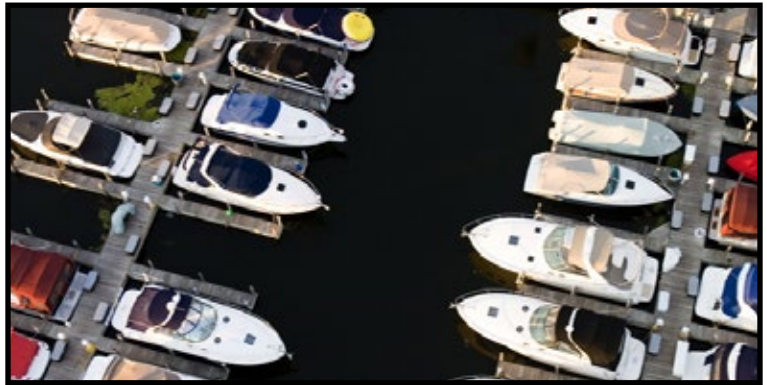


Maryland's Marine Sewage



Pumpout Grant Application



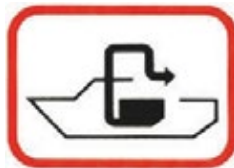
Maryland Department of Natural Resources
Chesapeake and Coastal Service
580 Taylor Avenue, E-2
Annapolis, Maryland 21401

Contact Information:

Toll Free in Maryland 1-877-620-8DNR xt. 8772 or 410-260-8772

Web: dnr.maryland.gov/boating

Program Manager Email: celeste.anderson@maryland.gov



**This program is funded by boaters, through the Clean Vessel Act Program (CVA),
U.S. Fish & Wildlife Service and through State Waterway Improvement Funds.**

Updated January 2022

Understanding the Pumpout Grant Program

Thank You!

The Department of Natural Resources (DNR) would like to thank you for beginning the process that will result in your marina having a marine sewage pumpout facility, or as it is more commonly known, a “pumpout station.” We appreciate your participation in this program and our staff stands ready to assist you in any way we can. Marinas that install these systems provide boaters with a proper method of disposing of their sewage and thus contribute to protecting Maryland waters.

Per CFR §200.331 Requirements

CFDA Number: 15.616 Clean Vessel Act Funding via U.S. Fish and Wildlife Service

Federal Award Date: 7/14/2021. This funding is not R & D. This project is a sub-award to approved applicants from the Department of Natural Resources from Clean Vessel Act grant award F21AP02537-00.

What is the Pumpout Grant Program?

This program is **funded by boaters** through the [Sport Fish Restoration and Boating Trust Fund](#) (75%) with matching funds from the Maryland Waterway Improvement Fund (25%). A portion of taxes boaters pay on new boats, fishing tackle, and fuel go into the national Trust Fund and boaters pay into the state Waterway Improvement Fund when they pay excise tax on a boat in Maryland. DNR receives grants from U.S. Fish and Wildlife Service, and we provide sub-grants to marinas for pumpouts. **Therefore, there are some conditions involved in accepting the grants--see the last two pages of this document.**

Essentially, Maryland’s pumpout grant program allows a marina to receive a reimbursement of up to \$15,000 for the purchase and installation of a pumpout. Installing such a system at your marina will give boaters a proper method of disposing of their sewage and thus prevent it from entering Maryland’s waters. If you are interested in upgrading or replacing your current system there is additional funding available up to \$16,000. Exceptions to these limits are considered on a case by case basis.

Other Frequently Asked Questions

This program’s basic requirements are contained in the grant contract, however, we thought it would be useful to answer some of the most commonly asked questions. If you have more questions, please call us at (410) 260-8772. We will be happy to help you with any questions or concerns.

1) What pumpout would be best for my marina?

Because DNR is a state agency, we cannot recommend any particular system. We are happy, however, to discuss your marina’s situation with you and to offer you general guidance. We only ask that whatever system you select have the capability of pumping out boat holding tanks and properly disposing of portable toilet waste (required by state law below). Acceptable choices include systems with portable toilet dump stations (that work essentially like toilets) and systems with wand attachments (that pump out the portable toilets).

