

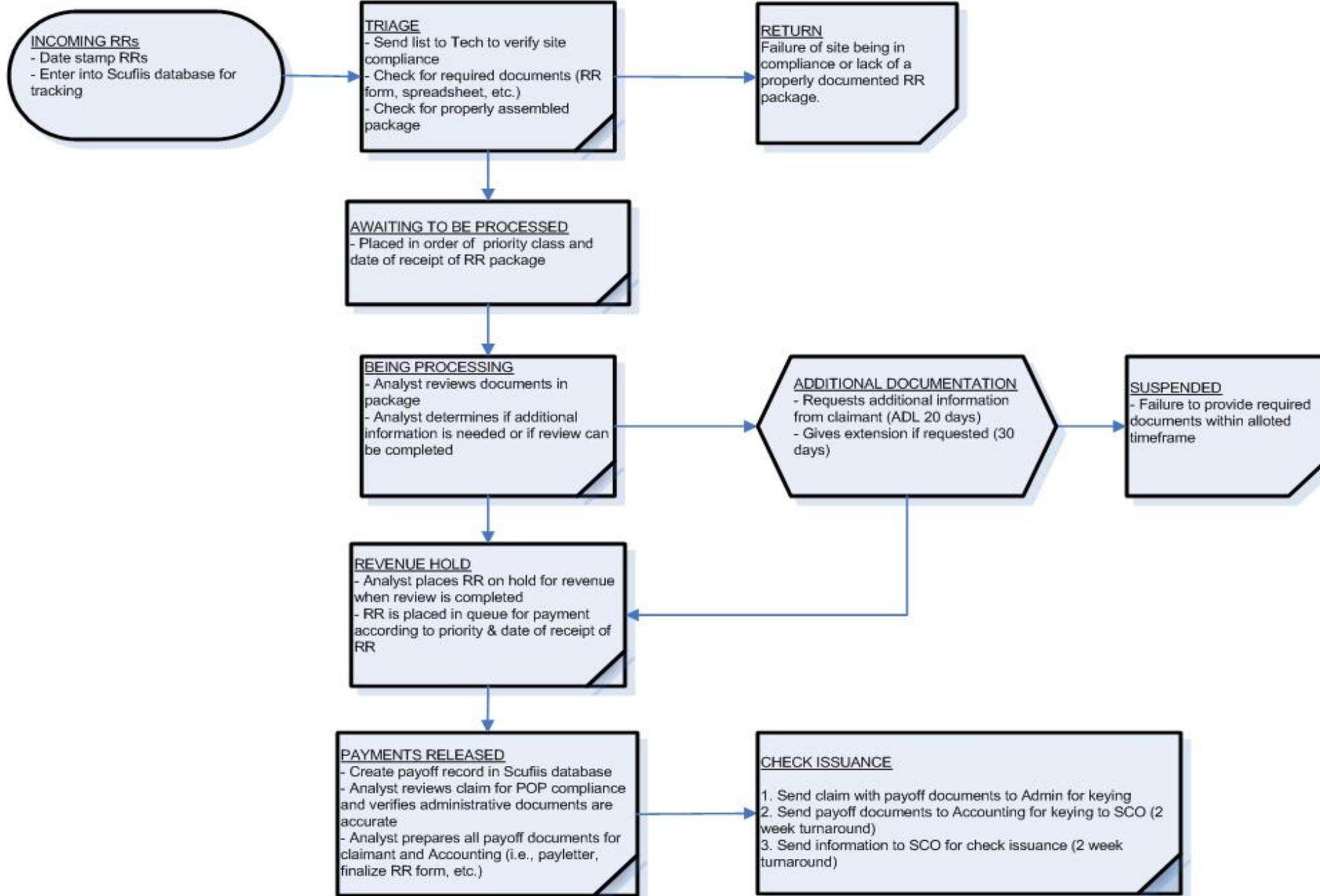
# Underground Storage Tank Cleanup Fund

## Payments Unit

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# UST CLEANUP FUND RR REVIEW & PAYMENT PROCESS



# Reimbursement Requests

- Reimbursement Request Form
- Spreadsheets
- Invoices/Sub-invoices
- \*Proof of Payment (should be submitted immediately after payment is made)
- Additional Documents (if needed)



# Reimbursement Request Form

- No changes should be made to the form
  - If address or contact information needs to be changed, please submit it on an Address Change form
- Completed in its entirety
  - All dollar amounts should be filled in
  - Signature should be an original by the person(s) authorized to sign documents for the claim



# Spreadsheets

- List invoices in chronological order
- List the total amount of the invoice
- Include hard copy of the spreadsheet with reimbursement request package
- Submit electronic copy via e-mail to:  
[USTCF\\_payments@waterboards.ca.gov](mailto:USTCF_payments@waterboards.ca.gov)



# Primary Invoices

- Submit hard copies of invoices in chronological order behind spreadsheet
- Claimant name must be the same as listed on Reimbursement Request form
- Site address must be the same as listed on the Reimbursement Request form
- Sub-invoice mark-up costs are listed separately



# Sub-invoices

- Submit hard copies of sub-invoices behind the primary invoice in order as it is listed
- Site address must be the same as listed on the Reimbursement Request form



# Submission of Reports

- Upload reports electronically to GeoTracker at:  
<http://geotracker.waterboards.ca.gov/>
  - Examples of reports: Monitoring, Work Plans, Lab data, etc.
- Hard copies of reports are no longer required



# Additional Documents

- Non-Recovery From Other Sources Disclosure Certification
  - Must be submitted every 3 years
  - Fund must have a copy on file executed within 1 year of the submittal of a final reimbursement request
- Claimant Data Record (Std. 204)
- Conditions of Payment Form (revised January 2007)



# Additional Documentation Letter

- Used to request documentation from the claimant to process the reimbursement request and pay associated costs
- Failure to submit the required documentation for **processing the payment** within 20 calendar days will result in the suspension of the Reimbursement Request
- Failure to submit the requested documentation for **cost determination** within 20 calendar days will result in the costs being determined ineligible
- Extensions can be granted for 30 calendar days on a one-time basis if the claimant contacts the Fund before the 20 calendar days elapse



# Ineligible Costs

- Do not resubmit these costs on subsequent Reimbursement Requests
- For reconsideration of the ineligible cost determination, the claimant must follow the formal appeal process by submitting a request for an FMD/FDD. (See Fund Regs. 2814 & 2814.1)
- Use the Appeal of Costs form to help with processing the request for reconsideration. The form is available on our website.



# Proof of Payment (POP)

- Per Fund Regulations, claimants must pay their vendors within 30 calendar days of receiving funds from their Reimbursement Request
- The Fund is requiring claimants to provide POP within 60 calendar days of the date of the Fund's check
  - Failure to comply will result in the return/suspension of future reimbursement requests, an accounts receivable, etc.
- Canceled checks must be paid from the claimant's account.



# Processing of Reimbursement Request

- Reimbursement Requests are reviewed based on Priority Classes and in order of the date of receipt by the Fund
- No Payment (Hold) letters with the payment summaries are being mailed for all reviewed packages
- Release of payments will occur on a quarterly basis as revenue is received
  - Payments will be released by Priority Class and date of receipt of the Reimbursement Request



# LOC Suspensions

- Costs incurred up to 10 calendar days from the date of the letter will be reimbursed as funds become available. Reimbursement Requests (RRs) for costs incurred beyond the 10<sup>th</sup> day will be returned.
- