

**CALIFORNIA STATE PARKS  
DIVISION OF BOATING AND WATERWAYS (DBW)  
CLEAN VESSEL ACT GRANT APPLICATION**

Please provide the following information about your facility. The more complete and accurate the information, the stronger your application will be. Complete all sections and check all items that apply. This application may be used for pump out installation or operations and maintenance, dump stations, and operations and maintenance of floating restrooms. **Return two full sets of the completed application to: California State Parks, Division of Boating and Waterways (DBW), Attn: Ron Kent, One Capitol Mall, Suite 500, Sacramento, CA 95814.**

**This application must be approved by DBW with a fully executed grant agreement prior to the purchase of any parts or work performed for which grantee may seek reimbursement.**

1. Applicant: \_\_\_\_\_

Authorized Representative for Application Submission: \_\_\_\_\_

Name of Contact person: \_\_\_\_\_

Telephone No :(    ) \_\_\_\_\_ Fax No :(    ) \_\_\_\_\_

Email: \_\_\_\_\_

2. Facility Name: \_\_\_\_\_

3. Facility Address: \_\_\_\_\_  
\_\_\_\_\_

4. Mailing Address (If Different): \_\_\_\_\_  
\_\_\_\_\_

5. Facility Ownership:    \_\_\_\_\_ Private Commercial    \_\_\_\_\_ Private Non-Profit  
                                 \_\_\_\_\_ Public Agency            Other: \_\_\_\_\_

6. Facility Owner: \_\_\_\_\_

7. Owner Address: \_\_\_\_\_

8. Water body facility is located on: (name of harbor, river, etc.)  
\_\_\_\_\_

County: \_\_\_\_\_

9. Facility's NOAA chart coordinates:  
Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_
10. Type of project: (check all that apply)  
\_\_\_\_\_ New Construction \_\_\_\_\_ Renovation \_\_\_\_\_ Operation and Maintenance
11. Type of Facility: \_\_\_Marina \_\_\_Boatyard \_\_\_Yacht Club Other: (describe) \_\_\_\_\_
12. Describe this facility: \_\_\_Home Port \_\_\_Destination \_\_\_Stop-off for Tourists
13. Number of: \_\_\_\_\_Slips \_\_\_\_\_Moorings \_\_\_\_\_Dry Docks  
Occupancy rate \_\_\_\_\_
14. Number of boats by size:  
\_\_\_\_\_20' to 25'-11" \_\_\_\_\_26' to 39'-11" \_\_\_\_\_40' to 64'-11" \_\_\_\_\_over 65'
15. Estimate the average number of transient boats that use your facility each month: \_\_\_\_\_
16. Number of live-aboard vessels (residential boats): \_\_\_\_\_
17. Pumpout service now at this site: \_\_\_\_\_YES \_\_\_\_\_NO How Many? \_\_\_\_\_
18. Dump Station now at this site: \_\_\_\_\_YES \_\_\_\_\_NO How Many? \_\_\_\_\_  
(for vessel "Porta Potties")
19. If you answered yes to Questions 17 or 18, give NOAA coordinates for each pumpout/dump station and check whether it is a pumpout (PO) or dump station (DS). If more than two, attach information on a separate sheet:  
(1.) Latitude: \_\_\_\_\_ (2.) Latitude: \_\_\_\_\_  
Longitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
PO \_\_\_\_\_ DS \_\_\_\_\_ PO \_\_\_\_\_ DS \_\_\_\_\_
20. If you have a pumpout or dump station, estimate the number of users per month:  
Pumpout Station: \_\_\_\_\_ Dump Station: \_\_\_\_\_
21. Is this facility in a "No Discharge Zone"? (See Page 9) \_\_\_\_\_YES \_\_\_\_\_NO  
Name of Zone: \_\_\_\_\_
22. Is this facility in the following areas (Check all that apply):  
\_\_\_\_\_Shellfish Harvest Area \_\_\_\_\_Sheltered Waters  
\_\_\_\_\_Waters of National Significance \_\_\_\_\_Waters of Significant Recreational Value  
\_\_\_\_\_Waters that do not meet State Designated Usage  
\_\_\_\_\_State and Federal Designated Nursery Areas of Indigenous Aquatic Life
23. Are restrooms available on-site: \_\_\_\_\_YES \_\_\_\_\_NO

## PROJECT PROFILE

Please provide the following information on your proposed project. The more complete and accurate the information, the stronger your proposal will be. Complete **all** sections and check all items that apply.

1. Describe the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Intended Placement and Location of Pumpout/Dump Station Equipment (provide area map): \_\_\_\_\_Fuel Dock \_\_\_\_\_Other Dock \_\_\_\_\_On Bulkhead \_\_\_\_\_Mobile

Other (specify): \_\_\_\_\_

3. How many hours per day will the pumpout facilities be available to the public? \_\_\_\_\_

4. Minimum water depth at proposed pumpout location.  
(Average minimum depth during boat season): \_\_\_\_\_ft.

5. Contents from boat holding tanks shall be discharged to:

( ) A public wastewater collection system.

