



## WASHINGTON STATE PARKS - CLEAN VESSEL ACT GRANT PROGRAM

### ANNUAL OPERATION & MAINTENANCE (O&M) REIMBURSEMENT GUIDE



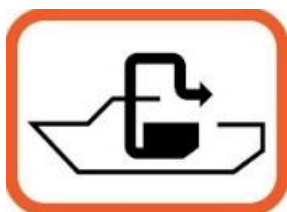
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## ABOUT THIS GUIDE

This document was prepared by the Washington Clean Vessel Act (CVA) Grant Program for recipients of CVA operation and maintenance (O&M) grants. We know that running a port, marina, yacht club or pumpout service is a complex and demanding role. We created this document to assist you in preparing and submitting your annual reimbursement request for the ongoing operation and maintenance of your recreational vessel sewage disposal program.

If you have specific questions about the CVA Grant Program or your grant agreement, please contact the program manager at [boatpumpouts@parks.wa.gov](mailto:boatpumpouts@parks.wa.gov).



**Thank you for everything you do  
to keep our waters clean!**



## CONTACT THE CLEAN VESSEL ACT GRANT PROGRAM

Telephone: (360) 902 - 8659

Email: [boatpumpouts@parks.wa.gov](mailto:boatpumpouts@parks.wa.gov)

Website: <https://parks.state.wa.us/1158/Clean-Vessel-Act-grant-reimbursements>

Mailing Address:

Washington State Parks Boating Program  
Attention Clean Vessel Act Grant Program  
PO Box 42650  
Olympia, WA 98504-2650

Find pumpout locations in by visiting: [PumpoutWashington.org](http://PumpoutWashington.org).

## SECTION 1: ABOUT THE CLEAN VESSEL ACT GRANT PROGRAM

The Washington State Parks Clean Vessel Act (CVA) Grant Program is a federally funded grant program in which public, private and tribal owned boating facility operators are eligible for grants to construct, renovate, operate, and maintain Marine Sewage Disposal Facilities (MSDF) that serve recreational boaters ONLY. This includes mobile and stationary pumpouts, dump stations, pumpout vessels and detached floating restrooms.

Each year, the Washington CVA Grant Program provides funding for the ongoing operation and maintenance of more than 150 pumpouts, dump stations and mobile pumpout boats across the state. Creating opportunities for boaters to access public pumpout facilities reduces the amount of sewage and holding tank chemicals discharged into our waters, benefitting water quality for shellfish, people, and wildlife.

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### WHERE DOES CLEAN VESSEL ACT MONEY COME FROM?

Funding for the CVA Grant Program comes from the Sport Fish Restoration and Boating Trust Fund, which is derived from excise taxes on fishing equipment, motorboat fuels, small engines, import duties and interest on the fund. The money in this fund is divided among many federal agencies who then pass along dollars to the states and US territories for projects related to fisheries, boating access, and aquatic education. We are awarded federal funding from the [U.S. Fish & Wildlife Service's Clean Vessel Act Grant Program](#) annually through a national competition of all 50 states and U.S. territories.

**Did you know...**the monies supporting the Clean Vessel Act Grant Program are derived from federal taxes paid by boaters and anglers? Giving a portion of these tax dollars back in the form of free pumpouts, dump stations, and pumpout boats is why we call the CVA Grant Program a “user pay, user benefit” program.

That means our state's Clean Vessel Act grant monies are derived from federal dollars. Therefore, Washington State Parks is required to maintain robust documentation for all funds paid out to our grant recipients. The federal omni-circular defines the federal rules for managing these funds. The formal title of this is Part 200-[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), also known as 2 CFR 200.

