



Clean Vessel Act Grant Program Application

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Submission Instructions

Please provide the following information about your facility. A complete application package includes this fillable form and several attachments, See *Part VI. Supporting Documents*.

Email is the preferred method of submittal. You may email a complete application package to boatpumpouts@parks.wa.gov. The email message should contain a summary of attachments and contact information.

OR

Return one fully completed application package to:

Washington State Parks Boating Program
Attn: [Clean Vessel Act Grant Program Manager](#)
1111 Israel Road SW
Tumwater, WA 98501-6512

Contact

Applicants may direct questions to the CVA Grant Program manager at (360) 902-8659 or boatpumpouts@parks.wa.gov.

Part I. Applicant Information

Applicant Legal Name				
Descriptive Name for this Project				
Legal Status <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Tribal <input type="checkbox"/> Other				
Project Manager Name & Title				
Project Lead Email			Project Lead Phone #	
Mailing Address	City	State	Zip + 4	County
Boating Facility Address (If different from mailing)	City	State	Zip + 4	
U.S. Congressional District where Project is located				
WA Legislative District where Project is located		House:	Senate:	
Website (if you have one)				
Federal Employer Identification (FEIN) #		Unified Business Identifier (UBI) #		
DUNS #	WA Statewide Vendor Number (if you have one)			
Grant History Describe your organization's history with federal grants.	Has your organization previously received CVA grant funding? If yes, list most recent grant number (e.g., CV#):			
	Has your organization ever managed another federal subrecipient (pass-through) grant before?			

Boating Facility Information

If you are not a marina, port or other boating facility, answer NA where appropriate.

Boating Facility Type:	<input type="checkbox"/> Marina <input type="checkbox"/> Boatyard <input type="checkbox"/> Yacht Club <input type="checkbox"/> Other (e.g., county, city, non-profit):			
Do you have an aquatic lands lease with the Washington Department of Natural Resources?	<input type="checkbox"/> Yes If yes, provide your DNR lease number: <input type="checkbox"/> No			
Slip information (#)	Total slips	# Slips Under 26'	# Slips Over 26'	
Slip Occupancy Rate (%):	Slips Under 26'		Slips Over 26'	
Of total slips, how many are:	Transient		Liveaboard	
Is your facility open year-round? Provide opening and closing dates in the boxes below.				
Open year-round? <input type="checkbox"/> Yes <input type="checkbox"/> No	Opening Date		Closing Date	
Does your facility allow public access to docking and marina services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many?				

Is there a pumpout at your boating facility now?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?
Is there a portable toilet dump station now at your boating facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many?
Is there a mobile pumpout service operating at your boating facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
List the hailing frequency boaters can use to call for pumpout service availability:			
Are restrooms available on-site:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your boating facility a designated Clean Marina ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Boating Facility & MSDF Location

Provide the location of your boating facility in decimal degrees. Find your location by visiting: <https://earthexplorer.usgs.gov/>. For mobile pumpout boats, provide the latitude and longitude of the primary location of the facility your vessel is docked.

Latitude:	Longitude:
Common name of waterbody where your project is located:	
Project is located in the following CVA region: <input type="checkbox"/> Coastal <input type="checkbox"/> Inland	

Part II. Application Type

The CVA Grant Program offers five types of grants. You may apply for multiple grant types with one application. Check all grant types that you are applying for with this application:

- 1. Construction and installation of a new Marine Sewage Disposal Facility
- 2. Renovation and repair of an existing Marine Sewage Disposal Facility
- 3. Annual operation and maintenance of a Marine Sewage Disposal Facility (5-year grant term)
- 4. Purchase of a pumpout vessel
- 5. Annual operation and maintenance of a pumpout vessel (2-year grant term)

Equipment to be Purchased

Indicate the type and units of equipment to be purchased as part of this project:

<input type="checkbox"/> Stationary pumpout	#
<input type="checkbox"/> Portable pumpout cart	#
<input type="checkbox"/> Dump station	#
<input type="checkbox"/> Pumpout barge unit	#
<input type="checkbox"/> Floating restroom	#
<input type="checkbox"/> Pumpout vessel	#
<input type="checkbox"/> Other – describe item:	#

Project Narrative

The following criteria are used to evaluate applications. A total of 100 points can be awarded. Applications will be reviewed, scored and ranked competitively against other applications competing for funds in the same region (i.e., Coastal or Inland). Scores are based on your responses to the evaluation questions, graphics, pictures and maps provided in your application. **Insert your answers into the textbox beneath each category. Number your responses to each question (i.e., 1a, 1b, etc.).**

