

PROGRAM GUIDANCE

FOR

U.S. FISH & WILDLIFE SUBAWARD GRANT PROGRAMS

BOATING INFRASTRUCTURE GRANT (BIG)

**PUMP OUT STATION FUNDING (POS) - CLEAN VESSEL
ACT (CVA)**

SPORT FISH RESTORATION – BOAT ACCESS (SFR – BA)

SPORT FISH RESTORATION – FISHING PIER (SFR – FP)



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I. Keys to a Successful Project

- A. Start *planning* your project early and communicate with the Grant Program Manager often about your project goals. The Grant Program Manager’s contact information appears on the next page.
- B. Before submitting your project application, spend time reviewing the needs, goals, and expectations of the grant program; pre-planning will pay dividends. The U.S. Fish & Wildlife Service (USFWS) and the Department of Natural Resources (Department) requires projects that

are substantial in character and design.

- C. Understand that **there are long term commitments that are connected to grant funding.** Spend time discussing any concerns about your project before applying. Subrecipients are required to keep the grant funded projects maintained and ensure public access for the useful life of the development. Details on the duration of time that you must maintain your project and allow the public access can be explained by the Grant Program Manager.
- D. If your application is selected for funding, **WAIT** until you have a signed grant agreement from the Department before you begin project activities. Costs or match incurred before you have a fully executed grant agreement will not be eligible as match or qualify for reimbursement. The only exception to this are pre-award costs.
- E. These grant programs are administered as reimbursement programs. This means you must incur and pay all costs associated with the project **before** seeking reimbursement from the Department. No advance payments will be allowed under these programs. As costs are incurred, save all invoices, receipts, and other proofs of purchase and proofs of payment. Be sure to document volunteer hours worked as the value of these hours can be used as your subrecipient match. For volunteer time to count as match, use Department [Form 8700-349B - Volunteer Labor Worksheet Used as Grant Match](#). Taking these steps from the beginning of your project will help ensure you collect the documentation needed for reimbursement.
- F. Finish your project before your agreement end date. If you need an extension to complete your project, contact the Grant Program Manager at least three months **before** the agreement end date to request an extension. Time extensions are not guaranteed. Costs incurred after the end date of the agreement are not eligible for reimbursement. Costs incurred before the start date – for items such as project planning and consultation – may only be reimbursed if preapproved by the USFWS.
- G. **MOST IMPORTANT**, please contact the Program Coordinator or the Grant Program Manager with questions. The Program Coordinator can help you with project eligibility and connect you with the local Fisheries staff for technical questions and project placement. The Grant Program Manager can help you with grant procedural issues, how to proceed, eligible costs, and answer questions concerning budget and administrative procedures. If the grant program you are applying for does not have a Program Coordinator, the Grant Program Manager can help you with all your questions.

<p>All Programs: Grant Program Manager Faith Murray WI Department of Natural Resources 2984 Shawano Ave Green Bay, WI 54313 920-662-5487 Faith.Murray@Wisconsin.gov</p>	<p>SFR – Fishing Piers Program Coordinator Chris Stockner, Grants Specialist WI Department of Natural Resources PO Box 7921 Madison, WI 53707 608-267-7477 Christopher.Stockner@Wisconsin.gov</p>
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II. Grant Program Specifications

A. **Introduction**

The Department has a long history of actively promoting access to our waterways for boating and fishing. The Department receives funds from the USFWS via the Sport Fish Restoration fund and passes these funds to partners (subrecipients.) The USFWS has four grant programs that help achieve the Department's goal of promoting access to our waterways. The Department receives these funds from the USFWS then subawards them to subrecipients. These grant programs include:

- Boating Infrastructure Grants (BIG): provides funding to construct, renovate, or maintain tie-up facilities for transient recreational vessels twenty-six feet or greater in length.
- Pump Out Station Funding (POSF) formally called Clean Vessel Act (CVA) provides funding for pump out stations and waste reception facilities for safe disposal of recreational boater sewage.
- Sport Fish Restoration - Boat Access (SFR-BA): provides funding for facilities that create or add to public access for recreational boating.
- Sport Fish Restoration – Fishing Pier (SRF-FP): provides funding for facilities that create or add to public access for shore fishing.

