



CVAP
(Clean Vessel Assistance Program)

www.efc.ny.gov/cvap

APPLICATION INSTRUCTIONS

The following instructions will assist you in completing the attached application. If you are filling out applications for multiple locations or multiple projects, please complete a separate application for each project. If you require further assistance or clarification, please contact a CVAP Representative at 518.486.9267.

Facility Name: Provide name of the marina, or municipality if the applicant is a City, Town, or Village.

Examples of facility names: Town of Bliss; ABC Marina.

Project Information

This information is specific to the actual location of the project. Project Name examples: Project: Bliss-T Waterside Park Pumpout; ABC Marina Holding Tank; Sea Gull Pumpout Boat. Please include the address where the pumpout is located. This could be different than your office and/or mailing address.

If possible, provide an accurate GPS location for where the actual pumpout will be located. If the project is a boat and will service several locations, please include a map and designate the areas where service will be provided.

Project Description

Provide a written description of the project and include an overall drawing or map of the area and also specific details of the project. Drawings must be attached which show the layout of the facility including proposed location of the pumpout, location and source of rinse water, water, sewer and electrical piping and method of waste disposal. In addition, you must also include existing buildings and their uses, sewer and water lines, etc. Boater access to the pumpout must be shown. If water depth in the area is a concern, please explain here.

In the detailed sketch (which does not have to be drawn by a professional) please include distances for pipes, docks, etc., any significant rises in elevation and all materials and equipment needed for the project. If there are any accessory items that are included in the project such as docks, ramps, buildings, lighting, etc., clearly identify what they are and how they relate to the pumpout project. If these accessory items relate to any other function, this must also be explained. For example, if a dock is to be used for the pumpout, the gas area and a few slips, all uses must be clearly defined as well as distances and locations of other uses. If the area is exclusively for pumpout use, the CVAP requires the area be posted "For Pumpout Use Only." Any items not clearly related to the pumpout project will be considered an ineligible expense.

Facility Type refers to ownership. It is public if it is owned by a municipality, government agency, etc. It is private if it is a commercial business or a club.

Provide the manufacturer and model number of the pumpout equipment you intend to use.

Identify the number of seasonally moored/docked boats &, as accurately as possible, the # of transients serviced during a typical summer season. **A maximum fee of \$5.00 per pumpout may be charged.**

Identify the method of disposal for the pumpout waste. If the method is a private septic system, we require that either a local code official or an engineer certify that the system is capable of handling the waste load without failure.

Permit Requirements

It is very important that you to know that you are responsible for seeking and providing any permits required constructing or operating the project. If there is any excavation involved in the project, the applicant **MUST** provide either a copy of a permit or a letter from a permit issuing authority stating one is not required. We have supplied several contact numbers along with this application for your use. There may be other agencies that require contact, so do not limit yourself to only these contacts. Local contact information has not been included.

Waterbody Served: Identify the general waterbody such as Lake Ontario, Hudson River, etc. and then specify the specific harbor, embayment, etc., if applicable.

Information Specific to Location and Scope of the Project

A New project is a project that is the first being funded through the CVAP for this facility.

A Renovation/Repair or Replacement is of an existing pumpout previously funded through the CVAP.

Project Scope: Check the box or boxes that best describe the project for which you will be applying. Complete restriction information.

Facility/Ownership/Contact Information

Provide name and contact information of the owner.

Identify if the property is owned or leased – IMPORTANT, this must be provided.

If the pumpout is installed as a fixture and the property where the pumpout is located is leased or otherwise not owned by the applicant:

The CVAP must receive written acknowledgment that the owner of the premises consents to attachment of the facility to its premises. The owner of the premises must also agree, if the lessee no longer occupies the premises, to: 1) permit the lessee to remove the accessible fixture(s) or 2) assume the operation of the pumpout pursuant to the terms of the CVAP Owner Agreement and the guidelines of the CVAP. The Owner of the premises shall execute any and all documents required by the CVAP with respect to the foregoing.

A W-9 form must be completed and submitted (www.irs.gov).

Provide Authorized Representative information for the person who is authorized to sign the contracts.

Provide Project Manager information if different from the Authorized Representative, for the person who will be in charge of the project and is to be the primary contact.

Note: If there are other contacts that should be included for project use, such as Grant Coordinator, Accountant, etc., please include their information on an additional sheet of paper and attach to the application.

