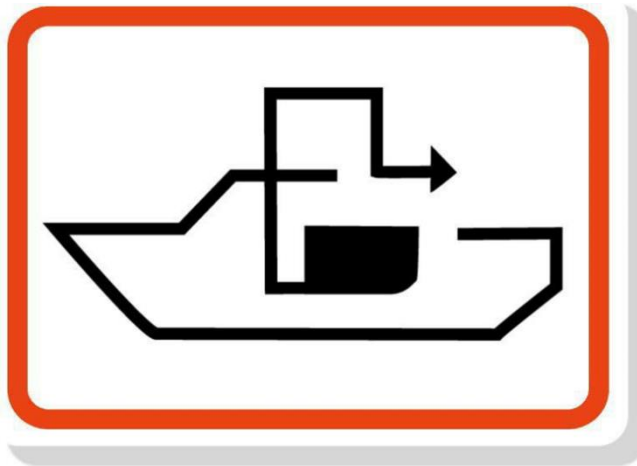




**Florida Department of Environmental Protection  
Clean Vessel Act Grant Program  
Application Instructions**



*Keep Florida's Water Clean*





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



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# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Clean Vessel Act Grant Overview:

Thank you for your interest in providing a sewage disposal resource at your marina. By making this resource available to the recreational boating community, you are helping to protect our waters and the boating industry.

The Florida Clean Vessel Act (CVA) program provides grant funding to marina owners and operators for the installation, operations and maintenance of recreational boat sewage disposal facilities including:

- Pumpout stations.
- In-slip pumpout systems.
- Mobile pumpout carts.
- Mobile pumpout vessels.
- Port-a-potty dump stations.

To receive a CVA Grant for recreational boater sewage disposal facilities, marina/boating facilities must complete a CVA Application, submit necessary documents and enter into a grant agreement with the Department of Environmental Protection (DEP). CVA Grants are reimbursable up to 75% of allowable costs and applicants must provide at least 25% of the costs of the project.

Please note, grant-funded purchases and grant-funded work **cannot** start before an agreement is fully executed and within the grant period. The CVA Program will be unable to reimburse any purchases or work done prior to the execution of the grant agreement or after the end date of the grant agreement.

If you are planning a project but are not yet ready to apply, please give us a call; we would like to learn of any future projects and answer any questions you may have.

For more information visit: [CVA Grant Program.](#)

For more on the latest visit: [CVA Grant Application.](#)





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Eligible Grant-Funded Expenses:

- Engineering plans (pumpout portion only).
- Site preparation (construction to prepare site for installation of equipment).
- Renovation of existing equipment or platform where the equipment will be installed.
- Permits (for pumpout project only).
- Equipment (pumpout unit, dump station, pumpout vessel, lift station, holding tank and gallon tracking device).
- Installation (piping and electrical).
- Sewage hauling (by licensed contractor).
- Operation of a pumpout (salary only; no fringe).
- Maintenance of equipment (salary or contractor).
- Repair of equipment (salary or contractor).
- Supplies (bleach, receipt book, paper towels, safety glasses and gloves).
- Signage – two required signs.
- Education and outreach materials.

## Expenses Not Eligible for Reimbursement:

- Expenses for construction or **any activity** that does not directly relate to the pumpout project are not reimbursable. This includes costs associated with pumpout enforcement.
- Any costs not directly related to the pumpout project.
- Administrative.
- Project management expenses.
- Insurance.
- Fuel.
- Cell phones.
- Travel.
- Miscellaneous expenses from consultants.
- Travel expenses from consultants.
- Land based (trucks).
- Public restrooms.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Grant Requirements:

### 1. The facility must allow public use of the pumpout

To be eligible for grant funding, marina facilities must provide public access to grant-funded pumpout equipment and pumpout services. It does not matter if the marina facility is private, if the public has access to and is welcome to use the facility's pumpout equipment, it is eligible to apply for funding.

Federal marina facilities are not eligible for CVA Grant funding. Marinas located at military establishments are not eligible.

### 2. Facility will be listed on Pumpout Nav app.

All CVA Grant recipients will be entered into the Pumpout Nav app.

Pumpout Nav, a free [iOS](#) and [Android](#) app, uses a boater's location information to suggest the nearest public pumpout station on a map or list. Pumpout Nav helps boaters find the amenities they need and helps marinas promote their services. To be entered into the Pumpout Nav, contact Vicki Gambale, University of Florida CVA Education Coordinator, by email at [v.gambale@ufl.edu](mailto:v.gambale@ufl.edu) or by phone 352-562-1134.



### 3. Fee limit of \$5 per pumpout, no charge is encouraged

Facilities receiving CVA Grant funds may not charge more than \$5 per pumpout for five years following the installation of grant funded pumpout facilities.

Proceeds from pumpout fees should be used exclusively to defray operation and maintenance costs of the pumpout equipment. If CVA funding is used for the operations and maintenance of pumpout equipment, any funds collected from pumpout charges will be deducted from the amount of the reimbursement packages. The marina facility can charge no more than \$5 per pumpout for the duration of the grant period, which is up to five years after the grant agreement expires, however, all grant recipients are encouraged to offer pumpout services at no charge to encourage boaters to pumpout and keep our water clean.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## 4. 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.

See [“Permit”](#) section on page 27 for more information.

## 5. Reporting

Please be aware, all grantees are required to submit quarterly status and/or Pumpout Gallon Reports throughout the grant agreement time period. Additionally, if equipment is purchased through the grant, grantees are also required to submit quarterly pumpout gallon reports for five years after the project has been completed.

See [“Reporting”](#) section on page 30 for more details.

## 6. Operation & Maintenance Plans

CVA Grant recipients are required to submit a pumpout facility operational plan that gives operational instructions to the user as well as the preventive maintenance schedule.

See [“Operation & Maintenance Plans”](#) section on page 31 for more information.

## 7. Signage

All grantees are required to display a minimum of two signs:

1. The international pumpout logo.
2. The CVA information building placard.

See [“Signage”](#) section on page 34 for more details.





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## 8. Site Visit

Prior to approving funding for the purchase and installation of pumpout equipment, a DEP or Florida Sea Grant Clean Boating Coordinator may visit your facility to provide technical assistance, work with the applicant to help determine what permits may be needed for your project and to ensure the proposed pumpout location allows for proper sewage disposal. This *is not* a regulatory inspection but needed for project monitoring for the CVA Grant Program. Continued follow-up site visits may be conducted after installation to ensure the equipment is working, work with the grantee as needed and distribute boater education materials.

## 9. Build America, Buy America (BABA) Act

Any federal grant that involves infrastructure, purchase of equipment, manufactured products or construction materials will require that:

1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
2. All manufactured products used in the project are produced in the United States. This means the manufactured product was produced in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
3. All construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Application Package Checklist:

- Clean Vessel Act (CVA) [Grant Application form](#):
  - Project summary.
  - Project budget.
- Engineering plans or drawings of proposed project site.
- Two quotes for any equipment or work over \$2,500.
- Division of Corporations registration (not applicable to government entities).
- My Florida Market Place Vendor Registration.
- Insurance:
  - For self-insured government entities only, a written statement, on official letterhead, from Chief Financial Officer confirming entity is self-insured.
  - Certificate of Liability, Automobile and Worker's Compensation insurance (must include DEP as an additional insured).
    - If your facility does not own, or operate, any commercial vehicles on your marina premises, please include a letter with your application stating no commercial vehicles are owned or operated on your marina premises.
    - If your facility has less than four employees, you may submit a [Workers Compensation Exemption form](#) instead of having worker's compensation coverage.
- [Submit a Substitute W-9 Form](#) with the state of Florida.
- [Federal Funding and Accountability and Transparency Act \(FFATA\) form](#) for projects of \$30,000 or more. Project permits, if applicable (may be submitted after an grant contract is executed).