( ) A holding tank whereby sewage may be safely stored until it is taken in an authorized manner to an approved treatment facility.

( ) Directly to an on-site septic system. **Required:** Submit documentation of approval from local health official certifying that sufficient sewage disposal capacity is available for the pumpout facility(ies).

6. Do you plan to charge for pumpout/dump station use? \_\_\_\_\_YES \_\_\_\_\_NO

7. If yes to Question 6, how much will you charge (note: Federal funding limits the fee to \$5 maximum)? \$\_\_\_\_\_

**PARTNERSHIPS**

Partnerships with others such as a local government, private sector, or other community based organizations are encouraged. List all organizations who will be participating with you on the project, their contact person, address, phone number, and their role in the project. **(Partnerships are groups/individuals who are providing financial assistance to the project either in cash, labor, or materials necessary to complete the project.)**

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**PERMITS**

The applicant is responsible for obtaining all necessary State and local permits associated with their proposed project.

All necessary permits must be issued prior to beginning of construction and a copy of each permit must be on file with the DBW before any request for reimbursement will be approved.

List those permits required for your project:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**ESTIMATED COSTS AND FUNDING**

**A. ESTIMATED COSTS**

- 1. Cost of Pumpout/Dump Station \$ \_\_\_\_\_
- 2. Installation Costs \$ \_\_\_\_\_
- 3. Construction Costs \$ \_\_\_\_\_
- 4. Engineering Costs \$ \_\_\_\_\_
- 5. Permit Fees \$ \_\_\_\_\_
- 6. Other Costs (Specify) \$ \_\_\_\_\_
- Total** \$ \_\_\_\_\_

**B. REQUIRED MATCH:**

Grant applicants must provide a **minimum** of 25% of the total project cost for the new construction, rehabilitation, or operation and maintenance of the pumpout and/or dump station facilities. The 25% match can be cash, labor (as demonstrated with invoices or signed time sheets), materials provided, or a combination thereof.

- 8. Cash Amount \$ \_\_\_\_\_
- 9. Value of any labor or materials you will provide. (Attach a detailed breakdown) \$ \_\_\_\_\_
- 10. Other (Specify) \$ \_\_\_\_\_
- 11. Total Match (Min of 25% of total project costs required) \$ \_\_\_\_\_
- Total Project Cost (Section A + B)** \$ \_\_\_\_\_

**C. ATTACHMENTS:**

**Attach a copy of all bids, estimates, and a description and value for any in-kind match (See #9 above) for this proposal.**

**D. CERTIFICATION:**

I certify that I am the authorized representative for this organization, the above is true and correct, and I hereby submit this application for consideration for federal funding:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## APPENDIX A

### TERMS AND CONDITIONS

IN SUBMITTING THIS PROJECT PROPOSAL, THE APPLICANT HEREBY ACCEPTS THE TERMS AND CONDITIONS SET FORTH AS FOLLOWS:

- A. No construction of additional slips or additional on-shore facilities is authorized by this grant.
- B. The marine pumpout/dump station shall be used for the collection of boat sewage only. No bilge or oily waste shall be collected in the marine pumpout/dump station.
- C. Plans and specifications for the pumpout/dump facilities shall be submitted and approved (as required) to the local Health Department or Building Department prior to construction of the marine sewage pumpout/dump station and proof of such submission shall be submitted to DBW.
- D. Specifications for the pumpout equipment to be purchased under the grant must be submitted to the DBW for review and approval prior to construction start-up.
- E. The design of the project is the responsibility of the applicant. All necessary permits must be secured by said applicant, who is responsible for compliance with all permit requirements, state and local codes, and the inspection of the project to insure compliance of materials, products, and workmanship with the approved plans and specifications. Periodic inspections and a final acceptance visit shall be made by the DBW to insure funds are properly spent. These visits will not include design/engineering adequacy nor State and Local code compliance as these items are the responsibility of the installer.
- F. Any changes to the approved grant work must be approved by the DBW prior to construction to be eligible for reimbursement.
- G. Three complete sets of the following documents must be supplied to the DBW before a request for reimbursement can be processed:
  - 1. A wet-signed reimbursement request (cover letter) on company letter head identifying the grant agreement number, reimbursement amount requested, match provided, time period and description of work performed, and project status.
  - 2. An itemized statement of all project costs listing the amount spent on all permits, equipment, labor, or contractor or subcontractor.
  - 3. One (1) copy of any permits required by applicable State and Local agencies.
  - 4. Copies of all invoices, cancelled checks (proof of payment), and signed time sheets which identify work performed.

