

ATTACHMENT A
Clean Vessel Act Grant Program
Scope of Work and Conditions
INSTALLATION OF PUMPOUT STATION

PURPOSE

The purpose of the Clean Vessel Act Grant Program is to establish or restore pumpout facilities that are operational and accessible to the general boating public for the useful life of the facilities. The purpose of these conditions is to ensure compliance with 50 CFR Part 85, Subpart D - Conditions on Use/Acceptance of Funds, for the Agreement period, including the five (5) year reporting period extending beyond the date of equipment installation or construction completion. These conditions cover pumpout facilities and equipment purchased with Clean Vessel Act Grant funds.

This is a cost reimbursement Agreement with matching requirement based on the amount actually paid by the Department to the Grantee. The Department agrees to pay the Grantee, on a cost reimbursement basis, a grant award in an amount not to exceed \$69,780.14 for satisfactory completion of the project outlined herein and the Grantee agrees to undertake the project as described and submitted by the Grantee in the Grant Application, CVA12-643, and provide a minimum 25% non-federal matching funds. The project is located at 1800 N Roosevelt Boulevard, Key West, Florida 33040.

CONDITIONS OF THE PROJECT AGREEMENT

Project Reimbursement

1. The Grantee shall obtain all required permits and approvals prior to commencement of the project. A grant award is not an indication of permitability of a project. A Site Visit/Permit Verification Form, completed by the Department District Office shall be on file with the Department Grant Manager before invoices will be processed for payment.
2. Match documentation shall be provided in accordance with instructions and on Attachment B, Grant Payment/Match Request Form. Any credit for the match by the Grantee shall be based on forms completed and documented to the satisfaction of the Department.
3. Grantee invoices must be accompanied by all required documents as outlined in Paragraphs 5.B. through 5.E. of the Project Agreement. The Department shall have thirty (30) days to review and approve all invoices and reports. Upon review and approval of each Grant Payment/Match Request Form and required documents, the Department will process the request for payment.
4. The final request shall be accompanied by a completed and signed Pumpout Project Certification of Completion Form to be provided by the Clean Vessel Act Grant Program as part of the grant award package mailed to grantee. A copy of the Pumpout Station Operational Plan, a copy of the Pumpout Log, and photographs of the installed pumpout project including required signage.

Project Requirements

1. Pumpout facilities will be designed and operated in accordance with state and local health regulations.
2. Each pumpout facility or dump station funded under this Project Agreement shall be open and available to the recreational boating public. Each pumpout facility, pumpout vessel, or dump station shall be operated, maintained, and continue to be reasonably accessible to all recreational vessels for the full five year period as described and set forth in Paragraph 4.A. of the Project Agreement.
3. The Grantee will conduct operations of the pumpout facility, pumpout vessel, or dump stations under a Pumpout Station Operational Plan that specifies hours of operation, maintenance principles, methods in determining volume of material pumped including the use of flow meters as may be necessary,

informational/educational materials on pumpout operation and assurances that the pumpout facility, pumpout vessel, or dump station will be used solely for the collection of recreational boat sewage. Pumpout vessels are to be used solely for the collection and hauling of recreational boat sewage. This plan will be submitted to the Department with the Pumpout Project Certification of Completion.

4. The location of each pumpout facility, pumpout vessel, or dump station will be continually identified through informational markers using the International Pumpout Symbol on a sign of at least three feet by four feet (3 x 4') in size. Any informational markers should be located on a dock or on land clearly visible from the waterway. Any informational markers located in the waters of the state shall be with prior approval of the Florida Fish and Wildlife Conservation Commission as required by permitting procedures established by Florida Statutes and the Florida Administrative Code.
5. Informational placards stating fees, hours of operations, instructions, and operator name and telephone number shall be posted in a clearly visible location at the pumpout location. The placard shall have posted emergency phone numbers for reporting service problems and shall include the following statement:

Funded in part by the U. S. Fish and Wildlife Service, Clean Vessel Act through the Florida Department of Environmental Protection.

