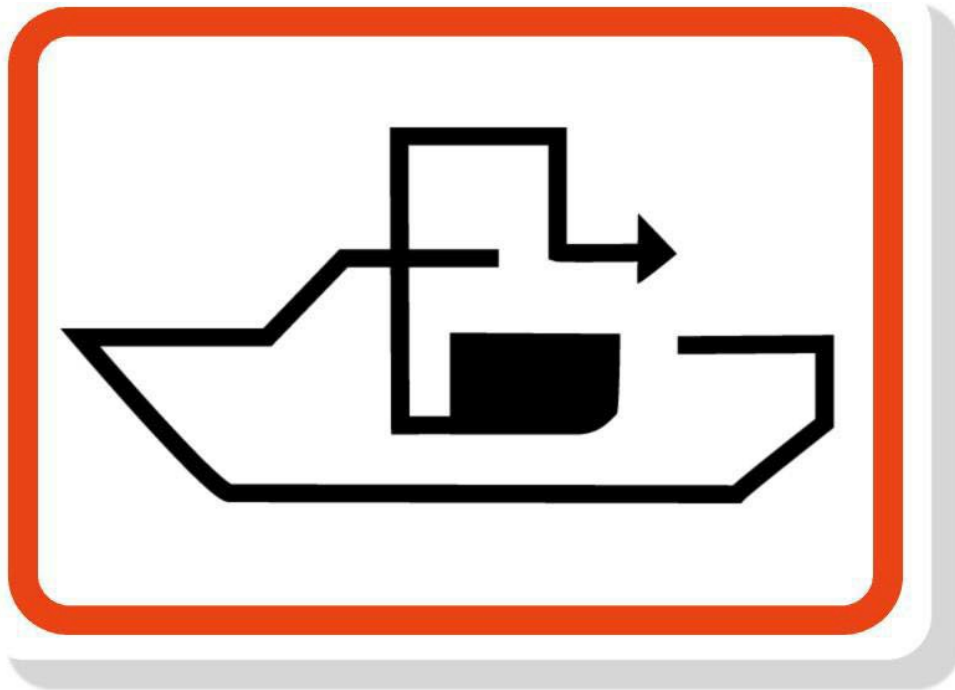




Florida Department of Environmental Protection

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 via email. You will need Adobe Reader software to submit the application form. Visit the [Adobe Reader website](#) to download the software at no charge.
2. Review all the following requirements before completing the application form on page 4. Additional information can be found at the [Clean Vessel Act website](#).
3. These items should be completed before submitting your application.
4. No work may be started until this office fully executes a grant agreement and has informed you that you may begin your project.

Public access

To receive CVA funds, 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 for using the pumpout equipment cannot exceed \$5 per vessel for five years following installation of your pumpout. Any fees collected should be reported to the Florida Department of Environmental Protection (DEP) and used to defray the cost of operations, maintenance and repair of the pumpout equipment. If facilities are receiving funding for operations/maintenance/repair, there should be no additional pumpout fees to the boater during the time of the agreement.

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 call us. We would like to learn about 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 ensure permitting requirements 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 [DOS.MyFlorida.com/Sunbiz](https://dos.myflorida.com/sunbiz).

Vendor registration

All applicants for CVA grants (private businesses and governmental entities) must register with the State of Florida Department of Management Services, MyFlorida-MarketPlace vendor system. If your facility is not a registered vendor in the state of Florida, please register at 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 DEP as an additional insured must be submitted with the grant application. You can find more information about [insurance requirements](#) on the DEP website.

If the applicant is a Florida governmental entity that is self-funded for liability insurance, then the applicant must provide in writing, on official letterhead, from the applicant's chief financial officer a statement confirming the governmental entity as self-insured.

W-9 Form and Substitute W-9

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 facility's substitute W-9 with MyFloridaMarketPlace. If the facility has not yet filed its substitute W-9, please file it at the [Florida's Chief Financial Officer website](#).

Federal Funding and Accountability and Transparency Act (FFATA) Form

If you request more than \$30,000 in grant funding, please complete and submit the [FFATA form](#) with the grant application.

To complete this form, your facility will need a unique entity ID (UEI/SAM) number; if your facility does not yet have one, please register at [SAM.gov](#).

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 exceed \$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 a match. Expenditures made prior to the agreement execution date will not be reimbursed.

Quarterly reporting

Progress reports should be submitted 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 quarterly for 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 visible location on or adjacent to the pumpout system and one international pumpout symbol sign visible from the waterway that is at least 3 foot by 4 foot. Additional signage can be installed based on the marina's needs. Visit the DEP website to see [signage examples and 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.

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 manufactured 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 percent 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.

Source: [Memo from EXECUTIVE OFFICE OF THE PRESIDENT OFFICE OF MANAGEMENT AND BUDGET](#)

Clean Vessel Act Grant Application Form

Facility General Information

Facility Name: Federal Employer ID #:
Facility Address:
City: State: ZIP Code: County:
Phone Number: Fax number:
Facility Website:
Facility Email Address:
Mailing Address(if different):
City: State: ZIP Code: County:
Facility's Fiscal Year from: to:

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 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

Marina Boating Facility Information

Type of Facility (check all that apply): Marina Boatyard Yacht/Boat Club Pumpout Business
Dockminium Boat Ramp Mooring Fields
Is the facility involved in any community Yes No If yes, please describe:
partnerships or public events?
Name of the common/local waterbody where the facility is located:
Salinity of thecommon/local waterbody Saltwater Freshwater Brackish
Facility Coordinates (in decimal degrees)? Latitude: Longitude:
Find your facility's coordinates here: itouchmap.com/latlong.html

Is the Facility:

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

How did you learn about the CVA Grant Program?

DEP Workshop

DEP Website

DEP Staff Pumpout

Radio/TV Ad

Another Marina Owner/Operator

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 inform the public that there are pumpout facilities are 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 tenants? Yes No

If fees (\$5/pumpout) are collected, they are to be used to defray the costs of operations, maintenance and repairs and should be reported to DEP quarterly. Does the facility have or plan to have a preventative maintenance plan to sustain the pumpout equipment after the installation?

Yes No

Would your facility like a supply of Clean Boating educational materials?

CVA Fact Cards

Clean Boater Habits

Boater Pledge Cards

Stickers

Children/Youth Boater activity
(Officer Snook) book

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 boats. The pumpout will be installed on the dock with 150' piping and 20 connections 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 also would 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. 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 the hourly rate of pay, the costs shall be itemized by employee position, the hourly rate of pay, and the associated activity using the table below. At its discretion, DEP may request additional supporting documentation.

Hourly Rate of Pay for Grant Reimbursement

Visit the [DEP website](#) for detailed instructions on how to complete this [hourly rate of pay for grant reimbursement](#) table. (Please skip this chart if the proposed project's budget does not include in-house labor or salary 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 MyFloridaMarketPlace 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.

Anticipated start date?

Anticipated end date?

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
Office of Resilience and Coastal Protection
Clean Vessel Act Grant Program
2600 Blair Stone Road MS-235
Tallahassee, FL 32399-3000**

Clean.Vessel.Act@FloridaDEP.gov

Fax Number: 866-340-4683

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