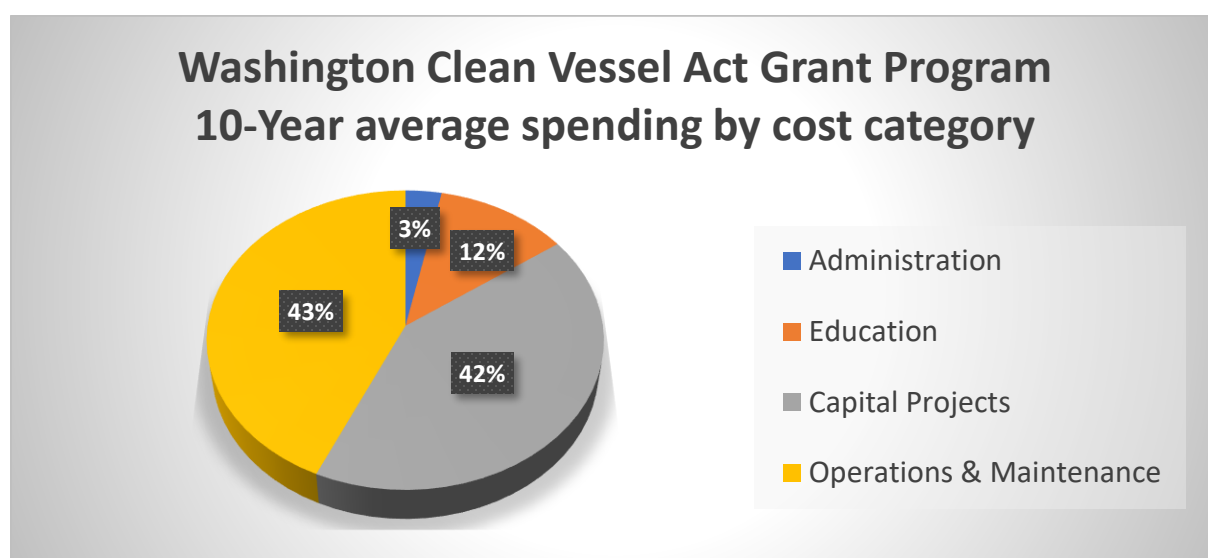
Working together, we can ensure the Washington Clean Vessel Act Grant Program continues to meet state and federal laws and regulations and remain a viable program into the future.

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## DEFINING OPERATION & MAINTENANCE

Operation and Maintenance (O&M) is defined by the federal regulation (2 CFR 200) as, “Those activities necessary for upkeep of a facility. These are activities that allow the facility to function and include routine recurring custodial maintenance such as housekeeping and minor repairs as well as the supplies, materials, and tools necessary to carry out the work. Also included is non-routine cyclical maintenance to keep facilities fully functional.”

In 2022, the Washington CVA Grant Program reimbursed more than \$450,000 in federal grant funds to operate and maintain over a hundred and fifty marine sewage disposal facilities and free mobile pumpout programs across the state.



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## REIMBURSEMENT & MATCH SHARES

The Clean Vessel Act Grant Program pays grant recipients through a reimbursement process. That means you are responsible for paying all necessary operation and maintenance expenses throughout the year and we will provide one annual reimbursement for the eligible costs you incurred. O&M reimbursements may be requested annually after the close of the federal fiscal year (Sept. 30), unless special arrangements are made with the CVA program manager in advance.

The money you contribute to finance the ongoing operation and maintenance of your CVA funded marine sewage disposal facility is referred to as match. When submitting your annual reimbursement request, you should report 100% of the costs incurred to maintain your pumpout, dump station, floating restroom or pumpout vessel.

The CVA Grant Program will reimburse you up to 75% of the total eligible and fully documented expenses, up to your annual grant award amount. The 25% we do not reimburse is your matching contribution. Your match contribution can be cash, goods or services provided by you, in-kind donations of goods and services or any combination thereof. Match must conform to all applicable federal, state, and local regulations. Match expenditures cannot pre-date the designated billing period and must be spent before the end date of billing period (**Oct. 1 through Sept. 30 of the following year**).

In-kind costs are the goods and services donated by third parties or paid for by cash donated by third parties. You can apply donated goods or services toward your match requirement, but you cannot be reimbursed for donations received.

In summary, examples of match include the value of:

- Your contribution of/or donated labor and services
- Your contribution of/or donated goods or supplies
- Your contribution of/or donated use of facilities and equipment (e.g., moorage space for a pumpout vessel)

**Not sure about match and in-kind contributions?** Contact the CVA Grant Program manager to ask questions and get clarity before submitting your reimbursement request paperwork.

## SECTION 2: ELIGIBLE COSTS & SUPPORTING DOCUMENTATION

The CVA Grant Program will only reimburse allowable costs. A cost is allowable if it is reasonable and necessary to operate and maintain your pumpout facility, eligible in the CVA Grant Program, documented adequately and incurred during the designated annual billing period. Costs must be documented and reasonable for the operation and maintenance of your CVA funded Marine Sewage Disposal facility (MSDF). Examples of eligible expenses include:

