

Clean Vessel Act Program Grant

Disclaimer

This project statement is meant to be used as a training aid. While some of the information provided in the project statement is based on factual data, the entire project statement is not meant to represent an actual project statement drafted by the Virginia Department of Health.

Virginia Clean Vessel Act Program - Coastal

Need

There is a lack of available marine sewage pump-out facilities throughout the coastal zone of Virginia. Convenient and reasonably priced sewage holding tank pump-out and sanitary waste dump station facilities are needed to support the recreational boating community in Virginia. The overboard discharge of sanitary waste from recreational boats is a serious threat to public health, the environment, and local water quality in Virginia's waters.

In 2015, there were approximately 251,732 registered boats in Virginia. Virginia currently regulates 846 boating facilities that provide docking, moorage or storage for 38,500 vessels, but only 188 have pump-out systems (Figure 1). Ninety percent of boating facilities in Virginia are found in the coastal zone region. Virginia's Plan for Proper Disposal of Marine Sewage in Accordance with the Clean Vessel Act (CVA) for Vessel Sewage Disposal (1998) determined that 300 to 400 pump-out and sanitary waste dump stations should be located throughout Virginia waters based on the U.S. Fish and Wildlife Service (USFWS) guidance; therefore indicating the need for at least another 112 sewage pump-out stations. There are currently 380 sanitary waste dump stations at marinas in Virginia with another 200 locations that could be installed. The 188 existing pump-outs will need replacement in the near future.

Increasing the number of pump-out and sanitary waste dump station facilities in the coastal zone will fulfill an important need in the Commonwealth's current plan to reduce boat pollution, and bring all boating facilities into compliance with the Technical Guidelines of the CVA program, and the Commonwealth of Virginia Sanitary Regulations for Marinas and Boat Moorings (Regulations).

The Marina Program within the Virginia Department of Health (VDH) is responsible for managing the Clean Vessel Act (CVA) grant program and is dedicated to abating the discharge of raw or partially treated sewage. The Virginia CVA program supports federal and state efforts to protect the Chesapeake Bay and its tributaries from a source of contamination that is totally preventable. CVA funding support of the VDH Marina Program is needed to: (1) ensure adequate sanitary facilities, pump-out equipment, and sanitary waste dump stations are made available at boat mooring locations to handle waste generated from boating activity in accordance with the Commonwealth's Regulations; and (2) educate boat owners with Type III Marine Sanitation Devices or portable toilets about the public health and environmental threats posed by improperly discharging raw or partially treated sewage.

Outreach to boaters on the proper disposal of sewage by using sewage pump-out and sanitary waste dump stations is needed to improve water quality for shellfish harvesting and public health. This can be accomplished through expansion of the VDH's existing Summer Boater Education Program in the Hampton Roads area to a year-round program and implement a similar program in the Northern Virginia, Northern Neck, and Middle Peninsula areas. There are currently 635 boating facilities located in designated shellfish growing areas and about 98,037 acres in Virginia's waters that are condemned for shellfish harvesting. The shellfish industry in Virginia requires good water quality and boater activity contributes to shellfish condemnations, which adversely affects the industry. Additionally, Virginia's 46 public beaches located on the Chesapeake Bay and the Atlantic Ocean are monitored for the presence of E.coli and other harmful bacteria. In 2015, 21 swimming advisories were posted at 13 beaches for a total of 30 closure days. Water quality improvements are also needed to reduce swimming advisories that may impact coastal tourism businesses that depend on attracting visitors to participate in water-related activities. Swimmers may become ill with *E. coli* after swimming in waters where sewage discharge from vessels is allowed. Many coastal municipalities have requested "No Discharge Zone" legislation to protect public health and improve water quality. This will further increase the need and demand for pump-out stations.

