



CVAP (Clean Vessel Assistance Program)

www.efc.ny.gov/cvap

REIMBURSEMENT REQUIREMENTS

The following conditions must be met in order to be eligible to receive reimbursement:

- The project must be complete.
- The Certification of Project Completion and Request for Final Inspection or Verification form must be completed and received by the NYS Environmental Facilities Corporation (EFC), together with the items on the Pre-Inspection Checklist, and Completed Pictures Required Checklist (with photos).
- The inspector must determine that the project is functional and meets the criteria for satisfactory completion.
- In the event EFC notifies the applicant that a formal inspection is not required, the applicant is required to complete a Project Completion Verification Form.
- In order to receive reimbursement, the Authorized Representative must complete the Reimbursement Application Form, (Appendix B (page 13) in the Agreement/Contract, and return a signed original to EFC **no later than one year from the commencement date of the Agreement**.
- Supporting documentation as outlined below must be provided to support all of the costs claimed for reimbursement.
- EFC reserves the right to pro-rate any costs that involve a multiple use and to issue funding at less than the amount set forth in the Agreement if requirements are not met or actual costs are less than originally projected.
- If there are changes in the scope of the project, you must notify EFC immediately. Failure to do so may result in costs being denied for reimbursement. An eligibility determination will subsequently be made by EFC.
- SIGNS, FLAG, STICKER: 2 CVAP signs, a flag, and a sticker provided to you must be prominently displayed and posted at the pumpout site. These standardized signs that have been developed by New York State in coordination with the U.S. Department of Interior must be posted. The following information is required on the informational sign: Federal pumpout symbol, source of grant funding, pumpout fee, hours of operation, days available, any restrictions (i.e. attendant use only), assistance contact and telephone number, and operating instructions, if applicable. The flag must be posted where it is visible to boaters from the water.
- If your facility does not have a dump station, a “potty wand” or “suction wand” must be available for portable toilet users.
- The pumpout system must be easily accessible to the general public and cannot be located in an area where boats will be tied up for long periods of time. If there are slips along the area of the pumpout, a sign must be posted that states the area is for “Pumpout Use Only”.

It is important to have your request for reimbursement with supporting documentation submitted to EFC as soon as possible following the project completion, but no later than one year from the commencement date of your Agreement/Contract (submission deadline).

Failure to provide sufficient documentation may result in costs being determined ineligible for reimbursement or delay your reimbursement package, possibly resulting in loss of funding.

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.

NOTIFICATION OF PROJECT COMPLETION/FINAL INSPECTION:

Upon project completion, the following must be provided to EFC:

1. Completed Certification of Project Completion or Verification
2. Completed Pre-Inspection Checklist
3. Completed Checklist of Required Pictures (with photographs)
4. All supporting documentation

The inspection may be required in order to determine that the project has been completed as approved by EFC, is operational, and complies with CVAP requirements. EFC will notify you of the time and date of the Final Inspection. Reimbursement will not be processed until an inspection has been completed, supporting documentation received, and the project determined compliant with CVAP requirements.

If EFC determines that a Final Inspection is NOT required for reimbursement, you must complete the Project Completion Verification. EFC will make an eligibility determination upon review of required documentation, including but not limited to the Reimbursement Application Form (Appendix B) and supporting documentation.

EFC Information:

Mail: 625 Broadway, Albany, NY 12207-2997

Telephone: 518.486.9267

Fax: 518.486.9323

E-mail: angela.petrone@efc.ny.gov or cvap@efc.ny.gov

See the following 3 pages for [Supporting Documentation](#)



Supporting Documentation

Acceptable Reimbursement Documentation

Labor:

- a) Outside Vendor: receipt or invoice and proof of payment
- b) Force account (in-house) labor:

If your project has been approved to include the use of marina employees (as opposed to contractors) to undertake all or part of the work undertaken pursuant to the Agreement/Contract, you must submit detailed documentation outlining your actual costs to have such costs considered for reimbursement. This includes time sheets, pay records, etc. that clearly indicate which employees performed which tasks, times and dates of work performed, actual direct labor costs, benefits paid, etc. Knowing this in advance should help you to accurately track this vital information and make it easy to submit with your reimbursement request.

A project may only be reimbursed for employee labor at the rate of pay the employee normally receives (actual pay rate). The applicant may not be reimbursed for employee labor at a standard labor rate that is charged to other customers.

A Labor Cost Detail & Affirmation Report (provided as part of the CVAP Guidance Package) is required to be completed and signed for in-house labor information as follows:

1. Date(s) labor performed
2. Name(s) of Laborer(s)
3. Hours worked related to the project
4. Hourly pay rate
5. Description of labor performed

Also attach the following:

6. Proof of pay rate
7. Copy of employee paycheck for time period(s) work performed, payroll ledger/stub

Equipment, Supplies: Receipts/invoices must clearly show that the item cost is directly related to the CVAP project. If EFC determines that the details are not sufficient, additional information must be provided. Proof of payment is required. See below for additional information.

Engineering/Other: An invoice and proof of payment must be provided that clearly shows costs are associated with the CVAP project.

- If any invoices are for total costs of an overall project of which the CVAP project is a component, the CVAP associated costs must clearly be identified.
- If any portion of the CVAP project is used for any other purpose other than providing pumpouts, then the other uses must be clearly identified and the percentage of each use must be certified by the Applicant.

Ex: If a dock is installed for use of boaters to have access to both a pumpout facility and a gas pump, these two uses must be clearly defined.



