)

## Grant Regions

The CVA Grant Program awards grants based on geography. The state is split into two distinct funding regions – Coastal and Inland. You will select the appropriate region in your grant application.

The **Coastal Region** includes approximately 350 miles of coastline from the Canadian border south to Port Townsend, then out the Strait of Juan de Fuca to Cape Flattery, the most westerly point in the continental United States. From Cape Flattery, the coastal area extends south to the mouth of the Columbia River and east to the Clark-Skamania County line. Most notably, the Washington coastal grant area includes all of Puget Sound, which adds 2,000 additional miles of coastline across its canals, bays, and inlets.

The **Inland Region** covers most of the land mass of the State, extending from the Canadian border south to the Oregon state line, and west from Puget Sound and the Pacific Ocean to the Idaho border. The inland area includes all inland lakes and waterways and the Columbia River east of the Clark-Skamania County line (see map below).

Contact the CVA program manager if you have questions about which region your project is located.



## Nonprofit Organizations and Private Operators

The purpose of providing CVA grants is to assist with the direct costs of constructing and installing MSDF that are accessible to recreational boaters. A private operator or nonprofit organization must meet the following eligibility requirements:

- Be registered with the [Washington Secretary of State](#).
- Be active in recreational boating or water quality protection for a minimum of three years.
- Does not require exclusive use of the facilities funded through this program.
- Does not discriminate against any state or federally protected class.
- Provides evidence that its primary purpose or business is related to recreational boating or water quality protection.
- Meets federal eligibility requirements.

Any privately owned and operated marina may apply for a CVA grant provided they agree to:

- Provide a waste collection facility that is available to ALL recreational boaters.
- Not restrict or limit, in any manner or form, access to CVA funded facilities by the public by boat. This includes restricted access or use by member-only clubs, or other exclusive uses.

## Funding

**CVA grant funds are provided on a reimbursement basis** for eligible expenditures made by the grant recipient, after the project is complete. This means you must be able to underwrite the full cost of construction and the purchase of equipment up front. After your project is complete, you may request reimbursement based on proof of eligible expenditures in the form of paid invoices, work orders, purchase agreements, contracts, etc. You must have the financial capability to make timely, direct payments to contractors, vendors, or others when receiving billings or invoices for work authorized in the Agreement. Reimbursement will only be provided for documented and verified costs.

Costs incurred, or payments made, by the grant recipient for work performed prior to receiving written approval of a grant award are not eligible for reimbursement. **Payments for work not adequately documented or authorized in the grant agreement are ineligible for reimbursement.**

The rules for managing CVA funds is federally mandated under Part 200-[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), also known as 2 CFR 200.

## Eligible Costs & Activities

1. Costs directly related to the construction, renovation, operation, and maintenance of pumpouts and dump stations, pumpout vessels, and floating restrooms. Floating restrooms must be in the water, not connected to land or structures connected to the land and used solely by boaters.

2. Activities necessary to hold and transport sewage to treatment plants, such as: holding tanks, piping, haulage costs and any activity necessary to get sewage treatment plants to accept sewage (e.g., installing bleed-in facilities).
3. Costs to purchase, install or renovate necessary support facilities associated with MSDF stations, including sewer, water and electrical service or extensions; forward sewage lift stations; upland boat sewage holding tanks; floats to support pumpouts and dump stations along with piling, gangways or other connecting structures.
4. Project-specific surveys, and engineering design needed to develop final drawings and specifications. Engineering costs are only eligible for grant assistance if they are project specific and performed by a registered professional engineer. **Total is not to exceed 10% of project budget.**
5. Project administration or coordination. **Total is not to exceed 10% of project budget.**
6. Project-related permits and inspections fees as required by local, state, and federal regulation.
7. Repairs or renovations for eligible MSDF facilities resulting from unforeseeable and extraordinary events such as vandalism, natural disasters, or high-use system failures.
8. Activities to educate recreational boaters about the environmental pollution problems resulting from sewage discharges from vessels and to inform them of the location of pumpout and dump stations.
9. Actual MSDF equipment (i.e., pumpout equipment) or replacement parts.
10. Cost of parts, supplies and materials directly related to care of the equipment.
11. Costs of utilities to operate and maintain the equipment.
12. Costs of removal, hauling or disposal of sewage from pumpout to public sewer or other approved treatment facility.
13. Supplies necessary for operations and maintenance activities of your MSDF.
14. Meters or telemetry equipment used for monitoring your MSDF.
15. Operating costs for pumpout boats (vessel registration fees, staff, fuel, fluids, repairs, maintenance, etc.).
16. Documented staff or contract labor associated with routine custodial and non-routine maintenance and repairs (the cost of that person operating or maintaining your MSDF).

### Ineligible Costs & Activities

1. Activities that do not provide public benefit.
2. Legal fees for any purpose.
3. Costs associated with any type of enforcement or mitigation.
4. Costs to apply for grant funds, manage construction or inspect construction sites.
5. Costs associated with Department of Natural Resources submerged land leases or any form or type of land use easement or agreement and royalty fees.
6. Costs of extending power, water, sewer or any other utilities or services to the facility not commensurate with the useful life of the proposed MSDF.
7. The costs of construction, renovation or maintenance of any on-site sewage treatment plant, package treatment plants or any other improvements to primary or secondary municipal treatment systems.
8. The costs of constructing or renovating of any type of upland restrooms.



9. Any costs to complete the project that are not included in an approved budget or not covered by subsequent written approvals.
10. Any costs for vessel waste collection facilities that serve only a single type of boat or a restricted group of boat owners, such as: floating home moorage tenants, liveboards, club members, etc.
11. Costs associated with master development plans, business, marketing or promotional plans, concept development plans or any other general feasibility studies or reports.
12. Fines and penalties.
13. Interest expenses.
14. Losses arising from uncollectible accounts and other claims and related costs.
15. Expenses for publicity or marketing, activities related to general agency newsletters or websites and exhibits promoting ineligible activities.
16. Purchase of supplies and other expendable personal property not directly related to achieving the project goals.
17. Taxes that the project sponsor would not have been liable to pay.
18. Ceremonial or entertainment expenses.
19. Charges for contingency or other similar reserves.
20. Charges for deficits or overdrafts.
21. Charges incurred contrary to the policies of the subrecipient.
22. Costs not directly related to implementing the project such as unrelated mitigation.
23. Costs of discounts not taken.
24. Damage judgments whether determined by judicial decision, arbitration or otherwise.
25. Donations or contributions made by the subrecipient.

These lists are provided for reference and are not all-inclusive. Final eligibility determinations are the discretion of State Parks. Contact the CVA Grant Program manager if you have eligibility questions for expenses not noted on these lists.

### Proration of Clean Vessel Act Eligible Expenses

You must prorate the share of project costs that are directly related to Clean Vessel Act project. Applicants must include explanation of the proration method used your grant application. Applications will not be considered for funding if costs are not prorated appropriately.

### Match

Match is the applicant's contribution to a project. CVA grant applicants must contribute a minimum match of 25% of the total project cost. For example, if an applicant requests a \$75,000 grant, the applicant must contribute \$25,000 in match, for a total project cost of \$100,000. Projects contributing more than the 25% minimum may be awarded additional points during evaluation.

Match can be provided in the form of cash, the fair-market value of force account labor or materials provided by the applicant, third-party in-kind labor or materials, donations, other grants directly related to the CVA funded project or a combination of these sources.

Match cannot come from another federal source. Rules governing reimbursable project expenses also apply to the grant applicant's match. For example:

- Match expenditures cannot pre-date the grant award and must be spent before the end of the grant award.
- Match must conform to all applicable federal, state, and local regulations.
- Match must be an integral and necessary part of the approved project.
- Match must be part of the work identified in the grant application and subaward agreement.
- Match cannot be an ineligible expense.
- Match must be committed to the project.

**You must keep detailed records of all match costs including donated contributions.**

### Donations

Donations are eligible only as matching funds and are not considered a reimbursable expense.

**State Parks will never reimburse more than the subrecipient's out-of-pocket expenses.**

Applicants must secure written confirmation of all donations planned for use as match and attach the donation letters to the grant application.

### Other Grants

In some cases, an applicant may use funds awarded from a separate grant program as its match. Other grants are eligible so long as the grant is funding activities directly related to the CVA funded project. Other grants are eligible only as matching funds and are not reimbursable. Applicants must clearly identify in grant applications all grants to be used as match. Federal grants are not eligible to be used as match.