B. **Terms Used in this Document**

Applicant – An entity submitting a grant application under these programs.

Authorized Representative – The person named and authorized by a resolution of the applicant's governing body to act on behalf of the applicant to sign the application and all related documents, request and receive payments on behalf of the applicant, and take necessary action to complete the proposed project.

Award – That portion of total project costs provided by the Department and eligible for reimbursement under these programs.

DUNS – Data Universal Numbering System. DUNS is a proprietary system developed and regulated by Dun & Bradstreet that assigns a unique numeric identifier to a single business entity.

Eligible Applicant – An entity eligible to submit an application and accept funding under these programs. Eligible entities are listed under *Eligibility*, part D.

Final Reimbursement Request – A final, formal request made by the Authorized Representative on behalf of the subrecipient for remaining eligible expenses directly related to approved project activities. The final reimbursement request and final report must be sent to the Grant Program Manager at the same time.

Final Report – A detailed report outlining project accomplishments. The final report template created by the Department must be used and is located on the Department's grant program web

pages. The Final Report must include before and after pictures of the project site. The final report must be submitted to the Grant Program Manager when the subrecipient submits the final reimbursement request.

Grant Agreement – The legally binding contract issued under these programs between the Department and the subrecipient that identifies the project budget, scope, and provisions to which a subrecipient is held.

Interim Report – A detailed report prepared by the subrecipient outlining annual project accomplishments. The Interim Report must be submitted when requested by the Department. The Interim Report template can be found on the Department’s grant program web pages.

Partial Reimbursement – A formal request made by the Authorized Representative on behalf of the subrecipient and submitted to the Grant Program Manager, requesting reimbursement, up to one time per year, for eligible expenses directly related to approved project activities stated in the signed grant agreement. The sum of all partial reimbursement requests cannot exceed 80% of the total grant award. The remaining 20% of the grant award is reserved to pay the final reimbursement request. Subrecipients shall submit proofs of purchase and proofs of payment for all claimed eligible expenses.

Pre-Award Costs – Costs that occur before the grant agreement start date. These costs can include such items as engineering, design, historical and archeological studies, and planning costs. These items must be identified in the application and specifically approved by the Department and the USFWS to be eligible.

Project – The total of all development or improvement activities, including those paid for by the subrecipient and those to be paid by a grant under these programs.

Project Application – A document by which an applicant requests grant funding. Funding requests must be made on [Application Form 8700-343](#).

Proofs of Payment – Supporting documentation, including cancelled checks, receipts marked “paid in full”, credit card receipts, checking account statements, and other references submitted to the Grant Program Manager with reimbursement request(s) as proof that a payment was made for the eligible project expense.

Proofs of Purchase – Supporting documentation, including invoices, receipts, bid estimates, consultant contracts, and the like, submitted to the Department by the subrecipient with reimbursement requests in support of eligible project expenses.

Public Access – The right of a member of the public to enter a property for the purposes of accessing the project paid for by a grant under one of these programs.

Subrecipient – An entity accepting grant funds under one of these programs.

Subrecipient Match – That portion of the total project costs to be paid by the subrecipient or an identified partner. As these programs are federally funded, subrecipient match **cannot** come from other federal sources.

Useful Life – Useful life is the period of time during which a federally funded improvement is capable of fulfilling its intended purpose with adequate, routine maintenance.

C. Applicant Commitments

To be eligible for an award under these programs, subrecipients must agree to be responsible for the maintenance and control of all improvements/facilities acquired or constructed with federal assistance throughout the useful life of each improvement. The subrecipient must allow the public access to the improvements/facilities throughout the useful life of the project.

D. Eligibility

1. Applicants

- a. Boating Infrastructure Grant program funds are available to public and private agencies, marinas and other facilities that provide transient tie-up (15 days or less) opportunities for large recreational boats 26 feet or more in length.
- b. Pump Out Station (Clean Vessel Act) program funds are available to any private marina/business or local unit of government.
- c. Sport Fish Restoration – Fishing Piers and Boat Access program funds are available to counties, towns, cities, villages, tribes, sanitary districts, public inland lake protection and rehabilitation districts, and qualified lake associations.