Florida Department of Environmental Protection  
Clean Vessel Act Program  
Grant Application Instructions



## Apply for a Clean Vessel Act Grant:

To apply for a Clean Vessel Act Grant, submit your completed package in one of the following ways:

- Email: [Clean.Vessel.Act@FloridaDEP.gov](mailto:Clean.Vessel.Act@FloridaDEP.gov)
- Mail:
  - Florida Department of Environmental Protection
  - Clean Vessel Act Grant Program
  - Mail Station 235
  - 2600 Blair Stone Road
  - Tallahassee, FL 32399-2400
- Fax: 1-866-340-4683

## Timeline of a CVA Grant

Step	Description	Time
<b>Application Process</b>	Grantee will submit application with all supporting documents.	Process completed applications: one to three weeks.
<b>Contract Drafting Process</b>	Grant manager will prepare the agreement and have it reviewed by the administrator.	Process draft agreement: one to two weeks.
<b>Contract Execution Process</b>	The grant manager will send the approved agreement to the grantee for signature, electronically or post mail. Once the grant manager receives the copy with the grantee's signature, the administrator or director will sign for full contract execution.	Process execution: one week.
<b>Contract Award Period</b>	Once the agreement is fully executed, the grantee is able to start and complete the project!	Award period: Found in Agreement (typically one to two years).
<b>Contract Close-out Process</b>	Grantee will submit the final invoice with the certificate of completion.	Process contract close-out: one to two weeks.
<b>Post-Contract Period (if applicable).</b>	If the grantee obtained equipment from their grant, they would begin the quarterly pumpout reporting requirement.	Reporting: five years from certificate of completion.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## CVA Grant Application Packet Documents

### Clean Vessel Act Application Form

Complete all parts of the [Clean Vessel Act Grant Application](#) form.

### Project Summary

Plan your project and provide a summary in the application. Taking the time to plan your project thoroughly will make completing the CVA Grant Application Package easier and reduce unforeseen project expenses.

When planning the project, ask yourself:

- What site preparations are needed before the pumpout is installed?
- What state and local permits are needed, if any?
- Did I thoroughly read the grant requirements and take them into consideration?

Please contact the Clean Vessel Act Grant Program to discuss the project and for guidance on any additional documentation that may be needed.

You can email the [Clean Vessel Act Program](#) at [Clean.Vessel.Act@dep.state.fl.us](mailto:Clean.Vessel.Act@dep.state.fl.us) or contact the CVA Administrator, Brenda Leonard; [Brenda.Leonard@FloridaDEP.gov](mailto:Brenda.Leonard@FloridaDEP.gov); 850-245-2847.

### Project Budget

Budgets will differ from project to project. It is recommended to take your time to plan your budget thoroughly.

Gather at least two quotes for any equipment or service that costs more than \$2,500.

For more detailed information visit the [Project Budget Guide webpage](#).

For applicants wishing to include staff time in the budget visit the [Hourly Rate of Pay for Grant Reimbursement Guide webpage](#).

The budget table has space for only six different positions. If the project requires more than six different positions, please use the [Hourly Rate of Pay for Grant Reimbursement Extra Rows worksheet](#).



## Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



For applicants wishing to use staff time to operate, maintain or install the equipment, the 25% match is valued at the maximum amount set in the [Florida Occupational Employment and Wages scale for similar positions](#).

For larger projects, over \$150,000 in federal grant funds, the project will need to be bid out. For projects over \$300,000 the project will need to be bid out with closed bids.

### **>\$195,000**

For professional services above this threshold, agencies shall require a firm to submit a "truth-in-negotiation" certificate.

For contracts in excess of this amount, at least three people shall evaluate proposals and replies and/or negotiate the agreement. These individuals must collectively have specific knowledge and experience in negotiations, procurement, programming and service requirements.

### **>\$325,000**

For projects above this threshold, a public announcement is required for each occasion when professional services must be purchased.

Learn more about [thresholds](#).

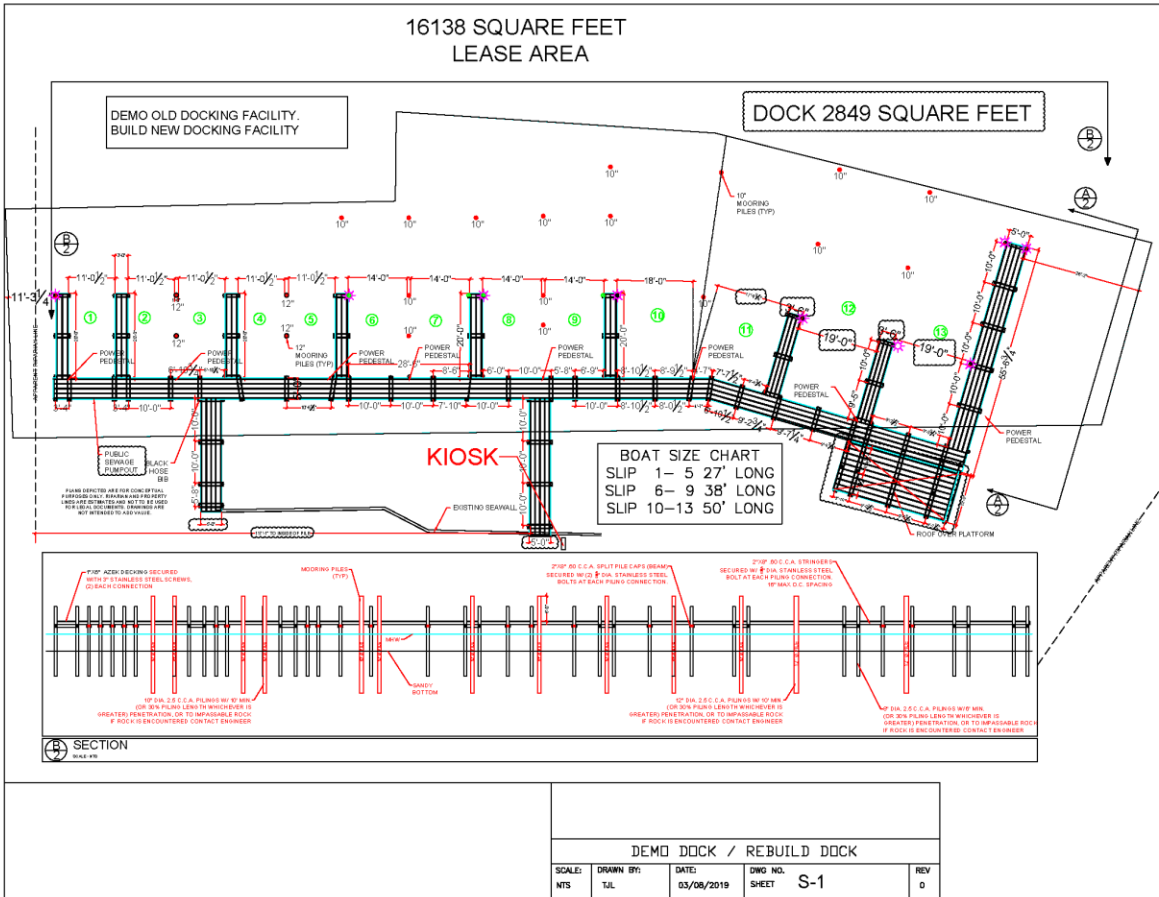
## **Engineering Plans or Drawing of Proposed Project**

Provide a drawing of your project with the proposed pumpout equipment, sanctions/connections and sewer connections marked. It can be an aerial photo, screenshots from mapping sites (Google Maps/Bing maps), blueprints, drawing from your survey, hand drawn or other resources. We need adequate information about the project to develop your agreement and to ensure permitting requirements are met.