Before you select a system, we also suggest that you review the plans for your pumpout installation with a couple of different equipment representatives and receive assurance (preferably in writing) that it will perform “as advertised” at your marina (with particular concern to the distance the sewage will be pumped, the number of turns, and any vertical pump distance). Given the environment the pumpout will be placed in, rust prevention and winterization requirements are also concerns. Although the number of choices for systems may appear overwhelming at first, help in making a decision is available from the equipment vendors and other marina owners that have previously obtained pumpouts. If you are interested you can also review a study done by Underwriters Laboratories that tested different pumpout units from a variety of manufacturers. This study can be obtained by visiting our website at dnr.maryland.gov/Boating/Pages/pumpout/home.aspx. Believe it or not, before you know it, you’ll be the expert and people will be asking you!

2) Is my marina required to have a pumpout station?

Maybe. The Maryland Annotated Code, Environment Article §9-333 states: “By July 1, 1997 a marina that berths any vessel that is over 22 feet in length and has *50 or more slips* shall have a pump-out facility and a waste reception facility on-site that is operable, adequate to handle any existing and increased flows, and accessible at reasonable times.”



3) What permits are needed to install a pumpout?

The waste disposal method for the sewage must be approved by the Maryland Department of the Environment (MDE) and the local jurisdiction (town or county)--typically the health department. Additionally, in most cases plumbing and electrical permits are required from the local jurisdiction for the work required to install a new pumpout station.

4) How do I get approval from DNR for a pumpout grant?

DNR accepts sub-grant applications that contain the items shown on page 4 and that are approved by the local health department and the Maryland Department of the Environment. Our grant manager will assist you in obtaining the necessary approvals. Federal rules also require that DNR conduct a risk assessment on our applicants, which is explained on page 4 as well.

5) Can I get a portable pumpout? What about slip side pumpouts?

Portable pumpouts are eligible for grant funding but federal rules limit marinas to charging \$5 per pumpout, just as with stationary pumpouts. Slip-side pumpout systems are rarely approved because they usually benefit only marina slipholders and not the general boating public. If you are interested in such a system, call the grant manager to discuss it at 410-260-8772.

6) What are the different installation options available? Can I use in-house labor to install it?

Installation labor most often is an issue in new, "first-time" pumpout projects. Not all contractors do both plumbing and electrical work, and some marinas are located in rural areas, where it may be difficult to obtain bids. Therefore, all marinas have a choice whether to have contractors do the labor or to do the labor in-house. If contractors do the labor, then competitive bids are required as noted below.

When one contractor is going to complete the entire installation, then three competitive bids are required. If two or more contractors are to be used (to complete different portions of the installation), then two competitive bids are required for each portion to be completed by a contractor. For example, if both a plumber and an electrician are required, then two plumbing bids and two electrical bids should be obtained.

Concerning labor that is completed in-house, the basic rule is that DNR only reimburses marinas for approved out-of-pocket expenses specific and necessary to the installation of a pumpout (such as the salaries of marina employees for the time spent on the project). We do not reimburse for any "mark-up" such as you would charge a customer and proper documentation/proof of payment to the employee(s) is required prior to any reimbursement from DNR. Federal rules also prohibit DNR from reimbursing marina owners for work done on the pumpout. If you're thinking of "doing it yourself," give us a call and we'll talk about it.

7) If a marina has a problem paying the money "up-front" can special arrangements be made to help finance an installation?

DNR is only allowed to reimburse a marina for the costs associated with purchasing and installing a pumpout. We cannot "up-front" the money. You can, however, make arrangements with us to receive partial reimbursements for equipment. Installation expenses are only reimbursed after a final inspection of the project is complete. You can even obtain a short-term loan from a bank and use the grant contract as collateral (sorry, we can't pay any interest).

8) How does a marina submit for its reimbursement and how long does it take to get the money?

