Connecticut Department of
Energy & Environmental Protection
Bureau of Outdoor Recreation
Boating Division

Clean Vessel Act – Opportunity for Funding the Construction, Installation, Purchase, Operation & Maintenance of Marine Sewage Disposal Facilities (MSDF)

Background Information and Application Instructions

Introduction

The Department of Energy and Environmental Protection (DEEP) Boating Division administers the Federal Clean Vessel Act (CVA) Grant Program in Connecticut. This program provides federally funded grants for qualifying projects that provide boat sewage disposal facilities, both fixed and mobile. Up to 75% of the cost of an approved project may be reimbursed. The purpose of the program is to increase the availability of proper waste handling facilities for boaters (known as Marine Sewage Disposal Facilities or MSDFs) which will reduce the discharge of poorly treated or untreated sanitary waste into the waters of Long Island Sound and its harbors, thereby helping to improve water quality. MSDF's include pumpout vessels.

Who May Apply?

Any owner/operator of a state, public or private marine facility, non-profit organization, business, municipality or tribal government seeking to purchase or install a new MSDF, to make substantial repairs to or upgrade an existing MSDF, or to obtain funding to operate and maintain a new existing MSDF may apply. For those seeking funding to repair or upgrade an existing MSDF, the existing MSDF is not required to be operational or in compliance with all state and local permit and health requirements. However, facilities receiving funding for repairs or upgrades must bring their MSDFs into compliance and be operational for the upcoming boating season to be eligible for reimbursement.

The fact that your facility is not currently in compliance with the state or local regulatory programs does not preclude the submission of an application for the funding of your project.

For current status of DEEP environmental compliance, please contact BIG/CVA Program Coordinator, Kate Hughes Brown at 860-447-4340 or at kate.brown@ct.gov.

Eligibility and Selection Criteria

The existing or proposed MSDF must be readily available, free of charge, to all recreational vessels in need of such facilities. Pumpout vessel offloading stations are eligible to receive funding. Projects that intend to include **any** fees for pumpout services are no longer eligible for funding through the State of Connecticut CVA program.

The proposal may only seek funding for the purchase, construction, installation, repair, or maintenance of a MSDF. Project design is no longer eligible for funding. Projects required by a state or federal enforcement action are not eligible for funding.

Proposals will be evaluated using the selection criteria defined in Appendix B of these instructions.

Funding Priorities

Applicants should take note of the geographic and operational priorities for the CVA pumpout program as detailed in Appendix C of these instructions. The ability of proposals to meet these priorities will play a role in the evaluation of competitive proposals for funding.

Application Form Instructions

Part I: Applicant Information

1. Print or type all information clearly and legibly.
    - *Applicant Name* - Provide the full, legal *company/firm* name. (If identifying an *entity* registered with the Secretary of the State, enter the name exactly as it is shown on the registration.) If identifying an *individual*, provide the legal name in the following format: First Name, Middle Initial, Last Name and Suffix (Jr., Sr., II, III, etc.).
    - *Contact Person* - Provide the name of the specific individual whom DEEP may contact regarding the application and the person's relationship to the applicant.
    - *Mailing Address* – Provide the mailing address where all correspondence and contractual materials should be mailed to the applicant.
    - *Phone/E-mail* - Unless otherwise indicated, the phone number and e-mail address provided should be the number and address where the contact person can be reached during daytime business hours.
2. Enter your **Federal Employer Identification Number** (or Social Security Number if no FEIN exists).

Part II: Eligibility and Application Type

Identify each type of activity for which you are applying for funding by checking each box that applies. The application type(s) selected will determine which budget parts (Parts V, VI, or VII) on the application form the applicant needs to complete. More than one part may apply.

1. Eligibility Checklist
    a. Check yes if the MSDF is or will be readily available for use by all recreational vessels in need of such facilities. ***Please note that if you check "no", your project is ineligible for funding under the CVA program in Connecticut with the exception of pumpout vessel off loading stations which are eligible for funding.***

    b. Check yes if you offer use of the MSDF for free. Check no if there will be a charge for use of the pumpout facility. ***Please note that if you check "no", your project is ineligible for funding under the CVA program in Connecticut.***

    c. Check yes if you have been required to install the proposed MSDF as a result of a state or federal enforcement action. ***Please note that if you check "yes", your project is ineligible for funding under the CVA program in Connecticut.***

2. Application Types
    - ***Operation and Maintenance*** - Funding is available to assure that the MSDF, including a pumpout vessel, is readily available to the public and maintained properly throughout the boating season. You must complete Part V: Budget Information of the application form if you are applying for O&M activities for land-based MSDFs or Part VI: Budget Information for O&M associated with a pumpout vessel.
    - ***Construction/Purchase/Installation of a new MSDF*** - You must complete Part VII: Budget Information of the application. If you are proposing to install a new MSDF you **must** have a design prepared and submit it as Attachment B of the application. Use

Appendix A of these instructions as a guide.