Below are examples of well-marked plans:



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



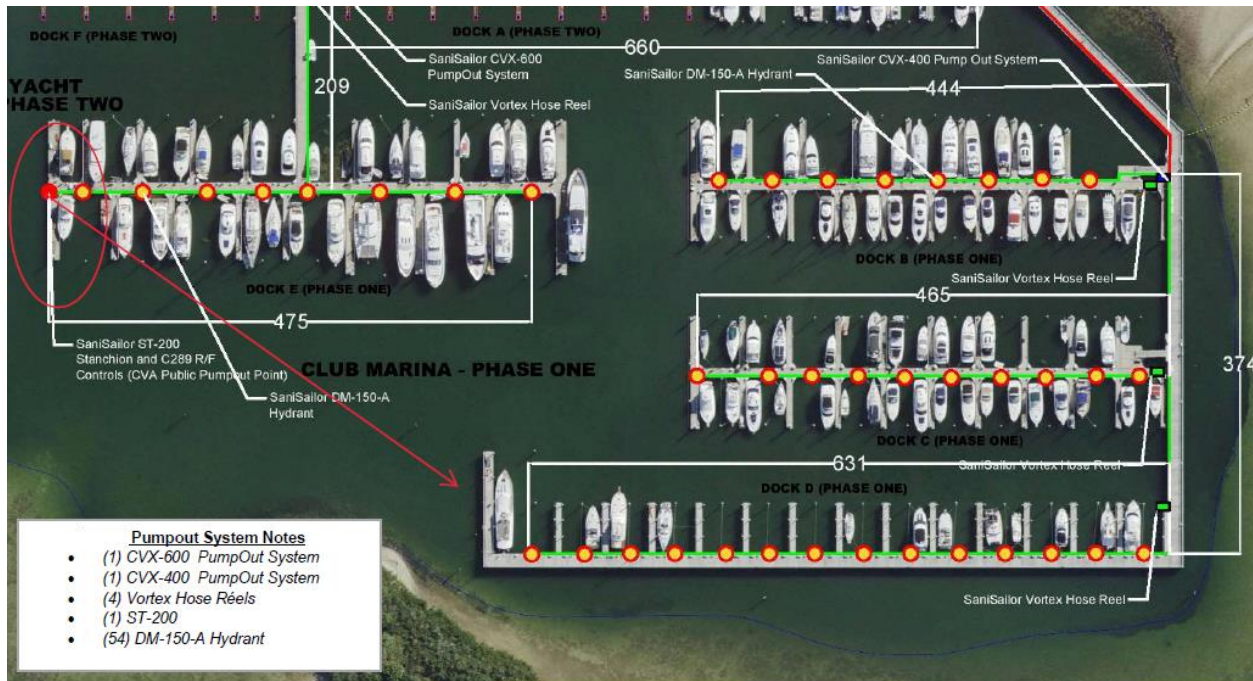
Location of dock where vessels will be able to receive fuel and pumpout.

This is where a stationary unit and holding tank will be located. Plumbing and electric will run from this location to the above fuel dock.





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Vendor Quotes

For any costs that exceed \$2,500, two quotes are needed. Quotes should be signed by the vendor and submitted with the application package. Vendor quotes must be for items like in function, operation and purpose. For example, if you want to purchase and install a diaphragm pump, the quotes must be for two diaphragm pumps, not one quote for a diaphragm pump and one quote for a peristaltic pump. While their purposes are similar, these pumps operate differently and are not comparable in cost. The same applies for electrical, plumbing and other installation and construction services.

If you do not choose the lowest priced vendor, you must provide written justification for using the higher priced one.

Learn more information about [vendor quotes](#).



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Quote Example:

**Quote**

Quote Number: FL-0383 (03-22-2023 @ 08:54 am)

Date: 03-22-2023

Sales Person: [Redacted]

[Redacted]

[Redacted]

[Redacted]

**Estimate For**

[Redacted]

[Redacted]

Tampa, FL 33613  
USA

Part Number:	Product	Quantity	List Price	Ext. Price
1	Electrical Electrical E-Dock Pump-Out Provide all equipment necessary to provide power to E-Dock Pump-Out System	1	\$7,200.00	\$7,200.00
2	Electrical Electrical B-Dock Pump-Out Provide all equipment necessary to provide power to the B-Dock Pump-Out	1	\$7,200.00	\$7,200.00

Sub Total      \$14,400.00

Shipping        \$0.00

Tax (7%)        \$1,008.00

Grand Total    \$15,408.00

*Terms: 50% Deposit, 50% COD or Prepay | State Sales tax will be collected if applicable | Shipping is an estimate only, actual shipping charges will be generated upon order placement.*



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Division of Corporations Registration

Private businesses applying for CVA Grants must also register with the state of Florida's Division of Corporations. Business registration/ fictitious name is not applicable to government owned marina facilities.

### Verify Registration:

1. Go to the [Sunbiz website](#).
2. Select "Search Records" from banner ribbon.
3. Select a "Search by" option.
4. Confirm status is "Active."
5. If your status is "inactive" please contact the Florida Division of Corporations to change status to "active."

Corporate Name	Document Number	Status
<a href="#">GARRISON BIGHT INC</a>	184060	INACT
<a href="#">GARRISON BIGHT INSURANCE, INC.</a>	G68435	INACT
<a href="#">GARRISON BIGHT INVESTORS, LTD.</a>	A14814	INACT/CV
<a href="#">GARRISON BIGHT INVESTORS, LLC</a>	L15000015920	Active
<a href="#">GARRISON BIGHT INVESTORS, INC.</a>	P93000030980	INACT
<a href="#">GARRISON BIGHT MARINA, INC.</a>	335354	INACT
<a href="#">GARRISON BIGHT MARINA, INC.</a>	P17000063005	Active
<a href="#">GARRISON BIGHT SMI, LLC</a>	M21000017007	Active
<a href="#">GARRISON BIGHT SMI, LLC, GARRISON BIGHT SMI SERIES</a>	M23000002494	Active
<a href="#">GARRISON BIGHT SMI, LLC, GARRISON BIGHT SMI OPGO SERIES</a>	M23000002495	Active





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



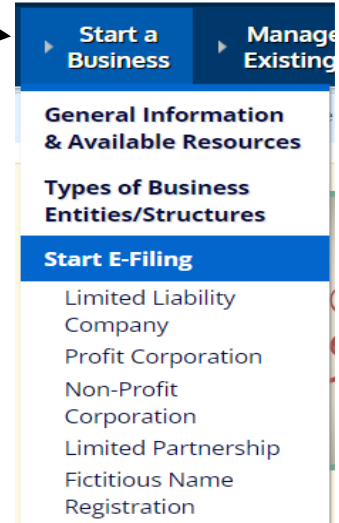
## How to register:

1. Go to the [Sunbiz website](#).
2. Select “Start a Business” from banner ribbon. A drop-down menu will appear.
3. Select “Start E-Filing.”

4. Select your business type:

- [Florida Limited Liability Company.](#)
- [Florida Profit Corporation.](#)
- [Florida Non-Profit Corporation.](#)
- [Florida Limited Partnership.](#)
- If you have a Fictitious name for your business, you can register it at [Fictitious Name Registration.](#)

5. Follow the instructions on the page and then click “File.”





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Fictitious Name

If the corporation is doing business under a different name, that fictitious name must be active and match the owner's name, principal address and Federal Employer Identification Number (FEIN) from the corporation record.

The screenshot displays the Sunbiz.org website interface for the Division of Corporations. At the top, there is a navigation bar with links for 'Previous on List', 'Next on List', and 'Return to List'. A search box labeled 'Fictitious Name Search' with a 'Submit' button is also present. Below the navigation bar, the main heading is 'Fictitious Name Detail'. The details for the fictitious name 'Manna Cubed' are listed as follows:

- Fictitious Name:** Manna Cubed
- Filing Information:**
  - Registration Number: G06363700003
  - Status: ACTIVE
  - Filed Date: 12/29/2016
  - Expiration Date: 12/31/2021
  - Current Owners: 1
  - County: Miami-Dade
  - Total Pages: 3
  - Events Filed: 2
  - FEI/EIN Number: XX-0000001
- Mailing Address:**

Anthony Stark  
10880 Malibu Point,  
MALIBU, CA 90265
- Owner Information:**

Marina Marina Marina (Marina 3rd Power Inc)  
42 Walkby Way  
Miami, FL 33128  
FEI/EIN Number: XX-0000001  
Document Number: 353007
- Document Images:**
  - 12/29/2016 -- REGISTRATION [View image in PDF format]
  - 12/13/2016 -- Fictitious Name Renewal Filing [View image in PDF format]



