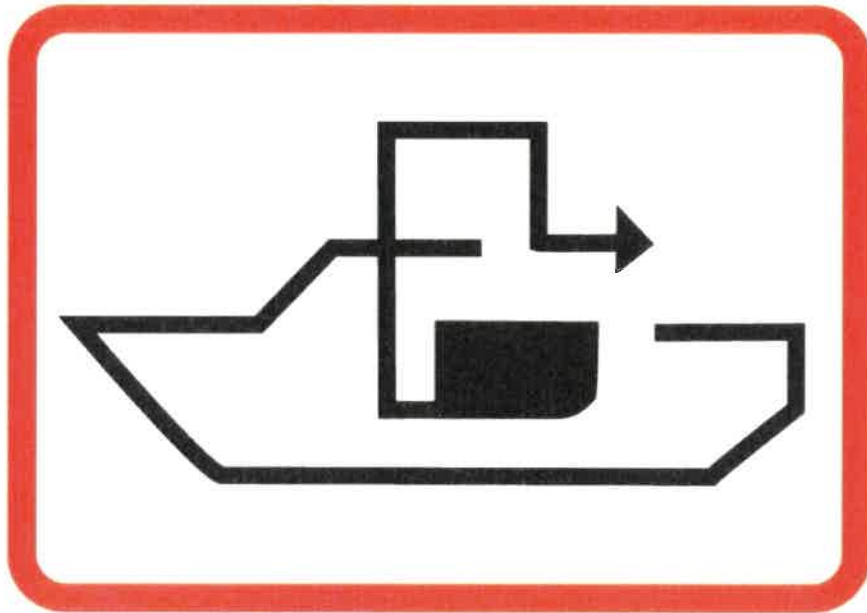




Florida Department of Environmental Protection

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 online via email. You will need Adobe Reader software to submit the application form. Click [here](#) to install Adobe reader software for free.
2. Be sure to review all of the following requirements *before* completing the application form on page 4. More detailed instructions can be found at the Clean Vessel Act website: http://www.dep.state.fl.us/cleanmarina/CVA/grant_requirements.htm
3. *These items must be completed before submitting your application.*
4. **No work may be started until a contract agreement is fully executed by this office and we inform you that you may begin your project.**

Public Access and Fees

To receive CVA funds, facilities must provide public access to the pumpout equipment. Fees to use the pumpout equipment cannot exceed \$5.00 per vessel pumped. Any fees collected shall be reported back to the Department and used to defray the cost of operations, maintenance and repair of the pumpout equipment.

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% and can be obtained before the grant award. Grantees must submit copies of applicable permits to the CVA Program in order 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 State of Florida, **Division of Corporations/Sunbiz**. If your facility has not yet registered, please register at: <https://efile.sunbiz.org/onlmenu.html>.

All applicants for CVA grants (private businesses *and* governmental entities) must register with the State of Florida Department of Management Services, My Florida Marketplace Vendor System. If your facility is not a registered vendor in the state of Florida, please register at: <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 Worker's 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. Click [here](#) for more detailed information on Insurance Requirements.

If the applicant is a Florida governmental entity, which is self-funded for liability insurance, then the applicant must provide in writing, on official letter-head, from the applicant's CFO a statement 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 My Florida Marketplace. If the facility has not yet filed their substitute W-9 please file it at: <https://flvendor.myfloridacfo.com>.

Federal Funding and Accountability and Transparency Act (FFATA) Form

If you are requesting more than \$25,000 in grant funding, please complete and submit the FFATA Form with the grant application, located [here](#).

To complete this form, your facility will need a D-U-N-S number, if your facility does not yet have one, please register at: <http://www.dnb.com/get-a-duns-number.html>.

Allowable Expenses

Expenses that are applicable to the pumpout equipment for permits; site preparation; renovation; equipment purchase, and/or installation; operations of pumpout equipment; maintenance, and repairs; sewage hauling; pumpout signage; and educational materials are allowed for reimbursement.

Vendor Quotes

Applicants must submit **two** written quotes—from two different vendors—for any equipment or service costs that exceeds

\$2,500. Quotes must be submitted with the application form and approved by the Department before any work can begin.

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 match. Expenditures made **prior** to the execution date **will not** be reimbursed period.