- ***Repair or Upgrade of an Existing MSDF or Purchase of Associated Equipment*** - This type of funding request is to be made to meet current health codes, keep an existing MSDF operational or to accommodate a higher level of MSDF use. You must complete Part VII: Budget Information of the application. Also, you **must** have a design prepared and submit it as Attachment B of the application. Use Appendix A of these instructions as a guide.

- ***Purchase of a Pumpout Vessel*** - The selected vessel must adhere to allowable design specifications. Specifically, vessels must meet American Boat and Yacht Council (ABYC) standards, applicable U.S. Coast Guard standards and all applicable State of Connecticut boating laws and regulations. You must complete Part VII: Budget Information of the application.

Part III: Facility Information

1. Facility Name and address (if different from applicant name).

2. Latitude and Longitude – Provide the latitude and longitude of the facility. For pumpout boats, please provide the latitude and longitude of the primary location of the docking facility for this vessel.

3. Provide the names of the waterbody location(s) served. For example, Long Island Sound, Connecticut River, etc.)

4. Check yes if the facility currently has operational MSDFs. If yes, indicate the type of MSDF by checking the appropriate boxes and indicate the number of each MSDF type.

5. Provide an estimate of how many vessels with heads will be serviced by the existing and/or proposed MSDF in a calendar year.

6. If the applicant is seeking O&M or repair or upgrade funding for an existing MSDF, please provide a description of the existing facility or pumpout vessel (include age and condition; include photographs as Attachment E)

Part IV: Proposal Information

1. List the months of operation and the operating hours and days of the week the MSDF is proposed to be available for use by the public. At a minimum, MSDFs must be open from May 15 to October 30 during normal operational hours of the marine facility. Timeframe preferred would be 7 days a week, 24 hours per day. Please be specific since this information will be posted on the DEEP website and in the Boater's Guide.

2. If applying for construction / purchase / installation / repair / upgrade funding, describe the planned start and end date for this phase of the project. This portion of the project may not be for a period of time extending beyond December 31 of the upcoming boating season. Timeframe preferred would be March 1 through April of the upcoming boating season.

3. Specify the type and number of MSDFs for which you are requesting operation and maintenance funding, include both existing and proposed MSDFs.

4. Identify whether or not your facility has a fuel dock and, if a fuel dock is present, is the MSDF located on the fuel dock.

5. Identify the proximity of the MSDF to the dock-mounted fuel dispenser in feet.

6. At the location of the MSDF, provide the approximate depth of water, in feet, during low tide, in relation to the mean low water

elevation.

7. Identify the proximity of the MSDF closest to the nearest federal navigation channel or fairway in feet or nautical miles.

8. Provide your hailing frequency, contact phone number and a website address for boaters to contact the MSDF.

Part V: Budget Information for Operation and Maintenance Costs Associated with a Land-Based MSDF

(Complete this part only if you are applying for funding of O&M activities related to a land-based MSDF as identified in Part I). Only those items specified within the cost categories in the budget that are reasonable and necessary will be incorporated into the grant agreement as eligible costs. DEEP reserves the right to issue a modified grant award based on the results of the competitive review process.

Operation and Maintenance Costs

1. Enter your projected **Sewage Waste Removal Costs.** For MSDFs that discharge to a holding tank (to be pumped by a waste hauler and disposed of at a waste treatment facility), enter the projected waste hauling and disposal cost. For MSDFs that are tied into a municipal sanitary sewer system, enter the amount your sewer service bill has been or is expected to be increased based on the volume discharged from your MSDF.

2. Enter the cost of routine **Equipment Repairs** based on the service history or projected service needs of your MSDF. Specify any such repairs you anticipate. Do not include in-house labor costs (enter in-house labor costs under Personnel Costs, item 5 below).