Proof of Payment

For all expenses incurred as part of the CVAP project, the applicant is required to provide clear information as to the expense and the form of payment. Invoices or receipts must be provided for all materials and services for which reimbursement is requested. Keep all receipts, credit card slips, and invoices, in addition to the items below as they may apply.

It must be clear on all invoices, receipts and statements that charges incurred are directly related to the CVAP project. If a receipt, invoice, or statement includes expenses not related to the CVAP project, those costs must be highlighted and noted as “associated costs”. Eligibility determinations will be made in the sole discretion of EFC.

The following definitions/requirements apply for the purposes of the Clean Vessel Assistance Program:

- **Canceled check** - Proof must be received that the check has cleared the account. This may be accomplished with any of the following:
 - A copy of the front and back of the canceled check.
 - A copy of the front of the check with numbers on the bottom right corner of the check that coincides with the amount of the check showing it has been cashed.
 - A copy of the front of the check and a copy of the bank statement showing the check has cleared.
 - A written statement from the vendor indicating that the bill has been paid in full including information regarding the purchase such as the amount and date of purchase. This could be via e-mail or on company letterhead.
 - If your banking institution has another method of reporting that does not coincide with any of the above, please contact EFC for further direction.

- **Credit or debit card statement**
 - A copy of the credit card statement must be provided detailing all purchases made relative to the reimbursement. CVAP related purchases **MUST** be clearly identified (highlight if necessary). If the purchase was made through a personal account, the relationship of the account holder to the marina must be included. If the person who holds the personal account was paid back by the marina via a check, you must include the canceled check (see above). If paid back via cash, a written receipt of payment signed by the account holder must be provided. For security purposes the first numbers of the account may be blocked; the last four digits of the account must be visible.

- **Credit or debit card receipt**
 - A copy of the receipt provided to the customer and contains the card holder’s signature. If the vendor does not require a signature when the purchase is under a certain amount, then the receipt will be accepted showing payment was made with a credit card (last four digits). Items purchased relating to the Clean Vessel project must be clearly identified. The first numbers of the account may be blocked out.
 - If the credit card used is not associated with the owner or the marina, an explanation of who the person who made the purchase is and their relationship to the business must be provided. If this person made the purchase on behalf of the marina and was reimbursed for their expense, a copy of the check reimbursing them must also be submitted following the



canceled check guidance above. A credit card receipt should be accompanied by a credit card statement.

- A written statement from the vendor indicating that the bill has been paid in full including information regarding the purchase such as the amount and date of purchase. This could be via e-mail or on company letterhead.

- **Cash**

- If cash payment is made, a receipt that indicates “paid in full” and identifying the item(s) purchased is sufficient.
- If cash payment is made to a business that issued an invoice, then someone authorized by the vendor must sign the invoice, include the date, and write on the invoice “paid in full”.
- A written statement from the vendor indicating that the bill has been paid in full including information regarding the purchase such as the amount and date of purchase. This could be via e-mail or on company letterhead.

- **Force Account or In-House Labor** – CVAP related project hours incurred by staff may be reimbursed.

The following **must** be provided:

- Name, title and pay rate of the employee(s). EFC will only reimburse you for the actual pay rate of the employee, not for what you would pay someone else for the work the employee performs. Ex: If the employee is paid \$15/hour, but they perform services you would normally pay \$45/hour to perform, you may only claim the \$15/hour as an expense.
- Verification of the hours the employee spent working on the project. This may be done through copies of labor “Day Sheets”, or by including this information in summary format on marina letterhead and certifying by signature and title of an authorized employee.
- Statement of actual work performed by employee clearly linking to the CVAP project.
- Copies of the payroll checks or payroll information for the employee for the time period they worked on the project.
- **Cash payment is not an acceptable form of payment for in-house labor.**

- **Club or Not-For Profit Labor** – A working club that requires members to contribute work in exchange for membership fees may claim work associated with the member labor as part of their costs.

- **Delayed Canceled Check** – If the canceled check is not readily available, EFC will accept a written statement from the vendor indicating that the bill has been paid in full. The statement should be signed, dated, and include “paid in full”. This could be via e-mail or on company letterhead.

- **Municipality Purchase Orders** – If a municipality does not issue or receive checks back as a result of payments made for the project, EFC will accept Purchase Order documentation and/or other certified government documents that indicate proof of payment.

- **Stock Purchases** – It is best if purchases made for the CVAP project are made independently of other projects, but it is understood that some materials are used from a stock supply. If items have been used from a stock supply, provide documentation that indicates the unit cost of the item and certification of the number of that particular item used for the project. Ex: If 2,000 linear feet of flexible Schedule 40, 2” PVC pipe was purchased by the municipality for \$4,000, then the cost per foot would be \$2.00. If 100 feet of this pipe was used for the CVAP project,



and documentation provided to support the above costs, then \$200 may be claimed on the grant.

- **Accessory Items** – Items such as docks, sheds, lighting, etc. are considered accessory items and may be pro-rated for the purposes of this grant. If you have any questions regarding the amount of credit you will receive for such items, please contact EFC.

- **Multiple Use Items** – Items that have a use other than that directly associated with the CVAP project will be pro-rated.

Ex: If a dock is installed and a pumpout and gas pump are both located on that dock, then the use of the dock is shared and the costs will be pro-rated.

Ex: If new pipe is laid for the CVAP project and the pipe from the pumpout is exclusive to pumpout waste for 50 feet and then the restaurant and land-based bathrooms are hooked in for the next 50 feet and then connected to municipal sewer, the first 50 feet is eligible, but the last 50 feet will be pro-rated for the other uses.

Barter or exchange is not an eligible expense under the CVAP and is not eligible for reimbursement.

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