6. Pumpout facilities, pumpout vessels, or dump station services will be provided free of charge or for a fee not to exceed \$5 per vessel. Fees greater than \$5 requires prior written cost justification approval by the Department. If fees are collected, such proceeds shall be accounted for, and used by the operator exclusively to defray operation and maintenance costs of the pumpout equipment and associated materials. Fee accounting will be provided with the quarterly log described below.
7. The pumpout facility operator shall maintain a pumpout log to be submitted to the Department the first day of each calendar quarter following the quarter during which completion of construction or installation of equipment occurred. The log shall document use of the equipment by number of pumpout services events, gallons pumped, number of out of state vessels pumped, fees charged, and maintenance, labor, or other operational costs incurred. Volume of sewage handled must be determined as described in the approved pumpout station operational plan.
8. The Grantee shall provide marine sanitation and pumpout information for boat owners and training for pumpout operators. These services may be provided through such methods as informational materials, on-site instruction or audio-visual methods by the marina owner/operator, equipment vendors, harbormaster or local government personnel.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

TASKS/DELIVERABLES FOR PROJECT REIMBURSEMENT

The following is a schedule of tasks/deliverables and budget detail for the completion of the tasks required to complete this project. Prior written approval from the Department's Grant Manager shall be required for changes between approved task amounts that do not exceed 10% of the total budget amount of this Agreement. The DEP Grant Manager will transmit a copy of the written approval and revised budget to the DEP Procurement Office and the DEP Contracts Disbursements Office for inclusion in the Agreement file. Changes greater than 10% will require a formal amendment to the Agreement. No reimbursement will be made that exceeds the grant award amount. An increase in funding or a completion date extension will require a formal written amendment to this Agreement.

The grant award amount to be provided by the Department is based on the amount recommended and approved by the Department for this specific project. The dollars expended by the Grantee, or in-kind effort by a third party on behalf of the Grantee, shall be at least 25% of the total cost of this project. If third party match will be claimed, the Grantee must submit a letter from the third party that identifies the match source and submit it to the Department for prior approval.

- 1. Equipment Purchase:** The Grantee will purchase authorized pumpout equipment. Equipment purchase and equipment installation may be included on one invoice. This project is for 2 pumpout units.
Deliverable: Dated photograph of pumpout equipment purchased and a copy of paid invoice and delivery receipt.
Performance Standard: Documentation will be reviewed to verify authorized equipment has been purchased.
Financial Consequence: Failure to meet the performance standard above will result in the rejection of the invoice for reimbursement and/or denial of match claim.
Completion Date: After agreement execution and before project completion date of August 17, 2013.
Budget: Allowable costs for this task are for equipment.
- 2. Equipment Installation:** The Grantee will be responsible for ensuring proper installation of the equipment purchased. This includes materials and labor for installing plumbing and electrical service for pumpout equipment. This includes costs for engineering plans and project planning by contractor.
Deliverable: Dated photographs of installed pumpout equipment and written certification from the Grantee that the equipment is operating properly. Written certification can be in the form of an email or letter.
Performance Standard: Dated photographs of installed equipment and certification statement will be reviewed to ensure equipment has been installed.
Financial Consequence: Failure to meet the performance standard above will result in the rejection of the invoice for reimbursement and/or denial of match claim.
Completion Date: After agreement execution, receipt of any required permits, and prior to project completion date of August 17, 2013.
Budget: Allowable costs for this task are for contractual services for the installation of the pumpout.
- 3. Pumpout Signage:** The Grantee will install the signage required in paragraph 4 of this attachment under Project Requirements. Signage will be installed in two locations.
Deliverable: Photographs of the installed signage showing the pumpout logo sign, equipment instructional sign and Pumpout information sign with accrediting information.
Performance Standard: Photographs will be reviewed to ensure signage requirements are met.
Financial Consequence: Failure to meet the performance standard above will result in the rejection of the invoice for reimbursement and/or denial of match claim.
Completion Date: After agreement execution and prior project completion date of August 17, 2013.
Budget: Allowable costs for this task are for miscellaneous signage costs.
- 4. Education and Instructional Materials:** The Grantee will provide educational and instructional materials to be distributed to recreational boaters on the effects of sewage in the waterways.
Deliverable: Copies of brochures or handout information about the Clean Vessel Act, effects of sewage in waterways, and the equipment available for public use.

Performance Standard: Educational materials will be reviewed to insure they address programmatic topics.

Financial Consequence: Failure to meet the performance standard above will result in the rejection of the invoice for reimbursement and/or denial of match claim.

Completion Date: After agreement execution and before project completion date of August 17, 2013.

Budget: Allowable costs for this task include miscellaneous costs for printing/reproduction.

Approved Tasks/Deliverables and Amounts

Tasks	Detail/Deliverables	Total Project Amount (100%)
Equipment Purchase	Pumpout or waste receptacle equipment and delivery.	\$27,850.00
Equipment Installation	Plumbing, electrical, supplies, and labor.	\$64,640.18
Pumpout Signage	Operation instruction, information and pumpout logo signs, as required.	\$300.00
Education and Instructional Materials	Brochures or handout information about the Clean Vessel Act, effects of sewage in waterways, and the equipment available for public use.	\$250.00
	Total Project Amount 100%	\$93,040.18
	Total Grant Award Amount 75%	\$69,780.14
	Total Match Amount 25%	\$23,260.04