3. Specify the type and cost of **Supplies** used to operate and maintain the MSDF. Include protective equipment, such as gloves, cleaning agents, hoses, clamps and any other expendable or disposable components of the MSDF.

4. Add lines 1 through 3 and fill in the **Total Maintenance Costs** on line 4.

Personnel Costs

5. Enter the total estimated cost of the **personnel** to run the MSDF for the season. This labor cost must include only the actual time spent operating, maintaining or repairing the MSDF. Provide hourly rates for personnel and anticipated time per pumpout. It is anticipated that each pumpout should take no longer than 15 minutes.

Total Operations & Maintenance Costs

6. Add lines 4 and 5 and enter the **Total O&M Costs** on line 6.

7. Multiply the **Total Eligible O&M Costs** on line 6 by 0.75 and enter that value on line 7 as the **Funding Requested**.

*Note: Add the amount from line 6 **Total Eligible O&M Costs** to Part VII line 4 **Total Construction Costs** (if applicable) to obtain the Total Cost identified in Part VIII of the application form. Please be aware that routine repairs are eligible under O&M.

Part VI: Budget Information for Operation and Maintenance Costs Associated with a Pumpout Vessel

Please submit a completed mobile pumpout vessel budget as Attachment C to the application.

Only those items specified within the cost categories in the budget that are reasonable and necessary will be incorporated into the grant agreement as eligible costs. DEEP reserves the right to issue a modified grant award based on the results of the competitive review process.

Total Funding Requested cannot exceed $45,000 per vessel.

1. Enter the Total Eligible O&M Costs from your mobile pumpout vessel budget.

2. Enter the funding requested (.75 x Total Eligible O&M Costs) from your mobile pumpout vessel budget.

Part VII: Budget Information for Construction/Purchase/Installation of a New MSDF or Repair or Upgrade of an Existing MSDF (including Purchase or Repair/Upgrade of a Pumpout vessel)

Complete this part if you are applying for funding of Construction / Upgrade / Purchase activities). Only those items specified within the cost categories in the budget that are reasonable and necessary will be incorporated into the grant agreement as eligible costs. DEEP reserves the right to issue a modified grant award based on the results of the competitive review process.

1. **Equipment Upgrade/Purchase**

   If known, specify any equipment you expect to replace or add during the contract period (from final contract execution to December 31 of the calendar year) and list its cost. For example, this may include the replacement of any of the components of the existing MSDF or the addition of a dump station. *You will have to complete the design work prior to estimating this cost.*

2. **Construction/Installation Costs**

   These costs should be based on the bids solicited using the actual design, including any plumbing, electrical and site work needed to conduct the proposed work. *You will have to complete the design work prior to estimating this cost.*

   Enter the total Construction/Installation costs.

3. **Supplies**

   Specify the type and cost of supplies used to install, renovate or upgrade the MSDF. Include items such as hoses, clamps and any other supplies needed for the installation or upgrade of the MSDF. *You may have to complete the design work prior to estimating this cost.*

   Enter the total Supplies cost. Do not include O&M costs.

4. Total Construction/Upgrade/Purchase Costs

Enter the total construction / upgrade / purchase costs by adding lines 1 through 3.

*Note: Add this amount to Part V line 6 Total O&M Costs (if applicable) to obtain the Total Cost identified in Part VIII of the application form.

5. Funding Requested

Multiply the Total Construction / Upgrade Purchase Costs by 0.75 and enter the product on the line for Funding Requested.

*Note: Add this amount to Part V line 7 O&M Funding Requested (if applicable) to obtain the Funding Requested identified in Part VIII of the application form.

Part VIII: Total Budget Information

- Enter the Total Cost by adding the amount in Part V line 6 of the O&M Budget, the amount in Part VI, line1 of the Pumpout Vessel O&M Budget and the amount in Part VII line 4 of the Construction Budget.
- Enter the Funding Requested by adding the amount in Part V line 7 of the land-based O&M Budget, the amount in Part VI, line 2 of the Pumpout Vessel O&M Budget and the amount in Part VII line 5 of the Construction Budget.

- Enter the Matching amount, in dollar value, to be provided by the applicant. Note: The applicant is responsible for identifying sources of the required 25% in matching funds. Cash and non-cash, in-kind services are eligible as match. Any costs or donated goods and services identified as match must be realized by the grantee during the contract period to qualify as match. Requests for reimbursement will be processed and paid in accordance with the 75% federal share eligible for reimbursement. Any in-kind match or portion thereof in excess of the required match of 25% of total project costs will not be eligible for reimbursement.

