



CLEAN VESSEL ACT GRANT PROGRAM

Federal Funds for Improving Pump-Out Stations at Motorboat Reservoirs in Colorado



Grant Program Guidelines

Potential Applicant,

Colorado Parks & Wildlife (CPW) offers a new opportunity for third-party entities across Colorado to apply for funding for eligible pump-out station projects at boating reservoirs in Colorado. Please **review the eligibility criteria** (page 4) to determine if these funds may serve your efforts to provide improved boat access and amenities at your motorboat reservoir.

Each year, anglers spend more than \$700 million on sport fishing in Colorado and this figure is on the rise. Money to fund the CPW Clean Vessel Act (CVA) Grant Program is generated by federal excise taxes collected on the purchase of motorboat fuels, etc. It is managed as a federal grant program to the states (“Sport Fish Restoration, Fresh Water Motorboat Access”) by the U.S. Fish and Wildlife Service as a **“User Pays - User Benefits”** program. Therefore, this unique grant program will involve local communities in a three-way partnership with CPW and the U.S. Fish & Wildlife Service.

Here's how it works:

The CPW CVA Grant Program will serve as a cooperative effort between CPW (grantor) and other entities (subgrantees) to enhance Colorado's motorboat recreation. CPW accepts proposals on a rolling basis throughout the year. Each project budget should not be less than \$5,000. Eligible applicants can apply and compete for financial assistance for specific projects as outlined in the following guidelines. Applicants must match at least 25% of a CPW CVA award with non-federal cash or in-kind services (donated labor and/or supplies and equipment use). It is very important that proposed grant activities will improvements that are readily available for public use for its useful life AND is not a net revenue generating activity. And, all projects are provided funding on a reimbursable basis only. A project will be ranked primarily in terms of the cost/benefit analysis of the CVA project. During the final selection of projects to fund, some emphasis may be placed on how well the project meets the long range goals of the CPW.

We encourage you to review the enclosed program guidelines and invite you to work with us to develop a proposal for an award to your community to improve boating access or other amenities at a local body of water. To obtain an application, please contact Grants Unit staff at DNR_CPW_Grants@state.co.us

Program Guidelines. p. 3

Who May Applyp. 3

Eligibilityp. 4

Selection Criteria & Procedures p. 4

Matching Funds.p. 7

Program Staff p. 8

Grant Preparation Steps (Checklist) p. 9

Review Ranking Criteria.p. 10

PROGRAM GUIDELINES

The MOTORBOAT COLORADO! Grant Program provides federal matching funds to Colorado entities for the improvement and maintenance of Colorado's motorboat reservoirs, as well as other bodies of water where boats powered by gasoline are used. **The grants available through this program REIMBURSE project sponsors for up to 75 percent of approved expenses.** The following guidelines will answer many of the questions you may have, including:

- **Who May Apply;**
- **Eligible Projects;**
- **Grant Preparation Steps;**
- **The Application Process** (timetable, necessary components of the application, matching funds, etc.); *and*
- **The Selection and Approval Process** (Review Panel presentation, ranking, post approval).
- **Review Panel Ranking Criteria**

WHO MAY APPLY

Colorado entities, such as local government agencies, including park & recreation departments, water districts, as well as other organizations may apply for CPW CVA Grant Program funding. Applicants may not participate in more than one project annually. Separate chapters or units of statewide, city, or county-wide organizations are considered as separate applicants. Two or more local agencies may form a partnership to conduct a project. It is important to note, however, that contract administration, permitting, and fund management are best facilitated when a county or municipality is the lead agency in a partnership. Federal dollars and/or donated labor from a federal agency cannot be used for match. Likewise, CPW funding and/or labor cannot be used for the match requirement.

