



CVAP

(Clean Vessel Assistance Program)

I&E APPLICATION GUIDANCE

www.efc.ny.gov/CVAP

The New York State Environmental Facilities Corporation (EFC) manages and administers this program using federal funds through the U.S. Fish and Wildlife Service. The application should supply sufficient information for a determination to be made as to funding awards. Reimbursement awards are available for up to 75% of eligible project costs with a maximum of \$5,000.00 per grant.

The purpose of this program is to provide funding for Information and Education (I&E) projects regarding the New York State Clean Vessel Assistance Program (CVAP) and use, benefits, and availability of recreational marine vessel pumpouts. In order to be considered eligible, the project **MUST** be focused on this information. However, projects of many types will be considered and any projects that are deemed by EFC to provide information and education for this purpose will be considered, including innovative approaches. The typical project is expected to take the form of one of a few project types, although not limited to the following:

- Written publications for distribution, which include brochures, bookmarks, pamphlets, laminated cards, etc.;
- Advertisements that include television or radio spots, placemats, or newspaper ads;
- Signs that may be distributed to boater areas, marinas, or posted in appropriate locations;
- Creation or maintenance of a website that details locations of pumpouts in an area;
- Workshops for marina owners, pumpout boat operators, etc.

Crediting the CVAP

IMPORTANT: Please be aware that **ALL** projects must credit the Clean Vessel Assistance Program for funding of the project. Whether written or spoken, the words, “This project was funded through a Clean Vessel Act grant provided by the NYS Environmental Facilities Corporation” must be included. All written publications must contain somewhere in the publication, the universal pumpout symbol and as part of the program crediting, the Sport Fish Restoration and the EFC logos.

Applications are currently being considered continuously.

Applications are reviewed for program eligibility by EFC. Any issues or clarifications will be addressed with the applicant. It is, however, the responsibility of the applicant to provide enough information on the application submission to allow for the project to be adequately reviewed. All applications will be considered unless they do not meet the eligibility requirements of the program.

COMPLETING THE APPLICATION

Facility Name: Provide name of individual owner, municipality or other not-for-profit entity. The reimbursement check will be issued to this name.

The “Owner” will be the facility.

Describe the project in detail explaining the project and how it will be accomplished.

Provide the area(s) this project will serve.

Target Audience

State the audience intended to be served by this project, whether boaters, marina owners, both, or some other type of group or group(s). If other, give details.

Give an approximate number or range of people expected to benefit from this project. If applicable, explain how this number was determined.

Distribution of Printed Materials

It is important that printed materials are distributed in a timely manner. Therefore, with all reimbursement requests for printed materials, a copy of the areas of distribution and written verification of the distribution must be included.

Project Specifics

Provide the specific pumpout issue being addressed, whether it is general usage of pumpouts, or a local issue that makes it even more important to use pumpouts. If the issue has been published in some form, please provide details or a copy of the report, article, or other conveyance.

Please attach anything else to this application as you feel necessary in order for the EFC to determine the scope, layout, applicability, etc. of the project.

Projects may be conducted in conjunction with other municipalities or not-for-profit organizations. However, unless grants for separate portions of the workshop are being requested by each organization involved, the application must be the responsibility of a single applicant. Agreements between organizations involved with a project regarding



payment of the local share of the grant or disbursement of the reimbursed grant funds once received is the sole responsibility of the applicant and EFC will not be involved in this process.

If this project is being done in conjunction with another entity or this project is intended to be a small part of a larger effort, please provide with this application the details of the larger project and names of other organizations involved. This is very important, especially if the acceptance of one project and declination of another could affect the success of the accepted project.

List prior grants received, the type of project(s), when the projects were done, and the amount of funding received. This information is to determine your organization's experience and successes with the grant process. The amount of funding received in the past will not adversely affect your current application.

No Discharge Zone (NDZ)

State if the area to be served has been designated by USEPA as a Federally Designated NDZ.

Specific Waterbody(ies) Served

Be specific on waterbody(ies) served. Stating "Long Island Sound" is only sufficient if it is intended to serve the entire Sound. State harbors, bays, lakes, rivers, etc. whenever applicable. Please include a map of the area(s) to be served.

Project Completion

Please detail the anticipated steps in the process toward completion and anticipated dates or range of dates that each step is planned to be complete.

Projects for this grant program will be expected to be completed within a six month period from the time the contract is issued, so time is of utmost consideration. Please advise EFC if the project involves a workshop and the date(s) range beyond the six month period, or if the project involves several dates, some of which extend beyond the period, and EFC will inform you as to the best method of receiving a contract and requesting payment.

Depending on your project type, there are certain pieces of information required. Please look through the Application packet and be sure that you have included all pertinent information.

Please follow the guidance documents information in order to be sure that your application is as complete as possible. Failure to provide adequate information could affect the positive review of your project.

Funding Requested

Provide costs for each individual expense involved in this project. It is expected that price quotes, invoices, etc. from outside vendors as well as cost projections with method of



determination for internal costs all be included. All costs detailed in the funding request must be backed up by an attachment. Internal cost estimates shall be determined in a method that details title of staff working on project, the job description as it relates to this project, number of hours, salary, etc. and shall be submitted on official letterhead from the organization.

A not-for-profit may use volunteer or donated goods and/or services toward the cost of the project as a portion of the “in-kind” contribution. These costs must also be documented and will be included in the total project cost when determining grant eligibility. However, the grant may not reimburse an applicant for more than the actual monetary costs involved with the project.

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).

If you have any questions regarding completion of this application, or whether a certain piece of information is required, please contact Angela Petrone at 518.486.9267 or cvap@efc.ny.gov.

REIMBURSEMENT

This is a **REIMBURSEMENT** grant program. The project can be reimbursed for up to 75% of the eligible total project costs with a maximum amount of \$5,000.00. Be sure to include all eligible expenses in this Application. As a **reimbursement** grant, all expenses must be paid prior to receiving funds. Reimbursement information will be provided to you.

Request reimbursement once all payments are made and the project is completed. Mail the required documentation to EFC. The documentation will be reviewed and processed payment. An incomplete submittal will delay the reimbursement process, so it is important to have all information required included when requesting reimbursement.

Again, monetary issues involved with projects done in conjunction with other municipalities or not-for-profit organizations that are included in a single application are the exclusive responsibility of the applicant. If the project was done in conjunction with another entity as separate applications or the project was a small part of a larger effort, please be sure to provide this information with your reimbursement request along with the names of the other organizations involved. As long as your grant obligation is satisfied, your ability to request reimbursement will not be affected by the timing of the reimbursement submittal of other organizations involved.