Quarterly Reporting

Progress Reports will be required to be submitted every three months (quarterly) beginning upon 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 every three months (quarterly) for a period of five years once the pumpout equipment is purchased and installed and/or during the funding of the operations of the pumpout system throughout the CVA Grant award period.

Click [here](#) to preview the forms mentioned above.

Signage

Facilities must display at least one pumpout operational accreditation sign posted in a clearly visible locations adjacent to the pumpout system and one 3' by 4' international pumpout symbol sign clearly visible from the waterway. **Click [here](#) to see signage examples and additional requirements.**

A DEP District Site Visit

Prior to approving funding for the purchase and installation of pumpout equipment, a DEP District Marina 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.

Clean Vessel Act Grant Application Form

Facility General Information

Facility Name: City Marina@Garrison Bight

Federal Employer ID #: 59000346

Facility's Fiscal Year—from: 10/1/2020 to: 9/30/2021

Facility Address: 1801 N Roosevelt Ave

City: City of Key West

State: Florida

Zip Code: 33040

County: Monroe

Mailing Address (if different):

City:

State:

Zip Code:

County:

Facility Phone Number: (305) 809-3981

Facility Fax number: (305) 293-6477

Facility Website: www.citymarinakeywest.com

Facility E-mail Address: gbdockmaster@cityofkeywest-fl.gov

Is the facility involved in any community partnerships or public events? Yes No If yes, please describe: **Public Boat Ramp**

Contact Responsible for CVA Grant Application and Project Implementation Information

Name: Mark Tait

Title: Marinas Manager

Address: 1801 N Roosevelt Ave

City: Key West

State: Florida

Zip Code: 33040

Phone: (305) 809-3985

E-mail Address: mtaiy@cityofkeywest-fl.gov

Is the contact person: A Consultant A Contractor A Facility Employee Other:

Facility Owner(s) Information

Name: City of Key West

Address: 1300 White St

City: Key West

State: Florida

Zip Code: 33040

Phone: (305) 809-3981

E-mail Address: mtait@cityofkeywest-fl.gov

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

Facility Location Information

Type of Facility (check all that apply):

Marina

Boatyard

Yacht/Boat Club

Dockminium

Boat Ramp

Mooring Field

Name of the common/local waterbody where the facility is located: Garrison Bight

Salinity of the common/local waterbody? Freshwater Saltwater Brackish

Facility's Coordinates (in decimal degrees)? Latitude: 24 33 36 Longitude: 81 47 03

Find your facility's coordinates here: <http://itouchmap.com/latlong.html>

Total number of slips at the facility? 380

Wet: 249

Dry:

Mooring: 131

Of the total number, how many are: Transient? 69

Dedicated to one owner? 180

Does the facility allow public access to docking and marina services? Yes No

Does the facility have live-aboards? Yes No If yes, approximately how many? 105
 Does the facility have houseboats? Yes No If yes, approximately how many? 60
 How many slips are available for: Vessel under 26' 15 Vessels 26' to 40' 194 Vessels over 40' 40

Facility's Current Pumpout Information

Proposed pumpout project is for a(n):

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

If the facility is an existing facility, please fill out the rest of this section.

Does the facility currently have pumpout equipment? Yes No

If yes, please describe the current equipment: 7 stationary Keco sewer pumps and 2 Keco pumps on pump out boats

Is the pumpout out equipment currently operational? Yes No

Will the proposed pumpout project be replacing the current equipment? Yes No

Will the proposed pumpout project be in addition to the current equipment? Yes No

Was the current equipment purchased through a past CVA grant? Yes No If yes, what was the grant number? ??????

Proposed Pumpout Project Information

Type (s) of pumpout equipment requesting (check all that apply): Stationary Pumpout Pumpout Vessel Lift Station
 Portable Pumpout Unit Dump Station/Portable Toilet Dump Holding Tank

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

- On a dock On land

Number of pumpout connections to be installed through this project? 0

Will there be connections available to all slips? Yes No

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

Projected number of pumpouts/dumpouts each week? 380

Anticipated start date? 3/1/2021

Anticipated end date? 2/28/2022

How did you learn about the CVA Grant Program?

- DEP Workshop DEP Website DEP Staff
 Radio/TV Ad Another Marina Owner/Operator Pumpout 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 let the public know there are pumpout facilities available for their use?