- Please note that projects which provide more than 25% match will be more competitive.

Part IX: Supporting Documents

All applications must include Attachments A through F, unless otherwise noted in these instructions. Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the application form and these instructions and be sure to include the name of the applicant as indicated on the application form.

Attachment A: Applicant Compliance Information Form

Section 22a-6m of the Connecticut General Statutes provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing an application. All applications must include a completed *Applicant Compliance Information Form* (DEEP-APP-002) as Attachment A.

Attachment B: Design Information of the Proposed or Existing MSDF

For Construction/Purchase/Installation/ of a New MSDF or Repair or Upgrade of an Existing MSDF, submit as Attachment B, the design of the proposed or existing MSDF which contains specific design or upgrade components - use Appendix A of theof these instructions as a guide.

Attachment C: Mobile Pumpout Vessel Operation and Maintenance Budget

Submit as Attachment C, a Mobile Pumpout Vessel Operation and Maintenance Budget, if applicable, as outlined under Part VI of these instructions (sample budget form).

Attachment D: Agency Vendor Form

If you are not currently a vendor registered with the State Of Connecticut Comptroller's office you should also include a completed Agency Vendor Form. This form may be downloaded at: www.das.state.ct.us/Purchase/Info/Vendor_Profile_Form_(SP-26NB).pdf.
You may download the W9 form and instructions at: www.irs.gov/pub/irs-pdf/fw9.pdf.

Attachment E: Photographs of Existing MSDFs or Pumpout Vessels

Please submit as Attachment E, photographs of existing MSDFs and/or pumpout vessels for which you are requesting funding. Only digital or color prints will be accepted. Black and white or color photocopies will **not** be accepted.

Part X: Applicant Certification

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application and any part thereof required by the application. This includes consultants, marine architects, professional engineers, surveyors, etc. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the application package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;

2. For a corporation: by a principal executive officer of at least the level of vice president;

3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);

4. For a partnership: by a general partner;

5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

Application Submission Instructions

The application form must be completed to apply for funding. Please read and follow these instructions completely.

Your application submission must include the following:

- A completed, signed application form and all supporting documents including, if applicable,
  - A completed Agency Vendor form (if not already in the State Of Connecticut CoreCT system)
  - A completed W9 form (if not already in the State Of Connecticut CoreCT system)

Materials may be submitted by hand delivery or mail to:

SARA GANZER
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET, 6TH FLOOR
HARTFORD, CT 06106

Materials may also be submitted by fax to 860-424-4070, Attention Sara Ganzer or as an email attachment with scanned signatures to sara.ganzer@ct.gov.

Applicant is responsible for maintaining the original application and must make it available to the department upon request.

Questions and Available Resources

Below is a list of possible resources for specific information required for completion of the application.

The following Appendices of these instructions are to be used by the applicant to better complete the application for funding and to better understand the CVA Grant Program.

- **Appendix A: Checklist for Design Plans and Specifications**

- **Appendix B: Clean Vessel Act - Application Evaluation Form**

- **Appendix C: Funding Priorities**

- **Appendix D: Terms and Conditions of Funding**

- For the subject application form and instructions and other required documents visit the DEEP website at: www.ct.gov/deep/cva

- Federal technical guidelines can be found at: http://www.gpo.gov/fdsys/pkg/FR-1994-03-10/html/94-5530.htm

Questions shall be directed to:

Sara Ganzer at sara.ganzer@ct.gov

Debriefing

Unsuccessful applicants may request a debriefing on their application by contacting Kate Brown of the Boating Division at 860-447-4340 or at kate.brown@ct.gov

Appendix A: Checklist for Plans and Specifications

This appendix must be used as a guide for the design submittal of a new MSDF or repair or upgrade of an existing MSDF. Label all design attachments in accordance with this checklist and be sure to include the name of the applicant on all design documentation submitted as Attachment B to the application.

☐ Plans:

1. A location map must be prepared showing the vicinity of the site. A portion of a U.S.G.S. Quadrangle map or a portion of a NOS Navigation chart is usually a good location map;
2. A plan view to scale must be prepared to show the proposed equipment installation;
3. Cross section and/or profile view(s) to scale must be prepared to show the proposed equipment installation;
4. Show the location of water lines and note required separation distances.

