Agenda

- Overview Clean Boating Programs
- Clean Vessel Act pumpout grants
- CVA Application requirements
- Project Plan and Budget
- Supporting Documents
- Apply by email
- Apply online through Grant Portal
Florida Clean Boating Programs

The Clean Boating Programs:

- Clean Marina
- Clean & Resilient Marina
- Clean Boatyard
- Clean Marine Retailer
- Clean Vessel Act pumpouts
- Clean Boater
- Clean Boating Partnership
The Clean Boating Programs are voluntary, partnership-driven initiatives for marinas, boatyards, retailers and boaters to display a proactive approach to environmental stewardship and incorporate best management practices that exceed regulatory requirements.
Clean Vessel Act Program

Universal Pumpout Logo
Clean Vessel Act of 1992

• Provides financial aid for pumpout and dump stations
• Provides educational information to boaters

Marine Sanitation

• Chapter 327, Florida Statutes
Florida Statute 327.53

- Established in 1994
- Titled “Marine Sanitation”
- Boaters are prohibited from discharging raw sewage into freshwater or within coastal salt water limits
- Raw sewage discharge prohibited
- 9 nautical miles from Gulf shores
- 3 nautical miles from Atlantic Coast
Clean Vessel Act programs across the nation are funded through an excise tax on marine-grade fuel and fishing tackle.
The Florida Clean Vessel Act (CVA) Program provides grant funding to marina owners and operators for boater pumpout facilities.

CVA grant funds can be obtained for recreational boater pumpout-related projects.

Grants will cover up to 75% reimbursement of costs for these projects – with 25% of the approved project costs covered by the grantee.

Grant-funded work cannot be started before an agreement is in place. Costs incurred before an agreement is executed will not be covered or reimbursed by the grant.
Allowable Projects and Expenses

- Equipment Purchase and Installation (new or replacement)
- Dump station, portable, stationary, pumpout vessel, holding tank, lift station
- Piping, plumbing, electrical
- Operations/maintenance and repair
- Sewage hauling and holding tank
- Pumpout signage
- Education and outreach
CVA Operations & Maintenance

- Funding based on anticipated volume of boating traffic and perceived need for pumpout activity
- Funding for marina staff salary for hours spent pumping out and logging the activity
- Goal: keep sewage from waterways and maintain equipment in good operating condition
- Grants reimburse 75% and marina provides 25%
All projects funded with CVA grant funds are required to have two posted signs:

- 3’ x 4’ universal pumpout logo facing waterway
- Informational placard on or next to equipment informing patrons of pumpout instructions and funding accreditation
Grant recipients can create their own educational flyers and other instructional materials.
Clean Boater Program

Thousands of boaters have taken the pledge.

As a participating member of the Florida Clean Boating Program, I pledge to do my part in keeping Florida’s waterways clean. I will identify opportunities and implement practices to prevent pollution associated with my boating activities such as: fueling, cleaning and washing, sewage handling and maintenance. I will further ensure that all passengers aboard my vessel follow the guidelines and maintain a clean boating environment.

As a Clean Boater I Pledge To:
• Recycle and keep Florida’s waterways free of trash
• Practice proper fueling techniques
• Use pumpout facilities
• Support Florida Clean Marinas, Clean Boatyards and Clean Marine Retailers whenever possible
• Promote clean boating habits and the Clean Boating Program to fellow boaters
• Remember that a clean environment ALWAYS starts with ME

Name ______________________________________
Address ______________________________________
Email address _________________________________

FloridaDEP.gov/CleanBoater
CVA Grant Process

- Project eligibility and planning
- Complete supporting registrations
- Gather quotes, other documents
- Send application, documents
- Grant Manager assigned, contact made
- Grant Manager ensures package is complete

- Site visit, review confirmation
- Administrative approval
- Grant executed, work begins
- Status reported quarterly
- Invoice CVA program for 75% reimbursement
- Quarterly gallons pumped reported for 5 years
The Clean Vessel Act Program, application, instructions and link to the grant portal are located at this website address: www.FloridaDEP.gov/CVA.
The link to the Clean Vessel Act Program, application, instructions and link to the grant portal are located at this website address: https://floridadep.gov/rcp/cva/content/apply-cva-grant/
Clean Vessel Act Application

The link to the Clean Vessel Act Program, application:
FloridaDEP.gov/RCP/CVA/documents/cva-grant-application
Clean Vessel Act grant application

The link to the Clean Vessel Act Program, application:
https://floridadep.gov/rcp/cva/documents/cva-grant-application
Plan Your Project

- Aerial drawing or engineering plans of proposed project site with pumpout location marked
- Pictures of proposed project site
- Any site preparation needed before pumpout installed?
- Any state or local permits needed
- Gather quotes for any equipment or service that costs more than $2,500
- Summarize work plan and budget
Project Budget

