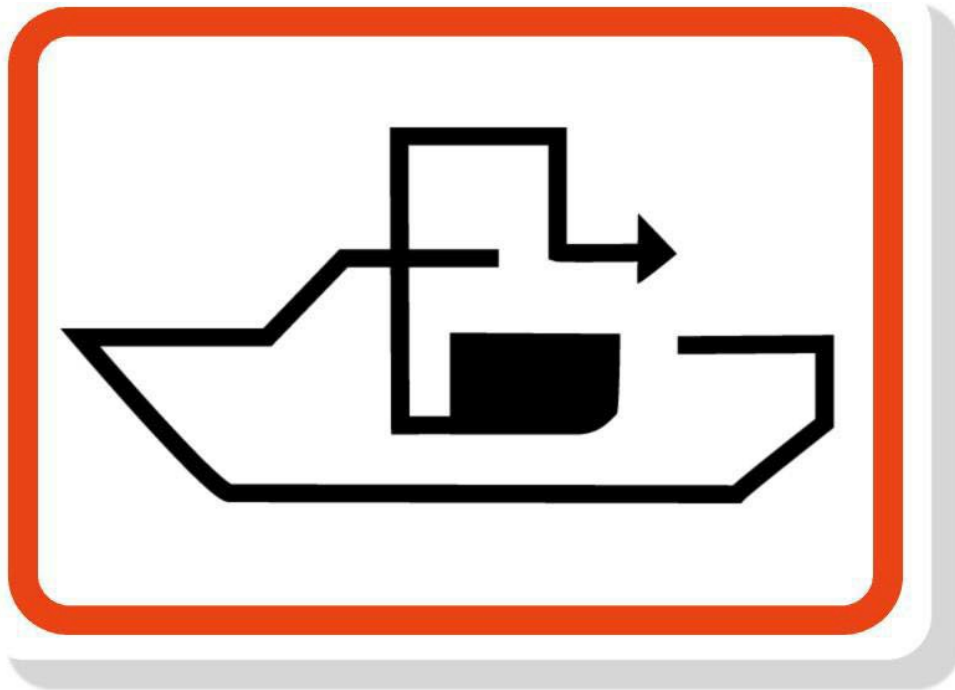




Florida Department of Environmental Protection

Clean Vessel Act Grant Application & Instructions



KEEP FLORIDA'S WATER CLEAN

Clean Vessel Act Grant Requirements and Instructions

1. The Clean Vessel Act (CVA) application form is an Adobe Acrobat file that allows you to submit your completed application online via email. You will need Adobe Reader software to submit the application form. You may go to Adobe website at <https://get.adobe.com/reader/> to install Adobe reader software at no charge.
2. Be sure to review all the following requirements *before* completing the application form on page 4. Additional information can be found at the Clean Vessel Act website: <https://floridadep.gov/rcp/cva/content/apply-cva-grant>
3. *These items should be completed before submitting your application.*
4. **No work may be started until a grant agreement is fully executed by this office and we inform you that you may begin your project.**

Public Access

To receive CVA funds, both publicly and privately-owned facilities must provide public access to the pumpout equipment. Federal marina facilities are not eligible to receive CVA funds.

Fees

Fees to use the pumpout equipment cannot exceed \$5.00 per vessel pumped for 5 years following installation of your pumpout. Any fees collected shall be reported back to the Department and used to defray the cost of operations, maintenance and repair of the pumpout equipment. If facilities are receiving funding for operations/maintenance/repair, for the time of the agreement, there should be no additional pumpout fees to the boater.

Plan your project

Provide a summary of your project in the application. For larger projects, please call the Clean Vessel Act grant program to discuss the project and for guidance on any additional documentation that may be needed. If you are planning a project but not yet ready to apply, please give us a call; we would like to learn of any future projects.

Engineering plans or drawing of proposed project site

Provide a drawing of your project with the proposed pumpout equipment, sanctions/connections, and sewer connections marked. It can be an aerial photo or drawing from your survey or can be hand drawn. We need enough information about the project to develop your agreement and to insure permitting requires are met.