Category	Evaluation Criteria	Max. Points
1) Public Need – Explain how your project addresses a public need for marine sewage disposal facilities (MSDF).	a. Is your project in an area with high recreational boat traffic? b. Is your project in an area where recreational boats congregate for extended periods of time (e.g., mooring buoys)? c. Is your project in an area with few pumpout and dump station options nearby? d. Are nearby pumpout and dump stations used to capacity or in poor condition? e. How will your project contribute to the statewide network of pumpouts and dump stations in terms of proximity to existing facilities? Point Range: 0-25 points	25
Public Need Narrative: 		
2) Water Quality Benefit – Describe how your project will improve water quality.	a. How many gallons of sewage do you anticipate collecting per year? b. Is your project likely to protect vulnerable waters? c. Is your project located: <ul style="list-style-type: none"> • within the Puget Sound No Discharge Zone? • near a Commercial Shellfish Harvest Area or Recreational Shellfish Harvest beach? • in sensitive areas (e.g., areas on State 303(d) list for dissolved oxygen)? Point Range: 0-20 points	20
Water Quality Benefit Narrative: 		

<p>3) Public Benefit – Describe how your project will result in measurable benefits for the recreational boating community?</p>	<p>a. List the times your MSDF is proposed to be available for use by the public (e.g., operating hours, days, months). b. What is the expected use of your proposed MSDF project (e.g., how many boats will your project serve a day or week)? Explain how you arrived at this estimate? c. Provide a description of the type of recreational boats you anticipate serving with your project (e.g., cruisers, regular tenants, combination). Point Range: 0-15 points</p>	<p>15</p>
<p>Public Benefit Narrative:</p>		
<p>4) Cost Benefit – Describe how your project will be implemented to provide the greatest cost benefit ratio.</p>	<p>a. If the work in this project is part of a larger undertaking with other components and funding, present a brief overview of the larger project and the role CVA grant funding will play. b. Explain how the project or implementation of the project shows a reasonable and justifiable use of federal grant funds. c. Explain the cost benefit of your project (i.e., how much money you are requesting vs. how many boats you anticipate serving per year)? d. Do you plan to charge for pumpout or dump station use? If yes, how much will you charge? Federal rules limit the per-use fee to \$5 maximum. Point Range: 0-15 points</p>	<p>15</p>
<p>Cost Benefit Narrative:</p>		
<p>5) Partnerships and Project Support – Describe monetary and non-monetary support secured to help implement your project.</p>	<p>a. Describe support you have from the community, interest groups, volunteers, public agencies, etc. b. List all organizations and agencies partnering with you on the project. Partnerships are groups or individuals <u>providing financial assistance</u> to the project as grants, cash, donated labor, goods or materials. Include a contact person, address, phone number and their contribution to the project. Letters of support are required to verify financial support. See <i>Part VI. Supporting Documents</i>. c. Is there known opposition to your project? Explain. Point Range: 0-10 points</p>	<p>10</p>

Partnerships and Project Support Narrative:

<p>6) Site Suitability and Project Design – Describe how your project demonstrates good design and feasibility.</p>	<p>a. Describe proposed pumpout location(s). If applicable, indicate intended placement of equipment (e.g., fuel dock, public dock, etc.). Maps and visuals are required. <i>See Part VI. Supporting Documents.</i></p> <p>b. If the project will include the purchase of equipment or a vessel, include manufacturer information, model and year. Vendor quotes are required and should be less than 12 months old. <i>See Part VI. Supporting Documents</i></p> <p>c. If equipment is being replaced, describe:</p> <ul style="list-style-type: none">• Why the equipment is being replaced.• When the existing equipment was purchased.• If the equipment being replaced was purchased with a previous CVA grant, then provide the project name, year of grant and the HIN or serial number for equipment being replaced. <p>d. Provide a useful life for any equipment being purchased or capital improvements being made with this project. Useful life is a best estimate based on knowledge of the equipment being used and the demand placed on that equipment by the location. This information is often available from the manufacturer.</p> <p>e. Describe where collected sewage shall be discharged:</p> <ul style="list-style-type: none">• Direct connection to a wastewater treatment facility.• A holding tank where sewage is stored until it is taken to a wastewater treatment facility.• Directly to an on-site septic system. <p>Following questions are for mobile pumpout boat projects ONLY:</p> <p>f. Describe the qualifications and experience of the boat operator(s) providing pumpout services. If you have not yet selected a boat operator, describe your proposed process for selecting a proficient boat operator.</p> <p>g. List the names of commercial mobile pumpout service providers operating in your proposed project service area. Describe if or how you have notified them of your intent to provide free or low cost pumpouts, and any objections known to you.</p> <p style="text-align: right;">Point Range: 0-10 points</p>	<p>10</p>
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Site Suitability and Project Design Narrative:

7) Geographic Priorities* – Indicate if your project is in a priority geography.	a. Coastal region projects – San Juan Islands or Hood Canal b. Inland region projects – Lake Washington and Duwamish waterway Automatic 5 points if your project is in one of these areas.	5
Geographic Priorities Narrative: 		
Total Possible Points		100

**Scored only by CVA Grant Program manager*

Timeline & Approach

Describe the overall approach to who, what, where, when and how of the actions your project will require. Be as specific, measurable and time bound as possible. It is helpful to provide a list of key milestones (e.g., hiring contractors, receiving permits, etc.). A bulleted list is acceptable for this section. Be sure to address:

- Your target date to start the project
- Your target date to complete the project
- What week(s) or month(s) purchases and construction will occur

Timeline & Approach

Part III. Permits & Compliance

One or more of the following local, state or federal permits may be required for your project. **It is your responsibility to know what is required.** Permits are not required to apply for a grant, but they must be in your possession prior to beginning the construction portion of the project.

Indicate below the permits required for your project. **If the permit has already been secured, include the permit number and expiration date.** Attach a copy of any permits in your possession.

a. US Army Corps of Engineers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Permit #	Expiration	
b. WA Department of Fish & Wildlife Hydraulic Project Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Permit #	Expiration	
c. Shoreline Management Act Permits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Permit #	Expiration	
d. Other permits required by local jurisdiction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Permit #	Expiration	

Part VI. Supporting Documents

The following attachments are required and must be submitted with your application. Label each attachment as indicated below (e.g., *Attachment A1. Photographs of project site*). Include your project name on all supporting documentation.

A. Maps

Provide the following visuals:

- 1) Photographs of the project site (limited to one, single-sided page).
- 2) Vicinity map (limited to one, single-sided page) showing entire facility, boundaries, geographical features and water bodies adjacent to the project area.
- 3) Optional - You may wish to include maps showing your project is located:
 - within the [Puget Sound No Discharge Zone](#)
 - near a [Commercial Shellfish Harvest Area](#) or [Recreational Shellfish Harvest beach](#)
 - in water bodies with many mooring buoys
 - in water bodies [with few sewage disposal options](#) nearby

B. Letters of Support and Commitment

Signed and dated letters of commitment **are required** for match provided as third-party cash or in-kind goods and services. You are also encouraged to include letters of non-financial support for your project.

C. Sewage Disposal Capacity

Submit documentation of approval (a letter on letterhead is acceptable) from a local health official or wastewater treatment facility manager certifying that sufficient sewage disposal capacity is available for your project. The letter must specify if the waste will be discharged to a municipal sanitary sewer system or holding tank as applicable to your installation. Specify the volume of the holding tank for systems not directly connected to a municipal sanitary sewer.

D. Vendor Quotes

Attach a copy of all quotes for your project. Quotes must be signed by the vendor. Quotes must be for items alike in function, operation and purpose. Be sure to document your procurement methods.

- For purchases exceeding \$2,500 but under \$35,000, two quotes must be obtained.
- For purchases exceeding \$35,000 but under \$150,000, use your own procurement methods.
- For purchases exceeding \$150,000, the project should be competitively bid, and the final bid package submitted.

E. Detailed Plans and Specifications – Required for Construction Projects Only

Area of Potential Effects Map

This map should show the location of all proposed ground-disturbing or in-water activities, including access and staging areas. The map must include a polygon of the entire project area, section, township and range information. A U.S. Geological Survey quad map is the preferred base map. You may use an aerial base map if it includes section, township and range information. Section lines and numbers must be clearly visible in the map. You may need to attach more than one map – one zoomed out far enough to depict section lines and numbers, and another zoomed in close enough to clearly depict the boundaries of all proposed ground-disturbing activities.

Site Plans

All items should be clearly labeled. Site plans should show site boundaries, major features and proposed project elements. Master, schematic design, development design and construction level plans are suitable for development site plans.

Construction details

Attach one, single-sided page document providing details required for environmental compliance review. Additional details may be requested for successful applicants.

- What machinery, if any, will be involved?
- Will digging, ground disturbing or in-water work be required as part of your project?
- How many acres or miles does the project(s) encompass?
- 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 your pumpout is on a floating dock, describe the method of sewage disposal.
- If a holding tank is required, specify the type of alarm or automatic shutoff mechanism to be used.
- Specify the plumbing installation location(s) and any other specifications detailing installation requirements.
- Specify the number of gallons per minute of sanitary wastes to be pumped.
 - The horizontal distance that waste will be pumped.
 - The vertical distance that waste will be pumped.
- Specify the type and approximate length of electric power cables to be installed.
- Specify the electrical installation location(s) and any other specifications detailing installation requirements.