Marina lessees at motorboat reservoirs throughout Colorado are eligible to receive these funds. The following is a list of documentation that will be necessary for the lessee to provide if their project is chosen for funding:

DUNS #

W-9 filed with the State of Colorado

Liability Insurance Certificate (\$1,000,000 & listing CPW as “additionally covered”)

ELIGIBILITY

General Requirements:

The CPW CVA Grant Program is designed to improve access for motorboat enthusiasts at motorboat bodies of water in Colorado. The following are general requirements of all projects:

- The project will improve pumpout station amenities at a body of water used by motorized boats.
- The proposed improvements will be substantial in nature.
- The public access to the motorboat resource is assured.
- The project is determined to be a cost-effective investment.
- The features will be maintained for the life of the project. For motorboat recreation purposes, this is normally considered to be 10 years.

Examples of Eligible Projects

The following are examples of eligible projects which meet the above goals, as well as the federal regulations for use of this funding. Please note that angler use of the body of water is not required.

Ineligible Projects:

Grant funds will NOT be awarded for:

- Overhead, program administration or program planning;
- Any projects that are not available to the general public or offer limited public access;
- Any project that results in significant “for-profit” type of revenue for the motorboat reservoir entity

SELECTION CRITERIA & PROCEDURES

(PLEASE NOTE!!)

General Requirements:

Match: Each application must meet the minimum match requirements to be considered during the review and grant award process. While the maximum contribution the CPW can contribute to a project is 75 percent of the total project cost, the actual percentage for each project is dependent on how well the project results would meet the grant program goals. Higher ranking will be received in the selection process for projects that provide more than 25 percent of the cost share.

Project Benefits: In the selection process, additional weight will be given to projects that foster substantial increases in motorboat use and/or open up new public access to motorboat waters.

A.D.A.: It should be noted that all projects shall be designed and constructed so as to be accessible to the physically challenged and should meet current A.D.A requirements where practical and economically feasible.

Useful Life: In all cases, proponents will be responsible for operation and maintenance for the lifetime of the project. Project life is normally considered to be **10 years; although this is decreased for high elevation reservoirs.** An annual update of the status of the project will be required from the grantee.

Partnership Agreement: Once a project is chosen for funding by CPW and the federal grant approved, CPW will prepare a Subgrantee Agreement that thoroughly describes the project, the cooperative partnership per state and federal regulations, the funding amounts, and any other terms of the partnership.

Project Income & Revenue Generating Projects: Applicants should be aware that any income or revenue generated during the grant period from a Federal Assistance project must be returned to the project in the form of funds available for the regular operations and maintenance of the project. In other words, if the actual project receiving funding from this grant program will generate revenue during the grant period then that program income must be documented, reported annually, and returned to the general operations and maintenance of the motorboat facility only. Documentation should be retained for possible future Federal Assistance audits.

Application Preparation:

Applications undergo a detailed review process by the CPW Area and Region staff, as well at the Denver Wildlife Headquarters. Grantees may be contacted during this time for more information. PLEASE follow the following steps in completing your application:

- 1) **Begin by contacting CPW Area staff & the Program** to discuss the details of your proposed project and obtain an application. The District Wildlife Manager (DWM) will sign and forward it to the Regional Senior Aquatic Biologist (see p. 8). During this review period, applicants may be asked to explain, revise, or expand their application.

- 2) The application will then be forwarded to the MOTORBOAT COLORADO! Program Coordinator in the Denver Wildlife Headquarters Office. ALSO, please see the Grant Preparation Checklist on page 9!

Ranking & Selection:

After projects have been submitted to the CPW regional offices and reviewed they will be forwarded to Denver Headquarters for final technical review by the Program Administrator.

- Following final technical review by the Program Administrator in Denver, applicants and local sponsors will be required to present their project at a question and answer Grant Review and **Ranking Session.** Applicants will have approximately 20 minutes before the Review Panel to explain their project (use of multimedia and other visuals is strongly encouraged). The Review Panel will then have approximately 15 minutes for questions. You may ask your main CPW contacts (e.g., Regional Coordinators, Aquatic Biologists, and/or your local District/Area Wildlife Manager) to assist in providing support and to address any questions from the Review Panel. The

Program Administrator will inform each of the prospective subgrantees of the time and location of their presentation; maps will also be provided.