- H. The applicant will post signage that includes: 1. a standardized logo Pumpout/Dump Station sign which credits the U.S. Fish and Wildlife Service and the DBW; and 2. fees, restrictions, hours of operation, operating instructions, and a contact name and telephone number to call if the facility is inoperable.
- I. Unless otherwise stipulated in the grant agreement a maximum \$5.00 fee may be charged for the use of the pumpout and dump stations constructed with grant funds. All fees collected for the use of grant funded pumpout or dump stations shall be used solely for the operation and maintenance costs of the equipment.
- J. The applicant agrees to operate and maintain the proposed project in good working order, inclusive of necessary supervision for the full term of the agreement. The minimum term shall be seven (7) years from the date of DBW acceptance or as otherwise stipulated in the vessel pumpout contract agreement, whichever is greater.
- K. If the applicant ceases to operate and maintain the completed project as pumpout/dump facility, or changes the integrity of the facility, grant funds paid by DBW shall be reimbursed to DBW by the applicant on a prorated basis.
- L. The applicant will:
1. Hold the State of California and its officers and agents free from damages that may result from the construction of the project and use of the facility;
  2. Accomplish, without liability to the State of California, any alterations or relocations, as required for sewer, water supply, or any other utility facilities.
- M. All recreational vessels must have reasonable access to pumpout and dump station facilities funded under this grant program. Grant funded facilities shall continue to be accessible for the full term of the grant period.
- N. All pumpout and dump station facilities funded under this grant shall be OPEN AND AVAILABLE TO THE PUBLIC. OPEN AND AVAILABLE TO THE PUBLIC means that all recreational users shall have full and reasonable access to the pumpout/dump station for the purpose of sewage disposal. Fees shall be equal for all recreational pumpout users at a facility open and available to the public. However, members and customers may prepay for pumpouts within a fee structure, so that a separate fee for pumpouts at the time of use would not be needed for those members and customers.
- O. All new and replacement pumpout systems shall be provided with a wireless, real time monitoring, data collection and reporting system. The monitoring system shall be factory installed by the pumpout manufacturer. The monitoring system shall be a (1) MarineSync [(888) 988-SYNC (7962)], Model MS1 - Plug & Play Package w/2-Year Data Plan (p/n MSO101.002); (2) PumpWatcher Co. [(727) 641-1936] Monitoring System #PW-RS1 w/2-Year Data Plan or approved equal.



- P. All new construction, renovation, and operation and maintenance grants shall be subject to periodic die testing for the term of the grant agreement. This testing may be performed by representatives of DBW and/or marina staff. The purpose of the testing is to identify any previously undetected issues in the pumpout system and related plumbing to shoreline facilities so they can be addressed promptly as to prevent waterbody pollution and possible fines that may be imposed by environmental agencies.

## Appendix B

### **"NO DISCHARGE AREAS"** **IN THE STATE OF CALIFORNIA**

**Federal law prohibits the discharge of any vessel waste into the following waters:**

1. LAKE TAHOE - PLACER AND EL DORADO COUNTY'S OF CALIFORNIA, WASHOE, STOREY, AND DOUGLAS COUNTY'S OF NEVADA
2. MISSION BAY - SAN DIEGO COUNTY
3. SAN DIEGO BAY - SAN DIEGO COUNTY (Less than 30 feet mean lower low water)
4. OCEANSIDE HARBOR - SAN DIEGO COUNTY
5. DANA POINT HARBOR - ORANGE COUNTY
6. UPPER AND LOWER NEWPORT BAY - ORANGE COUNTY
7. SUNSET AQUATIC PARK (SUNSET BAY) - ORANGE COUNTY (Inland of Pacific Coast Highway Bridge)
8. HUNTINGTON HARBOR - ORANGE COUNTY
9. CHANNEL ISLANDS HARBOR - VENTURA COUNTY
10. AVALON BAY HARBOR - LOS ANGELES COUNTY
11. RICHARDSON BAY HARBOR - MARIN COUNTY

## Appendix C

### Risk Assessment Questionnaire

1. **History** - List previous federally funded projects at your facility.

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2. **Staff** - Describe level and qualifications of key staff that will be managing the federally funded project.

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3. **Performance** - Describe results of past federally funded projects. Include outcome of deliverables, if schedules were met and if scope items were completed as planned.

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4. **Reporting** - Describe your agencies experience in providing project status reports to DBW in a timely manner.

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5. **Audit History** - Describe any adverse/disclaimer audit findings of your agency. Has your agency been found to have internal control issues or been found to be non-compliant with federally funded programs regulations. Include any requirement to submit an A-133 report to the Single Audit Clearing House.

