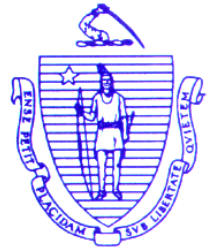




Commonwealth of Massachusetts

Division of Marine Fisheries

30 Emerson Avenue
Gloucester, MA 01930
(978) 282-0308
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Massachusetts Clean Vessel Act (MA-CVA) Program

The MA-CVA Program reimburses 75% of eligible pumpout-related expenses up to your calendar year contracted amount. If you have any questions about your contract, please contact the MA-CVA Program.

To be reimbursed an invoice must:

- Be dated within the contract period and submitted in a timely manner.
- Be signed and marked *Paid*.
- Be for eligible pumpout program expenses as specified in the contract.
- Be accompanied by a pumpout log with the total number of boats serviced and gallons pumped during the current boating season. This is a requirement of the grant.

Any invoice not meeting these criteria will be returned unpaid. There are several standard forms that must be completed when submitting an invoice for reimbursement. These forms are listed below and can be found on our website: www.mass.gov/dmf/cva

1. An **Invoice Checklist and Submittal Form** that serves as a cover letter when submitting invoices for reimbursement.
2. A **Daily Narrative Report** that lists employee time operating or maintaining your pumpout equipment and program. Follow the instructions on the form and provide payroll to support the time submitted.
3. An **Affidavit**, which must accompany the Daily Narrative Report each time it is submitted.
4. A **Pumpout Log**, showing dates, boat names, and gallons pumped.

Each time you submit an invoice for reimbursement, use the Invoice Checklist as a cover letter. This will ensure that all information is properly submitted and will help expedite reimbursement payments. **Provide the best available contact information if we need to contact you about your submission.**



Allowable Expenses for CVA Billing

1. Operation and maintenance
 - a. Third party letter needed for new or replacement infrastructure/equipment
 - b. Equipment must be dedicated to the CVA program
 2. Dock and mooring usage
 - a. Comparative dockage rate from a nearby marina is required for 'in-kind' dockage
 3. Commissioning/Decommissioning
 4. Winter storage
 5. Fuel costs
 6. Insurance for pumpout boat(s)
 7. VHF radios
 8. Boat, engine, and/or pump repair
 9. Charges for pumpout waste removal from CVA-dedicated tight tanks
 10. T-tops
 11. Shots/Immunizations
 12. Miscellaneous – fees, gloves, rope, fenders, buckets, bleach, etc.
 13. Personnel expenses to ensure the CVA program is available to recreational boaters
 - a. Labor to operate, maintain, and administer your on-site pumpout program and equipment with accompanying payroll documentation
- **The CVA program does not reimburse for any police-related items (e.g. blue lights). Pumpout boats are only to be used to service the needs of the pumpout program.**
 - **The CVA program does not reimburse for the purchase of uniforms.**
 - **The CVA program does not reimburse sales tax.**

If you have any questions, or are unsure if an expense will be reimbursed the 75% match, please contact the MA-CVA program.

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Invoices should be mailed to:
Massachusetts Clean Vessel Act Program
30 Emerson Avenue
Gloucester, MA 01930