## Grant Terms & Conditions

### Design Considerations

- Pumpout or dump station location should be easily accessible to vessels.
- Location should allow for easy maneuvering of vessels approaching and leaving.
- Location should be such that vessels waiting for or receiving service do not create a navigational hazard for other vessels.
- Location should provide adequate depth at mean low water so that no vessels are excluded from being serviced at the facility.
- At a minimum, MSDFs should be available for use during normal business hours from Memorial Day to Labor Day.
- If a holding tank is required, an alarm or automatic shutoff mechanism should be installed
- You must have a reasonable method to dispose of sewage collected by the MSDF. Acceptable methods include discharge to municipal sewer line or approved on-site sewage treatment facility, on-site septic disposal field or to an upland holding tank where the waste is transported to a municipal treatment plant.

## Build America, Buy America Act

On November 15, 2021, a new federal law went into effect – the Infrastructure Investment and Jobs Act (P.L. 117-58), or [Build America, Buy America Act \(BABA\)](#). The Act strengthens Made in America Laws and requires that “none of the funds made available for a Federal financial assistance program for infrastructure (i.e. Clean Vessel Act Grants), may be obligated for a project unless **all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.**” Click this [link](#) to read the full memorandum.

The BABA requirement only applies to articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. For more information, visit the Department’s Buy America site at [www.doi.gov/grants/BuyAmerica](http://www.doi.gov/grants/BuyAmerica).

### What does this mean for your project?

To ensure your project will be compliant with BABA requirements, you should:

- Request vendors supply a letter addressing if their products are compliant with BABA. Include these letters with your cost estimates. If a vendor cannot comply with BABA due to availability of materials or cost increases, they should state that in the letter.
- Ensure your cost estimates reflect the new BABA requirements.
- Contact the Clean Vessel Act Grant Program Manager for additional guidance.

## Environmental Regulations

CVA grants are federal dollars. That means projects selected for funding must comply with all applicable federal laws, regulations, and policies. This includes laws such as the National Environmental Policy Act, the Endangered Species Act, the National Historic Preservation Act and other applicable executive orders.

No in-water or ground disturbing construction work can commence until all required permits and approvals have been obtained and reviewed by State Parks, and the Subrecipient receives a “Start Work Letter” from the CVA program manager on behalf of the U.S. Fish and Wildlife Service.

**Construction work beginning before a start work letter is received WILL NOT be eligible for reimbursement.**

## National Historic Preservation Act, Section 106 Process

The National Historic Preservation Act’s Section 106 requires project applications be reviewed to determine if there is any impact to historical properties. This review and the review under the National Environmental Policy Act are two separate, distinct processes. They can, and should, occur simultaneously. They should be coordinated to avoid duplication of public

involvement or other requirements. If research shows that cultural resources do exist, they must be identified and a description of how they will be protected included in the environmental assessment.

State Parks begins this process by contacting the U.S. Fish & Wildlife Service (Service). The Service contacts the Washington State Historic Preservation Office and Native American tribes. The State Historic Preservation Office then determines the potential impacts, defines the “area of potential affect” and may request a cultural resources survey. If a cultural resources survey is requested, the applicant must complete the survey. Surveys are forwarded to the State Historic Preservation Office, the Service and interested Native American tribes for review and comment. The State Historic Preservation Office determination is provided to the Service for a final determination on potential effects to historical or cultural resources.

### Conditions of Award

Receipt of a CVA grant requires several commitments, including:

1. Developing plans, specifications and acquiring permits for the grant funded facilities and equipment. All plans and permits must be submitted and approved to State Parks for approval prior to construction. **See *Environmental Regulations* section.**
2. The design of the project is the responsibility of the applicant. All necessary permits must be secured by the applicant, who is responsible for compliance with all permit requirements, state and local codes, and the inspection of the project to ensure compliance of materials, products, and workmanship within the scope of the approved plans and specifications.
3. Any changes to the approved grant work or permit modifications must be reviewed and approved by State Parks.
4. MSDF and pumpout vessels purchased with CVA funds can be used to collect recreational boat sewage only. No bilge or oily waste should be collected.
5. Periodic facility inspections will occur for the full useful life of any CVA funded project to ensure facilities are properly constructed and maintained.
6. A maximum \$5.00 fee may be charged for the use of the pumpout and dump stations constructed with grant funds. All fees collected for the use of grant funded pumpout or dump stations can be used solely for the operation and maintenance costs of the equipment. A portion of the fees collected will be subtracted from any annual O&M reimbursement requests.
7. If the applicant ceases to operate and maintain the completed project as pumpout/dump facility or changes the integrity of the facility, the applicant shall reimburse State Parks the Clean Vessel Act grant funds it received.