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



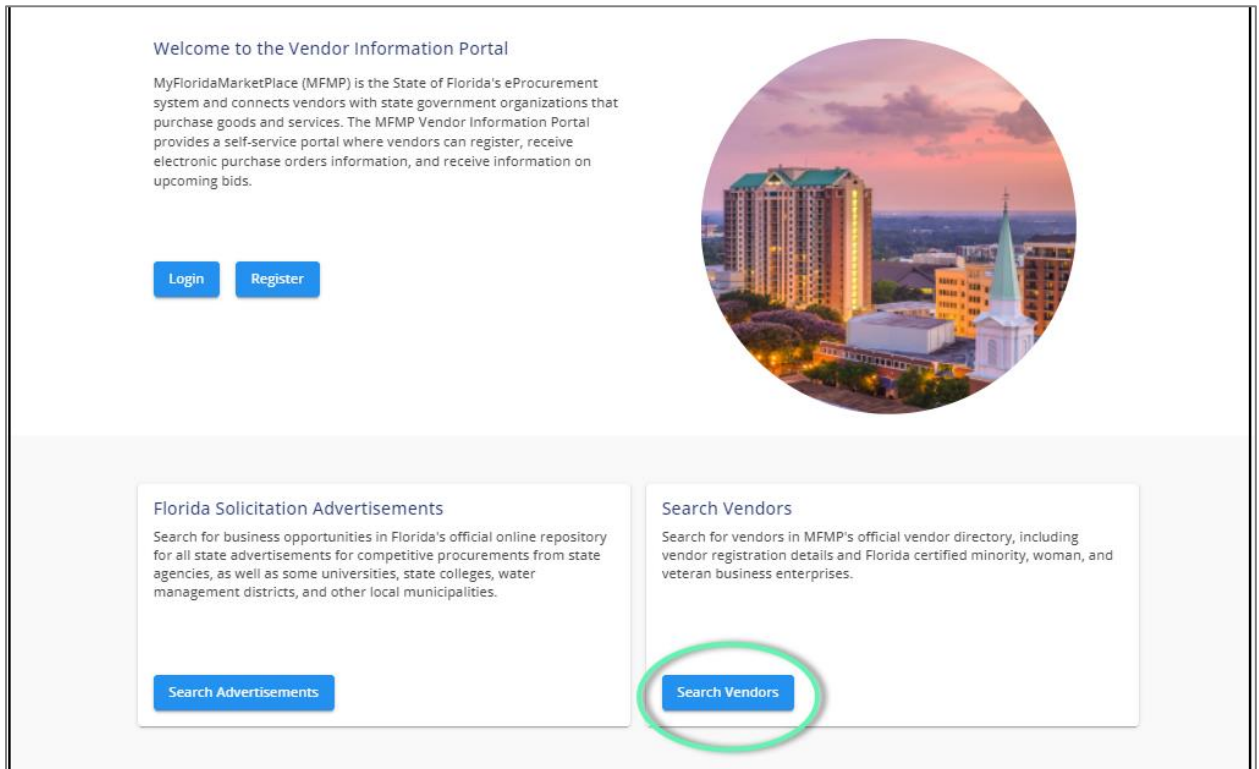
## My Florida Market Place Vendor Registration

All applicants for CVA Grants (private businesses and government entities) must register with the state of Florida's Department of Management Services vendor system.

If you are not a registered vendor, you may [register](#) on the My Florida Marketplace website.

To verify a vendor registration online:

1. Go to the [My Florida Market Place Vendor webpage](#).
2. Choose "Search Vendors" and a new page will load.
3. Fill out a search term in the left column then scroll down on left side, scroll down and select the search button.





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



4. Confirm the vendor status is “Active” and there is a “Valid W-9 on file.”

**View Vendor Detail**

**General Vendor Information**

Vendor Status:	Active /	Vendor 1099 Name:	[REDACTED] (NOT CONTESTED)
Vendor Name:	[REDACTED]	W9 Status:	Valid W-9 on file
Short Name (Doing business as):		DFS W9 Last Update Date:	Sep 27, 2022
Dun and Bradstreet Number (DUNS):		Business Designation:	US Corporation
Website:		Primary Place of Business:	FL

**Certified Business Enterprise (CBE)**

Minority-Owned Business Designation: <b>Non-Minority Owned</b>	Woman-Owned Designation: <b>Non-Woman Owned</b>	Veteran-Owned Designation: <b>Non-Veteran Owned</b>
--	---	---

**Solicitation Selection**

Registered to receive electronic solicitations: No

**Florida Terms of Use**

Accepted: 09/26/2022 by [REDACTED]

If you need assistance registering, call the Vendor Help Desk at 1-866-352-3776 or email [VendorHelp@myflorida.com](mailto:VendorHelp@myflorida.com).



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Insurance

### Self-Insured Government Entities

Government entities will need to include a letter from their Chief Financial Officer stating if they are self-insured or if they are not self-insured.



**CITY OF OCEAN BEACH, FLORIDA**  
*"Discover Paradise at Ocean Beach Florida"*  
[WWW.CITYOFOCEANBEACH.GOV](http://WWW.CITYOFOCEANBEACH.GOV)

SAMWISE GAMGEE, Mayor

MATILDA WORMWOOD, Councilmember, Ward 1  
 DR. EMMET BROWN, Councilmember, Ward 2

JACK SPARROW, Councilmember/ Vice Mayor, Ward 3  
 PETE MITCHELL, Councilmember, Ward 4

July 4, 2023

Florida Department of Environmental Protection  
 Florida Clean Vessel Act Program Grant  
 2600 Blair Stone Road MS-235  
 Tallahassee, FL 32399-2400

Re: City of Ocean Beach's Letter of Self insurance

Dear Sir or Madam,  
 Please allow this letter to serve as evidence that the City of Ocean Beach has elected to be self-insured for its comprehensive general/law enforcement liability, workers' compensation and employers' liability, professional liability, public official's errors & omissions, motor vehicle liability, crime, and property exposures through an annual appropriation from the General Fund. The City of Ocean Beach is self-insured under At Our Own Risk Management of Florida (AOORM) which is a risk management and self-insurance pool for governmental entities in the State of Florida. As a municipality, the City of Ocean Beach and its various locations throughout the City of Ocean Beach are included in this self-insured program.

Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the City of Ocean Beach, Human Resources, 221 B Baker Street, Ocean Beach, FL 33707.

Respectfully,

*Luke Skywalker*

Luke Skywalker, CPA  
 Finance Director  
 City of  
 Ocean Beach  
 555-555-2368  
[lskwalker@cityofoceanbeach.gov](mailto:lskwalker@cityofoceanbeach.gov)

221 B Baker Street, Ocean Beach, FL 33707-1234  
 (555)-555-2368 - FAX (555)-555-2367  
[WWW.CITYOFOCEANBEACH.GOV](http://WWW.CITYOFOCEANBEACH.GOV)



## Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



### **Certificate of Liability, Automobile and Worker's Compensation Insurance**

The facility's current Certificate of Insurance must be submitted with the grant application form. The certificate must name the Florida Department of Environmental Protection as an additional insured and contain a provision that the insurance will not be canceled for any reason except after 30 days written notice (with the exception of non-payment of premium which requires a 10-day notice). The primary insurance carrier for your facility should be familiar with the Certificate of Insurance and should be able to provide it to you upon request.

