

Site Access Agreement Training Reimbursement

The Vermont Department of Environmental Conservation (DEC) has funding to reimburse eligible organizations for their participation in the Site Access Agreement Training and has contracted with the Central Vermont Regional Planning Commission (CVRPC) to manage the reimbursement process.

Entities Eligible for Reimbursement

Entities eligible to receive reimbursement for attending the training are outlined in the [State Fiscal Year \(SFY\) 2023 Clean Water Initiative Program \(CWIP\) Funding Policy](#) and listed in the table below. Attendees eligible for reimbursement should self-verify it is needed. Clean Water Service Providers (CWSP) should not request reimbursement as CWSPs have access to CWSP start-up agreements which provide funds for CWSP staff participation in O&M training. If that funding is insufficient or the agreement has expired, CWSPs are expected to use their admin funds from their Formula Grant agreements to attend training that are relevant to them for implementing guidance obligations.

Eligible Entities	Ineligible Entities
Vermont municipalities	Private citizens, individuals
Regional planning commissions	Private for-profit businesses and industries
Natural resource conservation districts	Private for-profit colleges and universities
Non-profit organizations	Federal agencies
State agencies	
State colleges and universities	
Public hospitals and medical centers	
Public schools	

For more information, see Page 22 of the SFY 23 CWIP Funding Policy (linked above).

Reimbursement Rate

The reimbursement rate is a flat rate of \$50/hr.

How to Request Reimbursement

To be reimbursed, attendees must take the attendee Post Training Form after the training (link to be provided). A section of the form asks if reimbursement is requested. **Please note:** This is the first training for which reimbursement is available, please provide CVRPC with your organization's completed W-9 if you are seeking reimbursement. Submit completed W-9's to Brian Voigt, Senior Planner, Central Vermont Regional Planning Commission at voigt@cvregion.com.

After an attendee has submitted the Post Training Form, a list of eligible recipients seeking reimbursement will be sent to CVRPC at the end of each month. Each organization will receive a lump sum payment for all employees who attended a training that month.

Live Training Event and Online Recordings

This reimbursement process is both for live training events and for watching a recorded event posted online. Individuals can only receive reimbursement once for each training they attend (i.e., if you are reimbursed for the live training on site access agreements, you can't also request reimbursement for watching the recording after).