

Announcement of Availability of Funds 2010 Clean Vessel Act Funding Marine Sewage Disposal Facilities (MSDF)

Application Deadline: July 1, 2009

Introduction

The Department of Environmental Protection, Office of Long Island Sound Programs (OLISP) administers the Federal Clean Vessel Act (CVA) Grant Program in Connecticut. This program provides federally funded matching grants for qualifying projects that provide boat sewage disposal facilities. 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 wastes into the waters of Long Island Sound and its harbors thereby helping to improve water quality. To do this, Connecticut is offering two different funding opportunities: one which encourages the installation of additional marine sanitation device (MSD) holding tank pumpouts, marine portable toilet holding tank dump stations and pumpout boats, and another which encourages the proper operation and maintenance (O&M) of existing MSDFs. Facilities that service smaller boats with portable toilets are encouraged to apply for funds to install dump stations. For any questions you may have regarding these programs please contact Rick Huntley of DEP's Office of Long Island Sound Programs at (860) 424-3609.

Who May Apply?

Any owner/operator of a public or private marine facility desiring to install a new MSDF, with an existing MSDF in need of substantial repairs or upgrade, or desiring to obtain funding to operate and maintain a new or existing MSDF may apply. Facility owners/operators should be aware that central vacuum pumpout systems which are incorporated within the dock system are MSDFs and are eligible for funding. These systems are a secondary priority for funding. Should response to this program be larger than anticipated and funding becomes limited, projects will be selected using criteria in the Department's "Plan for Constructing Pumpout Facilities and Dump Stations". The existing MSDF may or may not be currently

operational or in compliance with all state and local permit and health requirements. However, facilities receiving funding must bring their MSDFs into compliance. All selected grant recipients will be required to enter into a state contractual agreement referred to as a grant agreement with the Department.

How to Apply

The accompanying application form and budget(s) must be completed to apply for funding. Please read and follow the attached instructions completely.

Your application submission must be received by DEP-OLISP on or before 4:30 PM on July 1, 2009 and must include the following:

- A completed Application form
- 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)
- A completed Construction Budget form (if applying for construction, upgrade or purchase funding)
- A completed Operations & Maintenance Budget form (if applying for O&M funding)

Materials must be submitted to:

Rick Huntley
Clean Vessel Act Grant Program Coordinator
State of Connecticut
Department of Environmental Protection
Office of Long Island Sound Programs
79 Elm Street
Hartford, CT 06106-5127

Funding Information

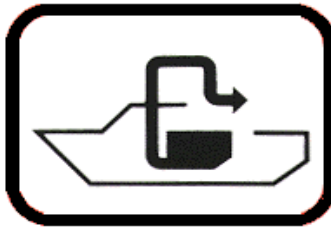
1. Funding will be authorized only to those facilities meeting all eligibility criteria identified on the application form and instructions. Funding will be at the discretion of the Commissioner and shall not exceed 75% of project costs.
2. Funds awarded may be expended on such tasks as design and engineering of the facility, permit application fees, equipment and supply purchases, electrical and plumbing contractors, personnel costs directly related to the operations and maintenance of a facility, site preparation, installation of the pumpout facility or dump station, purchase of a pumpout boat, and sewage removal costs.
3. Funding for qualified proposals will be provided by entering into a grant agreement. The agreement will require, among other things, that the facility owner maintain, and submit annually to DEP, a MSDF Use Log, Maintenance Log and Disposal Log. Self service facilities will not be required to maintain and submit the Use Log. Facilities that are directly hooked up to a municipal sanitary sewer system will not be required to maintain and submit the Disposal Log.
4. Funded facilities shall post in prominent locations, signs (to be provided by DEP) crediting CVA program funding.
5. By Federal Regulation, the approved charge per use of the MSDF must generally be \$5.00 or less. If the proposed charge will be greater than \$5.00, prior approval from DEP will be required.
6. 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.
7. **Please be aware that all grant agreements for the 2010 funding year must be in place prior to January 1, 2010 in order for grant recipients to invoice and be reimbursed for all eligible operating expenses for the calendar year. Any projects for which grant agreements are not executed on or before January 1, 2010 will start upon the date of approval by the Office of the Attorney General. Any project costs, including but not limited to, regular operation and maintenance activities that are incurred and invoiced expenses that fall outside of the specified grant agreement timeframe shall not be reimbursed. Therefore, it is imperative that subgrantees complete and return the contractually required paperwork in a timely manner.**