The following insurance requirements apply to all grant applicants that are not self-insured government entities:

- Facilities must be insured with carriers licensed in or eligible to do business in Florida.
- As required by Florida [Workers' Compensation Law](#), if your facility has four or more employees you are required to have worker's compensation coverage. If you have less than four employees, you are **not** required to have this coverage but will need to complete the "[Worker's Compensation Exemption Form](#)."
  - You can find information about [rules](#) and [requirements](#) on Florida Worker's Compensation Law.
- Facilities must maintain insurance coverage at no less than the following limits:
  - **Commercial General Liability**- \$300,000 aggregate/\$100,000 per occurrence.
  - **Automobile Liability**- \$300,000 combined single limit for business-owned vehicles; \$300,000 hired and non-owned liability coverage. If your facility owns commercial vehicles proof of coverage is required. If your facility **does not** own, or operate, any commercial vehicles on your marina premises, please include a letter with your application stating no commercial vehicles are owned or operated on your marina premises.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Sample Certificate of Insurance

<b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE MM/DD/YYYY 1/28/2021		
<b>PRODUCER</b> Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>						
<b>INSURED</b> Marina/Facility Owner Name Street Principle Address or P.O. Box City, State & Zip code		<b>INSURERS AFFORDING COVERAGE</b>				<b>NAIC #</b>		
		INSURER A: Name of Insurance Company				Enter NAIC#		
		INSURER B: Name of Insurance Company (if applicable)				Enter NAIC#		
		INSURER C: Name of Insurance Company (if applicable)				Enter NAIC#		
		INSURER D: Name of Insurance Company (if applicable)				Enter NAIC#		
		INSURER E: Name of Insurance Company (if applicable)				Enter NAIC#		
<b>C COVERAGES</b>								
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	ADDITIONAL	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <u>Marina Liability</u> GENERAL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	90MA0015-0	12/19/21	04/23/22	BODILY OCCURRENCE \$250,000 DAMAGE TO RENTED PREMISES (if applicable) \$ MED. EXP. (if applicable) \$Excluded PERSONAL & ADJ. INJURY \$ GENERAL AGGREGATE \$500,000 PRODUCTS - COMMOD. AGG. \$500,000 \$		
B	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS	4146366600	07/01/21	07/01/22	COMBINED SINGLE LIMIT (if applicable) \$300,000 BODILY INJURY (if applicable) \$ BODILY INJURY \$ \$ \$		
		Facilities that do not own and/or operate automobiles on site should submit a letter on letterhead if they have it stating that automobiles are not owned or operated at the facility.						
	<input type="checkbox"/>	DAMAGE TO RENTED PREMISES <input type="checkbox"/> ANY AUTO				AUTO ONLY - E.A.O.C.D. \$ OTHER THAN AUTO ONLY: E.A.O.C. \$ A.O. \$		
	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$		
C	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR (PARTNER/SECURITY OFFICER/MEMBER EXCLUDED?) (if yes, describe) <input type="checkbox"/> SPECIAL PROVISIONS below	WV010-51-066-01	10/25/21	10/25/22	<input checked="" type="checkbox"/> WC STAT. TO RY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - E.EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000		
		Facilities employing three (3) or less employees must submit a Workers Compensation Exemption form. Facilities employing four (4) or more employees must submit proof of Workers Compensation Insurance.						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Marina, restaurant, grill shop <span style="float: right;">The Department of Environmental Protection is an Additional Insured as to General Liability.</span> Marina/Facility Name Physical Street Address City, State Zip								
<b>CANCELLATION</b>								
<b>CERTIFICATE HOLDER</b> Florida Department of Environmental Protection 2600 Blair Stone Road, MS-235 Tallahassee, Florida 32399-2400				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE				
ACORD 25 (2001/20)				© ACORD CORPORATION 2020				



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Submit a Substitute W-9 Form with the state of Florida

All applicants for CVA Grants (private businesses and government entities) must file an [electronic W-9](#) online with the state of Florida's Department of Financial Services. The [blank W-9 form](#) can be downloaded at the International Revenue Service website.

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	<b>Give Form to the requester. Do not send to the IRS.</b>																					
<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Marina Marina Marina (Marina 3rd power Inc)</b>																							
<b>2</b> Business name/disregarded entity name, if different from above <b>Marina Cubed</b>																							
Print or type. See Specific Instructions on page 3.	<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.																						
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see Instructions) ▶ _____																						
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																						
	<b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>42 Wallaby Way</b>	Requester's name and address (optional)																					
	<b>6</b> City, state, and ZIP code <b>Miami, Florida 33128</b>																						
	<b>7</b> List account number(s) here (optional)																						
<b>Part I Taxpayer Identification Number (TIN)</b>																							
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																							
<b>Note:</b> If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																							
	Social security number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 20px;"></td> </tr> </table>											OR Employer identification number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">X</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">-</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 25px; height: 20px; text-align: center;">1</td> </tr> </table>	X	X	-	0	0	0	0	0	0	0	1
X	X	-	0	0	0	0	0	0	0	1													
<b>Part II Certification</b>																							
Under penalties of perjury, I certify that:																							
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																							
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																							
<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____																					
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following. • Form 1099-INT (interest earned or paid)																							
<ul style="list-style-type: none"> <li>• Form 1099-DIV (dividends, including those from stocks or mutual funds)</li> <li>• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)</li> <li>• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)</li> <li>• Form 1099-S (proceeds from real estate transactions)</li> <li>• Form 1099-K (merchant card and third party network transactions)</li> <li>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</li> <li>• Form 1099-C (canceled debt)</li> <li>• Form 1099-A (acquisition or abandonment of secured property)</li> </ul> Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>																							
<div style="display: flex; justify-content: space-between;"> <span>Cat. No. 10291X</span> <span>Form <b>W-9</b> (Rev. 10-2018)</span> </div>																							





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Federal Funding Accountability and Transparency Act (FFATA)

This form is to be submitted with any CVA Application that is requested over \$30,000.00 (75% funding amount awarded).

FFATA was signed on Sept. 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires [information on federal awards](#) (federal assistance errand expenditures) be made available to the public a single, searchable website.

The FFATA Subaward Reporting System (FSRS) is the reporting tool DEP must use to capture and report subaward and executive compensation data regarding first-tier subawards that obligate \$30,000 or more in federal funds.

The [form](#) can be downloaded on DEP's FFATA webpage.

**Florida Department of Environmental Protection**  
Federal Funding Accountability and Transparency Act Form - Subaward to a Recipient

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Submit completed form to: [Contracts\\_Adm@FloridaDEP.gov](mailto:Contracts_Adm@FloridaDEP.gov)

**Purpose:** The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is <http://www.usaspending.gov/>.

The FFATA Subaward Reporting System (FSRS) is the reporting tool the Florida Department of Environmental Protection ("DEP") must use to capture and report subaward and executive compensation data regarding first-tier subawards that obligate \$30,000 or more in Federal funds (excluding Recovery funds as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5).  
[Note: This reporting requirement is not applicable for the procurement of property and services obtained by the DEP through a Vendor relationship. Refer to 2 CFR Ch. 1 Part 170 Appendix A, Section 1.1.c.3 for the definition of "subaward".]

**Organization and Project Information:** As of October 1, 2015, the following information must be provided to the DEP prior to the DEP's issuance of a subaward (Agreement) that obligates \$30,000 or more in federal funds as described above. Please provide the following information and return the signed form to DEP as requested. If you have any questions, please contact the DEP's Bureau of General Services, Contracts Team at [Contracts\\_Adm@FloridaDEP.gov](mailto:Contracts_Adm@FloridaDEP.gov) or at telephone number 850/245-2361 for assistance.

**UEI:** \_\_\_\_\_  
(UEI must be twelve (12) characters not including dashes)\*

**Federal Award ID Number (FAIN#):** \_\_\_\_\_

**Catalog of Federal Domestic Assistance (CFDA#):** \_\_\_\_\_

**DEP Assigned Grant Agreement#:** \_\_\_\_\_

**Dollar Amount of Grant Disbursement:** \_\_\_\_\_

\* If your company or organization does not have a UEI number, you will need to refer to the Sam.gov website at <http://sam.gov/content/home> to register your entity to request a Unique Entity ID.

**Business Name:** \_\_\_\_\_

**DBA Name (if applicable):** \_\_\_\_\_

**Principal Place of Business Address:**

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

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medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

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# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Permits

Facilities are responsible for all permits applicable to the pumpout project. For assistance in determining the need for wastewater permits including holding tanks, please contact your local DEP [district office](#).

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.

## Wastewater Permits

A DEP permit must be obtained prior to the construction of a domestic wastewater collection/ transmission system. The Florida Department of Health (DOH) regulates on-site treatment and disposal systems (septic systems), portable restrooms, septic tank contractors and septage haulers. Please note that while residuals (biosolids) and septage are both essentially the solids generated from wastewater treatment, residuals originate from a domestic wastewater treatment facility regulated by DEP, whereas septage originates from a septic system regulated by DOH.