Objectives

- Construct 12 facilities by September 30, 2018. *(NOTE: TRACS strategy - Facility Construction)*
- Operate and maintain 135 facilities by September 30, 2018. *(NOTE: TRACS strategy - Facility & Area O&M)*
- Participate in or produce 16 events/products by September 30, 2018. *(NOTE: TRACS strategy – Outreach & Communications)*
- Engage 4 organizations by September 30, 2018. *(NOTE: TRACS strategy – Stakeholder Involvement)*
- Administer 1 grant by September 30, 2018. *(NOTE: TRACS strategy – Coordination & Administration)*

Expected Results or Benefits

The VDH Marina Program aims to ensure that all boating facilities in Virginia have convenient and proper receiving facilities for sanitary waste. The program's goal is to increase participation through outreach so that every recreational boat with a type III Marine Sanitation Device or a portable toilet can easily and properly dispose of wastewater. The long-term outcome is to install new pump-out facilities at least 112 marinas, install new waste dump stations at another 200 facilities, and provide operations and maintenance funding to all marinas in the state with pump-out systems, even if not originally funded through CVA (an additional 53 marinas).

VDH's ongoing and long-term CVA outreach program will improve boater habits with respect to the proper disposal of vessel sewage. By encouraging the use of onshore sanitary facilities, pump-out, or sanitary waste dump stations and providing easy-to-access information on their locations, the incidence of improper waste disposal will decrease, ultimately improving water quality and reducing public health risks. The VDH expects to see a 50% increase in the number of boaters informed and served by the outreach program.

The new online GIS application will improve public education, awareness, and communication. The application will further assist the VDH in

developing educational programs and other interactive web-based tools for use by the public. The web page will contain information on the location of pump-out and sanitary waste dump stations, and information related to the No Discharge Zones in Virginia's coastal waters. The GIS application will facilitate data sharing between state agencies, neighboring states, and the USFWS.

Approach

Objective 1 – Construct 12 facilities by September 30, 2018.

During the grant period, 12 new sewage pump-out and sanitary waste dump stations will be installed. The selected funding recipients will be based on the location of the boating facility relative to sensitive waters, discharges of sewage, and the boating activity observed from annual inspections. Funding recipient locations are unknown at the time of this application.

Marinas will apply to VDH for funding through CVA. Marina Program staff will evaluate each project based on its priority for funding and notify applicants of acceptance or denial. Marinas accepted into the program are then required to prepare a plan and working drawings for the pump-out station and/or sewage dump station they intend to install. If the sewage is collected and conveyed to a central sewage treatment system, a letter from the owner of the treatment system should accompany the plan confirming the agreement to accept the flow before the plan can be approved by VDH. If the sewage is received by an onsite disposal or treatment system, the complete plan must include either a permit to install the system or a letter from the local Health Department stating that the system can satisfactorily handle the additional flow.

The marina owner will obtain all required state, federal and local permits, as appropriate, and submit these to the VDH. The Virginia State Historic Preservation Office (SHPO) will be consulted as part of the state permitting process should an installation project require a new permit or modification to an existing permit. Blanket programmatic approval of these types of projects funded through the state's CVA Program has been given by the SHPO, as they are unlikely to affect historical, cultural or archaeological resources (see attached approval letter).

The VDH will also evaluate a marina plan's potential for impacts to public trust resources. Marina plans submitted to the VDH Marina Program for installation projects will be reviewed for potential impacts to listed, proposed, or candidate species and critical habitat through the Virginia Ecological Services (ES) Field Office's online Project Review Process and the results of these reviews will be submitted to the WSFR Regional Office. Should any unanticipated federally listed, candidate, or proposed species be encountered during construction or maintenance operations, the marina shall immediately cease all activities and notify the VDH, who in turn will notify the Virginia ES Field Office. See the attached "Intra-Service Section 7 Biological Evaluation Form" for additional information.

The VDH will review and approve, or request revisions to, these marina plans as appropriate.

Upon plan approval, the VDH will execute a sub-award to the marina. In accepting CVA funds, the marina will agree to comply with all applicable terms and conditions in accordance with the CVA program regulation, 50 CFR 85, and by signing the CVA Marina Agreement. The agreement will detail the cost share to be provided by the marina, user fees to be charged, use restrictions, hours of operation, operating instructions, informational signage to be provided, accessibility requirements, and notification requirements for proposed changes in use or ownership. The executed agreement will persist for five years and will be filed with the County or City clerk's office to notify prospective buyers of the continued program compliance requirements. If the marina is sold during this time, the agreement will be incorporated into the sales contract until an agreement with the new owner can be executed. The CVA-funded equipment will be returned to the VDH if its operation is not in compliance with the executed agreements.