- Permits
- Site Preparation
- Renovation
- Equipment
- Installation
- Operations
- Maintenance/repair
- Sewage hauling
- Pumpout signage
- Education and outreach

**Estimated Project Budget**

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>Total Amount</th>
<th>75% grant (non-constructive)</th>
<th>25% match (non-constructive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits</td>
<td>Miscellaneous</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Site Preparation</td>
<td>Contractual Services</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Renovation</td>
<td>Contractual Services</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Equipment Purchase</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment Installation</td>
<td>Contractual Services</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Operations of Equipment</td>
<td>Contractual Services</td>
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<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>Maintenance and Repair</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Sewage Hauling</td>
<td>Contractual Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pumpout Signage</td>
<td>Miscellaneous</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education and Instructional Materials</td>
<td>Miscellaneous</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Total Project Amount (%)      | $0.00             |
| Total Grant Award Amount (no match required) | $0.00 |
| Total Match Amount (no limit) (100%) | $0.00 |

**Note:** The facility should include estimated hourly rates of pay for all in-house labor even when executing any related task above. Only the direct labor rates of pay for the facility’s employees are reimbursable. Thus, the facility shall not be reimbursed for wages or salaries (i.e. fringe benefits, overhead, income, and/or payroll and administrative costs). To request reimbursement for hourly rates of pay, the costs shall be itemized by employee position, hourly rate of pay, and the associated activity using the table below. At its discretion, the Department may request additional supporting documentation.

**Hourly Rate of Pay for Grant Reimbursement**

(Click here for detailed instructions on how to complete this table.)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Rate/ Hour</th>
<th># Hours</th>
<th>Total Salary (non-constructive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Operations Worker</td>
<td>$12.00</td>
<td>250</td>
<td>$1,800.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**CVAI Application Page**
CVA Application Package

- Application and project budget
- Project plan and pictures
- Quotes or bids
- Vendor Registration
- Division of Corporations
- Insurance
- W-9
- FFATA if applicable
Vendor Registration

• Applicants must be a registered vendor with Florida. If you are not registered, marinas can register at: vendor.myfloridamarketplace.com.

• To verify a Vendor Registration online: vendor.myfloridamarketplace.com.

• Under ‘Vendor login’ type in “publicuser” for both the username and password.
Division of Corporations

- Applicants must be a registered corporation. If marina is not, register at: dos.myflorida.com/sunbiz/.
- To verify a registration online go to dos.myflorida.com/sunbiz/. In the top banner – click on the ‘Search Records’ button.
Division of Corporations

**Fictitious Name**

If the corporation is doing business under a different name, that fictitious name must be active as well, and match the owner’s name, principal address and FEI Number from the corporation record.
All applicants will need a W-9. The blank W-9 form can be found at the following website: www.irs.gov/pub/irs-pdf/fw9.pdf
Insurance

If the applicant is For-Profit or Not-For-Profit, they will need proof of coverage for:

- **Commercial General Liability Insurance** — $300,000 aggregate/$100,000 per occurrence required for a business (no exceptions)

- **Commercial Automobile Liability Insurance** — vehicles owned by and used at the business must be insured for $300,000. The applicant should provide a written statement stating that the business does not own or operate commercial vehicles at the project site.

- **Workers Compensation Insurance** — applicant must meet legal requirements which are: $100,000 per occurrence, $500,000 aggregate and $100,000 pe or disease required for five or more employees.
Businesses with four or fewer employees can provide a completed *Worker's Compensation Exemption Form*, in place of providing proof of coverage.
Insurance – Self-Insured

If the applicant is a **Government entity** (city, county, state):
A written statement can be received, stating that the government is self-insured.

If the government is *not* self-insured, they must provide proof of insurance, as required above for for-profit and nonprofit organizations.
For applicants with a proposed project funding (75%) amount $30,000 or more in federal funding, the applicant must provide a completed Federal Funding Accountability and Transparency Act Form. This form is used to report the funding awards back to the Federal Government.
Submit CVA Application by Email

- Applications can be submitted by email and all documents can be attached to the email.
- Click on Submit
- A blank email to Clean.Vessel.Act@DEP.gov will be created with the application attached.
- Attach additional documents to complete your application package.
- Or use your application package to apply through the grant portal.
• Users will need to use Google Chrome browser to use portal
• Free to download and use
• www.google.com/chrome/
Access the Grant Portal

Login to the Salesforce Grant Portal

• Click on the link to access the portal – myeco.force.com/grants/s/login

• If you are not registered, select “register.” You will be directed to complete the registration form. Once that’s complete, you can gain access.
Once registered on the portal, the user will be sent an email that includes a link to create a password.
The Clean Vessel Act (CVA) of 1992 was signed into law to reduce pollution from vessel sewage discharges, prohibiting the discharge of raw sewage into fresh water or within coastal salt-water limits. The act established a federal grant program administered by the U.S. Fish and Wildlife Service, which to date has awarded nearly $160 million for states to install thousands of sewage pumpout stations. The program, housed within DEP’s Office of Sustainable Initiatives, provides grants for construction and installation of sewage pumpout facilities and purchase of pumpout boats and educational programs for boaters. 

Quick Links
- CVA Grant Program
- CVA Grant Requirements
- Clean Marina Program
- Clean and Resilient Marina
- Clean Boater Program
- Pumpout Signage Requirements
- Quarterly Reporting Information
- The Florida Coastal Program (FCC)
- The Department of Environmental Protection (DEP)
- Contact Us

The Grant Management System User Guide
# Contacts

<table>
<thead>
<tr>
<th>Account</th>
<th>Contact</th>
<th>Grant Application</th>
<th>Grant Agreement</th>
<th>Reimbursement Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY CONTACT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. George Zutes</td>
<td>Owner - Shana Anclote Isles Marina</td>
<td>111 Anclote Road</td>
<td>Tarpon Springs, 34689</td>
<td>United States</td>
</tr>
<tr>
<td>Mr. RichardMui</td>
<td>Manager Dockmaster - Shana Anclote Isles Marina</td>
<td>111 Anclote Road</td>
<td>Tarpon Springs, Florida 34689</td>
<td>United States</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View All</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Florida Department of Environmental Protection, Clean Marina Program,
3000 Commonwealth Blvd, MS #235,
Tallahassee, Florida 32399-2800
Phone: 850-245-2084
### Contacts

#### Related

<table>
<thead>
<tr>
<th>CONTACT</th>
<th>TITLE</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Barn</td>
<td>Grant Coordinat</td>
<td>barnacle@ha...</td>
<td>850-255-2896</td>
</tr>
<tr>
<td><strong>Sara Hale</strong></td>
<td><strong>Marina Owner</strong></td>
<td><strong>kim.cancel@c...</strong></td>
<td><strong>386-237-1681</strong></td>
</tr>
<tr>
<td>Clayton S</td>
<td>DEP User</td>
<td>smithcla@aol...</td>
<td></td>
</tr>
<tr>
<td>Susie Test</td>
<td></td>
<td>ashley.willard...</td>
<td>866-841-0287</td>
</tr>
</tbody>
</table>

- The drop-down arrow at the end of the row allows the user to edit the contact record.
- To view the contact record, select the contact name.
- To view all contacts associated to the account select “View All.”
## Contact Record

- The contact record displays the details for the contact.
- Select “Edit” to edit the record.

<table>
<thead>
<tr>
<th>Details</th>
<th>Related</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td>Grant Applications (1)</td>
</tr>
<tr>
<td>Mr. David Barnacle</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Account Name</strong></td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Brenda's Marina and Resort</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td>Grant Coordinator</td>
<td><img src="image5.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Mailing Address</strong></td>
<td><img src="image6.png" alt="Image" /></td>
</tr>
<tr>
<td>1231 North Monroe Street</td>
<td><img src="image7.png" alt="Image" /></td>
</tr>
<tr>
<td>Tallahassee, Florida 32303</td>
<td><img src="image8.png" alt="Image" /></td>
</tr>
<tr>
<td>United States</td>
<td><img src="image9.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td><img src="image10.png" alt="Image" /></td>
</tr>
<tr>
<td>850-255-2888</td>
<td><img src="image11.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Mobile</strong></td>
<td><img src="image12.png" alt="Image" /></td>
</tr>
<tr>
<td>850-245-2323</td>
<td><img src="image13.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><img src="image14.png" alt="Image" /></td>
</tr>
<tr>
<td><a href="mailto:barnacle@hammockbeach.com">barnacle@hammockbeach.com</a></td>
<td><img src="image15.png" alt="Image" /></td>
</tr>
</tbody>
</table>

---

**Grant Applications (1)**

- **CVA18-0775**: Brenda's Marina
  - Application #: 3202182
  - 3/20/2018 2:4...

**Grant Agreements (Grantee's Grant Manager) (0)**

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![Map](image16.png)
Edit or Update Contacts

- The “Edit Contact” screen will display and updates can be made to the contact record if necessary.
- Click “Save.”
Applying for a New Grant

Clean Vessel Act

The Clean Vessel Act (CVA) of 1992 was signed into law to reduce pollution from vessel sewage discharges, prohibiting the discharge of raw sewage into fresh water or within coastal salt-water limits. The act established a federal grant program administered by the U.S. Fish and Wildlife Service, which to date has awarded nearly $150 million for states to install thousands of sewage pumpout stations. The program, housed within DEP's Office of Sustainable Initiatives, provides grants for construction and installation of sewage pumpout facilities and purchase of pumpout boats and educational programs for boaters.

