

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
STAN MAYFIELD WORKING WATERFRONTS CAPITAL OUTLAY GRANT PROGRAM
GRANT APPLICATION GUIDANCE

INTRODUCTION

The Florida Department of Environmental Protection (DEP) administers the Stan Mayfield Working Waterfronts Capital Outlay (SMWWCO) Grant Program to support Florida's commercial fishing and marine aquaculture industries. This includes enhancing infrastructure for receiving, unloading, and handling seafood, all aimed at strengthening the state's seafood economy. The working waterfronts capital outlay grant program was created to provide funding to assist commercial saltwater products, commercial saltwater wholesale dealer or retailer license holders and seafood houses in maintaining their operations. To be eligible, applicants must clearly demonstrate the project's potential to contribute to and enhance 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.

GENERAL APPLICATION INFORMATION

ELIGIBLE APPLICANTS

Additionally, applicants must hold an active Florida business license or certificate relevant to commercial fishing or aquaculture activities. Examples include but are not limited to:

- Commercial Saltwater License
- Florida Saltwater Products (SPL)
- Restricted Species Endorsement (RS)
- Wholesale Saltwater Products Dealer License (WD)
- Retail Saltwater Products Dealer License (RC)
- Charter Captain License
- Charter Boat License
- Aquaculture Certificate

- ✓ See the [Florida Administrative Register \(FAR\)](#) for a complete list of qualifying licenses or certifications.
- ✓ 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.

INELIGIBLE APPLICANTS

Applications submitted by a third party, such as a consultant, will be declared ineligible for funding. Some recipients may depend on consulting services to assist with project applications. However, prospective applicants are ultimately responsible for any grant funds awarded and all that an approved project may encompass. Grant agreements are executed between the prospective applicant and DEP, 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 apply.

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APPLICATION SPECIFIC INFORMATION

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.

Eligible expenses are categorized as either: **Fixed Capital Outlay** or **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
- Roofing
- Fencing
- Signage
- Lighting
- Upland Boat Bunks
- Upland debris removal
- Upland native landscaping

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
- Processing equipment
- Nets/pots
- Anchoring/docking equipment (boat side only)
- Technology (VHF radios, satellite, radar, electronics)
- Refrigerated trucks

COMBINATION FIXED AND OPERATING CAPITAL OUTLAY CATEGORY

Eligible Combination Fixed and Operating Capital Outlay expenses under the Stan Mayfield Working Waterfronts Capital Outlay Grant Program may include both permanent improvements—such as construction and infrastructure upgrades—and operational needs like equipment purchases and minor, non-structural enhancements.

Applicants may request funding for both Fixed Capital Outlay and Operating Capital Outlay projects within a single application; however, each project type must have its own clearly defined scope of work and budget.

INELIGIBLE PROJECT EXPENDITURES

Ineligible Combination Fixed and Operating Capital Outlay expenses under the Stan Mayfield Working Waterfronts Capital Outlay Grant Program include but are not limited to:

- Lawnmowers
- Excavators
- Recreational Vehicles
- Motor Homes

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DISTRIBUTION OF GRANT FUNDS

- Grants will be awarded on a first-come, first-served basis to eligible applicants submitting complete application forms with required exhibits for eligible projects during the grant application cycle.
- Each cycle will identify a minimum and a maximum amount of grant funds an applicant may request.
- 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 may conduct a site inspection to confirm the accuracy of the invoices.
- Applicants are strongly encouraged to submit reimbursement requests as a single, comprehensive package that includes all approved line-item tasks as outlined in the original grant application.
- Reimbursement requests must meet a minimum threshold of \$5,000.00, unless otherwise authorized. We recommend task bundle to group related, low-cost activities for items that don't need their own separate task lines but still contribute to the success of your project.
- Grantees are strongly encouraged to set up direct deposit by registering their banking information in [MyFloridaMarketPlace \(MFMP\)](#). All payments issued by check will be mailed to the address listed in MyFloridaMarketPlace, and delivery will be subject to standard USPS mail timelines and any associated delays or risks.

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 until the grant is closed. 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 until the grant is closed.

APPLICATION SUBMISSION INFORMATION

Applications for SMWWCO Grant Program funding must be submitted through FDEP's Grantee Portal at <https://fdep.my.site.com/grants/s/smwwco-home-page>.

Applications are reviewed based on the information provided, unless superseded by official DEP data. Incomplete applications will be deemed ineligible for funding.

The SMWWCO Grant Webinar and Training Series offers guidance on completing the application and required documentation. Quick links to all videos will be made available on the SMWWCO webpage after the cycle-opener video session.

- ✓ For DEP Grantee Portal help, please contact SMWorkingWaterfrontsCO@FloridaDEP.gov

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LICENSING/CERTIFICATION *(Noted as Exhibit A)*

Applicants must submit copies of all active and current business licenses and/or certifications relevant to their facility operations.

CONCEPTUAL SITE PLAN *(Noted as Exhibit B)*

For Fixed Capital Outlay Projects, applicants are required to submit a conceptual site plan that clearly identifies the areas and facilities proposed for development as outlined in the application's scope of work. This site plan should directly align with the provided cost estimate and must include a clearly marked boundary of the project area.

PERMITS *(Noted as Exhibit C)*

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 *(Noted as Exhibit D)*

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.

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.

INSURANCE *(Noted as Exhibit E)*

All facilities must maintain insurance coverage through carriers that are either licensed or authorized to operate in the State of Florida. Required coverage includes Commercial General Liability, Automobile Liability, and Workers' Compensation, as applicable.

A current Certificate of Insurance must be included with the grant application to verify coverage.

If the applicant is a Florida governmental entity that is self-insured, a written statement must be provided on official letterhead from the entity's Chief Financial Officer, confirming the self-insured status.

W-9 FORM AND SUBSTITUTE W-9 FILING *(Noted as Exhibit F)*

All applicants, including private businesses and government entities, must submit a copy of their completed W-9 form along with their grant application. Additionally, each facility is required to file a Substitute W-9 through the My Florida Marketplace vendor system to ensure proper tax reporting and payment processing.

If the facility has not yet filed their substitute W-9, please file it at: flvendor.myfloridacfo.com.

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VENDOR QUOTES *(Noted as Exhibit G)*

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).

Please note that all submitted quotes must be reviewed and approved by the Department of Environmental Protection (DEP) prior to the commencement of any work or purchase. Starting work without prior approval may result in ineligibility for reimbursement or other penalties.

PROJECT TIMELINE *(Noted as Exhibit H)*

Applicants are required to submit a detailed estimated project timeline covering all activities related to their funding request. This timeline should clearly outline key milestones, phases of work, and expected completion dates to ensure effective project management and accountability.

Approved applicants must submit a request for reimbursement and finalize the close out prior to all programmatic funds expiring. *There are no available extensions for project funding.*

SITE CONTROL *(Noted as Exhibit I)*

For Fixed Capital Outlay Projects, 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.).

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APPLICATION CHECKLIST

Before submitting an application package, applicants should ensure that all required responses are complete, and all supporting documentation is properly prepared and attached. Please use the checklist below to verify that all applicable materials have been included.

APPLICATION ITEM	TAB AS EXHIBIT
LICENSING/CERTIFICATIONS Applicants are required to submit copies of all active and current business licenses and/or certifications as indicated in the 'Facility Licensing/Certification' section of the application form within the Grantee Portal. <i>This is a required attachment for all applications.</i>	A
PROJECT DESCRIPTION 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. <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>	
CONCEPTUAL SITE PLAN For fixed capital outlay projects, applicants are required to submit a conceptual site plan that clearly identifies the areas and facilities proposed for development as outlined in the application's scope of work. This site plan should directly align with the provided cost estimate and must include a clearly marked boundary of the project area. To ensure clarity and effective evaluation, the site plan must: Differentiate between existing facilities, those proposed for funding under the current application, and any facilities planned for future development. Use color coding or clear visual markers to distinguish each category and identify different phases of development. <i>This is a required attachment for Fixed Capital Outlay and Fixed portion of Combination applications.</i>	B

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APPLICATION ITEM	TAB AS EXHIBIT
PERMITS Applicants must provide a summary of all permitting requirements necessary to complete the project. This summary should include the name of the permitting agency, whether any permits have already been secured, and the estimated timeline for obtaining any additional required permits (if applicable). <i>This is a required attachment for all applications.</i>	C
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. 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. <i>This is a required attachment for all applications.</i>	D
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. <i>This is a required attachment for all applications.</i>	E
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: https://flvendor.myfloridacfo.com/. <i>This is a required attachment for all applications.</i>	F

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APPLICATION ITEM	TAB AS EXHIBIT
VENDOR QUOTES 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. <i>This is a required attachment for all applications.</i>	G
PROJECT TIMELINE Provide an estimated project timeline for all activities associated with the funding request. DEP typically anticipates a grant agreement execution period of September 1st, through September 15th of each cycle. Approved applicants must submit a request for reimbursement and begin the close out process no later than April 30th of each cycle, as all programmatic funds will expire on July 1st. <u><i>There are no available extensions for project funding.</i></u> <i>This is a required attachment for all applications.</i>	H
SITE CONTROL 1) For land owned by the applicant, 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. 2) For land leased by the applicant, 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. <i>This is a required attachment for Fixed Capital Outlay and Fixed portion of Combination applications.</i>	I