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## Appendix D

### Debarment and Suspension Certification

Title 49, Code of Federal Regulations, Part 29

The Code of Federal Regulations requires that any recipient of federal funding (grantee, vendor, etc), must be free from department or suspension by any federal agency. Therefore, both the grantee and its vendors/supplies must certify as such. This certification must be provided by grantee when submitting the application for funding. Certification by vendors/suppliers is required prior to execution of grant agreement.

#### **Provide a signed statement on grantee letterhead certifying the following:**

*“(Applicants Name and Title), under penalty of perjury, I certify that, except as noted below, (owner) or any other person associated therewith in the capacity of owner, partner, director, officer, and manager:*

*Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;*

*Has not been suspended, debarred, voluntary excluded or determined ineligible by any federal agency within the past three (3) years;*

*Does not have a proposed debarment pending; and*

*Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.*

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*Signature*

*Date”*

If there are any exceptions to this certification, attach to certification letter.

For any exception noted in the attachment, indicate to whom it applies, initiating agency, and dates of action.

Exceptions will not necessarily result in the denial of award, but will be considered in determining bidder responsibility. The signed letter will become part of the Application.

## Application Evaluation Criteria

Applications will be reviewed, scored and ranked competitively with other grant applications for determination of funding. Up to 100 points will be awarded based on the factors described below. A minimum of 49 points is required for consideration of award:

1. Location of Proposed Project (up to 10 points)

Geographical location of the proposed facility is very important. A project proposal will receive up to 10 points if the project is within one of the following areas.

"No Discharge Area"	10 points
Shellfish Harvest Areas	9 points
Sheltered Waters	8 points
Waters of National Significance	7 points
Waters of Significant Recreational Value	6 points
State and Federal Designated Nursery areas of Indigenous Aquatic Life	5 points
Waters that do not meet State Designated Usage	4 points

2. Proposed Disposal of Boat Sewage (up to 15 points)

Several methods of boat sewage disposal are available. Connection to a municipal wastewater facility is the most desirable with septic systems being the least desirable. The following points will be awarded based on the disposal method indicated in the proposal:

Connection to a municipal waste water collection system will receive	15 points
Holding Tank with transport by licensed septage hauler will receive	10 points
Direct connection to on-site septic system will receive	5 points

3. Level of Service Proposed - Pump Out Stations (up to 10 points)

One pumpout for every 100 boats	10 points
One pumpout for every 200 boats	7 points
One pumpout for every 300 boats	5 points
One pumpout for every 600 boats	3 points

4. Level of Service – Barge (Up to 10 points)

Pumpouts using a "honey barge" system with a <u>routine</u> pumpout schedule	10 points
Pumpouts using a "honey barge" system responding to individual <u>calls</u> by boaters	8 points

5. Accessibility (up to 10 points)

The acceptance and use of pumpout facilities by the boating public is strongly determined by accessibility of the service. Equipment should be clearly visible and marked as well as having appropriate operating instructions available for the user. Pumpout services with extended hours will increase access. Based on the proposal, points will be awarded for the following:

Locations:

Pumpout equipment at berthing and/or fuel dock	5 points
Pumpout equipment on its own dock or in a standalone location	4 points

Hours of Operation:

Pumpout services available 24 hours per day	5 points
Pumpout services available 16 hours per day	4 points
Pumpout services available 12 hours per day	3 points
Pumpout services available 8 hours per day;	2 points

6. Permits (up to 10 points)
- Applicants that have already obtained applicable state and local permits demonstrate a greater level of commitment and likelihood to achieve the project as proposed.
- |   |           |
|---|-----------|
| Permits obtained                                      | 10 points |
| Permits to be issued before the start of construction | 5 points  |
7. New Construction or Renovation (up to 15 points)
- |  |           |
|--|-----------|
| Construction of a new pumpout or dump station location                     | 15 points |
| Renovation or retrofitting of an existing pumpout or dump station location | 10 points |
8. Anticipated partnerships (5 points per Partnership, up to 10 points maximum)
- Partnerships with others such as local government, private sector, or other community based organizations are encouraged. List the organizations that will be participating with you on the project, their contact person, address, phone number, and their role in the project.
- |                      |           |
|----------------------|-----------|
| Two or more Partners | 10 Points |
| One Partner          | 5 Points  |
| No Partners          | 0 Points  |
9. Matching Funds (up to 10 points)
- Matching funds are required and must be at least 25 percent of the total project cost. Those proposals that demonstrate a significant match in excess of the required minimum will be awarded additional points according to the following:
- |  |           |
|--|-----------|
| Cash or In-kind Services Match of more than 45 percent | 10 points |
| Cash or In-kind Services Match of more than 40 percent | 8 points  |
| Cash or In-kind Services Match of more than 35 percent | 6 points  |
| Cash or In-kind Services Match of more than 30 percent | 4 points  |
| Cash or In-kind Services Match of 25 to 30 percent     | 0 points  |