

**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**STAN MAYFIELD WORKING WATERFRONTS CAPITAL OUTLAY GRANT PROGRAM**  
**FISCAL YEAR 2024-25 GRANT APPLICATION GUIDANCE**

## **INTRODUCTION**

The Florida Department of Environmental Protection (DEP) administers the Stan Mayfield Working Waterfronts Capital Outlay (SMWWCO) Grant Program to support the commercial fishing industry, including infrastructure for receiving or unloading seafood, for the purpose of supporting the seafood economy. The SMWWCO Grant Program was created to provide funding to assist commercial saltwater products or commercial saltwater wholesale dealers or retailer license holders and seafood houses in maintaining their operations. Applicants must demonstrate a benefit to the local economy.

Applicants are advised to review all of the eligibility and documentation requirements prior to submitting an application. Incomplete applications are not eligible to receive grant funding. No work may begin until a grant agreement has been executed by DEP. Expenditures made prior to the execution date will not be reimbursed.

### **PERMITS**

Facilities are responsible for all permits applicable to the capital outlay project. Failure to obtain required permits prior to placing equipment into operation may result in enforcement actions and civil penalties. Costs for permits relating to the installation of equipment are reimbursable. Grantees must submit copies of applicable permits to the SMWWCO Grant Program to receive reimbursement for any work performed where permitting is required.

### **BUSINESS AND VENDOR REGISTRATIONS**

Private businesses (not applicable to governmental entities) must be registered with the Florida Department of State's Division of Corporations. If your facility has not yet registered, please register at: [dos.fl.gov/sunbiz](https://dos.fl.gov/sunbiz).

All applicants for funding through the SMWWCO Grant Program (private businesses and governmental entities) must register with the Florida Department of Management Services' MyFloridaMarketplace Vendor System. If your facility is not a registered vendor with the State of Florida, please register at: [vendor.myfloridamarketplace.com](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 Workers' Compensation coverage. A current Certificate of Insurance must be submitted with the grant application.

If the applicant is a Florida governmental entity which is self-funded for liability insurance, then the applicant must provide in writing, on official letterhead, a statement from the applicant's Chief Financial Officer 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 MyFloridaMarketplace. If the facility has not yet filed their substitute W-9, please file it at: [flvendor.myfloridacfo.com](https://flvendor.myfloridacfo.com).

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**VENDOR QUOTES**

Applicants must submit two written quotes, from two different vendors, for any equipment or service costs that exceed \$2,500. Additionally, applicants are required to secure all goods and services related to this project in accordance with their adopted procurement procedures and applicable state requirements (section 287.057, Florida Statutes). Quotes must be submitted for review and approved by DEP before any work can begin.

**FUNDING TIMELINE**

The FY 2024-25 SMWWCO Grant Program Application Cycle will be held from July 15 – 31, 2024. DEP anticipates a grant agreement duration of September 1, 2024, through March 31, 2025. Approved applicants must submit a request for reimbursement and finalize the close out process no later than April 30, 2025. All programmatic funds will expire on July 1, 2025. There are no available extensions for project funding.

**SITE CONTROL**

Applicants must demonstrate the ability to develop owned or leased project sites at the time of application through the submission of ownership documentation (i.e. warranty deed, quit-claim deed, etc.) or an agreement (i.e. lease, cooperative agreement, management agreement, etc.).

**GENERAL APPLICATION INFORMATION**

**ELIGIBLE APPLICANTS**

An applicant may submit no more than one (1) application during the submission period. Additionally, applicants must have one of the following active Florida business licenses/certificates:

- Commercial saltwater products
- Commercial saltwater wholesale dealer
- Retail license holder
- Seafood houses

See the [Florida Fish and Wildlife Conservation Commission's website](#) for additional information on Florida Saltwater Products, Restricted Species Endorsements, Wholesale Saltwater Products Dealer Licenses, and Retail Saltwater Products Dealer Licenses. See the [Florida Fish and Wildlife Conservation Commission's website](#) for additional information on Charter Captain Licenses and Charter Boat Licenses. See the [Florida Fish and Wildlife Conservation Commission's website](#) for additional information on Commercial Saltwater Licenses. See the [Florida Department of Agriculture and Consumer Services' website](#) for additional information on Aquaculture Certificates of Registration. See the [Florida Department of Commerce's website](#) for additional information on the Waterfronts Florida Program.

Some recipients may depend on consulting services to assist with project applications. However, prospective applicants are ultimately responsible for any awarded grant funds and all that an approved project may encompass. Grant agreements are executed between the recipient and the State of Florida – Department of Environmental Protection, and the recipient is ultimately responsible for all grant activities and will be held accountable. As such, only the entity listed on the provided active license/certification may submit an application. Applications submitted through by a third party, such as a consultant, will be declared ineligible for funding.