Permits

Facilities are responsible for all permits applicable to the pumpout project. ***Failure to obtain required permits prior to placing a pumpout system/equipment into operation can result in enforcement actions and civil penalties.*** Costs for permits relating to the installation of the pumpout are reimbursable up to 75%. Grantees must submit copies of applicable permit issuance and permit inspections to the CVA Program to receive reimbursement for any work performed where permitting is required.

Business Registration

Private businesses (*not applicable to governmental entities*) must be registered with the State of Florida, **Division of Corporations/Sunbiz**. If your facility has not yet registered, please register at: <https://efile.sunbiz.org/onlmenu.html>.

Vendor Registration

All applicants for CVA grants (private businesses *and* governmental entities) must register with the State of Florida Department of Management Services, My Florida Marketplace Vendor System. If your facility is not a registered vendor in the state of Florida, please register at: <https://vendor.myfloridamarketplace.com>.

Insurance

All facilities must be insured by carriers licensed in or eligible to do business in Florida, and must maintain *applicable* Commercial General Liability, Automobile Liability, and Worker's Compensation coverage. A current Certificate of Insurance that includes the Florida Department of Environmental Protection as an additional insured must be submitted with the grant application. **Go to our website at <https://floridadep.gov/rcp/cva/content/cva-application-supporting-documents> for more detailed information on Insurance Requirements.**

If the applicant is a Florida governmental entity, which is self-funded for liability insurance, then the applicant must provide in writing, on official letter-head, from the applicant's CFO a statement confirming the governmental entity as self-insured.

W-9 Form and Substitute W-9 Filing

All applicants (private businesses *and* government entities) are required to submit a copy of their W-9 form with the grant application and file the facilities substitute W-9 with My Florida Marketplace. If the facility has not yet filed their substitute W-9 please file it at: <https://flvendor.myfloridacfo.com>.

Federal Funding and Accountability and Transparency Act (FFATA) Form

If you are requesting more than \$30,000 in grant funding, please complete and submit the FFATA Form with the grant application, located at <https://floridadep.gov/rcp/cva/forms/federal-funding-accountability-and-transparency-act-form>.

To complete this form, your facility will need a D-U-N-S number, if your facility does not yet have one, please register at: <http://www.dnb.com/get-a-duns-number.html>.

Allowable Expenses

Expenses that are applicable to the pumpout project includes:

- Permits
- Site preparation
- Renovation
- Equipment Purchase
- Equipment Installation
- Operations of Pumpout Equipment
- Maintenance and Repairs
- Sewage Hauling
- Pumpout Signage
- Educational Materials

Vendor Quotes

Applicants must submit **two** written quotes, from two different vendors, for any equipment or service costs that exceeds \$2,500. The lowest quote should be chosen, and all quotes should be submitted with the application package.

Reimbursement

Grant Recipients are reimbursed up to 75% of the total approved project cost and must provide a minimum of 25% of the total approved project cost as match. Expenditures made **prior** to the agreement execution date **will not** be reimbursed.

Quarterly Reporting

Progress Reports should be submitted every three months (quarterly) beginning the quarter following the contract's execution and continuing until the pumpout project has been completed and/or the final payment submission is received.

Quarterly Pumpout Gallon Reports will be due from the grantee every three months (quarterly) for a period of five years once the pumpout equipment is purchased and installed and/or during the operations/maintenance CVA Grant award period.

Signage

Facilities must display at least one pumpout operational accreditation sign posted in a clearly visible location on or adjacent to the pumpout system and one 3' by 4' international pumpout symbol sign clearly visible from the waterway. Additional signage can be installed based on the marina's needs. **Go to our website at <https://floridadep.gov/rcp/cva/content/pumpout-signage-requirements> to see signage examples and additional requirements.**

A DEP District Site Visit

Prior to approving funding for the purchase and installation of pumpout equipment, a DEP Clean Boating Coordinator may visit the facility to determine if any permits are needed for your project, and to ensure the proposed pumpout location allows for proper boater access and sewage disposal. This **is not** a regulatory inspection, but it must be conducted as a grant requirement to process the application and approve funding.