- Supplies necessary for operations and maintenance activities of your MSDF
- Replacement or back-up parts for your MSDF
- Sales tax and shipping costs for replacement parts
- Meters used for monitoring gallons of sewage collected
- Documented in-house or contract labor associated with routine and non-routine maintenance and repairs of your MSDF
- Operating costs for MSDF (i.e. staff, fuel, fluids, parts)
- Electricity or water costs of the pumpout station (if costs can be separated from the rest of your facility)

- Cost of sewage disposal from pumpout holding tank or disposal to public sewer. Costs must be pro-rated for the portion that is for Clean Vessel purposes only.
- Signage providing use instruction and information about facility: Hours of operation, seasonal closures, etc. ***Free signage can be obtained by contacting the CVA Grant Program manager.***

Examples of **ineligible** expenses for annual O&M reimbursement include:

- Bank fees or overdraft fees
- Items for CVA funded floating restrooms not directly related to the commode (e.g., shower curtains, laundry equipment, etc.)
- Undocumented or improperly documented costs
- Marina costs that are unrelated to the CVA funded equipment
- Vehicle mileage
- Forgone revenue, such as the use of your own slips as moorage for a pumpout vessel. Please note - you can count the value of a donated slip towards your matching share.

**Eligibility determinations will be made at the sole discretion of State Parks.**

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## **SUPPORTING DOCUMENTATION**

All eligible expenses incurred as part of the operation and maintenance of your pumpout, dump station or pumpout boat must be listed on a signed [O&M Reimbursement Request Form](#). This form must be accompanied by supporting documentation that verifies proof of payment for each listed expense. The burden of proof lies with you to provide clear information as to the expense and form of payment.

**Supporting documents must:**

- Be numbered and correspond to the “Document #” column on your O&M Reimbursement Request Form
- Be dated. The date of the invoice must be within the annual billing period (Oct. 1 to Sept. 30 of the following year)
- Have your business name clearly identified
- Clearly identify the cost and the amount paid

If a receipt, invoice, or statement includes expenses not related to the CVA project, those costs must be highlighted and noted as “ineligible costs”.

Below is a partial list of acceptable source documentation for reimbursements and match:

- Canceled checks with front side of check containing the amount of the check digitally printed by the bank under the signature line
- Non-canceled check with bank statement showing check cleared account
- Bank statements
- Itemized invoices
- Paid bills
- Payroll receipts
- Donation letters of third party in-kind (non-cash) contributions
- Itemized credit card statements with associated invoices

You must use a verifiable payment method for all expenses you plan to have reimbursed. It must be clear on all invoices, receipts, and credit card statements that charges incurred are directly related to the O&M of your MSDF. If you are unsure whether your documentation is adequate, please contact the CVA Grant Program manager in advance of the reimbursement request deadline for assistance.

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## REIMBURSEMENT FOR IN-HOUSE LABOR

We require detailed records for in-house staff time reimbursement. You may use our [Staff Time Worksheet](#) or your own in-house labor reports to provide the following required details:

- Date(s) labor performed
- Name(s) of laborer(s)
- Description of labor performed (e.g., fixed hose, replaced nozzle)
- Hours worked related to the CVA funded equipment
- Hourly pay rate OR salary + benefit rate per hour

In addition to the **Staff Time Worksheet**, please submit **ONE** document to verify the wage for each employee for whom you are seeking reimbursement. Examples of acceptable documentation include:

- A payroll document showing the employee(s) normal rate of pay
- A single copy of the employee(s) paycheck, payroll stub, or other documentation that shows the employee(s) received payment during the billing period
- A copy of employee(s) canceled (cashed) check
- A copy of your payroll register

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## DOCUMENTING VOLUNTEER LABOR

Some CVA grant recipients use volunteer labor to conduct maintenance activities on their marine sewage disposal facility. Volunteer labor is considered a third-party in-kind donation, which can be used to meet the 25% non-federal match. To claim volunteer time as match, you must track and submit a [Volunteer Time Worksheet](#) with your annual O&M reimbursement request.

Hourly rates for volunteer time are based on [State of Washington Class Salary Ranges](#) (in accordance with [2 CFR 200.306](#))

- For skilled maintenance activities, the volunteer hourly rate shall be \$27.42/hour
- For custodial or routine maintenance activities, the volunteer hourly rate shall be \$19.64 hour

## SECTION 3: GETTING PAID

At the end of each federal fiscal year (i.e., Sept. 30), the Clean Vessel Act Grant Program manager sends an email with instructions and a deadline for submitting your annual O&M reimbursement package. It is your responsibility to ensure our office has a valid email on file to contact your facility. Your reimbursement package should include a completed [Annual Gallonage Report and the O&M Reimbursement Request Form](#). Both forms must be turned in by the reimbursement deadline, along with all supporting documents and invoices before we can begin processing your reimbursement request.