DNR needs to verify that the project is complete and operational before we release the final reimbursement money to you. When you receive approval to purchase and install a pumpout, we will provide you with a blank invoice form(s). Simply fill out this form, attach suitable proof of payments, and call us when the project is complete to set up an appointment for an inspection. You may present us with your reimbursement paperwork at the time of the inspection. You should receive your reimbursement in about one month. Note: an inspection is not needed to receive a partial reimbursement for the purchase of pumpout equipment (as discussed above).

A suitable proof of payment is considered to be a copy of a canceled check, bank statement, a vendor's invoice marked "Paid in Full", dated and signed by an authorized representative of the company to whom you paid the money. Note--you may be asked to provide an current W-9 form with your official business name, address and tax identification number so the Comptroller's office can issue your reimbursement properly.



How To Apply

GRANT APPLICATION PACKET CHECKLIST

_____ 1. **APPLICATION** Read the grant agreement at the end of this document. *Ensure you are willing and able to comply with the terms of this agreement.* Call the grant manager at 410-260-8772 (office) or 667-500-4719 (mobile) to discuss your project as you work on the application.

_____ 2. **SELECT EQUIPMENT** Research pumpout equipment (see pages 2 and 5) and determine the equipment best suited to your location. It's recommended that you talk to more than one vendor.

_____ 3. **INSTALLATION BIDS.** If you are simply *replacing* a pumpout using existing plumbing and wiring, a factory approved equipment sales representative may be able to install it. If the replacement work requires a licensed electrician or plumber, then follow steps for a first time installation. When a first-time/new pumpout is being installed, it will require new plumbing and electrical work and you must obtain estimates/bids from contractors licensed to do business in Maryland as explained above (pg. 3) as well as applicable permits. Licensed contractors can be found at dllr.state.md.us/license/. *All estimates must contain the same scope of work from all vendors.* DNR will expect you to use the lowest bidder unless you provide written justification to the grant manager and receive approval. Prior to project approval you will need to provide copies of local plumbing and/or electrical permits, as applicable, to DNR. See pg. 3 concerning use of in-house labor and discuss this with the grant manager if applicable.

_____ 4. **PROPOSAL** Write a short proposal describing the project to DNR. Explain why you are selecting certain equipment, where the sewage will be directed, what type of boats will be served and explain why it is needed. *A Sample Proposal is provided on pg. 6.* Attach a current price quote for the equipment you have selected.

Proposal Should Include:

- Current (less than 30 days old) quotes for the pumpout unit and all associated equipment for which you are seeking grant funding (with prices).
- Current, competitive bids for installation if needed. *Bids must contain the same scope of work.*
- Total estimated project cost.
- Copies of any required permits (e.g., plumbing, electrical).
- Map/diagram explained below.

_____ 5. **MAP** Create a sketch or map of the marina indicating where the pumpout and any associated equipment will be located, where it will discharge, the length of any piping runs, and the feet of elevation. If you are seeking funding to purchase a waste holding tank, indicate where it will be kept on your map. *A Sample Map is provided on page 7.*

_____ 6. **ENVIRONMENTAL REVIEW FORM** This form ensures the local health department and Maryland Department of the Environment approve of the sewage disposal method (either holding tank and truck, or direct sewer connection). Complete **only Part I** of the "Coordinated Environmental Review Form" obtained from the grant manager. The grant manager will help you obtain the approvals required on the form. Approvals must be obtained before the grant application can be approved.

_____ 7. **SUBMIT** Complete the application at the end of this document using your official business name and tax ID, sign and date it. Submit all items above as one packet to the address and/or email on the grant application. Do not purchase anything for the project until you receive a letter approving your grant request!

_____ 8. **RISK ASSESSMENT** The grant manager will ask you to complete an online risk assessment form as *required* by federal funding rules. The assessment looks at the marina's experience with past grants (if any) and other factors to determine if DNR needs to take additional steps to reduce risk of non-compliance with the terms of federal funding. The online risk assessment is new as of December 2021.