Clean Vessel Act Grant Application Form

Facility General Information

Facility Name:

Federal Employer ID #:

Facility's Fiscal Year-from:

to:

Facility Address:

City:

State:

ZIP Code:

County:

Mailing Address (if different):

City:

State:

ZIP Code:

County:

Facility Phone Number:

Facility Fax number:

Facility Website:

Facility Email Address:

Is the facility involved in any community partnerships or public events?

Yes

No

If yes, please describe:

Contact Responsible for CVA Grant Application and Project Implementation Information

Name:

Title:

Address:

City:

State:

ZIP Code:

Phone:

Email Address:

Is the contact person: Consultant

Contractor

Facility Employee

Other:

Facility Owner(s) Information

Name:

Address:

City:

State:

ZIP Code:

Phone:

Email Address:

Is the facility owned/operated by a self-insured governmental entity (state, county, or city)?

Yes

No

Facility Location Information

Type of Facility (check all that apply):

Marina

Boatyard

Yacht/Boat Club

Dockominium

Boat Ramp

Mooring Fields

Name of the common/local waterbody where the facility is located:

Salinity of the common/local waterbody? Freshwater Saltwater Brackish

Facility's Coordinates (in decimal degrees)? Latitude: _____ Longitude: _____

Find your facility's coordinates here: <http://itouchmap.com/latlong.html>

Total number of slips at the facility? _____ Wet: _____ Dry: _____ Mooring: _____

Of the total number, how many are: Transient? _____ Dedicated to one owner? _____

Does the facility allow public access to docking and marina services? Yes No

Does the facility have live-aboards? Yes No If yes, approximately how many? _____

Does the facility have houseboats? Yes No If yes, approximately how many? _____

How many slips are available for: Vessel under 26' _____ Vessels 26' to 40' _____ Vessels over 40' _____

Facility's Current Pumpout Information

Proposed pumpout project is for a(n):

Existing Marina Facility Facility currently under construction Proposed Marina Facility (not under construction)

Does the facility currently have pumpout equipment? Yes No

If yes, please describe the current equipment:

Is the pumpout out equipment currently operational? Yes No

Will the proposed pumpout project be replacing the current equipment? Yes No

Will the proposed pumpout project be in addition to the current equipment? Yes No

Was the current equipment purchased through a past CVA grant? Yes No If yes, what was the grant number? _____

Proposed Pumpout Project Information

Type (s) of pumpout equipment requesting (check all that apply): Stationary Pumpout Pumpout Vessel Lift Station
 Portable Pumpout Unit Dump Station/Portable Toilet Dump Holding Tank

Where on the premises will the pumpout/dumpout be located? On a dock On land

Number of pumpout connections to be installed through this project?

Will there be connections available to all slips? Yes No

Disposal method for pumpout/dumpout/boat sewage?

- Directly to a permitted wastewater treatment facility
- Directly to an on-site sewage treatment system
- Directly to an on-site septic tank
- Into holding tank, then transported to permitted wastewater treatment facility

Availability of pumpout/dumpout services?

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Between the hours of and 24 Hours a day

Projected number of pumpouts/dumpouts each week?

Anticipated start date?

Anticipated end date?

How did you learn about the CVA Grant Program?

- DEP Workshop DEP Website DEP Staff
- Radio/TV Ad Another Marina Owner/Operator Pumpout Vendor

The facility is a designated: Clean Marina Clean Boatyard Clean Retailer Clean and Resilient None

Are you interested in learning more about the Clean Marina Program? Yes No

How will the facility let the public know there are pumpout facilities available for their use?

Pumpouts will be provided at: No Charge \$5.00/pumpout

Does the facility have a policy in place to address pumpout compliance by the facility's tenants? Yes No

If fees (\$5.00/pumpout) are collected, they are to be used to defray the costs of operations, maintenance, and repairs, and should be reported to the Department quarterly. Does the facility have or plan to have a preventative maintenance plan to sustain the pumpout equipment after the installation?

