



BOAT PUMPOUT GRANT APPLICATION
Maine Department of Environmental Protection
Attention Pamela Parker, 17 SHS
Augusta, ME 04333-0017
Tel: (207)485-3038 Fax: (207)287-3435



Read Instructions, Eligible Costs, and Standard Conditions prior to completing application.

1. LOCATION (Town) _____
2. FACILITY NAME: _____
3. PHYSICAL LOCATION OF FACILITY: (street address) _____
4. FACILITY OWNER: organization/company legally responsible for system

municipal private non-profit other (Check One)

Billing/Contract Administrator: _____ Phone: _____

Mailing Address _____

E-mail contract administrator _____

5. **STATE OF MAINE VENDOR CODE: VC _____ if you do not have a vendor code please complete the vendor form enclosed with this application.**
6. **UEI Number (required for all federal grant recipients) _____**
(Anyone who has received federal funds will have this number. If you don't have one apply for one at <https://sam.gov/>)
7. FACILITY OPERATOR: person responsible for operating/maintaining the system

Phone: _____
Operator e-mail: _____ Emergency contact phone: _____
8. WATERBODY SERVED: (Harbor) _____
9. NUMBER OF SLIPS: _____ MOORINGS: _____
Estimate of boats served by pumpout daily: Resident _____ Transient _____
10. OTHER SERVICES PROVIDED BY FACILITY: (check all that apply)
fuel ice restrooms laundry groceries restaurant repairs other

16. REQUIRED SUPPLEMENTAL MATERIALS

For ALL grant requests: (check off as included)

- Site location map including longitude and latitude of typical pump location when in use.
- Pumpout system operation and maintenance plan including schedule for inspections/tests including:
 - person/position responsible for inspections;
 - inspection procedure and log;
 - parts vendor information;
 - repair person/company information.
- Detailed description of match
- Proposed reimbursement billing schedule

For new or replacement equipment grant requests provide:

- copy of equipment cost quote from pump manufacturer/distributor;
- copy of installation cost quotes (at least 2 preferred) including detail of electrical, plumbing, site work, site construction;
- copy of detailed construction site plan (if applicable);
- copy of town/state permits/authorization for construction within the shoreland zone, Natural Resources Protection Act, holding tank installation, connection to public sewer as applicable.
- For pumpout floats, copy of Army Corps of Engineers permit.

17. SIGNATURE

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I further certify that the applicant has sufficient title, right or interest in the property where the proposed activity occurs.

Signature: _____ Date: _____

Printed Name: _____

Assisting Parties. If the applicant has been assisted in preparing this grant application, the person(s) assisting must sign below.

Signature: _____ Date: _____

Printed Name: _____

* Discharge to septic systems is discouraged and must be permitted by the local plumbing inspector.
**Additional record keeping is required to receive operations and maintenance grant money. See Guidelines



Instructions For Payment Submitting Reimbursement Invoices

Once you have received the approved grant, you do not get a check for the entire amount immediately.

In order to receive reimbursement from the pumpout grant program, you must submit invoices for expenses to the MEDEP as they occur or at the end of the season.

Invoices must:

1. Must be for work and materials conducted during the grant period, please refer to your grant paperwork for the starting and ending date of your grant.
2. Be dated. The date of the invoice must be within the effective period of the grant, look on page 1 of the approved grant paperwork for the effective time period.
3. Have your business name, address, and phone, as it appears on the approved grant paperwork, clearly identified.
4. Have your state Vendor Number. Your vendor number is listed on the first page of your approved grant paperwork.
5. Be numbered, please do not submit invoices to the MEDEP with identical invoice numbers.
6. Clearly identify the source of the cost, i. e. pumpout equipment, labor, disposal and the total cost for the line item.
7. Clearly show a line item for the cost sharing match, a credit of either 10% or 25%.
8. Clearly indicate the amount due.
9. Identify a contact person if there are questions about the bill.

Back up material with the invoice should include subcontractor or parts invoices, and copies of pumpout logs if requesting operations and maintenance costs. The final invoice submitted for your grant must be received **NO LATER THAN 30 days** the ending date of your grant.

To ensure all invoices are addressed as quickly as possible please send invoices to:
DEP-Invoices4Payment@maine.gov.

Invoices received by the MEDEP without this information may be returned, or payment delayed.

