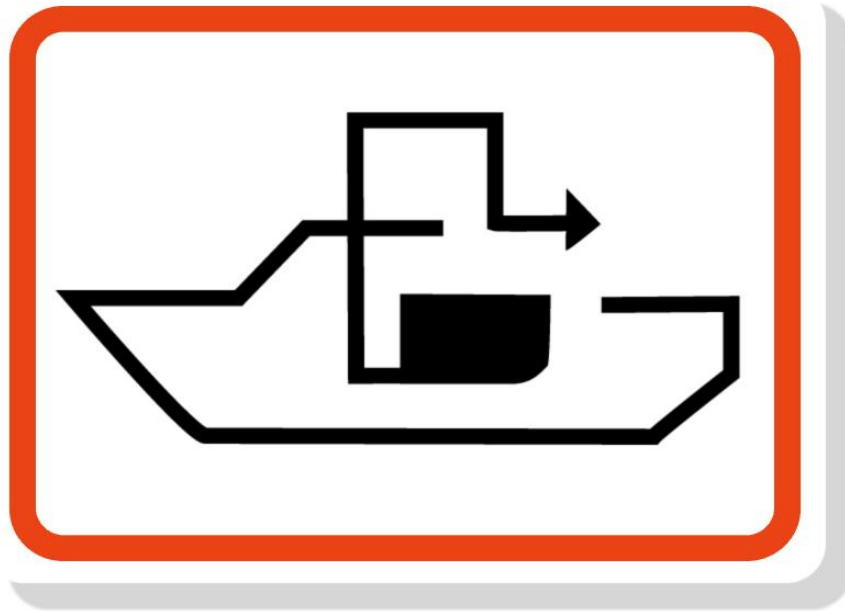




Florida Department of Environmental Protection

Clean Vessel Act Grant Application & Instructions



KEEP FLORIDA'S WATER CLEAN

Clean Vessel Act Grant Requirements and Instructions

1. The CVA application form is an Adobe Acrobat file that allows you to submit your completed application online. You will need Adobe Reader software to submit the application form. Click here to install *free* [reader software](#).
2. Review the following requirements *before* completing the application form on the next page. Follow links for additional information and examples.
3. ❖ *These items must be completed before submitting your application.*

Public Access and Fees

To receive CVA funds, facilities must provide public access to pumpout equipment. Fees to use the pumpout equipment cannot exceed \$5.00 per vessel.

❖ Business Registration

All applicants for CVA grants (private businesses *and* government entities) must register with the State of Florida Department of Management Services vendor system. If you are not a registered vendor, register at: <https://vendor.myfloridamarketplace.com>. Private businesses (*not applicable to government entities*) must *also* register with the State of Florida, Division of Corporations. If you are not registered, register at: <https://efile.sunbiz.org/onlmenu.html>
Applications will not be processed without appropriate business registration.

❖ Insurance

All facilities (except self-insured, government entities) 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 that includes the Florida Department of Environmental Protection as an additional insured must be submitted with the grant application. **Follow Insurance link for detailed information.**

❖ Permits

Facilities must have any/all permits applicable to the pumpout project in place in order for DEP to process the application and approve funding. *Failure to obtain required permits prior to placing a pumpout system/equipment into operation can result in enforcement actions and civil penalties.*

❖ Vendor Quotes

Applicants must submit **two** written quotes for any equipment costs that exceed \$2,500. Quotes must be submitted with the application form and approved before any work can begin.

Site Visit

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

Allowable Expenses

Expenses for permits; construction, renovation; equipment purchase and installation; operations; maintenance and repair; sewage hauling; signage; and educational materials are allowed for reimbursement. **Follow Allowable Expenses link for details.**

Reimbursement

Grant recipients are reimbursed 75% of the total, approved project cost and must provide a minimum of 25% of the total, approved project cost as match. Expenditures made prior to official DEP notification that you can begin the project *will not* be reimbursed.

Reports

A progress report is required during installation/construction. Quarterly pumpout activity reports are required for five years following completion of the pumpout project.