- Yes No

Funding for operations may be limited. Has the facility considered a plan for funding self-sustainable pumpout operations?

- Yes No

If yes, please describe the sustainability plan below:

Briefly summarize the proposed pumpout project and how grant funds will be used to complete the project:

For Example: ABC Marina plans to install one stationary pumpout to service resident and visiting boaters. The pumpout will be installed on the dock with piping to service each boat slip.

The proposed pumpout equipment will be purchased and installed by contractors. The plumbing and electrical wiring will be installed by local contractors. We plan to purchase and install the signs ourselves utilizing marina staff time. ABC would also like to apply for funds to operate and maintain the equipment once installed.

Estimated Project Budget

Tasks	Category	Total Amount	75% grant (automatically calculated)	25% match (automatically calculated)
Permits	Miscellaneous Expenses			
Site Preparation	Contractual Services			
	Salaries			
Renovation	Contractual Services			
	Salaries			
Equipment Purchase	Equipment			
Equipment Installation	Contractual Services			
	Salaries			
Operations of Equipment	Contractual Services			
	Salaries			
Maintenance and Repair	Contractual Services			
	Supplies			
	Salaries			
Sewage Hauling	Contractual Services			
Pumpout Signage	Miscellaneous Expenses			
	Salaries			
Education and Instructional Materials	Miscellaneous Expenses			
	Total Project Amount 100%			
	Total Grant Award Amount (no greater than 75%)			
	Total Match Amount (no less than 25%)			

Note: The facility should include estimated hourly rate of pay for all in-house labor costs when calculating any salaried task above. Only the **direct** hourly rate of pay for the facility's employees are reimbursable. Thus, the facility **shall not be reimbursed for wage multipliers** (i.e. fringe benefits, overhead, indirect, and/or general and administrative rates). To request reimbursement for hourly rate 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.](#)

(Please skip this chart if the proposed project's budget does not include in-house labor (salaries) costs)

Position Title	Rate/Hour	# Hours	Total Salary (automatically calculated)
Example: Operations Worker	\$12.00	150	\$1,800.00

CVA Grant Application Submission Checklist

Check each box to indicate completion/agreement

- The facility is registered with the My Florida Marketplace Vendor System
- The facility is registered with the Florida Division of Corporations (not applicable to governmental facilities)
- The facility's Certificate of Insurance will be submitted with the grant application (not applicable to governmental facilities)
- The facility is a self-insured governmental entity and will submit a statement to indicate as such with the grant application
- If the equipment or service costs exceed \$2,500, two vendor quotes will be submitted with the grant application

If the total project cost exceeds \$30,000, the Federal Funding Accountability and Transparency Act Form will be submitted with the grant application

As an authorized agent for _____, I verify that this facility is in regulatory compliance with the Florida Department of Environmental Protection, and all local, state, and federal permits and approvals applicable to the project specified in this application will be obtained *before* beginning work or purchasing any equipment.

Name:

Title:

Date:

Submission Instructions

- When you are satisfied with your entries and ready to submit the application, **save a copy of the application form** for your records by using the 'Save As' option under the 'File' Menu.
- Then click on the 'Submit Application' button below.
- An email window will appear with the application form attached.
- Before sending the email, attach all required documentation along with the application. It is helpful if all document attachments are clearly titled with your facility's name.
- **Your application will not be processed or approved until all required documentation is received.**

Print Application

Submit Application

If you are unable to submit the application with the submission button above, you can email, fax, or mail the completed application and required documentation to:

**Florida Department of Environmental
Protection Clean Vessel Act Grant Program
Mail Station 235
3900 Commonwealth Boulevard
Tallahassee, FL 32399-3000
Clean.Vessel.Act@FloridaDEP.gov
Fax Number: 1-866-340-4683**

For help or further instruction, please visit
the [Clean Vessel Act](#) website or call us at 850-245-2847