Once we have received a fully completed reimbursement package, it takes three to four weeks for us to fully process your request. For faster payment, you can register for a Statewide Vendor Number and sign up for direct deposit through the State Office of Financial Management by completing the [Statewide Payee Registration Form](#). For more information visit: <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>.

**O&M reimbursement payments are made at State Parks' sole discretion and are subject to the availability of grant funds each year.**

## SECTION 4: FORMS

Each year, you must submit the following two required forms as part of your reimbursement package:

- **Annual Gallonage Report** (Word document). This form gives us a quick inventory of MSDG at each marina and estimates gallons of boat sewage collected at your facility for the past year.
- **O&M Reimbursement Request Form** (Excel document). This form tells us how much it costs to operate and maintain the MSDF at your facility, and how much we will be reimbursing you. **If you charge a fee for use of your pumpout (\$5 maximum allowed), you must attach a record of pumpout fee proceeds.** These proceeds are required to be deducted from your total O&M reimbursement.

There are several supplemental forms that you may use depending on the nature of your reimbursement request:

- **Staff Time Worksheet** (Excel document): You should use this sheet if you are requesting reimbursement for in-house labor expenses. Please note – a letter does not suffice for reporting in-house labor. Please review the section on *REIMBURSEMENT FOR IN- HOUSE LABOR* (pg. 8) for details.
- **Volunteer Time Worksheet** (Excel document): You should use this sheet if you are a yacht club or private marina that uses volunteer labor to maintain or operate your pumpout unit. While you cannot be reimbursed for your labor, we can use the value of volunteer time to meet your 25% match requirement.
- **Maintenance Logs** (Word document): We encourage all facilities to regularly inspect, clean and maintain their CVA funded pumpout stations. You may substitute your own internal maintenance records for this form. **Maintenance logs are required as part of the annual reimbursement package.**

Forms can be requested at any time by emailing the Clean Vessel Act Grant Program manager, or downloaded here: <https://parks.state.wa.us/1158/Clean-Vessel-Act-grant-reimbursements>.

**All forms must be completed, signed by an authorized entity, and received before the submission deadline.**

## SECTION 5: OTHER REQUIREMENTS

There are several requirements to keep in mind for the ongoing operation of your pumpout, dump station, floating restroom or mobile pumpout boat. Your marina or boating facility must:

- Make the facility accessible to all recreational boats during normal business hours. Operating hours shall be posted in a conspicuous location at or near the pumpout or dump station.
- Display appropriate crediting and directional signage. Signage can be obtained for free by contacting the CVA Grant Program manager.
- Charge no more than \$5 per pumpout – we encourage use for free!
- Monitor the use of the boat sewage disposal facility by installing a use counter mechanism, flow meter or hour meter, and maintain records of use.
- Operate & maintain your pumpout facility for the full useful life of the equipment.
- Notify the CVA Grant Program manager within two working days of an equipment breakdown.

**Did you know...** many states' Clean Vessel Act Grant Programs do not provide annual O&M reimbursement funding. This ongoing financial support is a unique part of Washington's CVA Grant Program, intended to result in a robust network of high-quality marine sewage disposal facilities across our state.

**We encourage you to conduct a weekly or monthly inspection of your pumpout or dump station.** This simple step will support our goal of protecting water quality and make for happy boaters at your facility.

## FAQ'S

- **How do I know when it's time to submit the annual reimbursement package?**

Each year, at the end of September, the Clean Vessel Act Grant Program manager will send an email with instructions and a deadline for submitting your annual O&M reimbursement package. It is your responsibility to ensure our office is provided with at least one valid email to contact your facility.

- **How long will it take to get my reimbursement check?**

It typically takes the Clean Vessel Act Grant Program office three to four weeks to process your request after we have received all the required reimbursement documentation. Faster processing can be attained by registering for a Statewide Vendor Number and direct deposit. Learn more by visiting the Office of Financial Management website:

<https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>.

- **Where can I find my CVA grant number?**

This number can be found at the top of your grant agreement. If you are unable to find a copy of your grant agreement, email or call the CVA Grant Program manager for assistance. We need your grant number to pay you.

