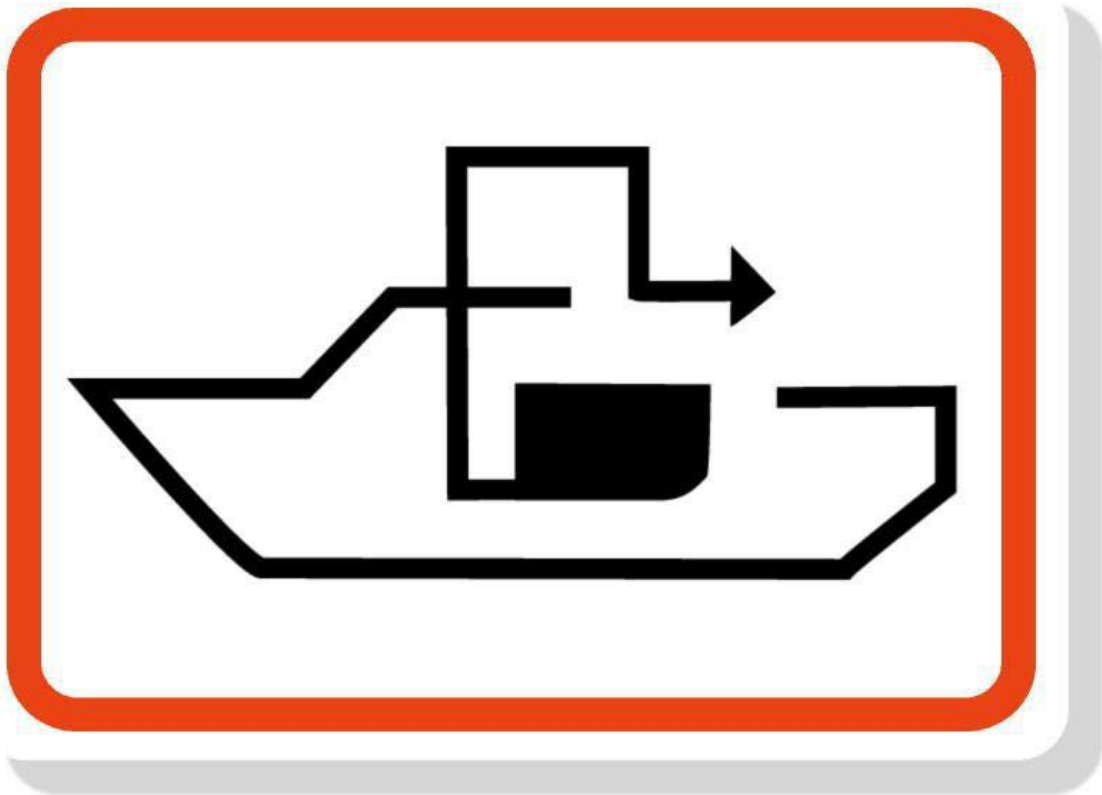


South Carolina Department of Natural Resources

**Clean Vessel Act Grant Application & Instructions**



## Public Access

To receive CVA funds, both publicly and privately-owned facilities must provide public access to the pumpout equipment.

## Fees

Fees to use the pumpout equipment cannot exceed \$5.00 per 30 gallons pumped for the functional period of the equipment.

## Plan your project

Provide a summary of your project in the application. For larger projects, please call the Clean Vessel Act grant program to discuss the project and for guidance on any additional documentation that may be needed. If you are planning a project but not yet ready to apply, please give us a call; we would like to learn of any future projects.

## Engineering plans or drawing of proposed project site

Provide a drawing of your project with the proposed pumpout equipment, sanctions/connections, and sewer connections marked. It can be an aerial photo or drawing from your survey or can be hand drawn. We need enough information about the project to develop your agreement and to ensure permitting requirements are met.

## 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%. Grantees must submit copies of applicable permit issuance and permit inspections to the CVA Program to receive reimbursement for any work performed where permitting is required.

## Vendor and SAM Registration

Registration is necessary in order to do business with and receive reimbursement from SCDNR. Vendor registration may take up to 3 business days. It is important to ensure information entered in the registration application matches the information submitted for the SAM Registration. Note, the information entered in the SC Vendor Listing Registration should match the information listed on the Reimbursement Request to avoid potential reimbursement delays.

Entities that do not have an active or inactive SAM.gov registration will have to go to SAM.gov and select Get Started. If you have a role with an entity and are signed in to your SAM.gov account, you can check your entity registration status. You can also check the status of an entity's registration as a federal user. If none of these is the case, you cannot check an entity's registration status.

1. Sign in to SAM.gov. You must be signed in to check your registration status.
2. From the home page, select the "Check Registration Status" button. The page is also linked in the footer of all pages on SAM.gov.
3. Enter a Unique Entity ID or CAGE Code and select "Search." The entity's registration status will display below. When you have found the page containing your UEI, business address and marina's name on the same page- send a pdf of the CVA email to [sc-cva@dnr.sc.gov](mailto:sc-cva@dnr.sc.gov)

## Insurance

All facilities must be insured by carriers licensed in or eligible to do business in South Carolina, and must maintain **applicable** Commercial General Liability, Automobile Liability, and Worker's Compensation coverage.