_____ 9. **APPROVAL AND GO** Finally! Once the grant manager has everything above, you will receive written approval of your project according to everything you provided. You will also receive blank invoice forms to submit your reimbursement request(s). Grants are available for up to one year after the date they are approved. Grants are available for up to one year from approval. After one year, funds may be reverted and you will have to reapply.



Vendors of Pumpout Equipment

The Department of Natural Resources neither recommends nor endorses any company. Companies can be added by contacting celeste.anderson@maryland.gov. An Underwriters Laboratories report on the operational effectiveness of various pumpout equipment is also available online at dnr.maryland.gov/Boating/Pages/pumpout/home.aspx. Independent research may yield other results. Last updated November 2021.

AQSEPTENCE GROUP

4217 N. Old U.S. 31
P.O. Box 528
Rochester, IN 46975
(574) 223-3980
www.aqseptence.com/app/en/keybrands/airvac
email: info.airvac@aqseptence.com

EDSON INTERNATIONAL, INC.

Pump Division
146 Duchaine Boulevard
New Bedford, MA 02745
(508) 995-9711
www.edsonpumps.com
email: pumps@edsonintl.com
Local Edson Representative:
Environmental Water Technologies, LLC
www.Ewth2o.com
Bill Weyant
410-322-6701
weyantb@ewth2o.com

EMP INDUSTRIES—SANI SAILOR

1330 2nd Street So.
St. Petersburg, Florida 33701
(800) 355-7687
www.bestmarinesolutions.com
email: sales@empind.net

JONNY TRAP

Far Products, Inc.
2300 Napoleon Road
Fremont, OH 43420
(419) 332-8286
www.pumpoutsys.com
email: far@pumpoutsys.com

KECO, INC.

P.O. Box 80308
San Diego, CA 92138
(800) 900-PUMP
www.pumpahead.com
email: sales@pumpahead.com

WASTECORP PUMPS

P.O. Box 70
Grand Island, NY 14072
(888) 829-2783
www.wastecorp.com
email: info@wastecorp.com

WAUBAUSHENE MACHINE & WELDING

P.O. Box 99, 111 Coldwater
Waubauskene, Ontario
Canada L0K2C0
(800) 663-1624
website: www.wmwpump.com
U.S. Distributor: Martin Walter Co.
(781) 878-1216
info@wmwpump.com

Updated November 2021



Sample Proposal

January 1, 2022

Ms. Grant Officer
Maryland Department of Natural Resources
Chesapeake and Coastal Services
Tawes State Office Building
580 Taylor, Ave. E-2
Annapolis, MD 21401

Dear Grant Officer:

ABC Marina proposes to purchase and install a Jones Manufacturing Company Model XYZ100 pumpout facility. The system comes with a wand to empty portable toilets.

The pump will be mounted on a concrete pad next to the marina office and a remote pedestal will be installed at the end of our fuel dock (see attached). The sewage will be pumped from the pedestal, through approximately 250 ft. of 2" PVC pipe to the pump on shore. The pump will discharge to the sewer which is adjacent to the pump. Jones Manufacturing has received our plans and assures us that the pump will perform satisfactorily.

Two plumbing and two electric bids were obtained (copies enclosed) with Henderson Plumbing and Michael's Electric being the low bidders. A summary of the projected costs is included:

Jones Manufacturing Co. Model XYZ100 pump	\$11,450
Henderson Plumbing	\$ 1,580
Michael's Electric	\$ 950
County Permit	\$ 100
	<hr/>
	\$14,080

The pumpout will be open to the general public from 7:00 am - 5:00 pm Mon- Fri and 7:00 am - 7:00 pm Sat and Sun. We will be charging \$5.00 per customer for pumpout with the exception of slipholders and those purchasing fuel.