Project Costs / Funding Requested

List all of the costs involved with the project. Provide the total. 75% of total eligible costs, up to a \$35,000.00 maximum, is the amount of Funding Requested for a stationary, portable, repair, or replacement pumpout. The maximum reimbursement for a pumpout boat is \$60,000.00. The difference between Total Costs and Amount of Funding Requested is the Amount of Matching Share. Please note the Matching Share cannot be from any other Federal source of funds.

Estimates and quotes for all costs must be provided. If in-house labor is used, this may be in the form of an estimate provided on letterhead including details of the labor costs that will be part of the project. Upon receipt of an Application, it is reviewed for completeness and compliance with the CVAP guidelines. After the review process is complete and the application is approved, a contract is prepared and mailed for your original notarized signature. Two originals are required to be mailed back to EFC. Once received at EFC, the contracts will be signed and one fully executed contract will be returned to you.



Applicants seeking funding for their projects through the CVAP should be advised that such funds may not be available for costs incurred prior to the effective date of the CVAP grant agreement, as awards are made on a first come, first served basis as funds are made available. To ensure availability of funds for your project, EFC recommends that you await receipt of a fully executed grant agreement prior to commencing project construction and prior to incurring any costs associated with the project. EFC further recommends that you exercise due diligence in completing the project and submit all cost documentation in connection with the project in a timely manner to ensure disbursement of CVAP funds.

Program Requirements

Please read thoroughly and initial.

APPLICANT CERTIFICATION: This must be signed by the person who is designated as the Authorized Representative and will sign all documents. An original signature is required. This certification is the last page of this application. The application must be mailed (not faxed or e-mailed).

Technical Guidelines for Construction

Pumpout and Dump Stations should:

- provide an efficient means of removing sewage from boats and a means of disposing of that sewage in a safe and sanitary manner.
- include all the equipment, structures and disposal facilities necessary to ultimately discharge or dispose of boat sewage in an efficient, safe and sanitary manner without causing an actual or potential health hazard.
- include equipment for rinsing boat holding tanks.
- be operated and maintained to provide adequate service and be maintained to function as intended.
- be reliable, corrosion resistant, easy to use, neat and tidy to clean and use, low maintenance.
- be conveniently located for ease of use of the boaters and to encourage boaters to use the facility.

All pumps should be:

- specifically designed for handling sewage.
- safe, functional and efficient.
- able to pump against the maximum head developed by elevation changes and line losses.
- able to transport flows out of the holding tank.
- properly sized. Pumps exceeding 45 gallons per minute may cause tanks to collapse.
- designed with a suction connection to the boat which shall be a tight fit and adjustable by adapters to service boat discharge connections.



Holding tanks:

- capacity should be determined based on several factors, including boat size and use patterns.
- should be sized on a case-by-case basis.
- should be designed and installed to meet local regulations.

Source: **Federal Register:** Vol.59, No.47; 3/10/1994;
Appropriate Methods for Disposal of Vessel Sewage

Discharge to a Public Wastewater Collection System and Treatment Facility:

This is the preferred method of disposal whenever available. All approvals, permits, etc. involved in this type of connection are the responsibility of the applicant. As part of the Final Application, EFC may request proof that the municipality involved has provided all necessary approvals. If excavation is involved, the DEC Region in your area must be contacted and written determination obtained. Some municipalities may require special equipment or handling of pumpout waste prior to the connection to the municipal sewer. Costs for this equipment may be considered as eligible for CVAP funding consideration if the applicant provides as part of the final application, details in writing from the municipality.

Discharge to a Holding Tank:

In the case of a stationary facility, the pumpout will be directly connected to a holding tank. In the case of a portable unit, there must be a connection provided for sanitary disposal of the waste. This connection must be established and available for use upon project inspection. Installation of a below ground holding tank requires contact with the DEC Regional Office in your area and written determination, which must be provided as part of the CVAP Final Application.

Discharge to a holding tank involves removal and transport of the waste by a person licensed to haul septic waste to a municipal receiving/treatment facility. The name of the person contracted to do this must be provided at the time of the final inspection of the facility. All approvals and permits are the responsibility of the applicant. Sizing of the holding tank is dependent on boat size and use patterns at each facility and the anticipated frequency of waste removal from the tank.

