

**2024 PUMPOUT OPERATIONS & MAINTENANCE  
GRANT WORKSHEET**

Marina Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Total # of pumpouts:  Estimated gallons pumped:

**1) PUMPOUT EXPENSES--See Below for Documentation Required**

Line 1)	Pumpout Usage Logs Total all columns. DNR does not reimburse for blank logs.	\$ _____	<b>\$100 If Submitting</b>
Line 2)	Salary for paid staff that performed pumpouts (\$3.75 X pumpouts)	\$ _____	
Line 3)	Salary for paid staff that performed pumpout maintenance (\$25 hourly X hours)	\$ _____	<b>NOT TO EXCEED \$625</b>
Line 4)	<a href="#">Additional eligible pumpout expenses (See Terms and Conditions for eligible expenses.)</a>	\$ _____	
	<b>TOTAL EXPENSES:</b>	<b>\$</b> <input style="width: 150px;" type="text"/>	

**2) PUMPOUT INCOME**

(If boaters are charged a pumpout fee)  \$

**3) AMOUNT REQUESTED\***

(Eligible expenses *minus* pumpout income)  \$

**\*Maximum Reimbursement is \$5,000.00**

**PROPER DOCUMENTATION**

**Instructions:** Initial to confirm all proper documentation and required attachments are enclosed for each of the above line items.  
**LOGS:** Total all columns. Blank logs not accepted.

**PROOF OF PAYMENT:**

Acceptable proof of payment includes: copies of *anceled* checks (electronic or hard copies); statement from a vendor showing payment has been applied and a zero balance; a receipt signed and dated by *an authorized vendor representative (not marina staff) indicating full payment was received*; credit card statements; and store receipts showing payment method.

**Materials used from marina's stock (e.g. antifreeze, parts):**

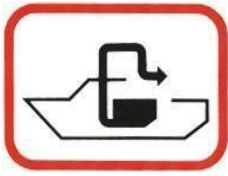
The Maryland Department of Natural Resources will not pay retail mark up or tax. We will reimburse at cost. Be sure to provide proper receipts and proof of payment for items used from your stock showing *your cost*.

**REQUIRED ATTACHMENTS:**

- Line 1)** Pumpout logs
- Line 2)** Paid staff full name(s)
- Line 3)** Paid staff full name(s)  
Pumpout maintenance dates  
Pumpout maintenance hours  
Pumpout maintenance scope of work
- Line 4)** Eligible expenses receipts/  
invoices
- Proof of payment for the invoices
- Attached W-9**

Initial


**Complete and attach to the 2024 Pumpout O&M Reimbursement Invoice**



# MARYLAND PUMPOUT PROGRAM



## 2024 Pumpout O&M Reimbursement Invoice

Date: \_\_\_\_\_

Official Marina Name & Address (MUST EXACTLY MATCH YOUR ATTACHED W-9):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Federal Tax ID# \_\_\_\_\_ UEI # \_\_\_\_\_

All marinas with a 2024 pumpout O&M grant application on file should submit a reimbursement invoice, even if no reimbursement is being requested. Reimbursement invoices will be accepted from **NOVEMBER 15, 2024 - JANUARY 15, 2025** and no reimbursement invoice will be processed without an approved pumpout O&M grant application on file. Only those marinas whose eligible expenses exceed their pumpout income are eligible to receive a reimbursement.

Amount Requested \$ \_\_\_\_\_

Pumpout O&M grant worksheet must be attached. Maximum Reimbursement amount is \$5,000.00

### OMB Circular 2 CFR Part 200.415 – Required Certifications –

“By signing this report, I certify to the best of my knowledge and belief that this report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.”

I hereby certify that the above information is true and correct, that I have met all the 2023 Pumpout O&M terms and conditions.

X \_\_\_\_\_  
Print Name

X \_\_\_\_\_  
Authorized Marina Signature

Please email (preferred method) this invoice, grant worksheet and ALL documentation to [pumpouts.dnr@maryland.gov](mailto:pumpouts.dnr@maryland.gov) or mail to CVA Program Administrator  
Maryland Department of Natural Resources  
Chesapeake and Coastal Service  
580 Taylor Ave., E-2  
Annapolis, Maryland 21401