2. Projects must provide demonstrable public benefits and be of substantial character and design. Projects must be in the state of Wisconsin. Projects may be located on private land as long as the general public has legal access to the site.

a. Boating Infrastructure eligible projects include:

- i. Construction, renovation, and maintenance of boating infrastructure tie-up facilities solely for transient recreational vessels twenty-six feet or more in length.
- ii. Production of information and education materials specific to boating infrastructure funded projects (i.e. charts, cruising guides, and brochures.)

b. Pump Out Station Fund (Clean Vessel Act) eligible projects include:

- i. Construction, renovation, operation, and maintenance of pump out & dump stations including floating restrooms used solely by boaters.
- ii. Education/information programs to educate/inform recreational boaters about environmental pollution resulting from sewage discharges from vessels.
- iii. Activities involved with holding, transporting, and getting sewage treatment facilities to accept sewage.

c. Sport Fish Restoration – Boat Access projects include:

- i. Projects that seek to acquire, develop, renovate, maintain, or improve facilities that create or improve public access to the waters of the Wisconsin. This includes ramps, boarding docks, parking, etc. These projects may include auxiliary structures to ensure safe use by recreational boaters such as

- signage, lighting and restrooms. Projects may include surveys to obtain information needed to plan for providing access to recreational waters for any size or type of recreational boat.
- ii. Facilities funded through this subprogram must be available to all recreational boaters; however, States may restrict uses for public safety, property protection, noise abatement, and/or aquatic resource protection. Examples of restrictions include limiting the horsepower or types of boat motors and setting speed limits, no-wake zones, or hours of use.
 - d. Sport Fish Restoration – Fishing Pier projects are limited to construction and renovation of structures that are primarily designed to provide public access for shore fishing. Facilities that provide access to and amenities for fishing pier structures may also be eligible.

E. Grant Program Priorities

Priorities for each program are set utilizing applicable federal and state guidelines. The Department uses each program’s priorities to establish ranking and scoring criteria for projects within that program. To view current ranking and scoring criteria for each program, go to the Department grant webpage and search for the relevant grant program.

F. Source of Program Funds and Governing Guidance

An annual apportionment from the Sport Fish Restoration and Boating Trust Fund (Trust Fund) is the source of funding for these programs. The Trust Fund receives its revenue from excise tax on sport fishing equipment and electric motors, import duties on fishing tackle, yachts and pleasure craft, a portion of gasoline tax attributable to motorboats and small engines, and interest earned on Trust Funds.

Funding for the Boating Infrastructure Grants comes from the Sport Fishing and Boating Safety Act of 1998. Four percent of the amount in Sport Fish Restoration & Boating Trust fund is shared with Pump Out Station (Clean Vessel Act) and Boating Infrastructure grants. Federal codes 50 CFR 86 and 2 CFR 200 are applicable to this program.

Funding for the Pump Out Station (Clean Vessel Act) comes from the Clean Vessel Act of 1992, Amendment to the Sport Fish Restoration Act of 1998. Four percent of the amount in Sport Fish Restoration & Boating Trust fund is shared with Clean Vessel Act and Boating Infrastructure grants. Federal codes 50 CFR 85 and 2 CFR 200 are applicable to this program.

Funding for the Boating Access and Fishing Piers programs comes from the Sport Fish Restoration Act also known as the Dingell-Johnson (DJ) Act of 1950. Federal codes 50 CFR 80 and 2 CFR 200 are applicable to this program.

G. Total Available Funding and Award Cap

Total available funding for these subprograms varies from year to year.

Boating Infrastructure Grants have two tiers; Tier 1 funds projects up to \$200,000 per year to the state of Wisconsin and Tier 2 is nationwide funding based on set ranking criteria.

Funding allotments for Pump Out Station (Clean Vessel Act), Sport Fish Restoration Boat Access and Fishing Piers are set each year and are depending on program funds available.

H. Maximum Award Share

The maximum grant amount of funding allowed under these programs is 75% of the total eligible project cost. Boating Infrastructure and Pump Out Station (Clean Vessel Act) grants regularly fund projects at the full 75% of eligible project costs. Sport Fish Restoration grants normally limit awards to 50% of eligible project costs due to the high demand for these funds.

I. Subrecipient Match

The percentage of the total eligible project cost that is not funded by the grant is called the subrecipient match. Subrecipients are required to contribute a percentage of the total project costs as defined in their grant agreement; normally between 25-50%. This percentage may vary so pay close attention to the grant agreement.

Subrecipient match may consist of cash from the subrecipient's accounts, in-kind, force account, and/or donations from partners. Partners may donate volunteer labor, professional services, supplies and materials, or the value of some equipment used. Donated equipment usage, supplies, and services will be valued based on program criteria. As these programs award funds from a federal source, match cannot come from another federally funded source.

1. Documenting match: Consists of maintaining adequate proofs of purchase and proofs of payment for all expenditures incurred by the subrecipient.
2. Documenting donated labor, professional services, supplies, materials, and equipment, as part of match requirement: Donations are subject to the following provisions:
 - a. All sources of match must be identified in the grant application.
 - b. All donated labor must be documented using the Department's Volunteer Labor Worksheet Used as Grant Match ([Form # 8700-349B](#)) which is available on the grant program's web page.
 - c. The value of donated equipment usage will be based on the value assigned to similar equipment per current WI DOT rates. Information on current rates can be obtained from the grant program manager.
 - d. The value of donated professional services shall be determined by market rate and established by an invoice provided by the donor (typically done on business letterhead or work order). Form 8700-350 can be used in conjunction with the information provided by the donor.

J. Program Deadlines and Review

1. Boating Infrastructure Grants - Applications are due June 1 each calendar year
2. Pump Out Station Fund (Clean Vessel Act) - Applications are accepted year round
3. Sport Fish Restoration - Boat Access - Applications are due February 1 each calendar year
4. Sport Fish Restoration - Fishing Piers - Applications are due October 1 each calendar year

If any state deadlines fall on a Saturday, Sunday or Legal Holiday, the deadline is moved to the next State working day.

Applications will be accepted and reviewed for funding. Grant agreements are normally issued 9-

12 months after the application deadline. Work on your project should not begin until you have received, signed, and returned your grant agreement to the Grant Program Manager. Costs incurred after your application is submitted and before the start date of the grant agreement are not eligible for reimbursement unless approved as pre-award costs.

K. Eligible Project Costs

1. Boating Infrastructure Grants
 - a. Construction and renovation of boating infrastructure tie-up facilities for transient, recreational vessels twenty-six feet or more in length.
 - b. Produce information and education materials specific to boating infrastructure funded projects (charts, cruising guides, and brochures).
2. Pump Out Station Fund (Clean Vessel Act)
 - a. Construction and renovation of pump out and dump stations including floating restrooms used solely by boaters.
 - b. Educational and informational programs to teach recreational boaters about environmental pollution resulting from sewage discharges from vessels.
 - c. Maps and media showing the location of pump out and dump stations
 - d. Actives involved with holding, transporting and getting sewage treatment facilities to accept sewage.
3. Sport Fish Restoration - Boat Access
 - a. Construction or replacement of breakwater structures, ramps, floats, piers, bulkheads, roads, parking lots, landscaping, and wash-down stations to facilitate recreational boat use and access.
 - b. Development of engineering design, obtaining permits, and completing other procedures for environmental protection and compliance.
 - c. Construction of public marinas, including docking and mooring facilities, for use by recreational boaters who stay 10 days or less.
 - d. Excavation of new or deeper boating lanes and removing stumps to make public water bodies accessible to recreational boaters.
 - e. Construction and improvement of dams or other structures to impound water for access to recreational boats.
 - f. Dredging of existing boating lanes or controlling nuisance aquatic vegetation to make a water body more accessible for recreational boats as opposed to general navigation.
 - g. Construction sediment traps and basins to protect recreational boating access sites.
 - h. Renovation and construction of access roads, bridges, signals, traffic-control devices, and lighting needed for recreational boaters to travel from public transportation routes to a recreational boating access facility.
 - i. Construction and installation of restrooms, showers, electrical, potable-water distribution systems, and sewage treatment facilities at recreational boating access sites.
 - j. Installation of fish cleaning stations, boat hoists, or other features to support use by recreational boaters.
 - k. Installation of on-site navigational aids, public telephones, first-aid stations, wireless Internet, security lights and cameras, and other improvements at recreational boating access sites to enhance the safety and wellbeing of recreational boaters.