Marina web site and City of Key West website

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's tenants? Yes No

If fees (\$5.00/pumpout) are collected, they are to be used to defray the costs of operations, maintenance, and repairs, and should be reported to the Department quarterly. Does the facility have or plan to have a preventative maintenance plan to sustain the pumpout equipment after the installation?

Yes No

Funding for operations may be limited. Has the facility considered a plan for funding self-sustainable pumpout operations?

Yes No

If yes, please describe the sustainability plan below:

If not grant funded sustainability will be through marina rental revenues

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 boaters. The pumpout will be installed on the dock with piping 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 would also like to apply for funds to operate and maintain the equipment once installed.

City Marina will provide weekly pumpouts in the City of Key West Mooring field.

City Marina will perform weekly preventative maintenance and repairs as needed on all sewer pumps and pump systems. This service will be conducted by marina staff in both locations.

Estimated Project Budget

Click [here](#) for tips on accurately estimating a project's budget.

Tasks	Category	Total Amount	75% grant (automatically calculated)	25% match (automatically calculated)
Permits	Miscellaneous Expenses		\$ 0.00	\$ 0.00
Site Preparation	Contractual Services		\$ 0.00	\$ 0.00
	Salaries		\$ 0.00	\$ 0.00
Renovation	Contractual Services		\$ 0.00	\$ 0.00
	Salaries		\$ 0.00	\$ 0.00
Equipment Purchase	Equipment		\$ 0.00	\$ 0.00
Equipment Installation	Contractual Services		\$ 0.00	\$ 0.00
	Salaries		\$ 0.00	\$ 0.00
Operations of Equipment	Contractual Services		\$ 0.00	\$ 0.00
	Salaries	\$ 30,266.00	\$ 22,699.50	\$ 7,566.50
Maintenance and Repair	Contractual Services		\$ 0.00	\$ 0.00
	Supplies	\$ 5,000.00	\$ 18,984.38	\$ 1,250.00
	Salaries	\$ 25,312.50	\$ 18,984.38	\$ 6,328.13
Sewage Hauling	Contractual Services		\$ 0.00	\$ 0.00
Pumpout Signage	Miscellaneous Expenses	\$ 900.00	\$ 675.00	\$ 225.00
	Salaries		\$ 0.00	\$ 0.00
Education and Instructional Materials	Miscellaneous Expenses		\$ 0.00	\$ 0.00
	Total Project Amount 100%	\$ 61,478.50		
	Total Grant Award Amount (no greater than 75%)		\$ 61,343.25	
	Total Match Amount (no less than 25%)			\$ 15,369.63

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. Thus, 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 hourly rate of pay, the costs shall be itemized by employee position, hourly rate of pay, and the associated activity using the table below. At its discretion, the Department may request additional supporting documentation.

Hourly Rate of Pay for Grant Reimbursement

Click [here](#) for detailed instructions on how to complete this table.

(Please skip this chart if the proposed project's budget does not include in-house labor (salaries) costs)

Position Title	Rate/Hour	# Hours	Total Salary (automatically calculated)
Example: Operations Worker	\$12.00	150	\$1,800.00
Facility Maintenance Tech	\$ 22.50	1125	\$ 25,312.50
Pumpout Boat operator	\$ 18.50	1636	\$ 30,266.00
			\$ 0.00
			\$ 0.00
			\$ 0.00

CVA Grant Application Submission Checklist

Check each box to indicate completion/agreement

- The facility is registered with the My Florida Marketplace 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 \$25,000, the Federal Funding Accountability and Transparency Act Form will be submitted with the grant application

As an authorized agent for City Of Key West, 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: Mark Tait

Title: Marinas Manager

Date: 1/14/2021

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 e-mail window will appear with the application form attached.
- Before sending the email, attach all required documentation along with the application. All Document attachments should be in PDF Form, 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
Clean Vessel Act Grant Program
Mail Station 30
3900 Commonwealth Boulevard
Tallahassee, FL 32399-3000
Clean.Vessel.Act@dep.state.fl.us
Fax Number: 1-866-340-4683

For help or further instruction please visit the Clean Vessel Act Website here:

<http://www.dep.state.fl.us/cleanmarina/CVA/default.htm>

or call us at 850-245-2100