Projects Which Include Design, Construction or Installation of an MSDF

- a. An initial grant agreement will award funding for the design work, identification of required permits, and any other engineering work required prior to actual construction. It will also describe the work to be conducted and the schedule of payments for the entire project. If the applicant has applied for operation and maintenance (O&M) funding, this initial grant agreement may also include funding for O&M activities. Once the design plans have been approved by DEP, funding for 75% of the cost of the design work will be released. Bids/quotes for the construction/equipment purchase can then be solicited and total project costs can be determined.
- b. Once the construction/permitting costs have been determined, funding for 75% of the costs associated with the construction/renovation/upgrade and/or pumpout boat purchase will be provided through the execution of an amendment to the grant agreement. The reimbursement for these costs will follow the satisfactory inspection conducted by DEP staff following completion of the construction phase of the project.
- c. If design funds are not desired and approvable designs and price quotes are submitted with the application materials, a single grant agreement would include all other components of the project such as permitting, purchase, installation and O&M, and would not require an amendment such as that listed in b. above. All new facilities funded by CVA grants must be designed in accordance with the federal guidelines. Specifications for bids and quotes must include all applicable portions of the attached Checklist for Plans and Specifications.

Projects Which Include Operations & Maintenance Activities

- a. O&M funding is for the 2010 boating season through December 31, 2010. (Future applications for additional funding will be considered pending the availability of funding.)
- b. Funding for 75% of O&M costs will be released following submission of an annual invoice, with required attachments, to DEP requesting reimbursement of the costs incurred during the previously completed boating season.



**Application Form
Installation / Upgrade / Purchase / Operation & Maintenance of a
Marine Sewage Disposal Facility (MSDF)
Funded Through the Federal Clean Vessel Act**

Submit to: State of Connecticut
Department of Environmental Protection
Office of Long Island Sound Programs
79 Elm Street
Hartford, CT 06106-5127

1. **Applicant (Facility Name):** _____
Contact Person: _____ **Relationship to Facility:** _____
Mailing Address: _____
City/Town: _____ **Zip Code:** _____ - ____
Business Phone: (____) _____ **ext.** _____
E-mail Address: _____
Latitude: _____ **Longitude:** _____

2. **Federal Employer Identification Number or Social Security #:** _____

3. **Application Type:** (check all that apply)
Attach an Operations & Maintenance Budget Form

Attach a Construction Budget Form and see attached Checklist for Plans and Specifications

Operation and Maintenance

- Design/Permitting (attach 3 price quotes if hiring a consultant or provide estimate of in-house costs)
- Purchase/Installation of a New MSDF
- Renovation/Upgrade/Addition of Equipment
- Purchase of a Pumpout Boat (call Rick Huntley at DEP/OLISP for specifications)

4. **Operating Months, Days & Hours of the MSDF:** _____

5. **Fee to be charged for a pump-out:** _____

6. **Eligibility Requirements**

	Yes	No
a. Does the facility now have an operational MSDF?		
b. Is the MSDF located or proposed to be located such that it is reasonably available to transient boats of sufficient size to be equipped with holding tanks or in the case of dump stations such that it is reasonably available to boats with portable marine toilets?		
c. Will the MSDF be available to the public at a fee of \$5.00 or less per use?		
d. Is the facility currently in compliance with state regulatory programs? Please indicate the Permit/COP # of most recently received authorization: _____		
e. Is the facility required to comply with the ADEP General Permit for the Discharge of Stormwater Associated with Industrial Activity?		
f. If the answer to e. above is yes, has the facility complied with this general permit? If the answer to e. above is no, skip this question.		

7. **Total Costs:** \$ _____ **Funding Requested (75% of Total Costs):** \$ _____
(See attached budget sheets to calculate these figures.)