Marinas will solicit bids for the awarded project and select a cost effective vendor/contractor who can carry out the work within the performance period of the sub-award. Following installation, VDH will inspect the facility to determine that the pump-out and/or dump station has been installed in accordance with the approved plan. Upon approval, the marina will submit an invoice to VDH and receive reimbursement of 75% of the total project cost. Pump-out signage will be provided by VDH to the marinas.

(NOTE: TRACS Activity Tags for reporting purposes.)

TRACS Activity Tag 1: Boat pump-out and dump stations

TRACS Activity Tag 2 (optional): Pump-out stations

TRACS Activity Tag 2 (optional): Dump stations

Objective 2 – Operate and maintain 135 facilities by September 30, 2018.

The VDH Marina Program implements a CVA Operations and Maintenance Program (O&M). VDH Environmental Health Specialists conduct a regulatory inspection of each CVA-funded pump-out and sanitary waste dump station at least twice during the boating season. Staff ensures the receiving stations are functioning properly and that upgrades, repairs, or replacements occur when needed. Should annual maintenance costs to the actual equipment exceed \$2,000 the facility will be encouraged to consider replacing the equipment.

All marinas with existing pump-out facilities will be invited to participate in the O&M program, including those facilities that were not originally funded through the CVA program. CVA Marina Agreements will be executed with these newly participating marinas.

Eligible O&M projects include:

1. Repairs to the pump-out and dump station (parts and labor) to be conducted by licensed or factory certified technicians;
2. Emptying the pump-out and dump station system holding tank as needed;
3. Closing the system in the fall;
4. Opening the system prior to the start of the boating season; and
5. Replacement of apparatuses such as hoses, nozzles, and fittings.

Participating facilities may not charge more than \$5.00 per pump-out unless specifically justified by the marina and approved by the USFWS, and income generated from the collection of fees must be used by the marina to defray operation and maintenance costs. Marinas will submit invoices to VDH, with a statement of repairs or services completed, to receive 75% reimbursement. Pump-out signage, if not already present, will be provided by VDH to the marinas.

(NOTE: TRACS Activity Tags for reporting purposes.)

TRACS Activity Tag 1: Boat pump-out and dump stations

TRACS Activity Tag 2 (optional): Pump-out stations

TRACS Activity Tag 2 (optional): Dump stations

Objective 3 – Participate in or produce 16 events/products by September 30, 2018.

The VDH will develop and distribute informational materials to marina operators and the boating public. Grant funds will be used to produce a pump-out map on waterproof paper, information brochures about Virginia's CVA program, and promotional items engraved with the program slogan, "Keep Our Waters Clean – Use Pump-outs".

From February to May annually, the VDH Marina Program will participate in at least six boat shows to inform boaters and marina operators of the program. Marina Program employees, education and outreach partners, and student interns will staff the boat show display booth. Booth attendants will hand out an updated list of available pump-out and dump station facilities in Virginia, program brochures, and program promotional items. VDH will answer questions regarding the proper disposal of vessel sewage and respond to any inquiries about the state's regulations for sanitary facilities at boating facilities.

The VDH Marina Program will develop a web-based Geographic Information System (GIS) application to display the location of pump-out and sanitary waste dump stations in Virginia, 'No Discharge Zones', relative ecological sensitivity, boater density, and pump-out density, based on data collected through a survey conducted by the Virginia Institute of Marine Science (VIMS) in 2013. Development of this GIS application will be conducted by a full-time VDH employee over a 6-month period. The VDH will issue a public news release about the application once it's online and will incorporate it into existing educational programs and outreach materials. The VDH estimates reaching 300 unique users in the first year following its release.

(NOTE: TRACS Activity Tags for reporting purposes.)