### Public Access

All equipment and facilities funded under this grant shall be open and available to the public. Open and available to the public means that all recreational boaters shall have full and

reasonable access to the MSDF or pumpout boat for the purpose of sewage disposal. At a minimum, facilities and pumpout services should be operational during your normal business hours from May 1 to October 1 each year. Fees shall be equal for all recreational pumpout users at a facility open and available to the public.

### Equipment Ownership & Useful Life

Equipment or vessels purchased with CVA grants will be under the ownership of the subrecipient. The equipment must continue to be used for the sole purpose for which it was purchased, for the full duration of its useful life. **Equipment purchased with CVA funds shall be used only for the purpose for which it was originally purchased and no other purpose, whether or not the Subrecipient continues to receive ongoing operation and maintenance CVA grant funds.** Grant funded equipment must be maintained for its full useful life. Useful life is a best estimate of the number of years a piece of equipment is likely to be useable based on knowledge of the equipment and the demand on that equipment. This information is often available from the manufacturer.

### Acknowledgement & Signs:

Grant recipients must provide clear information using signs or other methods (e.g., website, brochures, etc.) to direct boaters to the grant funded facility. Signs shall be installed at every MSDF or pumpout boat with information indicating:

- Hours of operation
- Use restrictions (e.g., recreational vessels only)
- Fee information
- Phone number to call in case of breakdown
- For pumpout boats – VHF hailing channel
- Sport Fish Restoration & Boating Trust Fund logo\*
- International pumpout symbol\*



*\*Electronic versions of these logos are available from State Parks upon request.*

Signs shall acknowledge that the CVA funded project was constructed, improved, or operated/maintained with funds from the Clean Vessel Act.

Sample language: "This pumpout facility (or vessel) was built (or improved) with funds provided by the Washington State Parks Clean Vessel Act Grant Program in partnership with the U.S. Fish & Wildlife Service. Funding comes from the Sport Fish Restoration and Boating Trust Fund, which is financed by your purchase of motorboat fuel and fishing equipment."

A limited number of signs are available at no cost and may be obtained by contacting the CVA program manager.

### Publications & Advertising

The grant recipient shall include the following statement if publishing any report, news release or publication regarding this project: "Funding was provided by the Washington State Parks Clean

Vessel Act Grant Program. This program is funded by the U.S. Fish & Wildlife Service through the Sport Fish Restoration and Boating Trust Fund, which is financed by the purchase of motorboat fuels and fishing equipment.”

## Reporting Requirements

### Public Disclosure Rules

State Parks records and files are public records subject to the Public Records Act under Revised Code of Washington 42.56.

### Reports

Grant recipients must monitor and maintain written records of the use of any MSDF or pumpout vessels purchased using Clean Vessel Act Grant funds by installing a use counter mechanism, flow meter or hour meter. These records are required for the full duration of the useful life of the equipment. An **Annual Gallonage Report** is required for the period of October 1 through September 30 for the previous twelve (12) months.

Grant recipients of O&M grants must also keep and submit a **Maintenance Log**. In addition, pumpout vessels receiving O&M funds are required to keep a Sewage Disposal Log describing offload locations and frequency of sewage discharge, along with a Pumpout Vessel Service Log detailing when and where pumpouts are being provided.

These records shall be submitted to State Parks once per year between October 1 but no later than December 31 each year. A list of required forms is available on the [State Parks website](#).

## Grant Application Procedures

You must submit the required application and supporting documents by or before the deadline, following the prescribed format. Applications that fail to meet these minimum submission requirements may be disqualified.

### PRISM

Grant applications must be submitted in [PRISM](#). PRISM is an online computer system used by state agencies to accept, review, and manage grant applications. PRISM works best using Edge, Chrome, Firefox, or Safari internet browsers. Internet Explorer is NOT recommended. More information about PRISM, a list of training videos, and PRISM IT support can be found by visiting, [PRISM - RCO \(wa.gov\)](#).