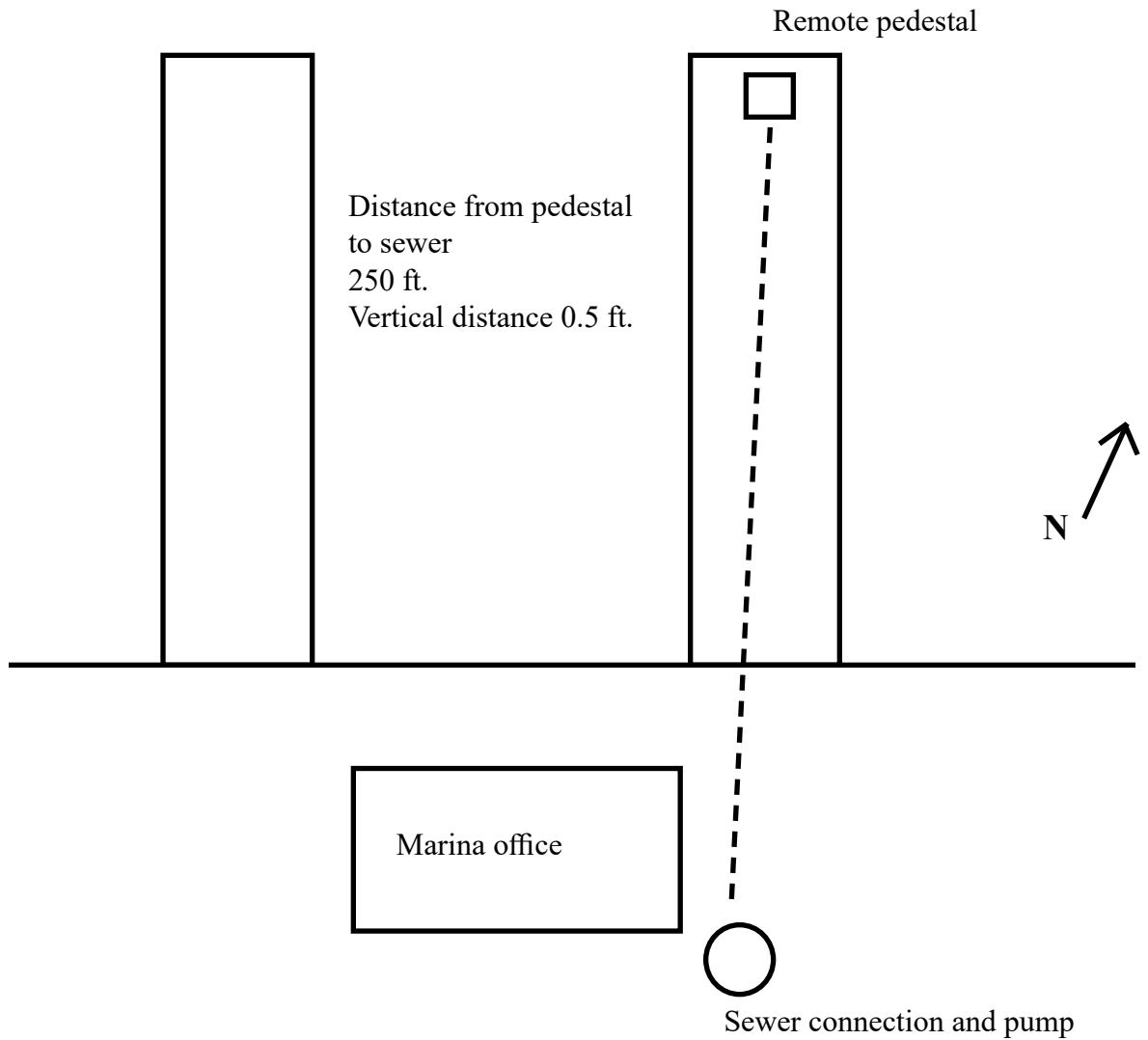
Sincerely,

Jeff Smith, Dockmaster
ABC Marina



Sample Sketch

INCLUDE:
diagram of property and docks,
arrow indicating North
length of plumbing run(s) from pedestal to pump and from
pump to discharge point (if applicable)