Marina pumpout systems are required to obtain permits from DEP:

- Permitting of marina pumpout systems applies only to onshore facilities and not facilities on vessels.
- Hookup to city sewer for discharge to the wastewater treatment facility are permitted and regulated by DEP.
  - [Industrial Wastewater Generic/General Permits | Florida Department of Environmental Protection](#).
- Discharge to a collection system that flows to:
  - An off-site wastewater treatment facility.
- Discharge to a holding tank, then transported to a wastewater treatment facility.
- For a new pumpout system, an individual collection system permit is generally required.
- When a facility applies for CVA funding, supply sufficient details on the application form for reviewers to determine the collection/ transmission system permit requirements.



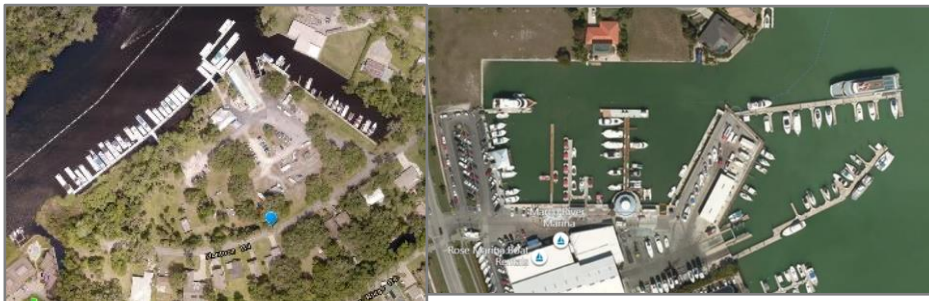
## Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



- The scope of work to be completed should discuss the pipe lengths, pump types, location and configuration.
- A **construction permit** for a collection/ transmission system is required for:
  - Construction of a non-gravity connection from other than a single-family residence to an existing force main system.
  - A gravity collection system expansion.
  - Installation of a new pumpout system.
  - Expansion of an existing pumpout system.
  - Installation of a sewer connection to boat slips.
- The **forms related to collection system permitting** are available at:
  - Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System – [DEP Form 62-604.300\(3\)\(a\)](#).
  - Notification of Completion of Construction for a Domestic Wastewater Collection/Transmission System – [DEP Form 62-604.300\(3\)\(b\)](#).
- A Professional Engineer (PE) is required.
- A representative of the receiving Wastewater Treatment Plant must sign the forms as well.

### Environmental Resource Permits & Sovereign Submerged Land Use

Construction activities that occur within or over wetlands and/or surface waters could require environmental resource permits or sovereign submerged lands authorization. For more information, contact the [CVA Program](#) or a [DEP district office](#) that serves the corresponding county to which the marina is located in.





# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## **Holding Tanks**

Holding tanks need to be permitted either by DEP or DOH on behalf of DEP depending on how the marina's regular wastewater is handled.

If the marina's domestic wastewater flow is handled by a DOH-permitted Onsite Sewage Treatment and Disposal System (OSTDS) (permitted under [section 381.0065](#)), then DOH would permit the holding tank. If the marina's domestic wastewater flow is sent to a DEP wastewater facility permitted under [section 403](#), then DEP's district office would permit the holding tank.

At marinas where the flow from the marina pumpout facilities is combined with the domestic wastewater and is treated by a DEP-regulated wastewater treatment facility, the marina pumpout facilities will be served by the wastewater treatment facility.

At marinas where the domestic wastewater is treated by a DEP-regulated wastewater treatment facility at the marina site, and the facility objects to the introduction of marina pumpout wastes into the treatment facility, the marina pumpout facilities will be regulated by DEP.

For more information, contact a [DEP district office](#) that serves the corresponding county to which the marina is located in or the Clean Vessel Act for permitting guidance.

## **Local Permits**

Any piping, plumbing or electrical work may need a local permit from the county or city.

If you have questions or need information about permits specific to your pumpout project, contact the CVA Program or your local city or county permitting office.

You are also encouraged to contact city and county authorities for information on local permitting.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## DEP District Contact Information

**NORTHWEST DISTRICT** Phone (850) 595-8300  
Elizabeth Orr, Director Fax (850) 595-8417  
160 Government Center, Suite 308  
Pensacola, Florida 32502-5794

**Jurisdiction:** Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton & Washington

**NORTHEAST DISTRICT** Phone (904) 256-1700  
Greg Strong, Director Fax (904) 256-1588  
8800 Baymeadows Way West, Suite 100  
Jacksonville, Florida 32256-7590

**Jurisdiction:** Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor & Union



**CENTRAL DISTRICT** Phone (407) 897-4100  
Aaron Watkins, Director Fax (850) 245-0467  
3319 Maguire Boulevard, Suite 232  
Orlando, Florida 32803-3767

**Jurisdiction:** Brevard, Lake, Marion, Orange, Osceola, Seminole, Sumter & Volusia

**SOUTHWEST DISTRICT** Phone (813) 470-5700  
Kelley Boatright, Director Fax (813) 470-5995  
13051 N Telecom Parkway  
Temple Terrace, FL 33637-0926

**Jurisdiction:** Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas & Polk

**SOUTHEAST DISTRICT** Phone (561) 681-6600  
Sirena Davila, Director Fax (561) 681-6755  
3301 Gun Club Road MSC7210-1  
West Palm Beach, Florida 33406

**Jurisdiction:** Broward, Dade, Indian River, Martin, Monroe, Okeechobee, Palm Beach & St. Lucie

**SOUTH DISTRICT** (239) 344-5600  
Jennifer Carpenter, Director Fax (850) 412-0590  
2295 Victoria Avenue, Suite 364  
Fort Myers, Florida 33901-3881

**Jurisdiction:** Charlotte, Collier, DeSoto, Glades, Hendry, Highlands, Lee & Sarasota

**SOUTHEASTS DISTRICTS MARATHON OFFICE**  
M'Liss Bordelon, Environmental Administrator  
2796 Overseas Highway, Suite 221 Phone (305) 289-7070  
Marathon, Florida 33050 Fax (805) 412-0590

**Jurisdiction:** Florida Keys

Updated 08-22-2022



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Grant Requirement Deliverables:

### Quarterly Reporting:

CVA Grant recipients are required to submit reports quarterly both during the project installation through completion and for five years following the pumpout installation.

### Status Reports:

- After your grant agreement has been executed, you are required to send in progress reports, on a quarterly basis, until your pumpout project is complete.

### Gallon Reports:

- For equipment purchases grant recipients are required to send in quarterly Pumpout Gallon Reports for a period of five years after the pumpout equipment is installed and project has been completed.
- For operations, maintenance, and/or repair agreements, grant recipients submit quarterly Pumpout Gallon Reports for the grant period only.



Florida Department of Environmental Protection  
Clean Vessel Act Program  
Grant Application Instructions



## Pumpout Facility Operational Plan

CVA Grant recipients are required to submit a pumpout facility operational plan that gives operational instructions to the user as well as the preventive maintenance schedule.

### Riviera Dunes Marina Pump Out Operation Plan

Hours of operation: 8:00AM – 6:00 PM  
VHF channels monitored: 16, 68  
Phone number: (941) 730-9806  
Emergency Phone number: (941) 981-5330

#### Fuel dock pump

1. Turn on main electrical breaker at Fuel dock breaker panel
2. Inspect all ball valves, hoses, camlocks, suction end fittings
3. Rinse off suction nozzle before inserting into boat fitting
4. Turn on pump at switch on the pump housing
5. When finished, flush hose and then dip into sanitation bucket
6. At the end of the day pump 10 gallons of fresh water through the system and dip in sanitizer before shutting off the electrical power to the pump

#### Pump out boat pump

1. Check waste pump engine oil, fuel and belts
2. Inspect all ball valves, hoses, camlocks, suction end fittings
3. Start engine with choke until warmed up
4. Rinse off suction nozzle before inserting into boat fitting
5. When finished, flush hose and then dip into sanitation bucket
6. At the end of the day pump 10 gallons of fresh water through the system and dip in sanitizer
7. Coil up hose, clean boat and inspect engine and pump
8. Use dockside pump

#### X400 Pump maintenance schedule

1. Pump watcher program tracks hours and scheduled maintenance
2. All maintenance will be done by EMP technician or the Dockmaster



Florida Department of Environmental Protection  
Clean Vessel Act Program  
Grant Application Instructions



### Pumpout System Operational Plan

**Hours of Operation:** 7:00am-5:00pm  
**VHF Channels monitored:** 9  
**Phone Number:** (954) 713-0333  
**Emergency Phone Number:** 911 or (954) 713-0333  
**Maintenance:** (727) 235-2385  
**To Report Pollution:** (954) 519-1499

### OPERATION & MAINTENANCE

Lauderdale Marine Center has Pump-Out system along all docks as well as a Pump-Out vessel dedicated to service the marina and neighbors' vessels.