#### To create a PRISM Account:

- Step 1 - [Request SecureAccess \(SAW\) Account](#)
- Step 2 - [Request a PRISM Account](#)

When using either of these databases for the first time, applicants must complete a double sign-in.

1. Using SecureAccess Washington (SAW) credentials, login to PRISM.
2. When redirected to the SAW login page, enter the SAW credentials.
3. When redirected to a one-time PRISM sign-in page, enter the PRISM login credentials. The applicant will be directed back to the PRSM home page. This double sign-in will happen only once.
4. After completing the double sign-in, applicants will use SAW credentials to log into PRISM.
5. To begin an application, log into PRISM Online and select the “+ New Application” button to enter grant application information.

**For help setting-up or modifying an existing PRISM account**, email [prismsupport@rco.wa.gov](mailto:prismsupport@rco.wa.gov), or call (360) 902-3086. Telephone Relay Service for the Hearing Impaired (800) 833-6388.

### Submission Deadlines

Grant applications shall be submitted in PRISM by the grant application deadline. The agency does not provide delivery confirmation. Applications received after a deadline will not be accepted.

**Applications for the 2022-23 grant cycle are due by 5 p.m., Friday, January 13, 2023.**

### Timeline

November 1, 2022	Grant Application & Grant Guide posted online
January 13, 2023	Application Deadline
March 2023	Successful Projects Announced
April 2023	Estimated Grant Start Date

### Project Evaluation

Project evaluation is a competitive process based on a of set scoring criteria. Applications are reviewed and scored by a panel of evaluators representing state agencies, the boating and marina community and State Parks. Applications are evaluated against the criteria as listed in the section, *Scoring Criteria*. The grant evaluation team and State Parks staff will review your responses along with maps, plans, letters of support, etc. Evaluators will give each project a score based on 100 possible points. These individual project scores are sent to State Parks, where they are tabulated and compiled to establish a ranked list of projects. State Parks staff will present final ranked list with recommendations to the agency director, who shall make the final decision on funded projects.

## Do Not Fund

Occasionally during the evaluation process, State Parks staff or a member of the grant evaluation team may express significant concerns about a project such that it would receive a “Do Not Fund” recommendation. If a “Do Not Fund” recommendation is considered, State Parks will notify the applicant in writing, identify the concerns, and invite the applicant to attend a post-evaluation meeting to respond to the concerns or questions. The applicant also may submit a written response. State Parks staff will provide the State Parks’ director a summary of the “Do Not Fund” recommendations, committee and staff comments, and the applicant’s response. The director will consider these recommendations and responses before making a final decision. The director retains discretion in awarding all grant funds.

## Scoring Criteria

The following criteria are used to evaluate applications. A total of 100 points can be awarded. Applications will be reviewed, scored, and ranked competitively against other applications competing for funds in the same region (i.e., Coastal or Inland). Scores are based on your narrative responses to the evaluation questions 1-6 below.

Category	Evaluation Criteria	Max. Points
<p><b>1) Public Need</b> – Explain how your project addresses a public need for marine sewage disposal facilities (MSDF).</p>	<p>a) Is your project in an area with high recreational boat traffic?            b) Is your project in an area where recreational boats congregate for extended periods of time (e.g., <a href="#">mooring buoys</a>)?            c) Is your project in an area with few pumpout and dump station options nearby?            d) Are nearby pumpout and dump stations used to capacity or in poor condition?            e) How will your project contribute to the <a href="#">statewide network of pumpouts and dump stations</a> in terms of proximity to existing facilities?</p> <p style="text-align: right;"><b>Point Range: 0-25 points</b></p>	<b>25</b>
<p><b>2) Water Quality Benefit</b> – Describe how your project will improve water quality.</p>	<p>a. How many gallons of sewage do you anticipate collecting per year?            b. Is your project likely to protect vulnerable waters?            c. Is your project located:</p> <ul style="list-style-type: none"> <li>• within the <a href="#">Puget Sound No Discharge Zone</a>?</li> <li>• near a <a href="#">Commercial Shellfish Harvest Area</a> or <a href="#">Recreational Shellfish Harvest beach</a>?</li> <li>• in sensitive areas (e.g., areas on <a href="#">State 303(d) list</a> for dissolved oxygen)?</li> </ul> <p style="text-align: right;"><b>Point Range: 0-20 points</b></p>	<b>20</b>