CHESAPEAKE AND COASTAL SERVICE

TAWES STATE OFFICE BUILDING

580 TAYLOR AVENUE E-2

ANNAPOLIS, MARYLAND 21401

(O) 410-260-8772 • (C) 667-500-4719 • CELESTE.ANDERSON@MARYLAND.GOV

MARINE SEWAGE PUMPOUT GRANT APPLICATION

OFFICIAL MARINA NAME: _____ OFFICE PHONE: _____

NAME AND TITLE OF PERSON DIRECTLY RESPONSIBLE FOR THE PROJECT:

MOBILE PHONE OF PERSON ABOVE: _____ EMAIL ADDRESS FOR PERSON ABOVE: _____

MARINA'S PHYSICAL ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

BODY OF WATER: _____ COUNTY: _____

BASIC PROJECT DESCRIPTION (NOTE: ALL MARINE SEWAGE PUMPOUT FACILITIES MUST ALSO HAVE THE CAPABILITY TO PROPERLY DISPOSE OF PORTABLE TOILET WASTE):

PROPOSED SEWAGE DISPOSAL METHOD (check one): PUBLIC SEWER OR HOLDING TANK

OTHER (DESCRIBE) _____

NUMBER OF WET SLIPS AT MARINA: _____ TYPE & SIZE OF VESSELS TO BE SERVICED: _____

PROJECT TIME FRAME: START _____ COMPLETE _____

TOTAL FUNDING REQUESTED (Maximums: \$15,000, new installations \$16,000, replacements/upgrades unless approved by grant manager in advance.) \$ _____

OFFICIAL NAME & ADDRESS TO APPEAR ON REIMBURSEMENT. MUST MATCH FEDERAL TAX ID#: _____

MARINA'S FEDERAL TAX I.D. # _____

10. TERMS AND CONDITIONS: IN SUBMITTING THIS GRANT APPLICATION TO THE DEPARTMENT OF NATURAL RESOURCES, THE APPLICANT HEREBY ACCEPTS THE TERMS AND CONDITIONS SET FORTH AS FOLLOWS:

A. The applicant will not discriminate against any person on the basis of age, sex, handicap, race, color, creed or national origin, in the use of any property or facility acquired or developed pursuant to this proposal. In addition to pumping out boat holding tanks, all facilities will have the capability to properly dispose of portable toilet waste and the pumping/dumping facility must be made available to the general public during reasonable business hours.

B. The applicant agrees to maintain the pumpout in operating condition, inclusive of necessary maintenance, for a **minimum of ten years** (the anticipated useful life of the equipment) and will charge no more than \$5.00 per pumpout for the first 50 gallons and an additional ten cents per gallon for every gallon above 50 gallons. The applicant also agrees to notify the Department upon any change in the price charged for a pumpout or in its operating hours. Additionally, if the pumpout is out of service for any reason, other than severe weather, between April 15th and November 15th, the applicant will notify the Department immediately.

C. The applicant understands that he/she will own and be responsible for the pumpout. By providing financial, or other, assistance to the applicant, both the State and federal government assume no liability for the pumpout ds installation or use.

D. The applicant understands and agrees that **this is a reimbursement program** and that, upon being given approval by the Department to proceed, the applicant must pay for the purchase and installation of the facility and no reimbursement will be made for invoices that are not on a proper form and are not accompanied by suitable proofs of payment (including cancelled checks).

E. **The applicant will not purchase or install a pumpout until given specific approval by the Department to do so.** Purchasing and/or installing a facility without specific approval of the Department invalidates the grant agreement. This approval will be predicated on the following:

- the needs of the Department and the availability of funding,
- the receipt of approval to install a pumpout by the Maryland Department of the Environment (MDE),
- the submission, by the applicant, to the Department of copies of all local permits,
- the submission to the Department of a specific proposal for the applicant to purchase and install a pumpout. The proposal must include: 1) the type of equipment to be used (**more than one bid for equipment is encouraged**); 2) a site drawing showing the plans and specifications for the project; and 3) **at least three competitive bids for the installation from contractors licensed to do business in Maryland**. With prior approval, the applicant may utilize in-house labor provided State guidelines and policies are followed (please contact the Department and obtain specific information prior to incurring these expenses). Proper documentation for in-house labor (such as time cards) will be required prior to reimbursement. Clean Vessel Act Grant rules prohibit DNR from reimbursing facility owners for their time spent on the pumpout project.