- Based on the results of the Review Panel ranking, recommended projects will be reviewed by the CPW Director for conditional selection. Letters regarding the Review Panel results will be sent out to applicants shortly after decisions are made.
- After conditional approval by the Director, the project must still be cleared by the U.S. Fish & Wildlife Service (i.e., approval of a federal assistance grant prepared by the Program Coordinator, which must satisfy NEPA, SHPO, Army Corps of Engineers, and other compliance requirements to meet guidelines for federal funding; additional information from the grantee may be required to complete the grant materials). Federal Assistance 2-step process approvals will most likely be completed by **late December**, if not before. PLEASE NOTE: This step can take several months if there are any concerns.
- Finally, after Federal approval a Subgrantee Agreement contract will be entered into by CPW with the applicant. There is no legal commitment on the part of the CPW to fund the project until approval is obtained for the federal Assistance grant and a contract is approved which must be duly executed by the state controller and sponsor. This step alone can take up to 2 months to complete!
- Upon USFWS approval and contract completion with all appropriate signatures a specific letter of authority to proceed will be provided to the sponsor.
 - **PLEASE NOTE: Starting any work or letting any contracts before the contract is approved and prior to having this letter to proceed may invalidate the federal grant!**
- Applicants will be required to submit quarterly status reports during the project, and upon completion, a final progress report with all expenditure records and receipts. Instruction on preparing the reports and standardized report forms will be attached to the contract for this purpose. All projects should be completed by **December 31**.
- Field inspections may be made as projects are being constructed. Upon completion, the Program Administrator will inspect the project prior to approving final payment to the sponsor (all appropriate receipts will have been verified) and annually, thereafter, to insure compliance with maintaining the project for its useful life (10 years). Shorter useful life periods are possible for projects located at higher elevations.

What Happens if Your Proposal is Not Selected ?

The MOTORBOAT COLORADO! Program is a highly competitive statewide assistance program. It should not be construed that a project is unworthy because it is not approved or not funded in its entirety. Proposals may be re-submitted next year if they were not funded, but they must go through the same application process, be re-dated and signed by the local DWM officer and or area aquatic biologist and sent to the Regional Coordinator for the next funding cycle. An application which circumvents this process will not be considered. The Program Coordinator will work with applicants to address issues and provide suggestions to insure the project has the best chance possible to receive funding in the future.

MATCHING FUNDS

(Please also review the F.A.Q. at www.wildlife.state.co.us)

What Qualifies As Matching Funds?

For an applicant, the determination for matching funds can be fairly complex. If questions arise during application preparations, it may be advantageous for the District Wildlife Manager or applicant to contact the Grants Unit at DNR_CPW_Grants@state.co.us.

Acceptance of justifiable matching funds and their value will be subject to approval by CPW's MOTORBOAT COLORADO! Grant Program Coordinator.

Guidelines covering the determination and use of eligible matching funds are as follows:

- Total grant funds (federal) may not exceed 75 percent of the total project cost.
- In-kind and cash donations must come from non-federal sources.
- Match must be accrued during the grant period (between the start and end date).
- In-kind contributions may be in the form of volunteer labor (non-federal), materials, use of equipment or costs incurred by the contractor or subcontractors to complete the project. To be eligible as an allowable cost, all in-kind contributions must be expressly determined by the state to be a necessary and integral part of the project. In-kind matching funds may be used in addition to, or in place of, cash donations.
- Third party in-kind contributions may count toward satisfying the matching requirement only if the participants receiving these in-kind contributions would otherwise have to pay for them to complete project requirements or necessities.
- In-kind match may not include costs that are borne by other federal grant agreements. This includes costs and third party in-kind contributions that have been used to satisfy matching or cost-sharing requirements of another federal grant/aid agreement or any other award of federal funds.
- In-kind matching money must be specific to the approved work units of the project documented in the work plan of the application, and will be specified as a line item in the budget exhibit of the contract.
- Indirect costs (such as overhead charges or contingency estimates) **cannot** be included as part of in-kind contributions. This also applies to non-expendable tools and equipment that have a use beyond the project.
- Non-Federal engineering, project design, land and water surveys, blueprint preparation and environmental assessment preparation specific to project construction can be used as in-kind matching funds.
- Funds expended prior to the receipt of a letter to proceed **cannot** be eligible as match, except for pre-approved preliminary costs associated with the design and planning of project. This does not apply to property or structures already owned by the applicant which will be dedicated to the objectives of the project. Discuss this option with the Grant Program Coordinator after receiving approval by the Review Panel Session and prior to grant application submittal to the FWS.