Provide notes on plan sheets, which include the specifications and details of installation requirements.

☐ Specifications: All designs must be completed in accordance with the applicable provisions of TR-16 (NEIWPCC) and Clean Vessel Act Technical Guidelines published by the U.S. Fish and Wildlife Service (http://fawiki.fws.gov/pages/worddav/preview.action?fileName=cvapog.pdf&pageId=59931152), to remove sanitary wastes from Marine Sanitation Device (MSD) holding tanks onboard boats and/or receive wastes from marine portable toilet holding tanks as applicable to your installation:

☐ 1. Performance standards

Specify the performance standards applicable to your installation. These standards identify what you want the equipment to actually do.

a. the number of gallons per minute of sanitary wastes to be pumped (***a minimum of 10 gallons per minute is required***);
b. the horizontal distance that waste will be pumped;
c. the vertical distance that waste will be pumped;
d. whether the waste will be discharged to a municipal sanitary sewer system or to a waste holding tank as applicable to your installation;
e. The volume of the holding tank for systems not directly connected to a municipal sanitary sewer. ***If such a holding tank is required then a high-level alarm/automatic shutoff mechanism must be specified***. Holding tanks are not required in systems directly connected to municipal sanitary sewers.

☐ 2. Equipment

Provide a detailed list of the equipment needed to meet the performance standards specified above.

Appendix A: Checklist for Design Plans and Specifications (continued)

☐ 3. Plumbing

a. Specify the length and material type of piping required to move the pumped or dumped waste into either a sanitary sewer or a holding tank. If there is a remote station on a floating dock then the hose connecting to the upland must be flexible;
b. Specify the length and material type of any piping required to provide clean water for rinsing MSDF holding tanks or marine portable toilet holding tanks;
c. Specify the fittings required to connect the piping.
d. Specify the plumbing installation location(s) and any other specifications detailing installation requirements.

If sanitary wastes from the site are currently pumped to the municipal sanitary sewer system, modification of the pump station to accommodate either the additional flow or connection of additional plumbing may have to be specified. The waste line from the pumpout or dump station must be plumbed so that waste pumped under pressure cannot be diverted to other waste connections should a blockage occur downstream of those connections.

☐ 4. Electrical

a. Specify the type and approximate length of electric power cables to be installed;
b. Specify the type and approximate length of remote control cable (if required);
c. Specify any required control panel, conduit, fittings or cable hangers;
d. Specify the electrical installation location(s) and any other specifications detailing installation requirements.

☐ 5. Trenching/Excavation

a. Specify the depth, width and length of any required trenching or excavation;
b. Specify any backfilling and surface restoration requirements to accommodate plumbing or electrical components. Include any bedding material required, and specify whether or not any excavated material shall be relocated on or off site to accommodate the new bedding materials.
c. Specify any required separation between waste and water lines.

☐ 6. Other

a. Floodproofing shall be required if there is a potential for the equipment to be damaged by flooding;
b. Any necessary replacement parts or disposable service items required for one year of operation.
c. Location and type of any electronic or computerized pump monitoring device(s) that must be installed to provide for accurate reporting of gallons pumped.

Appendix B: Clean Vessel Act - Application Evaluation Form

(to be completed by CT DEEP CVA Grant Program – for applicant's reference only)

Applicant Name	
Municipality(ies)	
Waterbody (ies)	
Proposal (Federal Share)	
Match	
Total Cost	

Eligibility Criteria (please answer yes or no. A no response to any of the questions below renders the application ineligible for funding)

1	Application package is complete and signed	☐ Y or ☐ N
2	Applicant provides free pumpouts to the general public	☐ Y or ☐ N
3	Project is for purchase, construction, installation repair or maintenance (no design costs) of an MSDF which is not required by a state or federal enforcement action	☐ Y or ☐ N

Please score each category from 0 - 10, with 10 being the highest score. Final scores are the average of all applicable categories. Facilities with both stationary facilities and vessels, use all categories.
NOTE: Pumpout Vessels or equipment use 1 through 7. Shore facilities use 1 through 10.

