



CVAP (Clean Vessel Assistance Program)

www.efc.ny.gov/cvap

GUIDANCE OVERVIEW

Please read this immediately upon receipt of your executed Funding Agreement/Contract (Agreement/Contract)

The purpose of this Reimbursement Guidance Package is to provide you with information that will facilitate reimbursement of eligible costs upon completion of your CVAP funded project.

This CVAP Guidance Package includes the following forms:

1. Guidance Package Overview (this document)
2. Requirements
3. Pre-Inspection Checklist
4. Items to Submit for Reimbursement Checklist
5. Pictures Required Checklist
6. Labor Form & Affirmation Report for In-House Labor
7. Labor Cost Detail Report - Continuation
8. Certification of Project Completion and Request for Final Inspection
9. Project Completion Verification (completed ONLY if inspection waived by EFC)

During the course of your project, it will be necessary to obtain and preserve supporting documentation in order to process your request for reimbursement. As this is a reimbursement program, you must provide documentation proving that all costs have been paid in order to receive reimbursement.

To schedule an **inspection** at the completion of your project or for questions regarding reimbursement, please contact Angela Petrone at angela.petrone@efc.ny.gov, or 518.486.9267. Guidance is also available on our website at www.efc.ny.gov/cvap.

In order to be eligible for reimbursement, you must submit a complete, Pre-Inspection Checklist, a signed Certification or Verification form, invoices, proofs of payment, a signed Reimbursement Application form (Appendix B (page 13) in the Agreement/Contract), copies of pictures with the Pictures Checklist, and all supporting documentation to EFC as soon as possible following the project completion, but no later than one year from the commencement date of your Agreement. If you do not anticipate completing your project and submitting your request for disbursement with all supporting documentation prior to the submission deadline, you must notify EFC in writing to request an extension no later than 15 days prior to the submission deadline.

Thank you for your commitment to improving New York State's waters!