On-site Treatment at Marina:

This includes discharge to a septic system or an on-site treatment plant. Applicant must be aware that the unique nature of pumpout waste can often adversely affect the proper functioning of an on-site system and the services of an engineer may be required to determine if it is feasible. EFC requires that an engineer, local agency involved with septic systems, or other professional verify the current system is capable of accepting the additional waste load.

Discharge to a pre-existing pumpout station with an acceptable method of disposal:

This method is most often used for pumpout boats, portable pumpout equipment and floating restrooms. In these instances, pumpout waste is transferred from a holding area in the equipment, though an existing stationary pumpout and properly discharged to one of the three methods described above.



The Permitting Process

As an applicant to the New York State Clean Vessel Assistance Program, you are required to obtain all necessary permits for the construction and operation of your project and by your signature, certify that this has been done. **A copy of any permit obtained for this project or exemption from permit requirements is required to be attached to the application submittal.** The following is provided to assist you with contact information. Efforts are made to periodically update names and contact information included here, however, it is possible that some information may change. It is your responsibility as applicant to determine if there are any state, federal, or local agency that must be considered in the process of your project.

The federal and state permits required for the installation and operation of a pumpout station depend on the location and the scope of the work involved. In certain parts of the state, counties have been designated to administer regulatory environmental programs. The determination of the need for permits is made by the federal, state or local regulating authorities.

Regulated environmental activities requiring permits may include, but are not limited to:

Structures in navigable waters per Section 10 of the Rivers and Harbor Act

Dredging and filling

Pier Construction or Extension

Tidal Wetland Land Use

Freshwater Wetland Land Use

Coastal Erosion Hazard Areas Use

Flood Lands Use

Coastal Barrier Resources Use

Direct Discharge SPDES Permit

State Historic Preservation (SHPO)



Federal Regulatory Authority Contacts

U.S. Army Corp of Engineers www.usace.army.mil

U.S. Army Corps of Engineers, Buffalo District
Att: CELRB-CO-SR
1776 Niagara Street
Buffalo, NY 14207-3199
Phone: 716.879.4410
Phone: 1.800.833.6390
Fax: 716.879.4310
Email: public.affairs@lrb01.usace.army.mil

U.S. Army Corps of Engineers, New York District
Att: CENAN-OP-R
26 Federal Plaza
New York, NY 10278-0090
Phone: 917.790.8007
Fax: 212.264.4260

U.S. Army Corps of Engineers, Philadelphia District
Att: CENAP-OP-R
100 Penn Square East
Philadelphia, PA 19107-3390
Phone: 215.656.6725
Fax: 215.656.6724

U.S. Army Corps of Engineers, Pittsburgh District
Att: CELRP-OP-F
Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222-4186
Phone: 412.395.7155
Fax: 412.644.4211

U.S. Army Corps of Engineers, Baltimore District
Att: CENAB-OP-R
City Crescent Building
10 South Howard St., Room# 11000
Baltimore, MD 21203-1715
Phone: 410.962.3670
Phone: 1.800.434.0988
Fax: 410.962.8024



State Regulatory Authority Contacts

NYS Department of Environmental Conservation
www.dec.ny.gov

Region 1

Nassau & Suffolk Counties

SUNY

50 Circle Road

Stony Brook, NY 11790-3409

631.444.0365; Fax 631.444.0360

Email: dep.r1@dec.ny.gov

Region 2

Bronx, Kings, New York,

Queens & Richmond Counties

1 Hunter's Point Plaza, 47-40 21st Street

Long Island City, NY 11101-5407

718.482.4997; Fax 718.482.4997

Email: depr2@dec.ny.gov

Region 3

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster & Westchester Counties

21 South Putt Corners Road

New Paltz, NY 12561-1696

845.256.3054; Fax 845.255.3042

Email: depr3@dec.ny.gov

Region 4

Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady & Schoharie Counties

1130 N. Westcott Road

Schenectady, NY 12306-2014

518.357.2069; Fax 518.357.2460

Email: dep4@dec.ny.gov

Delaware/Otsego/Greene

65561 State Hwy 10

Stamford, NY 12167-9503

607.652.7741; Fax 607.652.2342

Email: dep4@dec.ny.gov



Region 5

**Clinton, Franklin, Essex, Hamilton, Fulton,
Saratoga, Warren and Washington Counties**

PO Box 296, 1115 NYS Route 86
Ray Brook, NY 12977-0296
518.623.1281; Fax 518.897.1394
Email: dep5@dec.ny.gov