8. **Time Period Requested:** Construction: _____ O&M: _____

9. **Applicant Signature:** _____ **Date:** _____

10. **Applicant Printed Name:** _____

(See Reverse for Instructions)

APPLICATION INSTRUCTIONS

Applicant/Facility Information

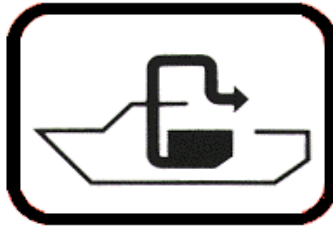
1. Fill in the **applicant's (or facility's) legal name, contact person's name and relationship to the facility, mailing address, business telephone number, and e-mail address** of the applicant. Also fill in the **latitude and longitude** of the facility.
 - **Name** - Provide the full, legal company/firm name. (If identifying a *corporation* or *limited partnership* registered with the Secretary of the State, fill in the name exactly as it is shown on the registration.) If identifying an *individual*, provide the full legal name in the following format: Title (Ms., Dr., etc.), First Name, Middle Initial, Last Name and Suffix (Jr., PE, Ph.D., etc.).
 - **Contact Person** - Provide the name of the specific individual within the company whom DEP may contact and the person's relationship to the facility.
 - **Phone/E-mail** - Unless otherwise indicated, the phone number and e-mail address provided should be the number and address where the individual can be contacted during daytime business hours.
2. Fill in your **Federal Employer Identification Number** (or Social Security Number if no FEIN exists).
3. Identify each type of activity for which you are applying for funding by checking each box, which applies to this application. **All designs submitted for DEP approval must contain specific design components. To assist in the preparation of the designs, a copy of the Checklist for Plans and Specifications is attached for use by you or any consultant hired to perform the design work for a new or renovated/upgraded MSDF.**
 - Design / permitting for construction of a new MSDF or renovation of an existing MSDF. If you opt to hire a consultant for the design work, **you must either obtain three price quotes for such consultant and select the low bidder or select a consultant based on qualifications prior to submitting this application.** A copy of the attached Checklist for Plans and Specifications must be provided to each vendor being solicited to prepare design plans. The three quotes, your selected vendor, and justification of why the vendor was selected (if not the low bidder) must also be provided. If you use in-house staff to prepare the designs, you may apply for reimbursement of the staff time involved if you enter into a grant agreement with DEP prior to initiating design and permitting work.
 - Construction of a new MSDF. If you are proposing to install a new MSDF, you **must** have a design prepared.
 - Renovation or upgrade of an existing MSDF or purchase of additional equipment to meet current health codes or to accommodate a higher level of MSDF use.
 - Purchase of a pumpout boat must adhere to specific design specifications. Please contact Rick Huntley at (860) 424-3609 for a copy of the specifications.

You must submit a completed Construction/Upgrade/ Purchase Budget Form if you are applying for any of the four activities listed above.

 - Operation and Maintenance funding is available to assure that the MSDF is readily available to the public and maintained properly. *You must submit a completed Operations & Maintenance Budget form if you are applying for O&M activities.*
4. 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.
5. List the fee to be charged for each use of the MSDF.
6. Check the appropriate box for each line of **Eligibility Requirements**.
 - a. Check yes if the facility currently has an operational MSDF.
 - b. Check yes if the MSDF is or will be readily accessible to all vessels in need of such facilities. If you check no, you are not eligible to receive funding.
 - c. Check yes if the fee charged per use of the MSDF will be \$5.00 or less and the facility will be available to the general public. Check no if the charge will be greater than \$5.00 and include a justification for the higher proposed fee.
 - d. Check yes if the facility is currently in compliance with the state's Structures, Dredging and Fill / Tidal Wetlands regulatory program. Fill in the number of the most recently received state permit or COP. If you check no, see the note below.
 - e. Check yes if the facility falls within the definition of "industrial activity" as defined in the DEP general permit and has a stormwater collection system that includes one or more discharge points. Stormwater collection systems are usually associated with paved areas with catch basins and culverts but may include unpaved areas with swales or ditches that collect water and convey it to a point where it flows into a municipal stormwater collection system, stream, river, harbor or the Sound. For further clarification and/or to review the general permit itself, contact the DEP's Bureau of Water Management at (860) 424-3018.
 - f. Check yes if the answer to e. above is yes and the facility has submitted the required registration form and is in compliance with the conditions of the general permit. Check no if the answer in e. above is yes but no registration has been filed. If you check no, see the note below.