	Category	Points	Score
1	Meets a CVA geographic service area priority (Appendix C)	0-10	
2	Meets CVA general operational priorities (Appendix C - one point per priority)	0-10	
3	Proposes Construction of a New MSDF	Y = 10; N = 0	
4	Proposes Renovation or Maintenance of an Existing MSDF	Y = 10; N = 0	
5	Match Provided (25% = 5 points, 26%-49% = 7 points, 50% or more = 10 points)	0-10	
6	Hours of Operation Provided (more days/hours = higher score)	0-10	
7	Prior CVA Administration Performance (if first time applicant, leave blank)	0-10	
8	Location of MSDF in Relation to Fuel Dock (enter 0 if no fuel dock is present)	0-10	
9	Adequate Depth at MLW (6-7' is preferable)	0-10	
10	Location of MSDF in Relation to Channel	0-10	
		TOTAL	
		AVERAGE	

Reviewer Comments:

Reviewer Name: **Date:**

Appendix C: CT DEEP Clean Vessel Act Funding Priorities 2020 Boating Season

DEEP reserves the right to adjust its priorities based on environmental conditions or unforeseen events, including spills and significant storm events.

Service Areas

The program has identified the following geographic areas as priority service areas for the 2020 boating season:

A. New Services areas or those not serviced during the 2020 Boating Season, including:
   1. Additional stationary pumpout facilities in New Haven, New London and Stamford Harbors, and in the Connecticut River between Middletown and Hartford
   2. A new Pumpout Vessel Service in Southport Harbor and Ash Creek in Fairfield

B. All existing service areas currently operational as identified in the DEEP interactive pumpout map remain priorities for the 2020 Boating season. Please see the updated version of this map for additional detail on funded areas. www.ct.gov/deep/pumpoutdirectory

Operational Priorities

Individual proposals should consider the following CVA priorities regarding the installation or repair of Marine Sanitation Device Facilities as identified by DEEP below.

A. General

1. Pumpout stations should be easily accessible to vessels navigating in the channel; a location visible from and convenient to a navigation channel, anchorage, or fairway is preferable;
2. A gas dock location is preferable. There should be sufficient dock length so that a vessel being serviced by a pumpout attendant does not obstruct access to the fuel service; the ability to use spill containment booms shall not be compromised by the presence or operation of the pumpout facility;
3. Dock location should allow for easy maneuvering of vessels approaching and leaving the pumpout station site and adequate area so that vessels waiting for or receiving service do not create a navigational hazard for other vessels;
4. Dock location should provide adequate depth at mean low water so that no vessels are excluded from being serviced at the facility (in general, 6-7 feet of water is sufficient);
5. If a dump station is also needed in the area, it is preferable to have both pumpout and dump station at the same facility;
6. The facility should be capable of staffing the pumpout station daily from May 15 through October 30, a minimum of 10 hours per weekend day, and 8 hours per weekday or be self - service 24 hours per day, 7 days per week;
7. If municipal sewer service is available in an area, priority will be given to facilities that have a direct hook-up to the sewerage system;
8. A facility with substantial upland area will be preferable to a facility with little or no upland area when no public sewers are available and a storage tank for the vessel waste must be constructed (space required for septage hauling truck to pump tank on a regular basis);

Appendix C: CT DEEP Clean Vessel Act Funding Priorities

2020 Boating Season

1. Consideration will be given to the number and sizes of vessels that a facility caters to on a regular basis (i.e., facility that caters to a significant number of vessels large enough to have installed holding tanks would be a better candidate for a pumpout facility than a facility that caters exclusively to vessels 22 feet or less);
2. The facility should be conveniently located in relation to the majority of vessels using the area (e.g. A facility near the mouth of a harbor would be preferable to a facility at the head of the same harbor. If there will be more than one pumpout station in the area, their locations should be such that they are well distributed and not clustered; in the case of a dump station in a boat launch area, it should be convenient to boaters returning to the boat launch).

B. Constructing New Facilities:

1. The Department will give priority to specific geographic areas listed in this RFP that have been identified as having a particular need, and that lack adequate pumpout and/or dump stations;
2. The Department will give priority to specific geographic areas listed in this RFP that have been identified as having a particular need and where the number of existing pumpout facilities is not adequate to meet the need.