IT IS YOUR RESPONSIBILITY TO TRACK THE BALANCE IN YOUR GRANT AND THE ENDING DATE. IF YOUR COSTS EXCEED THE AMOUNT IN THE GRANT AT ANY TIME, PLEASE NOTIFY YOUR GRANT ADMINISTRATOR IMMEDIATELY TO REQUEST AND AMENDMENT.

If you have any questions, please call the grant administrator at 207-485-3038 or e-mail at pamela.d.parker@maine.gov.



Boat Pumpout Grant Program

Eligible Costs and Reporting Requirements

The Maine Boat Pumpout Grant Program has two grant types; system installation, and operation and maintenance. This fact sheet will provide you with details on eligible costs for both types as well as any reporting requirements.

System Installation

The primary purpose of the pumpout grant program is to provide funding for the installation of pumpout systems. **MEDEP will pay 75% of the cost of system purchase, installation, construction costs and administrative costs associated with installation of the system including connection to a public sewer line or installation of a holding tank.**

There are only 2 restrictions on eligible costs for system installation.

1. The PGP will not pay for the installation of a septic system that includes a leach field or disposal field. Both MEDEP and the administrators of the Clean Vessel Act do not feel that holding tank waste can be adequately treated in a standard subsurface disposal system in typical Maine soils. **Holding tanks are eligible.**
2. The PGP will not the entire cost for the dock or float the system is to be located on. The assumption is that the dock or float has several purposes aside from being the location of the pumpout system and so the cost of the dock or float would be prorated. The only exception is a pumpout float, the entire cost of which is eligible even if used as part of a longer dock and for other purposes.

Operation and Maintenance

A new facet of the Maine PGP is the addition of a *reimbursement* grant for operations and maintenance (O&M) costs. **MEDEP will pay 75% of the O&M of the pumpout system purchase** including:

- ✓ Cost of waste disposal from the holding tank.
- ✓ Cost of waste disposal to the public sewer.
- ✓ Electricity cost of the pumpout station (if that cost can be separated from the rest of the facility).
- ✓ Personnel costs (salary + overhead) to operate the pumpout system (the cost of that person actually operating the system).
- ✓ Cost of any repair that is not covered under warranty as long as the cost is not due to negligence or misuse.

Operation and Maintenance con't

In order to get reimbursed for operations and maintenance costs, the applicant must:

1. Maintain records of pumpout use including but not limited to:
 - a) date serviced,
 - b) approximate length of vessel,
 - c) type of vessel (power/sail),
 - d) hailing port of vessel,
 - e) estimate of volume pumped and
2. Provide receipts/invoices for disposal costs if applicable, and/or
3. Provide a personnel time summary including per hour rate and % of their time devoted to pumpouts if applicable, and/or
4. Provide receipts/invoices for any other cost (electricity, repair, parts etc.), if applicable.
5. Provide copies of the pumpout inspection and maintenance log.

Weatherproof log book and pencil attached to self serve systems will meet the record keeping requirement. Weatherproof log books are available from MEDEP free of charge. The applicant will submit the log (or copies of applicable pages) at the end of the operating year. Pumpout inspection and maintenance can be noted in the pumpout log.

Contractual Agreement

If your facility has any combination of slip space and moorings for 18 or more vessels 24 feet or greater in length, **you are required to have a pumpout system or provide for pumpouts through a contractual agreement approved by the MEDEP (38 M.R.S.A. §423-B)**. The cost of a contractual agreement (like system installation) is eligible for funding through the PGP. The MEDEP will pay 75% of the cost of the contractual agreement as long as the contractual agreement is more effective or more feasible than a pumpout installation.

To qualify for a grant for a contractual agreement, the applicant must provide a copy of the contract, including cost of service, service time expectations and pumpout cost cap of \$5, and length of contract,

Billing and Payment

In order to receive prompt payment or reimbursement through the pumpout grant program, you must:

Have a current pumpout grant that has adequate funding to cover the costs;

Provide an invoice from your facility to the DEP detailing the total cost, the match, and the total amount being billed (example included with this packet);

Submit all the necessary back up materials as detailed above.

If the MEDEP receives all the information detailed in this handout, **we will pay the invoice within 15 working days**. If you do not hear from us or receive a check within 30 days, please contact Pam Parker immediately at (207)287-7905.