TRACS Activity Tag 1: Program/subprogram outreach

TRACS Activity Tag 2 (optional): Trade shows

TRACS Activity Tag 2 (optional): Brochures, fliers

TRACS Activity Tag 2 (optional): Digital media

TRACS Activity Tag 2 (optional): Stories, interviews, news releases

Objective 4 – Engage 4 organizations by September 30, 2018.

The VDH Marina Program will continue the Summer Boater Pump-Out Education Program in the Hampton Roads area through various partnerships that include the Hampton Roads Sanitation District (HRSD), the City of Norfolk, and the City of Virginia Beach. Two student interns hired by HRSD through sub-awarded CVA funds will visit local marinas to distribute program brochures and program promotional items that describe the importance of keeping our waters clean by using pump-out and sanitary waste dump stations. Interns will also empty the contents of the boater's sewage holding tank, at no charge, using a CVA-funded manual pump-out purchased through a prior CVA award. VDH staff provides training to the interns and partners, and CVA-funded equipment. The HRSD services the equipment, maintains the vehicles, provides locations for sewage disposal, and provides program oversight using sub-awarded CVA funds. The Marina Program anticipates at least 1,000 boaters to be served through the program annually.

The VDH Marina Program will expand the Boater Pump-Out Education Program into the Northern Virginia, Northern Neck, and Middle Peninsula areas in partnership with the Friends of the Rappahannock (FoR), following the Hampton Roads model. Four new student interns will operate the program under the FoR, similar to the Hampton Roads program. The Marina Program anticipates at least 1,500 boaters to be served through the program annually.

(NOTE: TRACS Activity Tags for reporting purposes.)

TRACS Activity Tag 1: Organizational engagement

Objective 5 – Administer 1 grant by September 30, 2018.

The CVA Program Coordinator will oversee all aspects of the VDH Marina Program and CVA grant award. This position will:

- communicate with and assist potential marina partners in applying for program construction and O&M funds;
- review marina plans and projects for environmental compliance;
- execute marina agreements, sub-awards, and/or contracts with partners;
- monitor progress of funded projects and accomplishments;
- provide training and technical assistance to marina partners and education/outreach program partners;
- develop outreach materials and messaging for dissemination;
- participate in outreach events;
- provide direction and support to marina inspectors and technical staffs that assist in the program's activities; and
- ensure all administrative and compliance requirements are satisfied in accordance with the terms and conditions of the Federal award.

(NOTE: TRACS Activity Tags for reporting purposes.)

TRACS Activity Tag 1: Program/project administrative support, compliance, and monitoring

TRACS Activity Tag 2 (optional): Administrative

TRACS Activity Tag 2 (optional): Compliance

TRACS Activity Tag 2 (optional): Technical

Timeline

Period of Performance: October 1, 2016 – September 30, 2018

- October 2016 – March 2017: GIS application development; engage outreach program partners and execute sub-awards to HRSD and FoR.
- February – May 2017: Attend at least six boat shows.
- May – September 2017: Conduct marina inspections under O&M program; provide training and technical guidance to HRSD and FoR staff and interns on pump-out system operations and maintenance.
- February – May 2018: Attend at least six boat shows.
- May – September 2018: Conduct marina inspections under O&M program; provide training and technical guidance to HRSD and FoR staff and interns on pump-out system operations and maintenance.
- October 2016 – September 2018: Receive and review applications, and execute agreements for the installation of new pump-out and sanitary waste dump station facilities and repair/service costs.

(NOTE: The CVA Notice of Funding Opportunity requires applicants to provide a description of the activity so Service staff can make a preliminary determination of compliance needs for the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act. The compliance information in the above Approach section is intended to provide an example, not a prescription of format or the level of detail that needs to be provided. Please consult with your WSFR Regional Office. If information is not provided in the project statement, please attach additional documentation regarding NEPA, ESA, and NHPA compliance.)

Geographic Location

This project will occur throughout the coastal zone of Virginia. A map of marinas with public pump-outs is included in the attachments. Exact locations for new pump-out system installations have not been determined at the time of this application.