F. Construction of additional slips or additional on-shore facilities is not authorized by this grant.

G. The pumpout shall be used for the collection of boat sewage only. No bilge or oily waste shall be collected in the pumpout.

H. Plans and specifications for the facility and holding tank, if applicable, shall be submitted and approved by the local Health Department prior to construction of the pumpout.

I. Sewage disposal agreements with local wastewater treatment plants, local sanitary commissions, and/or public works departments, where applicable, shall be submitted to and approved by the local Health Department prior to construction.

J. The marina owner or agent is responsible for the obtaining of and compliance with all permit and health department requirements,

state and local codes and the inspection of the project to insure compliance of materials, products, and workmanship with the approved plans and specifications. An inspection of the equipment prior to final reimbursement and periodic inspections may be made by the Department during the useful life of the equipment (ten years) to insure funds are properly spent. These inspections will not include design/engineering adequacy nor State and local code compliance as these items are the responsibility of the installer.

Page 3 - Grant Application

MARINA NAME: _____

K. Any payment to contractors in excess of the agreed upon price must be approved by the Department prior to payment to be eligible for reimbursement.

L. The Department will provide the marina with a sign which shall be posted in a conspicuous place by the marina owner.

M. The applicant agrees that if the marina is sold, a written agreement will be obtained from the new owner (and subsequent owners) that ensures continued compliance with this agreement. The applicant also agrees that if the marina is sold or transferred, the grant funded pumpout equipment will remain at this location.

N. If the marina owner or agent ceases to maintain this location as an operational pumpout, or does not comply with the above conditions, all monies paid by the Department of Natural Resources will be reimbursed to the Department of Natural Resources by the marina owner or agent.

O. All projects must be in compliance with the Maryland Economic Growth, Resource Protection, and Planning Act of 1992 prior to the reimbursement of any State funds.

11. CERTIFICATION

As the owner of the marina or agent designated to represent this marina, I request that a grant be made available from the Clean Vessel Act and/or the Waterway Improvement Fund within the current grant limits; and that the marina owner or agent will, if necessary; (a) provide without costs to the State of Maryland, all necessary lands, easements, and rights-of-way required for construction and subsequent maintenance of the project, including an approved method for final disposition of sewage if holding tanks are used; (b) hold and save the State of Maryland free from damages that may result from the construction of the project; (c) accomplish, without liability to the State of Maryland, alterations and relocations as required in sewer, and water supply drainage, and other utility facilities; and (d) will assure that the facility will be designed and constructed for handicapped persons pursuant to Section 51, Article 78A, of the Annotated Code of Maryland.

12. It is understood and agreed by the applicant that if the pumpout installation is not complete within one year of the date of application, the application will be null and void. The applicant must then reapply, with no guarantee of acceptance into the program.

13. I certify that I have prepared this application and the above information is complete and true to the best of my knowledge.

(Signature)	(Name)
_____	_____
(Date)	(Title)
_____	_____

SEE APPLICATION PACKET CHECKLIST (pg. 4) AND SUBMIT ALL ITEMS TO:
MS. CELESTE ANDERSON, DEPARTMENT OF NATURAL RESOURCES
CHESAPEAKE AND COASTAL SERVICE, 580 TAYLOR AVENUE, E-2 ANNAPOLIS, MD 21401 OR
CELESTE.ANDERSON@MARYLAND.GOV

Approved: _____

Grant Officer Assigned: Ms. Celeste Anderson
(410) 260-8772 • celeste.anderson@maryland.gov

Approved for legal sufficiency January 2022