Signage

Facilities must display at least one pumpout operations sign, and one pumpout symbol sign.

CVA Grant Application Form

Facility Name:

Federal Employer ID #:

Facility's Fiscal Year from: to:

Facility Address:

City: County: Zip Code:

Mailing Address (if different):

City: County: Zip Code:

Phone: Fax: Web site:

Contact Responsible For CVA Grant Application and Project Implementation

Name: Title:

Phone: E-mail Address:

Facility Owner(s)

Name:

Address:

City: State: Zip Code:

Phone: E-mail Address:

Name:

Address:

City: State: Zip Code:

Phone: E-mail Address:

Facility Information

Is the facility owned/operated by a self-insured government entity (city, county, state)? Yes No

Type of Facility (*check all that apply*): Marina Boatyard Yacht/Boat Club

Dockominium Boat Ramp Mooring Field

Proposed pumpout project is for an: Existing Facility Proposed Facility (*not yet under construction*)

Name of the common/local water body where facility is located:

Facility's coordinates? Latitude: Longitude:

Number of slips? Wet: Dry: Mooring:

Is the facility a designated: Clean Marina Clean Boatyard? N/A

Project Information

Type of project/s?

Equipment purchase & installation Sewage hauling Operations Maintenance/ Repair

Type of pumpout system requested?

Stationary pumpout with sewer connection Stationary pumpout with holding tank

Pumpout boat Dump station Lift station Portable pumpout unit

Where on the premises will the pumpout/dumpout be located ?

Number of pumpout connections installed through this project?

Disposal method for pumpout/dumpout/boat sewage?

Directly to a permitted wastewater treatment facility

Directly to an on-site sewage treatment system

Directly to an on-site septic tank

Into holding tank, then transported to permitted wastewater treatment facility

Availability of pumpout/dumpout services?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Between the hours of and

24 hours a day

Anticipated project start date?

Anticipated project completion date?

How did you learn about the CVA Grant Program?

DEP Workshop

DEP Web site

DEP Staff

Pumpout Vendor

Radio/TV Ad

Another Marina Owner/Operator

Estimated Project Budget

[Click here for Allowable Expenses & Budget Estimating Tips](#)

Project Component	Estimated Cost	Briefly describe how funds will be spent:
Permits		
Construction		
Renovation		
Equipment		
Equipment Installation		
Operations		
Maintenance and Repair		
Sewage Hauling		
Pumpout Signage		
Education/Instructional Materials		
TOTAL PROJECT COST		
75% reimbursable		
25% in match		

Note: You can include in-house labor costs when calculating Construction, Renovation, Installation, Operations, Maintenance and Repair estimates. **However, in-house labor costs are not directly reimbursable and can only be used to meet the required 25 % match.**

Grant Application Checklist

"X" each box to indicate completion/agreement.

Facility is registered with MyFloridaMarketPlace (MFMP) vendor system.

Facility is registered with Florida Division of Corporations (Not applicable for government entities).

Facility's certificate of insurance is attached (Not applicable for self-insured government entities).

If equipment costs exceed \$2,500, two vendor quotes are attached.

Answers are provided for all questions on this form.

As 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 any work or purchasing any equipment.

I verify that I understand the grant requirements, and the information I have provided is true, complete and accurate.

Name:

Title:

Date:

Submitting the Application

- When you are satisfied with your entries and are 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 the Submit Application button.
- Once you submit the application using the submit button, an e-mail window will appear and the application will be attached.
- Before sending the e-mail, attach all required documents. Document attachments should be in pdf form, clearly titled with your facility's name, and no larger than 250 kb in size.
- **Your application will not be processed or approved without the required documents.**

If you are unable to submit application online, you can fax or mail the completed application form to:

Florida Department of Environmental Protection

Clean Vessel Act Grant Program

Mail Station 30

3900 Commonwealth Boulevard

Tallahassee, Florida 32399-3000

Fax: 850-245-2159

Phone: 850-245-2100