How Is The Value Of In-Kind Matching Funds Determined?

The valuation of an in-kind contribution is dependent on whether the contribution is from the state, contractor or a third party. Generally, contractor or third party in-kind contributions are valued at the

rate the state would have to pay for similar services or property if purchased on the open market. Other rules that apply to in-kind matching funds include:

- Materials contributed by a contractor or third party will be assigned the market value at the time of the contribution.
- If the contractor or a third party contributes land, equipment or building space, or the use thereof, the contribution will be valued at the fair rental rate over the term of the project or the fair market value, of the land, equipment, or building space, whichever is less. Only equipment, buildings or lands, or portions thereof, necessary and integral to the completion of the project will be considered for evaluation as an in-kind contribution.
- Fair market or rental values shall be determined by the standard appraisal techniques or any other method approved by the state.
- If not specified in the budget outline of the application, the value of donated labor will be computed at **\$10.50/hr**. The use of higher hourly figures must be justified by the type of work and qualifications of the worker.

REGIONAL COORDINATORS

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GRANT PROPOSAL PREPARATION STEPS CHECKLIST:

Step #	Description	Completed? (X)
(1)	CAREFULLY review all grant program guidelines, including eligibility, matching requirements, and other federal regulations that apply to these federal funds.	
(2)	Develop main objectives and approach for your project.	
(3)	CONTACT your local District Wildlife Manager or Aquatic Biologist, as well as the Grant Program Coordinator to inform and discuss your project ideas to obtain suggestions and their initial approval.	
(4)	Submit your grant application to local Area or Regional Office.	
(7)	Based on Review Panel results, work with Grant Program Coordinator to develop Grant Narrative (additional information may be required); AGAIN - no funding can be expended until the grant has been approved!!	
(8)	Review Subgrantee Agreement.	
(9)	Sign Subgrantee Agreement.	
(10)	Receive “Notice to Proceed” with final fully executed agreement with grant materials attached.	

Proposal Rating Rubric

SCORE	RANKING CRITERIA
0 (lowest)	<ul style="list-style-type: none"> • Little or no public access to reservoir after the project is completed. • Very questionable projected motorboat recreation benefit-to-cost. • No ability to maintain the project for its useful life. • Project would support a business that intended to profit from the project.
1	<ul style="list-style-type: none"> • Average public access (reasonable fees assessed; at least 50% public access) at reservoir depending on the reservoir's recreation constraints. • Somewhat questionable projected motorboat recreation benefit-to-cost. • Lacks/minimal ability to maintain the project for its useful life. • Project would not support a business who intended to profit from the project. • Lacks the ability or unable to provide semi-annual revenue generated (program income) information, if necessary, during the grant period.
2	<ul style="list-style-type: none"> • More than average public access (minimal fees assessed; at least 75% or more public access) at the particular reservoir. • Average projected motorboat recreation benefit-to-cost. • Ability to maintain the project for its useful life. • Project would not support a business who intended to profit from the project. • Ability to provide semi-annual revenue generated (program income) information during the grant period, if necessary, during the grant period.
3 (highest)	<ul style="list-style-type: none"> • Total public access (no fees assessed) at reservoir. • Opening of a new motorboat recreation site. • Good motorboat recreation benefit-to-cost. • Project will accommodate motorboat recreation needs at the reservoir; above average benefit for motorboat recreation • Ability to maintain the project for its useful life • Project would not support a business who intended to profit from the project

The Colorado Division of Parks & Wildlife receives federal funds from the U.S. Fish & Wildlife Service pursuant to the Sport Fish Restoration Act.

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