1. Development of camping facilities at recreational boat access sites on islands without bridges to the mainland or on other similarly isolated recreational boat-accessible sites.
 - m. Development of toll-free numbers or producing brochures, maps, user guides, Web sites, signs, and other aids to inform boaters of the types, availability, and locations of recreational boating access facilities.
 - n. Evaluation and design of eligible recreational boating access improvements. These activities may include appraisals, research, surveys, planning, and public involvement.
4. Sport Fish Restoration - Fishing Piers - Construction and renovation of fishing facilities and support facilities where the primary purpose is to provide fishing access to the public.

L. Ineligible Project Costs – The following cost are not eligible in any of the subaward grant program.

1. Project supplies not directly related to implementation of the project and outside of the support cost parameters listed above
2. Purchase of motor vehicles or trucks
3. Land acquisition
4. Department staffing costs related to the implementation of the project (includes salaries, hourly wages, and fringe benefits)

M. Applicant Responsibilities

1. **Official Authorizing Resolution.** Every application must include a resolution adopted by the applicant’s governing body that does the following:
 - a. Requests financial assistance from the Department
 - b. Authorizes one representative, preferably by “title” rather than by name, to act on behalf of the applicant to:
 - i. submit a completed application
 - ii. sign a grant agreement with the Department
 - iii. take necessary action to complete the proposed project
 - iv. request reimbursement from the Department
 - v. submit interim and final reports and before/after photos of the project site to the Department
 - vi. Affirm that the applicant has the required match funding from its monies or from other sources

An [Authorizing Resolution template](#) can be found on the Department’s grant web page.

2. Financial.

- a. Financial responsibilities listed in the grant agreement cannot be passed to another entity by a resolution or any other means.
- b. All reimbursement requests (and support documentation) must be submitted by the subrecipient named on the agreement on a form provided by the Department.

N. Cost Containment. All applicants must follow procurement procedures as defined in Wisconsin Statutes. See link to *Department Procurement Guide* on the Department grant web page (non-profit organizations should use procurement guidance identified for towns). For

contracted project activities that require bidding, the applicant must obtain three (3) price quotes, in writing, for contracted work, or provide sufficient justification to the Department if fewer than three price quotes are obtained.

O. Federal compliance. Subrecipients are responsible for complying with provisions of Federal Code of Regulations 2 CFR Part 200 and 50 CFR 80.

Background about Single Audit Act: The Single Audit Act of 1984 (Public Law 98-502) was passed by the US Congress to improve auditing and management for federal funds provided to state and local governments. A single audit is a cost-effective way to evaluate non-Federal entities, in lieu of audits from multiple federal agencies. This Act was further amended in 1996. The Act and 2 *CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (referred to as Uniform Guidance)* provide audit requirements for ensuring that federal funds are expended properly. Federal funds may be disbursed as grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, and direct appropriations from federal agencies. Rather than create a separate Wisconsin law that governs auditing of state funds provided to local governments, Wisconsin has chosen to follow the audit requirements of the federal *Single Audit Act*, as amended, and *Uniform Guidance*. All non-Federal entities that receive Federal and Wisconsin funds totaling at least \$750,000 in a calendar year are required to hire a skilled auditor to evaluate compliance with the *Single Audit Act*, as amended, and *Uniform Guidance*.