#### Dock Pump-Out Operations:

- 1) Visually inspect hydrants to ensure they are in locked position.
- 2) Move portable hose cart to close to vessel and hydrant.
- 3) Attach the section of 1 ½" intake vacuum hose assembly to the intake side of the pump head via the cam lock/quick connect fittings. KEEP SUCTION HOSE BALL VALVE SHUT WHILE SYSTEM IS NOT IN OPERATION.
- 4) Press Green button to start system from hose cart.
- 5) Place appropriate hose fitting or tapered end into discharge location on vessel to be pumped out. Promptly open the ball valve.
- 6) Maintain visual contact while pump-out is in operation. Perform pump-out until no sewage is visible passing through the sight glass on intake hose. Let air run through pump for short time to clean line. Preferably run several gallons of clean water through system.
- 7) Once suction is complete turn-off valve and disconnect from vessel.
- 8) Turn off system from hose cart. Shut ball valve on intake hose.

After each use:

- 1) Place nozzle end of pumpout hose in five gallon fresh water.

At the end of each day use:

- 1) Pump at least 5 gallons of fresh water through the suction hose





## Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



- 2) Wash and wipe down the exterior stainless steel cover
- 3) Shut off the electrical power

At the end of the first 50 hours of use:

- 1) Service mobile pump and check system for proper vacuum. Grease pump. Clean check valve, check internal vacuum of housing.
- 2) Service hose cart. Clean hose tips and ensure cart is in working order. Check hose for proper vacuum.

At the end of the first 100 hours and thereafter every 200 hours of use:

- 1) Service mobile pump and check system for proper vacuum. Grease pump. Clean check valve, check internal vacuum of housing.
- 2) Service hose cart. Clean hose tips and ensure cart is in working order. Check hose for proper vacuum.

At end of every 100 hours of use

- 1) Service mobile pump and check system for proper vacuum. Grease pump. Clean check valve, check internal vacuum of housing.
- 2) Service hose cart. Clean hose tips and ensure cart is in working order. Check hose for proper vacuum.
- 3) Replace necessary parts.



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions

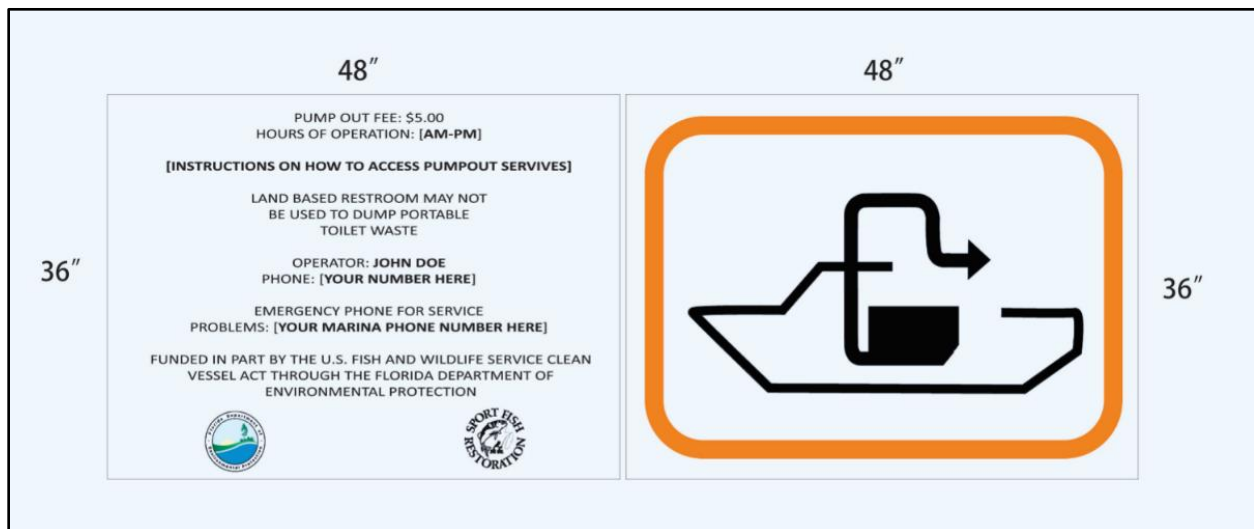


## Signage:

CVA Grant Program recipients are required to display a minimum of two signs to inform boaters about a pumpout facility:

1. The first sign is a 3' x 4' (minimum size), or 36" x 48", CVA symbol placed facing the waterway in view of boaters.
2. The second sign must display:
  - Hours of operation.
  - Pumpout fee.
  - Pumpout instructions.
  - Operator name and contact number.
  - Crediting logos and crediting text.

Information on the second sign may be separated providing all information is present at the pumpout location. Specifications are listed below, and sign samples and logos can be found on the [Pumpout Signage Requirements page](#).



## Clean Vessel Act Symbol:

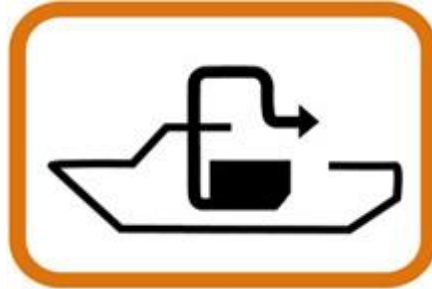
- The symbol is black, the background is white and the border is international orange. The following rules govern the graphic reproduction of the symbols:
  - The symbol should not be used smaller than is legible.
  - The size and position relationship of the symbol should not be changed in any way.
  - No portion of the symbol should be obscured by overprinting.



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- The symbol should not be placed where it will be split by unlike backgrounds.
- The symbol should not be placed on a background that is highly textured or patterned.
- The pumpout symbol is depicted as follows:



### Qualifying Signs:

- In conjunction with the symbol, other qualifying signs may be used below the symbol, either on the same sign or on a separate sign.
  - The message “(P) PUMP OUT”, “(P) PUMPOUT STATION”, (P) PORTABLE” appropriate qualifier may be placed beneath the symbol. The magenta-colored “P” and circle should be placed in front of the message to relate the pumpout symbol to the National Oceanic and Atmospheric Administration (NOAA)/National Ocean Service (NOS) nautical charts.

### Pumpout Slogan:

- A pumpout slogan "Keep Florida's Water Clean - Use Pumpouts" or "Keep Our Water Clean - Use Pumpouts" should be used according to service specifications to help increase awareness of the CVA Pumpout Grant Program.
  - The slogan is meant to be used in conjunction with the pumpout symbol, on educational/ informational material and for other uses as appropriate to advance the purposes of the CVA.
  - The slogan is not copyrighted, and it's appropriate use is encouraged.
- All grant recipients identified should display the pumpout slogan on facilities, such as pumpout and portable toilet dump stations as appropriate, and on printed material or other visual representations relating to project accomplishments or education/ information and should encourage others to do so.



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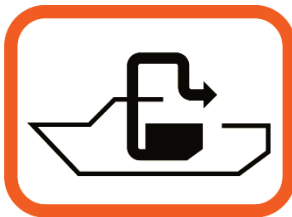


- Other persons or organizations are encouraged to use the slogan to advance the purposes of the CVA Program, such as marinas with pumpout stations not constructed with CVA funds.
- The following specifications shall apply for signs:
  - The letters are black and the background is white.

### Crediting Text and Logos:

- Pumpouts receiving grant funds are required to have a sign that reads: “Funded in part by the U.S. Fish and Wildlife Service, the Clean Vessel Act, and through the Florida Department of Environmental Protection.” Signs will display the DEP logo and U.S. Sport Fish Restoration logo. Logos will be sent to each grant recipient along with the executed agreement or can be obtained by contacting the CVA Grant Office.
- Pumpouts receiving Florida Inland Navigation District (FIND) funds are required to have a sign that reads: “Funded in part by the U.S. Fish and Wildlife Service, the Clean Vessel Act, and the Florida Inland Navigational District through the Florida Department of Environmental Protection.” Signs will display the DEP logo, United States Fish and Wildlife Service (USFWS) Sport Fish Restoration logo and FIND logo.

