



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
CLEAN VESSEL ACT GRANT PROGRAM
CHECKLIST TO ASSEMBLING PAYMENT REIMBURSEMENT PACKAGES**

For a more detailed list of required documentation, visit our [Reimbursement FAQ](#) on our website.

Partial Reimbursement Package

- 1) Invoice on grantee's company letterhead
- 2) Attachment B – Grant Payment/Match Request Form
- 3) Attachment D – Current Quarterly Progress Report
- 4) Deliverables for each task seeking reimbursement (*see Deliverables in Attachment A of the Executed Agreement*)
- 5) Vendor invoices with proof of payment (*if applicable*)
- 6) In-house Labor Documents with proof of payment (*if applicable*)

Final Reimbursement Package

- 1) Everything included in a *Partial Reimbursement Package* (above)
- 2) Certificate of Completion
- 3) Operational Plan
- 4) Sample Pumpout Log Sheet
- 5) Photos of installed pumpout signage
 - 1) Informational Building Placard
 - 2) Pumpout Logo sign
- 6) Photos of completed pumpout project