Note: The fact that your facility is not currently in compliance with the state's regulatory programs does not preclude the submission of an application for the funding of your project. Please contact Rick Huntley at (860) 424-3609 for assistance in developing a course of action to resolve any regulatory compliance issues. **IF YOU HAVE BEEN REQUIRED TO INSTALL AN MSDF AS A RESULT OF A FORMAL ENFORCEMENT ACTION, YOU ARE NOT ELIGIBLE FOR FUNDING.**

7. Fill in the Total Cost by adding the amount on line 6 of the Construction Budget Form and the amount on line 9 in the Total column of the O&M Budget Form. Fill in the Funding Requested by adding the amount on line 7 of the Construction Budget Form and the amount on line 10 in the Total column of the O&M Budget Form (See attached Budget Forms).
8. Indicate the time requested for the construction portion of the project and the time requested for the O&M portion of the project. Neither portion of the project may be for a period of time extending beyond December 31, 2010.
9. Have the application signed and dated by an individual legally authorized to enter into contracts by your facility.
10. Print or type the name of the person signing the application.



BUDGET FORM

CONSTRUCTION / UPGRADE / PURCHASE OF A MARINE SEWAGE DISPOSAL FACILITY (MSDF)

Date: _____

1. **Facility Name & Address:** _____

DESCRIPTION	Totals
2. Design / Permitting / Engineering Costs: (specify) (Include Permit Application Fees and Development Costs for Plans and Specifications)	
3. Equipment Purchases / Repairs/Upgrades: (specify)	
4. Construction / Installation Costs: (Include Plumbing, Electrical and Site Work)	
5. Supplies: (specify)	
6. Total Construction / Upgrade / Purchase Costs (Total of lines 2 through 5)	
7. Funding Requested = 75% of Total Construction / Upgrade / Purchase Costs	

(See Reverse for Instructions)

CONSTRUCTION / UPGRADE/ PURCHASE BUDGET INSTRUCTIONS

If you're applying for both design and construction funding, at this time provide cost estimates for design costs only. You will be requested to submit a supplemental budget for permitting, equipment purchase and installation costs once the initial grant agreement has been executed and the design plans have been completed and approved. If you already have approved design plans, please submit the plans along with estimates for all project components for which you wish to receive funding.

1. Fill in the **name and address** of the Facility as it appears on the application form.
2. Identify the costs associated with any **Design / Engineering and/or Permitting** necessary to complete the work tasks of this project. Specifically identify each permit required and its associated application fee. Please note that the installation of pumpout equipment on existing permitted docks is now covered under DEP General Permit No. LIS-GP-008. A copy of the fact sheet on this General Permit is enclosed.

Design/Engineering

- If you opt to hire a consultant for the design work, **you must obtain three price quotes or select a consultant based on qualifications prior to submitting this application.** The three quotes, your selected vendor, and justification of why the vendor was selected (if not the low bidder) must also be provided at this time.
- A copy of the attached Checklist for Plans and Specifications must be provided to each vendor being solicited to prepare design plans.
- If you use in-house staff to prepare the designs, you may apply for reimbursement of the staff time involved. A copy of the attached Checklist for Plans and Specifications must be provided to your in-house staff.
- **No design work conducted prior to the execution of a grant agreement will be reimbursable.**

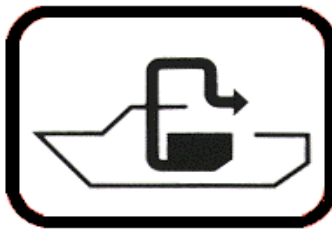
Permitting

You may have to wait until the design is completed to determine the necessary permits.

- Please include any known permit application fees and costs associated with the development of plans and specifications of the MSDF.
 - Please contact Rick Huntley at (860) 424-3609 to obtain a preliminary determination of whether or not your project will require a DEP permit or certificate of permission.
 - You will also have to contact your local building official to determine if any local permits are required.
3. If known, specify any **equipment** you expect to replace or add during the contract period and list its cost. This includes, for instance, the replacement of any of the components of the existing MSDF or the addition of a dump station. ***You may have to complete the design work prior to estimating this cost.***

For any goods or services costing more than \$2,500.00 per item, you must obtain **three (3)** quotes (CT DAS General Letter #71). If you include a funding request, which will require quotes under this line item, you must attach a written copy of each quote you received and specify which vendor you will be selecting. If the selected vendor did not submit the lowest quote, please provide a justification for the selection.