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**ELIGIBLE PROJECT EXPENDITURES**

Eligible costs and expenditures include fixed capital outlay and operating capital outlay, including, but not limited to, the repair and maintenance or replacement of equipment, the repair and maintenance or replacement of water-adjacent facilities or infrastructure, and the construction or renovation of shore-side facilities. These expenses are divided into two categories: Fixed Capital Outlay and Operating Capital Outlay.

***FIXED CAPITAL OUTLAY CATEGORY***

Eligible fixed capital outlay costs/expenditures under the SMWWCO Grant Program include the repair, maintenance, or replacement of water-adjacent facilities or infrastructure, and the construction or renovation of shore-side facilities. Examples include, but are not limited to:

- Davits
- Upland boat bunks
- Roofing
- Fencing
- Signage
- Lighting
- Upland native landscaping
- Upland debris removal

***OPERATING CAPITAL OUTLAY CATEGORY***

Operating capital outlay costs/expenditures under the SMWWCO Grant Program include the maintenance or replacement of equipment. For the replacement of equipment, the following items are only eligible costs/expenditures when purchased in new, unused condition:

- Freezers
- Ice machines
- Air conditioners
- Boats
- Trailers
- Motors
- Refrigerated trucks
- Processing equipment
- Nets/pots
- Anchoring and docking equipment (boat side only)
- Technology (VHF radios, satellite, radar, electronics)

**DISTRIBUTION OF GRANT FUNDS**

Funding will be distributed in the following manner:

- Grants will be awarded on a first come, first served basis to eligible applicants submitting complete application forms for eligible projects during the grant application cycle.
- The minimum amount of grant funds an applicant may request is \$5,000. The maximum amount of grant funds an applicant may request is \$250,000. Grant recipients will not be required to provide a match.
- Funding will be provided on a reimbursement basis. Grant recipients will be required to submit invoices to DEP, who will conduct a site inspection to confirm the accuracy of the invoices.

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**POST COMPLETION REQUIREMENTS**

**ANNUAL REPORTING**

Grant recipients must submit annual progress reports for a period of four (4) years following the execution of a grant agreement. Progress reports shall identify project activities that are complete, and the progress achieved in meeting the goals outlined in the project application.

**DEP SITE INSPECTIONS**

Applicants must commit to allowing DEP to conduct site inspections throughout the grant agreement period and within the subsequent four (4) years following final invoicing.

**APPLICATION SUBMISSION INFORMATION**

Applications for funding through the SMWWCO Grant Program must be submitted through DEP's Grantee Portal at <https://fdep.my.site.com/grants/s/>. DEP's Grantee Portal will not accept any applications submitted after 5 p.m. EDT on July 31, 2024. Applications are evaluated on the basis of the information provided by the applicants, except where such data is superseded by official DEP information. Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration.

The FY 2024-25 SMWWCO Grant Application Cycle Webinar Presentation provides guidance on how to complete the application and submit the required documentation. For assistance using DEP's Grantee Portal, please contact Misty Green at [SMWorkingWaterfrontsCO@FloridaDEP.gov](mailto:SMWorkingWaterfrontsCO@FloridaDEP.gov) or 850-245-3048.

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**APPLICATION CHECKLIST**

Prior to submitting an application package, project sponsors should make sure that all necessary responses have been prepared and supporting documents have been attached. Please use this list to ensure that all applicable documentation is included.

APPLICATION ITEM	TAB AS EXHIBIT
<p><b>LICENSING/CERTIFICATIONS</b> Provide copies of all active/current business licenses and/or certifications as selected within the Grantee Portal.</p> <p style="text-align: center;"><i>This is a required attachment for all applications.</i></p>	<p><b>A</b></p>
<p><b>PROJECT DESCRIPTION</b> Provide a brief description of the proposed project, including information regarding the existing and/or proposed activities on the site. Discuss how the project would further the protection and continuation of a working waterfront. Include physical characteristics of the site, such as land resources, vegetation, fish and wildlife, historical, archaeological resources, previous land usage, and transportation access, as well as a description of proposed project activities. For fixed capital outlay funding requests, provide information on the planned repairs, maintenance, or replacement of water-adjacent facilities or infrastructure, and the construction or renovation of shore-side facilities. If the request is for operating capital outlay expenses, describe the equipment to be purchased and how it will be used to benefit a working waterfront.</p> <p style="text-align: center;"><i>This information is required from all applicants and must be submitted through the DEP Grantee Portal. Prompt responses are limited to 1,000 characters.</i></p>	
<p><b>CONCEPTUAL SITE PLAN</b> For fixed capital outlay projects, applicants must submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the provided cost estimate and provide a boundary of the project area. The site plan must clearly delineate between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development. Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development.</p> <p style="text-align: center;"><i>This is a requirement for fixed capital outlay projects only.</i></p>	<p><b>B</b></p>