<p><b>3) Public Benefit –</b> Describe how your project will result in measurable benefits for the recreational boating community?</p>	<p>a. List the times your MSDF is proposed to be available for use by the public (e.g., operating hours, days, months).</p> <p>b. What is the expected use of your proposed MSDF project (e.g., how many boats will your project serve a day or week)? Explain how you arrived at this estimate?</p> <p>c. Provide a description of the type of recreational boats you anticipate serving with your project (e.g., cruisers, regular tenants, combination).</p> <p style="text-align: right;"><b>Point Range: 0-20 points</b></p>	<p><b>20</b></p>
<p><b>4) Cost Benefit –</b> Describe how your project will be implemented to provide the greatest cost benefit ratio.</p>	<p>a. If the work in this project is part of a larger undertaking with other components and funding, present a brief overview of the larger project and the role CVA grant funding will play.</p> <p>b. Explain how the project or implementation of the project shows a reasonable and justifiable use of federal grant funds.</p> <p>c. Explain the cost benefit of your project (i.e., how much money you are requesting vs. how many boats you anticipate serving per year)?</p> <p>d. Do you plan to charge for pumpout or dump station use? If yes, how much will you charge? <a href="#">Federal rules</a> limit the per-use fee to \$5 maximum.</p> <p style="text-align: right;"><b>Point Range: 0-15 points</b></p>	<p><b>15</b></p>
<p><b>5) Partnerships and Project Support –</b> Describe monetary and non-monetary support secured to help implement your project.</p>	<p>a. Describe support you have from the community, interest groups, volunteers, public agencies, etc.</p> <p>b. List all organizations and agencies partnering with you on the project. Partnerships are groups or individuals <u>providing financial assistance</u> to the project as grants, cash, donated labor, goods, or materials. Include a contact person, address, phone number and their contribution to the project. Letters of support are required to verify financial support. See <i>Part VI. Supporting Documents</i>.</p> <p>c. Is there known opposition to your project? Explain.</p> <p style="text-align: right;"><b>Point Range: 0-10 points</b></p>	<p><b>10</b></p>
<p><b>6) Site Suitability and Project Design –</b> Describe how your project</p>	<p>a) Describe proposed pumpout location(s). If applicable, indicate intended placement of equipment (e.g., fuel dock, public dock, etc.). Maps and visuals are required. See <i>Part VI. Supporting Documents</i>.</p> <p>b) If the project will include the purchase of equipment or a vessel, include manufacturer information, model and year. Vendor quotes are required and should be less than 12</p>	<p><b>10</b></p>

<p>demonstrates good design and feasibility.</p>	<p>months old. <i>See Part VI. Supporting Documents</i></p> <p>c) If equipment is being replaced, describe:</p> <ul style="list-style-type: none"> <li>• Why the equipment is being replaced.</li> <li>• When the existing equipment was purchased.</li> <li>• If the equipment being replaced was purchased with a previous CVA grant, then provide the project name, year of grant and the HIN or serial number for equipment being replaced.</li> </ul> <p>d) Provide a useful life for any equipment being purchased or capital improvements being made with this project. Useful life is a best estimate based on knowledge of the equipment being used and the demand placed on that equipment by the location. This information is often available from the manufacturer.</p> <p>e) Describe where collected sewage shall be discharged:</p> <ul style="list-style-type: none"> <li>• Direct connection to a wastewater treatment facility.</li> <li>• A holding tank where sewage is stored until it is taken to a wastewater treatment facility.</li> <li>• Directly to an on-site septic system.</li> </ul> <p><b>Following questions are for mobile pumpout vessel projects ONLY:</b></p> <p>f) Describe the qualifications and experience of the boat operator(s) providing pumpout services. If you have not yet selected a boat operator, describe your proposed process for selecting a proficient boat operator.</p> <p>g) List the names of commercial mobile pumpout service providers operating in your proposed project service area. Describe if or how you have notified them of your intent to provide free or low cost pumpouts, and any objections known to you.</p> <p style="text-align: right;"><b>Point Range: 0-10 points</b></p>	
<b>Total Possible Points</b>		<b>100</b>