P. Project Scopes

Applicants will provide a narrative of the scope of the project as part of their application package. Successful project scopes will:

1. Describe in detail how the applicant plans to meet the objectives of the program and benefit the public.
2. Involve multiple groups to implement the project.
3. Include a reasonable timeline for completion of the project.
4. Include a budget that is specific and reasonable. The budget should include match amounts and describe the sources of the match.

Q. Submitting your Application

Applications must be submitted to the grant program manager by the application deadline date (see section J). Follow instructions provided on the grant program web page (from the Department homepage, search keyword for the grant program name).

R. Application Review

Applications will first be reviewed for completeness and eligibility; only complete and eligible applications will be scored.

Complete applications will be scored based on adherence to program priorities and detail included in the application.

Scored applications will be ranked, in descending order based on the application score and by project category. Eligible projects will be funded, in rank order, until available funds are

depleted. Projects maybe partially funded to allow funds to be distributed to all eligible projects. Award decisions will be made by the Department are final.

Once the applications are scored and ranked, all applicants will be notified regarding the status of their application. Those that are tentatively approved will proceed to the next level of review to determine compliance with Federal and State requirements.

Upon completion of all compliance reviews steps, fundable projects will be presented to the USFWS for review and approval. USFWS may take 3 months to reach a determination.

S. Project Award and Agreement

If your project is selected for funding, you will receive a notice of project award and a grant agreement from the Department detailing the approved project scope, project deadline, and budget. The grant agreement must be signed/dated by the authorized representative and returned to the Grant Program Manager within 30 days of receipt from the Department. Failure to return the signed grant agreement by the deadline may cause the Department to withdraw the offer of financial assistance and award your funds to the next project in the ranked list.

Any required permits must be acquired by the Authorized Representative before work can begin on a project. Read your grant agreement carefully and share it with your consultant, if you are working with one. Your grant agreement contains conditions that govern your project. If you are working with a consultant, make sure your consultant agrees with the project scope and conditions described in the grant agreement before you sign it. You are responsible for adhering to the conditions of the grant agreement (including ensuring compliance from all contractors, consultants, etc.). Consultants cannot sign a grant agreement on behalf of subrecipients.

Applicants typically will have two years to complete projects, beginning with the start date of the grant agreement. The end date will be listed in the grant agreement.

IMPORTANT!! For successful applicants, costs incurred after submitting the application and prior to receiving the signed grant agreement from the Department are not eligible for reimbursement unless they have received approval as pre-award costs by the Department and USFWS. Costs incurred after the end date of the grant agreement are not eligible for reimbursement.

T. Reimbursement Process

These grant programs are administered as reimbursement programs. This means the subrecipient must incur and pay all costs associated with the project ***before*** seeking reimbursement from the Department. The Department does not issue any grant advance payments for SFR, POS (CVA) or BIG grants.

Subrecipients may request partial reimbursements from the Department during the life of the project, on an annual basis.

Subrecipients must request reimbursement on Department [Form 8700-001 Grant Payment Request & Worksheet](#) and [Form 9300-230 Grant Partner Financial Data Report](#).

Reimbursement requests must include both proofs of purchase and proofs of payment.

Send your reimbursement request(s) and supporting documentation to the Grant Program Manager.

The total of all partial reimbursements shall not exceed 80% of the total grant award. The final 20% of the grant award will be held by the Department for the final reimbursement payment.

The final reimbursement request packages shall include a final report from the subrecipient. The Department will not issue final reimbursement until the final report has been received, reviewed, and approved by the Department. Final report formats can be found on the grant program's web page.

U. Interim Report Requirements

An interim report of the project must be submitted yearly during the project timeframe. The Department will inform subrecipients when the reports are due. If project activities are completed before the end of the project timeframe, the interim report is not necessary, and recipients must instead submit a final report. The interim report templates can be found on the program's grant web pages.

V. Final Report Requirements

A final report and before and after photos of the project site must be submitted within 60 days of the end date of the project timeframe or completion of the project, whichever occurs first. A project completion inspection will be scheduled and conducted by Department personnel within 60 days of notification by the subrecipient that the project is complete. The final report template can be found on the program's grant web page.

III. Application Instructions

Instructions on how to complete the application, can be found on the program webpage.