Grant Requirements, Apply for Grant

Quick Links
- The Department of Environmental Protection (DEP)
- The Florida Coastal Office (FCO)
- CVA Grant Program
- The Grant Management System User Guide
- Clean Marina Program
- Clean and Resilient Marina
- Clean Boater Program
- Pumpout Signage Requirements
- Quarterly Reporting Information
- Contact Us
Eligibility Questions

• Eligibility questions will be displayed and users will select their answer (Yes or No) by clicking the button.
• Click “Next.”
After answering the questions and determined ineligible to apply for grant funding, a screen will pop up like the one below.

Based on your answers to the Eligibility Questions, this project has been deemed ineligible for Clean Vessel Act Grant funding. Should your eligibility change we encourage you to seek grant funding for your pumpout project. If you have any questions regarding your eligibility status, please contact Clean Vessel Act Program staff.

Thank you for your interest,

The Clean Vessel Act Program
Sustainable Initiatives Programs
Clean.Vessel.Act@dep.state.fl.us
Florida Department of Environmental Protection
3900 Commonwealth Blvd, MS 30
Tallahassee, FL 32399
Office: 850-245-2100
Fax: 1-866-340-4683
• After answering the questions and determined eligible to apply for the grant funding, a screen will pop up like the one below.
• Click “Next.”
Grant Application

• The Application screen will display.
• Complete all fields.

• Note the “Click to verify impaired waterway” and “Find” location.
• These links will take you out of the Grant Management System to help answer questions on the application.
- The application cannot be submitted if the authorization checkbox is not checked.
- Once completed, click “Save.”
Draft Application

• Once the application has been completed, the grant application record will be displayed.

• The application status will be displayed in draft status.
Project Budget

- Scroll down to the end of the screen.
- Enter the amounts and click into the next row.
- Calculations are done automatically, and they are saved automatically by clicking out of the field.
- If you are requesting salaries, also complete the salary tables.
Grant Application Record

- Edit the application details by selecting the “Edit” button.
- To view the checklist of required documents, select “List” to access this information.
- To upload required documents as part of the grant application record, select “Upload Files.”
• Once files are uploaded, you will see them on the application record.

• Click “View All” in the files list to see all records attached to application.
Uploaded Files

- Once you click “View All” this screen will appear.
- Click “Add Files” to add files.
- Click drop down arrow and you can do a few operations, including download, delete, view details and upload new version.
Submit Application

The “Submit for Approval” comments screen will display and grantee can include any comments and then click “Submit.”

When application is complete – click “Submit” on the grant application record page.
A confirmation message displays that the grant has been approved.

The status will then be changed from “Draft” to “Application Submitted.”

The user will receive an email letting them know that DEP has received their application.
Grant Application Tab

• From the “Grant Application” tab, you can view the grant application and see its status.
• To open the application, click on the project number.
• Once the submitted grant application has been approved, the application status will change from “Application Submitted” to “Application Approved.”
CVA Grant Process

- CVA staff will be notified by the grant management system that a new application has been received
- Grant manager is assigned and contact is made
- Grant manager ensures package is complete
- Administrative approval
- Grant executed, work begins
- Status reported quarterly
- Invoice CVA program for 75% reimbursement
- Quarterly gallons pumped reported for 5 years
Clean Boating Programs

Florida Clean Vessel Act Program
www.FloridaDEP.gov/CVA

Clean Boater Program
www.FloridaDEP.gov/CleanBoating

Florida Clean Marina Program
www.FloridaDEP.gov/CleanMarina

Clean and Resilient Marina
www.FloridaDEP.gov/CleanResilient
Questions and Answers

CLEAN BOATING
CVA Program Contacts

Program Administrator

• Brenda Leonard
  Brenda.Leonard@FloridaDEP.gov
  850-245-2847

Grant Specialists

• Deneka Smith
  Deneka.Smith@FloridaDEP.gov
  850-245-2171

• Shelley Ayers
  Shelley.Ayers@FloridaDEP.gov
  850-245-2074

• Tally Walker
  Tally.Walker@FloridaDEP.gov
  850-245-2184

Regional Clean Boating Coordinators

• Ethan Cruz, NW Region
  Ethan.Cruz@FloridaDEP.gov

• Brooke Ellis, NE Region
  Brooke.Ellis@FloridaDEP.gov
  850-245-2074

• Victoria Melendez, SW Region
  Victoria.Melendez@FloridaDEP.gov
  850-245-2074

• Octavio Franco, SE Region
  Octavio.Franco@FloridaDEP.gov
  850-245-2184
Thank you!
Brenda Leonard, Program Administrator
850-245-2847 or Brenda.Leonard@FloridaDEP.gov