### Logos:



Please contact the Florida CVA Grant for the current versions of these logos. By requesting them via email at [Clean.Vessel.Act@FloridaDEP.gov](mailto:Clean.Vessel.Act@FloridaDEP.gov)



# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions





Florida Department of Environmental Protection  
Clean Vessel Act Program  
Grant Application Instructions



**Signage Template:**

**SAMPLE BUILDING PLACARDS GUIDELINES**

PUMP OUT FEE: \$5.00  
HOURS OF OPERATION: [AM-PM]

**[INSTRUCTIONS ON HOW TO ACCESS PUMPOUT SERVICES]**

LAND BASED RESTROOM MAY NOT  
BE USED TO DUMP PORTABLE  
TOILET WASTE

OPERATOR: **JOHN DOE**  
PHONE: [YOUR NUMBER HERE]

EMERGENCY PHONE FOR SERVICE  
PROBLEMS: [YOUR MARINA PHONE NUMBER HERE]

FUNDED IN PART BY THE U.S. FISH AND WILDLIFE SERVICE CLEAN  
VESSEL ACT THROUGH THE FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION



SIGN SHOULD BE 1' OR LARGER

SUGGESTED COLOR SCHEME: WHITE BACKGROUND WITH BLACK  
LETTERS



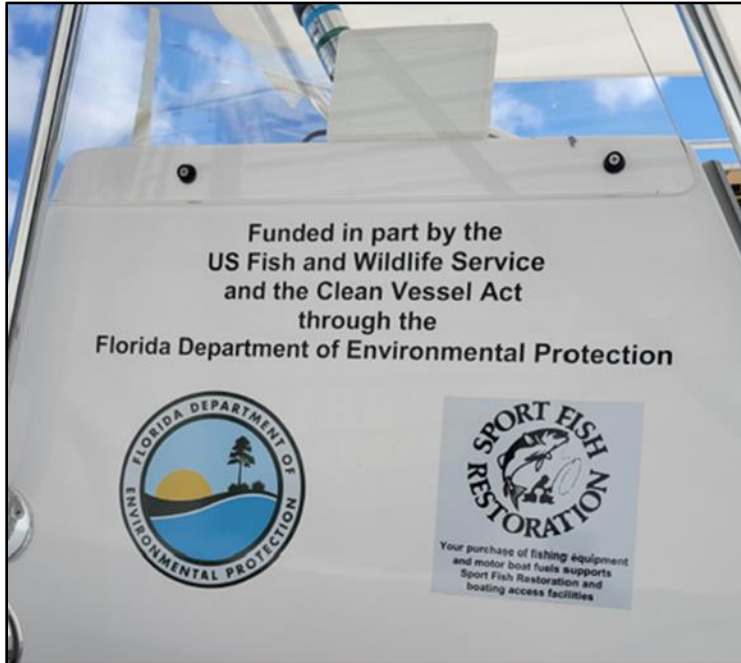
# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



## Signage For Pumpout Vessels:

Pumpout vessels must have signage at the helm that includes:

- Florida DEP logo.
- USFWS Sport Fish Restoration logo.



Pumpout vessel must have signage on the side of the vessel that includes:

- Universal pumpout logo; large enough so boaters can see it.
- Contact info.
- Florida DEP logo.
- USFWS Sport Fish Restoration logo.
- Boat owner name or logo (i.e., Martin County, Riviera Dunes Marina, etc.).





## Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



### Education and Outreach:

Marina managers and dockmasters are essential to boaters for boating information. By providing educational resources to your customers, you are helping create an informed and responsible boating community. If budgeted, CVA funding can be used by grant recipients to create their own educational materials to distribute to their boaters. Alternatively, free educational materials can be obtained from the CVA Program, Florida Sea Grant, and other partners by making a request by email to [Clean.Vessel.Act@dep.state.fl.us](mailto:Clean.Vessel.Act@dep.state.fl.us) or by phone at 850-245-2847.

Do you regularly get asked the same question or have a reoccurring issue related to boat sewage? If so, please contact the CVA Education Coordinator, Vicki Gambale, by email at [v.gambale@ufl.edu](mailto:v.gambale@ufl.edu) or by phone at 352-562-1134 to help address this need.

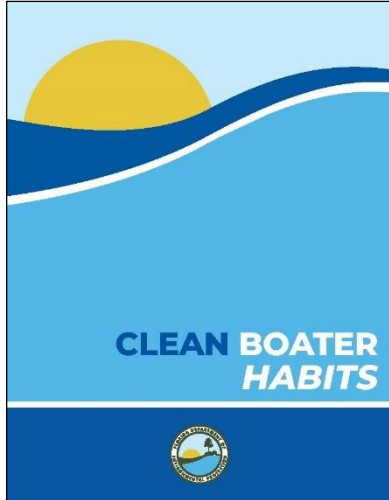
The following are resources available for you to request:

- [Clean Boater Habit Booklets.](#)
- Officer Snook Kids Activity Books.
- [Pumpout Nav App Flyers.](#)
- [Clean Vessel Act Rack Cards.](#)
- [Clean Boater Pledge Cards.](#)

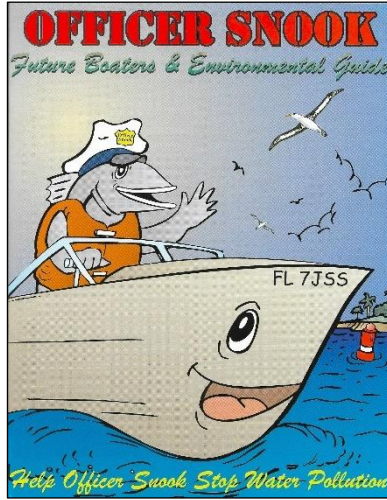




# Florida Department of Environmental Protection Clean Vessel Act Program Grant Application Instructions



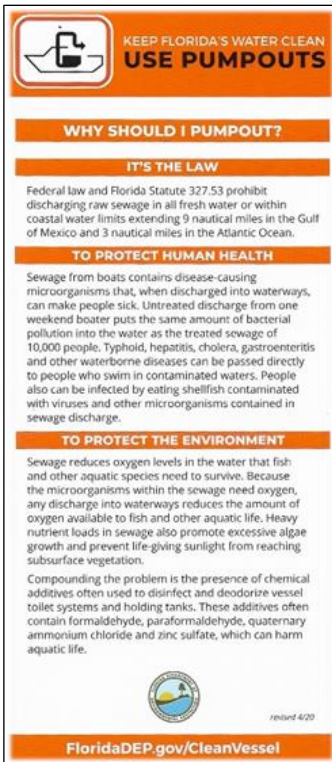
This 32-page booklet covers a variety of clean boating topics. It measures 6.5" by 5".



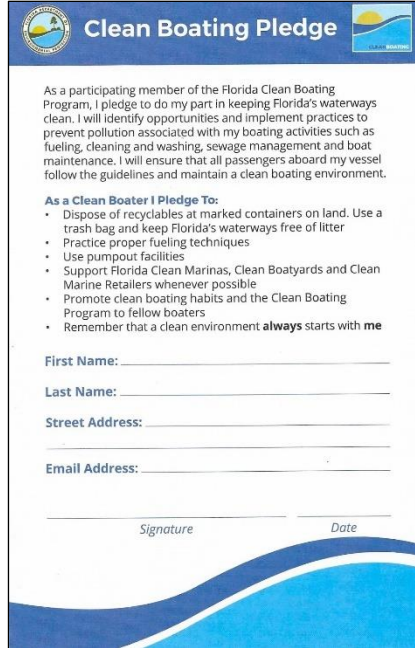
This is a 24-page youth activity and coloring book.



This flyer lets boaters know about the Pumpout Nav app.



This is a 9" by 4" informative rack card. (front and back).



Social science has shown people who 'pledge' to do something are more likely to follow through. It measures 8.5" by 5".