Budget Narrative

Requested Federal Share	\$711,240
Non-Federal Share (State)	\$62,080
Non-Federal Share (Other)	\$175,000
Total Project Cost	\$948,400

(NOTE: You may also use the SF 424C or SF 424A Budget Information forms to submit budget information.)

Objective	CVA Federal Request	State Match	Sub-recipient Match	Total
Construction	\$240,000	\$0	\$80,000	\$320,000
Operations and Maintenance	\$145,000	\$62,080	\$45,000	\$252,080
Stakeholder Involvement	\$170,000	\$0	\$50,000	\$220,000
Outreach	\$32,400	\$0	\$0	\$32,400
Program Coordination	\$123,840	\$0	\$0	\$123,840
TOTAL	\$711,240	\$62,080	\$175,000	\$948,400

Construction

An average of \$20,000 per installation project is estimated (Federal share). A total of \$240,000 is estimated to complete 12 projects. Cost share will be provided by the awarded marina recipients (\$80,000 total non-federal cost share). Pump-outs and dump stations to be purchased and installed have an expected useful life of 5 years.

Operations and Maintenance

Requests for O&M program funding assistance may be up to \$2,000 per marina (Federal share), but on average are about \$1,000. With 135 current participating marinas, a total of \$135,000 is budgeted. Cost share will be provided by the awarded marina recipients (\$45,000 total non-federal share). Two Environmental Health Specialists who conduct regulatory inspections of pump-out facilities will incur an estimated \$10,000 in in-state travel expenses. Their salary, fringe, and indirect will be provided as state match (\$62,080).

Stakeholder Involvement

Funds will be sub-awarded to the Hampton Roads Sanitation District (\$50,000) and the Friends of the Rappahannock (\$100,000) for the implementation of the boater education programs. The recipients will hire two and four interns, respectively. The HRSD and FoR staff provide program oversight, intern supervision, outreach, and operational support as cost share (\$50,000 total). The VDH Marina Program will purchase two manual pump-outs for the FoR outreach program, at an estimated \$10,000 each, based on costs of previously purchased similar equipment, with a useful life of 5 years.

Outreach

The VDH will fund one GIS Specialist part-time over a 6-month period (\$12,500) to develop the online GIS application. Fringe benefits at 24% of salaries and indirect costs at 20% of salaries will also be incurred. CVA funds will also be used by the agency to lease booth space at boat shows (\$2,400), print program brochures (\$4,000), purchase program promotional items (\$3,000), purchase signage (\$3,000), and reimburse travel expenses incurred by VDH staff (\$2,000) to attend the boat shows.

Program Coordination

The VDH Marina Program will annually fund one Environmental Program Specialist to serve as the CVA Program Coordinator (\$86,000). Fringe benefits at 24% of salaries and indirect costs at 20% of salaries will also be incurred.

Indirect Cost Statement

The Virginia Department of Health is a U.S. state government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of 20%. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached, covering the state fiscal year July 1, 2016 – June 30, 2017. Only state employee salaries charged against this grant will be subject to indirect costs.

Single Audit Reporting Statement

The Commonwealth of Virginia was required to submit a Statewide Single Audit report for its most recently closed fiscal year and that report is available on the Federal Audit Clearinghouse Single Audit Database website. The report is filed under Virginia's FEIN (99-9999999).

Attachments

(NOTE: These attachments are not included as part of this example project statement.)

1. Required ranking criteria (description and documentation of how the proposed project addresses the ranking criteria found at 50 CFR 85.30)
 2. Maps of Virginia's coastal zone area and marinas with public pump-outs.
-

Related Pages

[Subrecipient vs Contractor Determination](#)

[Risk Assessment Requirements for Pass-Through Entities](#)

Resources

[Project Statement - Clean Vessel Act Program](#)

[WSFR_Quick Reference_CVA](#)

References

[§ 50 CFR 85.20 Eligible activities.](#)

[§ 50 CFR 85.22 Grant proposals.](#)

[Clean Vessel Act Program webpage](#)