Fulton/Saratoga/Warren/Washington

232 Golf Course Road
Warrensburg, NY 12885-0220
518.623.1281; Fax 518.623.3603
Email: dep5@dec.ny.gov

Region 6

**Herkimer, Jefferson, Lewis,
Oneida & St. Lawrence Counties
Jefferson/Lewis/St. Lawrence**

317 Washington Street
Watertown, NY 13601
315.785.2245; Fax 315.785.2242
Email: dep.r6@dec.ny.gov

Herkimer/Oneida

State Office Building
207 Genesee Street
Utica, NY 13501-2885
315.793.2554; Fax 315.793.2748
Email: dep.r6@dec.ny.gov

Region 7

**Broome, Cayuga, Chenango,
Cortland, Onondaga, Oswego,
Madison, Tioga & Tompkins Counties**

615 Erie Blvd West, Room 206
Syracuse, NY 13204-2400
315.426.7425; Fax 315.426.7438
Email: dep.r7@dec.ny.gov

Region 7 – Sub Office

**Broome, Chenango, Cortland,
Madison, Tioga & Tompkins Counties**

1285 Fisher Avenue
Cortland, NY 13045-1090
607.753.3095 ext.233; Fax 607.753.8532
Email: dep.r7@dec.ny.gov



Region 8

**Chemung, Genesee, Livingston,
Monroe, Ontario, Orleans,
Schuyler, Seneca, Steuben,
Wayne & Yates Counties**

6274 E. Avon-Lima Road
Avon, NY 14414-9519
585.226.5400; Fax 585.226.2830
Email: dep.r8@dec.ny.gov

Region 9

**Niagara, Erie, Wyoming,
Chautauqua, Cattaraugus
& Allegany Counties**

Buffalo Office

270 Michigan Avenue
Buffalo, NY 14203-2915
716.851.7165; Fax 716.851.7168
Email: dep.r9@dec.ny.gov

Allegany Office

182 East Union Street, Suite 3
Allegany, NY 14706-1328
716.372.0645; Fax 716.372.2113
Email: dep.r9@dec.ny.gov



New York State Canal Corporation

200 Southern Blvd
Albany, NY 12209
www.canals.ny.gov

Canal Divisions:

East Division Canal Permit Engineer PO Box 833 Albany, NY 12202-0833 518.471.5033	Overnight Mail Address: Route 9W, Interchange 23 Building 1 Albany, NY 12209
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East Division Limits – Erie Canal from the Hudson River to and including Sylvan Beach (east end of Oneida Lake). Champlain Canal including the Glens Falls Feeder Canal. Adirondack Lands.

West Division Canal Permit Engineer PO Box 308 E. Syracuse, NY 13057 315.438.2303	Overnight Mail Address: 290 Elwood Davis Road Liverpool, NY 13088-0308
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West Division Limits – Oneida Lake to the Niagara River. Oswego Canal and Cayuga-Seneca Canal. Feeders and Reservoirs are dependent by location.

Buffalo Division Canal Permit Engineer 455 Cayuga Road Suite 800 Cheektowaga, NY 14225	Overnight Mail Address: Same as to the left
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Buffalo Division Limits – Erie Canal from the Monroe/Wayne County line to the Niagara River.



New York State Office of Parks, Recreation & Historic Preservation

Peebles Island Resource Center

PO Box 189

Waterford, NY 12188-0189

518.237.8643

<http://nysparks.com>

Local Permits

The local permits or certificates that may be required include any or all of the following:

- Building permit or Zoning Certificate
- Sanitary Construction Permit
- Grading Permit or Sediment Control Plan
- Plumbing or Connection Permit to the local sewer authority facility
- Pre-treatment Permit

The need for local permits depends on the local county or municipal requirements and your process for the marine sewage storage and disposal. Local permit requirements and the specific local authorities that issue those permits vary from county to county and from municipality to municipality. Exact permit requirements must be determined on a case-by-case basis by the local authorities that review applications and/or issue permits. It is advisable to consult your local authorities to determine the specific requirements for your project.

It is also recommended that your local health department be contacted if marine waste is being disposed to an on-site septic system, as they will be able to help you to determine if the system is capable of supporting the additional load or if professional advice is needed. Please be aware that the CVAP cannot accept costs for treatment as eligible expenses, but an additional tank specific to Clean Vessel waste to be used as a “bleed-in” is an eligible expense. Please call NYSEFC at 518.402.7461 if you have any questions regarding this issue.