4. If known, specify the **construction / installation** costs including any plumbing, electrical and site work needed to conduct the proposed work. ***You may have to complete the design work prior to estimating this cost.***
5. 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.***
6. Fill in the **total construction / upgrade / purchase costs** by adding lines 2 through 5. Add this amount to the Total O&M Costs (if applicable) to obtain the Total Cost identified in item 7 of the application form.
7. Multiply the Total Construction / Upgrade Purchase Costs by 0.75 and enter the product on the line for **Funding Requested.** Add this amount to the O&M Funding Requested (if applicable) to obtain the Funding Requested identified in item 7 of the application form.



BUDGET FORM
OPERATION & MAINTENANCE OF A
MARINE SEWAGE DISPOSAL FACILITY (MSDF)

Date: _____

1. Facility Name & Address:

DESCRIPTION	2010 Boating Season
2. Sewage Waste Removal Costs	
3. Equipment Repairs/Upgrades (specify)	
4. Supplies (specify)	
5. Total Maintenance Costs (Total of lines 2 through 4)	
6. Personnel Costs	
7. Total O&M Costs (Line 5 Maintenance Costs + Line 6 Personnel Costs)	
8. Total Estimated Receipts	
9. Total Eligible O&M Costs	
10. 75% Funding Requested	

(See Reverse for Instructions)

OPERATIONS & MAINTENANCE BUDGET INSTRUCTIONS

1. Fill in the **Name and Address** of the Facility as it appears on the application form or a prior Grant agreement.

For the following components of your O&M project fill in each season column and the **Total** column on the budget form:

Maintenance Costs

2. Fill in 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, fill in the amount your sewer service bill has been or is expected to be increased based on the volume discharged from your MSDF.
3. Fill in the cost of routine **Equipment Repairs/Upgrades** based on the service history or projected service needs of your MSDF. Specify any such repairs or upgrades you anticipate.
4. Specify the type and cost of **Supplies** used to operate and maintain the MSDF. Include protective equipment, such as gloves, cleaning agents, and hoses, clamps and any other expendable or disposable components of the MSDF.
5. Add lines 2 through 4 and fill in the **Total Maintenance Costs** on line 5.

Personnel Costs

6. Fill in 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

7. Add lines 5 and 6 and fill in the **Total O&M Costs** on line 7.
8. If you intend to charge for service fill in the **Total Estimated Receipts** based on your estimate of receipts for pumpouts or enter 0 on line 8.
9. Subtract the amount on line 8 **Total Estimated Receipts** from the amount on line 7 **Total O&M Costs** and fill it in on line 9 **Total Eligible O&M Costs***.
10. Multiply the **Total Eligible O&M Costs** on line 9 by 0.75 and enter the product on line 10 **Funding Requested**.

*Note: Add the amount from the line 9 **Total Eligible O&M Costs** Total column to the Total Construction Costs (if applicable) to obtain the Total Cost identified in item 7 of the application form.

Checklist for Plans and Specifications

Each marina facility must develop a plans and specification package for review and approval by DEP before soliciting bids or quotes for pumpout installation. This package must include as applicable:

A. 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 sheets, which include some or all components of specifications and details of installation requirements.

B. Specifications, 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://wsfrprograms.fws.gov/subpages/toolkitfiles/cvapog.pdf>), 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. Equipment

- a. Develop an equipment description specifying the performance standards applicable to your installation. These standards identify what you want the equipment to actually do. For example,
 1. pump a specific number of gallons per minute of sanitary wastes (A Minimum of 10 Gallons per minute is required);
 2. pump the waste a specific horizontal distance;
 3. pump the waste a specific vertical distance;
 4. discharge the waste to either a municipal sanitary sewer system or to a waste holding tank as applicable to your installation;
 5. For systems not directly connected to a municipal sanitary sewer, the equipment required shall include a waste holding tank. The volume of the holding tank must be specified. 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.

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.

2. 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 MSD 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.

3. 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.

4. 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.

5. 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.