## Vendor Quotes for Equipment

Applicants must submit **two** written quotes, from two different vendors, for any equipment or service costs that exceeds \$5,000. The lowest quote should be chosen, and all quotes should be submitted with the application package.

## Allowable Expenses

- Permits
- Site preparation
- Renovation
- Equipment Purchase
- Equipment Installation
- Operations of Pumpout Equipment
- Maintenance and Repairs
- Sewage Hauling

## 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 agreement execution date **will not** be reimbursed.

## Quarterly Reporting

**Progress Reports** should be submitted every three months (quarterly) beginning the quarter following 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 operations/maintenance CVA Grant award period.

### Quarterly Report Dates:

July 1st -September 30th

October 1st - December 31st

January 1st - March 31st

April 1st - June 30th

## Signage

Facilities must display at least one pumpout operational accreditation sign posted in a clearly visible location on or adjacent to the pumpout system. This sign is provided by South Carolina CVA staff and replacements can be requested by reaching out to your CVA team.

## Site Visit

Prior to approving funding for the purchase and installation of pumpout equipment a SCDNR CVA team member may visit the facility to determine if any further needs are required. This **is not** a regulatory inspection. These site visits will also occur during the period of performance of Operation and Maintenance agreements and during the functional period of equipment purchased through CVA funds.

# Clean Vessel Act Grant Application Form

## Facility General Information

Facility Name:

Federal Employer ID #:

Facility's Fiscal Year-from:

to:

Facility Address:

City:

State:

ZIP Code:

County:

Mailing Address (if different):

City:

State:

ZIP Code:

County:

Facility Phone Number:

Facility Fax number:

Facility Website:

Facility Email Address:

Is the facility involved in any community partnerships or public events?

Yes

No

If yes, please describe:

## Contact Responsible for CVA Grant Application and Project Implementation Information

Name:

Title:

Address:

City:

State:

ZIP Code:

Phone:

Email Address:

Is the contact person:  Consultant

Contractor

Facility Employee

Other:

## Facility Owner(s) Information

Name:

Address:

City:

State:

ZIP Code:

Phone:

Email Address:

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

Dockominium

Boat Ramp

Mooring Fields

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

Salinity of the common/local waterbody?  Freshwater  Saltwater  Brackish

Facility's Coordinates (in decimal degrees)? Latitude: Longitude:

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

Total number of slips at the facility? Wet: Dry: Mooring:

Of the total number, how many are: Transient? Dedicated to one owner?

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?

Does the facility have houseboats?  Yes  No If yes, approximately how many?

How many slips are available for: Vessel under 26' Vessels 26' to 40' Vessels over 40'

### Facility's Current Pumpout Information

Proposed pumpout project is for a(n):

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

Does the facility currently have pumpout equipment?  Yes  No

If yes, please describe the current equipment:

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

### Type of Agreement:

Operation and Maintenance

Equipment

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?

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

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?

Anticipated start date?

Anticipated end date?

How did you learn about the CVA Grant Program?

SCDNR Workshop

SCDNR Website

SCDNR 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?

Pumpouts will be provided at:  No Charge  \$5.00/pumpout per 30 gallons

Does the facility have a policy in place to address pumpout compliance by the facility's tenants?  Yes  No

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 fixed pumpout unit will be installed on the transient fuel dock to make it easy for boaters to pumpout while also getting fuel.

The proposed pumpout equipment will be purchased and installed by contractors. The plumbing and electrical wiring will be installed by local contractors. ABC would also like to apply for funds to operate and maintain the equipment once installed.

## Estimated Project Budget

Tasks	Category	Total Amount	75% grant (automatically calculated)	25% match (automatically calculated)
Permits	Miscellaneous Expenses			
Site Preparation	Contractual Services			
	Salaries			
Renovation	Contractual Services			
	Salaries			
Equipment Purchase	Equipment			
Equipment Installation	Contractual Services			
	Salaries			
Operations of Equipment	Contractual Services			
	Salaries			
Maintenance and Repair	Contractual Services			
	Supplies			
	Salaries			
Sewage Hauling	Contractual Services			
	<b>Total Project Amount 100%</b>			
	<b>Total Grant Award Amount (no greater than 75%)</b>			
	<b>Total Match Amount (no less than 25%)</b>			

**Note:** The facility should include estimated hourly rate of pay for all in-house labor costs when calculating any salaried task above. 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

(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)
<b>Example:</b> Operations Worker	<b>\$12.00</b>	<b>150</b>	<b>\$1,800.00</b>

## CVA Grant Application Submission Checklist

- The facility is registered with the South Carolina Vendor Listing Registration
- The facility is registered with SAM.gov
- The facility's Risk Assessment will be submitted with the grant application
- If the equipment or service costs exceed \$5,000, two vendor quotes will be submitted with the grant application

As an authorized agent for \_\_\_\_\_, I verify that this facility is in regulatory compliance with 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:

Title:

Date:

### Submission Instructions

- When you are ready to submit you Letter of Intent and Proposal, save a copy of the application form for your records by using the "Save As" option under the "File" menu.
- Then email the saved copy of the form to [SC-CVA@dnr.sc.gov](mailto:SC-CVA@dnr.sc.gov)
- Before sending the email, attach all required documentations along with the application.
- Your application will not be processed or approved until all required documentation is received.

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