C. Renovating and Maintaining Existing Facilities:

1. In prioritizing existing facility renovation or maintenance projects, the Department will give priority to those existing facilities that support the highest number of transient and moored vessels of a size to include an MSD;
2. Pumpout location should be easily accessible to vessels navigating in the channel;
3. A gas dock location is preferable;
4. Dock location should allow for easy maneuvering of vessels approaching and leaving the pumpout station site and adequate area so that vessels waiting for or receiving service do not create a navigational hazard for other vessels;
5. Dock location should provide adequate depth at mean low water so that no vessels are excluded from being serviced at the facility) in general, 6-7 feet of water is sufficient);
6. Facility should be capable of staffing pumpout station daily from May 15 through October 30, a minimum of 10 hours per weekend day, and 8 hours per weekday or be self-service 24 hours per day, 7 days per week;
7. Facility should be conveniently located to the majority of vessels using the area.

Appendix D: Terms and Conditions of Funding

A. General

1. Funding may be authorized only for those proposals deemed eligible. All funding determinations will be at the discretion of the Commissioner and shall not exceed 75% of a project's budgeted costs. If the applications received seek funding in excess of what is available to DEEP, projects will be selected using selection criteria identified in these instructions. DEEP reserves the right to issue modified grant awards. The Commissioner reserves the right to reject any proposal.

2. Funding for qualified proposals will be finalized by the execution of a grant agreement between the proposing party and the state using the state's contract forms and standard terms and conditions. A final scope of work and detailed budget will be part of the grant agreement. The Connecticut CVA program operates solely as a reimbursement program. Requests for reimbursement will be required to include documentation of payments made in relation to an invoice. No work conducted before the final execution of the grant agreement as defined by the standard terms and conditions of the contract will be eligible for reimbursement. The grant agreement is a contract and will require, among other things, that the facility owner maintain, and submit annually to DEEP, a MSDF Use Log, Maintenance Log and Disposal Log (for systems that are not directly hooked up to a municipal sanitary sewer system).

3. Funds awarded may be expended on such project elements as, equipment and supply purchases directly related to the operation and maintenance of a MSDF, electrical and plumbing contractors performing installation, construction, repair or upgrades, personnel costs directly related to the operations and maintenance of a MSDF, site preparation, installation of the MSDF or dump station, purchase of a pumpout boat, and sewage removal and disposal costs. All project expenses are subject to final approval for reimbursement by DEEP staff. DEEP reserves the right to reject reimbursement requests that are not reasonable and necessary and to assign items to part of the required match, as necessary.

4. Funded facilities shall post in prominent locations, signs (to be provided by DEEP) crediting CVA program funding.

5. Applications must identify and be signed by an individual authorized by the Facility to enter into agreements. A signed (and sealed with the corporate seal if one exists) signature resolution will be required at the time of the signing of the grant agreement.

B. Projects Which Include Construction or Installation of an MSDF, Including Purchase of a Pumpout Vessel

1. The grant agreement will govern any award of funding for the construction or installation of the MSDF or for the purchase of a pumpout vessel, including any site preparation identified as required by the design of the MSDF as signed and stamped by a Professional Engineer or other qualified professional. All new facilities funded by CVA grants must be designed in accordance with the DEEP's "A Guidebook for Marina Owners and Operators for the Installation and Operation of Sewage Pumpout and Dumping Stations".

2. If the applicant has also applied for operation and maintenance (O&M) funding, the grant agreement may also include funding for O&M activities for that boating season.

3. For purchase of vessels, any additional work to be conducted by the grantee to ensure the vessel is ready for use as a pumpout vessel must be included as part of the budget amount to be eligible for reimbursement, including separate budget amounts for personnel conducting this work and equipment purchases associated with this work.

C. Projects Which Include Operations & Maintenance Activities

1. O&M funding is for the boating season of the requested calendar year through December 31 of that calendar year. Funding runs from year to year and is not guaranteed based on a previous award.

2. Funding for 75% of documented O&M costs will be released following submission of an annual request for reimbursement, with required attachments, to DEEP, including documentation of payments made for eligible costs incurred during the previously completed boating season. All payments for which reimbursement is sought must have been made during the applicable boating season to be eligible for reimbursement. DEEP reserves the right to hold the release of funds until it is satisfied that all payments for which reimbursement is sought have been made and invoices associated with those payments are left with no remaining balance. DEEP reserves the right to confirm this information independently with vendors. Equipment may be inspected personally to ensure it is on the grantee's site and in its possession for use in the program.

Affirmative Action, Equal Employment Opportunity and Americans with Disabilities

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.