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<p><b>BENEFIT TO THE LOCAL ECONOMY</b> Provide an explanation of how the project will benefit the local economy (e.g., job creation, promoting innovation, expanding small business opportunities, improving the local economy, building stronger communities, promoting sustainability and environmental responsibility, etc.).</p> <p style="text-align: center;"><i><b>This information is required from all applicants and must be submitted through the DEP Grantee Portal. Prompt responses are limited to 1,000 characters.</b></i></p>	
<p><b>PERMITS</b> Provide a summary of the permitting requirements to complete the project, including the name of the permitting entity, whether any of the permits have already been issued for the project, and estimated timeframe for obtaining required permits (if applicable).</p> <p style="text-align: center;"><i><b>This is a required attachment for all applications.</b></i></p>	<b>C</b>
<p><b>BUSINESS AND VENDOR REGISTRATIONS</b> Private businesses (not applicable to governmental entities) must be registered with the Florida Department of State’s Division of Corporations. If your facility has not yet registered, please register at: <a href="https://dos.fl.gov/sunbiz">dos.fl.gov/sunbiz</a>.</p> <p>All applicants for funding through the SMWWCO Grant Program (private businesses and governmental entities) must register with the Florida Department of Management Services’ MyFloridaMarketplace Vendor System. If your facility is not a registered vendor with the State of Florida, please register at: <a href="https://vendor.myfloridamarketplace.com">vendor.myfloridamarketplace.com</a>.</p> <p style="text-align: center;"><i><b>This is a required attachment for all applications.</b></i></p>	<b>D</b>
<p><b>INSURANCE</b> 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 Workers’ Compensation coverage. A current Certificate of Insurance must be submitted with the grant application.</p> <p>If the applicant is a Florida governmental entity, which is self-funded for liability insurance, then the applicant must provide in writing, on official letterhead, a statement from the applicant’s Chief Financial Officer confirming the governmental entity as self-insured.</p> <p style="text-align: center;"><i><b>This is a required attachment for all applications.</b></i></p>	<b>E</b>

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<p><b>W-9 FORM AND SUBSTITUTE W-9 FILING</b>          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 MyFloridaMarketplace. If the facility has not yet filed their substitute W-9, please file it at: <a href="https://flvendor.myfloridacfo.com/">https://flvendor.myfloridacfo.com/</a>.</p> <p style="text-align: center;"><i>This is a required attachment for all applications.</i></p>	<p><b>F</b></p>
<p><b>VENDOR QUOTES</b>          Applicants must submit two written quotes, from two different vendors, for any equipment or service costs that exceed \$2,500. Quotes must be submitted for review and approved by DEP before any work can begin. If a project applicant has obtained quotes at the time of application, these may be submitted for review.</p> <p style="text-align: center;"><i>This is a required attachment for all applications.</i></p>	<p><b>G</b></p>
<p><b>PROJECT TIMELINE</b>          Provide an estimated project timeline for all activities associated with the funding request. DEP anticipates a grant agreement duration of September 1, 2024, through March 31, 2025. Approved applicants must submit a request for reimbursement and finalize the close out process no later than April 30, 2025. All programmatic funds will expire on July 1, 2025. There are no available extensions for project funding.</p> <p style="text-align: center;"><i>This is a required attachment for all applications.</i></p>	<p><b>H</b></p>
<p><b>SITE CONTROL</b></p> <p><b>1) For land owned by the applicant,</b> submit a copy of the recorded warranty deed that conveyed title to the property, including any attachments. If the property was dedicated via plat, submit a copy of the recorded plat. If there are multiple parcels, submit the deed for each parcel, a map of the parcels, and connect the deeds and the map with reference numbers linking the deed to the relevant parcel.</p> <p><b>2) For land leased by the applicant,</b> submit a copy of the lease or management agreement. The lease must allow the applicant to modify the project site as requested in the application’s scope of work. If submerged lands are included in the development area, provide a legal document (i.e., permit, management agreement, etc.) that indicates permission to use and develop the submerged lands.</p> <p style="text-align: center;"><i>This is a requirement for fixed capital outlay projects only.</i></p>	<p><b>I</b></p>