



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) Exhibit C – Payment Request Summary Form
- 3) Exhibit A – Current Quarterly Progress Report
- 4) Vendor invoices with proof of payment such as, cancelled checks, credit card receipts, or bank statements
- 5) In-house Labor Documents with proof of payment (*if applicable*)
- 6) Pumpout Gallon Report (*if receiving funding for operations*)

Final Reimbursement Package

- 1) Everything included in a Partial Reimbursement Package
- 2) Certificate of Completion
- 3) Exhibit B - Property Reporting Form
- 4) Operational Plan
- 5) Sample Pumpout Log Sheet
- 6) Photos of installed pumpout signage and pumpout system at the marina's facility
 - 1) Informational Placard
 - 2) Pumpout Logo sign
 - 3) Pumpout System
- 7) Photos of completed pumpout project
- 8) Current Quarterly Progress Report (Exhibit A)
- 9) Sample of Pumpout Log Sheet
- 10) Educational brochure/materials (*if applicable*)
- 11) Pumpout Gallon Report (*if receiving funding for operations*)