- **Can I charge a fee for use of the pumpout?**

Yes, you may charge a maximum fee of \$5.00 for use of pumpout facilities constructed, operated or maintained with grant funds. We encourage you to offer the use of your pumpout, dump station or pumpout boat for free. The [law states](#) that proceeds shall be retained, accounted for and used by the operator to defray operation and maintenance costs as long as the facility is needed and it serves its intended purpose. If you charge a fee for use of your pumpout, you must submit a record of pumpout fee proceeds with your reimbursement request. These proceeds are required to be deducted from your total O&M reimbursement.

- **Who can use our pumpout, dump station or pumpout boat?**

All recreational vessels must have reasonable access to facilities funded under this grant program. Facilities shall be operated, maintained and continue to be accessible to all recreational vessels for the full period of their useful life.

- **Are boats used for the primary purpose as a residence eligible as recreational vessels through CVA?**

No, to qualify as a recreational vessel for the CVA Grant Program, the vessel must be (a) manufactured for operation, or operated, primarily for pleasure; or (b) leased, rented, or chartered to another for the latter's pleasure.

- **How do I find my Gallons Per Minute (GPM) and hour meter readings?**

The Gallons Per Minute (GPM) rating can be found by reading the vendor plate on your pumpout unit, consulting the pumpout owner's manual or by contacting the product manufacturer. Most pumpout units come with an hour meter installed on the control panel. This unit measures how many hours the pump has been running.



We use the GPM and your unit's hour meter reading to approximate how many gallons of sewage your unit has pumped over the last year.

- **Are maintenance logs for my pumpout or dump station required?**

Maintenance logs are required as part of the annual Reimbursement Package. Boaters' number one complaint about pumping out is that equipment is often dirty, broken or inaccessible. A simple weekly or monthly inspection of your pumpout, dump station or floating restroom will support our goal of protecting water quality and make for happy boaters at your facility.

- **Where can I find information about pumpout or dump station maintenance?**

Your first call should always be to the manufacturer of your equipment. We also suggest this comprehensive video series made for the Oregon Clean Vessel Act Program, which can be viewed [online here](#). These videos were made by Oregon Sea Grant and the Oregon Marine Board.

- **Is my reimbursement package information public record?**

Yes, the information you submit may be considered a public record and provided upon request. Because the Clean Vessel Act Grant Program is administered by the Washington State Parks and Recreation, we are required to abide by the Washington State Public Records Act. We recommend confidential or sensitive information, including home addresses and social security numbers, be removed from documents submitted to our program. For more information, see Chapter 42.56 of the Revised Code of Washington.

- **How did the Clean Vessel Act Grant Program start?**

The [national Clean Vessel Act Grant Program](#) was established after Congress passed the Clean Vessel Act of 1992 to help reduce pollution from recreational boat sewage discharges into U.S. waters. The Act established the CVA Grant Program, which offers opportunities for federal grant funding to all U.S. states and territories each year through a national competition. In 1994, Governor Mike Lowry appointed the Washington State Parks Boating Program as the administrator of our state's CVA Grant Program. Federal CVA grants are intended to support states in providing recreational boaters with clean, efficient Marine Sewage Disposal Facilities to prevent sewage disposal into public waterways.

- **What types of projects are eligible under the Clean Vessel Act Grant Program?**

Eligible projects under this program include the construction, renovation, operation and maintenance of MSDF for recreational boaters. Funding can also be used to support educational programs that inform boaters of pumpout locations and the importance of proper sewage disposal. State Parks funds and partners with Washington Sea Grant to manage [Pumpout Washington](#), an education and outreach program which educates boaters about the importance of proper sewage management, and where to find pumpout locations across the state.

- **Why are pumpouts and dump stations important?**

Proper disposal of sewage from recreational vessels is important for preserving and improving water quality across our state. It is also required by law in some water bodies, such as Puget Sound, with the 2018 passing of the [Puget Sound No Discharge Zone](#).

## GLOSSARY

**Allowable costs:** Costs that are reasonable, necessary to complete the approved scope of work, eligible in the grant program, documented adequately and incurred during the period of performance set forth in the project agreement.

**Billing period:** The specific period in which costs were incurred for the project. For CVA operation and maintenance reimbursements, this is the federal fiscal year (e.g., Oct. 1 to Sept. 30 of the following year).

**Clean Vessel Act (CVA) Grant Program:** A federally funded grant program, administered by the Washington State Parks Boating Program.

**Grant recipient:** The successful applicant with whom the Washington State Parks Boating Program awards a Clean Vessel Act grant to construct, renovate, operate, or maintain Marine Sewage Disposal Facilities or pumpout services.

**MSDF:** Marine Sewage Disposal Facility. Includes stationary pumpouts, portable pumpouts, dump stations, pumpout boats, floating restrooms or any system designed to properly dispose of sewage generated by a recreational vessel.

**O&M:** Operation and Maintenance, or O&M, is defined by the federal regulation (2 CFR 200) as, “Those activities necessary for upkeep of a facility. These are activities that allow the facility to function and include routine recurring custodial maintenance such as housekeeping and minor repairs as well as the supplies, materials, and tools necessary to carry out the work. Also included is non-routine cyclical maintenance to keep facilities fully functional.”

**Recreational vessel:** A vessel owned and operated primarily for pleasure; or a vessel leased, rented, or chartered to another for recreational use.

**Reimbursement package:** Includes the Annual Gallonage Report and Reimbursement Request Form, along with all supporting documentation.

**Third-party in-kind match:** The value of non-cash contributions (property or services) that benefit a federally assisted project or program; and are contributed by non-Federal third parties, without charge, to a non-federal entity under a federal award.

## WEB LINKS

- **WA State Parks Clean Vessel Act Grant Program Reimbursement webpage:**  
<https://parks.state.wa.us/1158/Clean-Vessel-Act-grant-reimbursements>
- **Pumpout Washington website:** <https://pumpoutwashington.org/>
- **U.S. Fish & Wildlife Service Clean Vessel Act Grant Program website:**  
<https://www.fws.gov/program/clean-vessel-act>
- **Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:** <https://www.ecfr.gov/cgi-bin/text-idx?SID=0709a70e1a95880ea23246446b0212f7&mc=true&node=pt2.1.200&rgn=div5>
- **WA Office of Financial Management - Statewide Vendor/Payee Services:**  
<https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

## COMPLETED FORM EXAMPLES

1. **Annual Gallonage Report**
2. **O&M Reimbursement Request Form**
3. **Staff Time Worksheet**

**CLEAN VESSEL IN-HOUSE STAFF TIME WORKSHEET**

Use this worksheet to account for in-house staff labor you are claiming for your annual O&M reimbursement. List the names of all staff performing Clean Vessel related work, date & nature of the work performed, their hourly wage, and total hours worked. In addition to details in the table, you must provide:

1. A payroll document that shows the employee(s) normal rate of pay
2. A copy of the employee(s) paycheck, payroll stub, or other documentation that shows the employee(s) received payment during the periods listed below

| Date                               | Employee Name  | Nature of work performed on pumpout/ dump station | Hours Worked | Hourly Wage | Total \$      |
|------------------------------------|----------------|---------------------------------------------------|--------------|-------------|---------------|
| 11/7/2019                          | Levi Boxberger | Stow pumpout                                      | 1.5          | 23.22       | 34.83         |
| 11/7/2019                          | Alicia Feist   | Stow pumpout                                      | 1.5          | 22.12       | 33.18         |
| 11/7/2019                          | Bob Holland    | Stow pumpout                                      | 1.5          | 27.36       | 41.04         |
| 5/6/2019                           | Kevin Lafurge  | Install pumpout                                   | 1.5          | 34.16       | 51.24         |
| 5/6/2019                           | Bob Holland    | Install pumpout                                   | 1.5          | 27.36       | 41.04         |
| 5/6/2019                           | Ian Navarrette | Install pumpout                                   | 1.5          | 17.84       | 26.76         |
| 5/7/2019                           | Kevin Lafurge  | Repair Broken pump Line                           | 3            | 34.16       | 102.48        |
|                                    |                |                                                   |              |             | 0             |
|                                    |                |                                                   |              |             | 0             |
|                                    |                |                                                   |              |             | 0             |
|                                    |                |                                                   |              |             | 0             |
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|                                    |                |                                                   |              |             | 0             |
|                                    |                |                                                   |              |             | 0             |
|                                    |                |                                                   |              |             | 0             |
| <b>TOTAL STAFF WAGES REQUESTED</b> |                |                                                   |              |             | <b>330.57</b> |

**Affidavit**

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the persons listed on the above log and any attached documents, performed work that was directly related to the Clean Vessel project and that hours worked and costs claimed are accurate to the actual work being performed in the completion of this project, and in accordance with all requirements of the Funding Agreement with the Washington State Parks and Recreation Commission. The certifications herein are true and correct, and I am authorized to make these certifications on behalf of the marina or boating facility listed below.

Signature Clean Vessel Grant # CV-719-278Marina Name BEACON ROCK STATE PARKDate 12/12/19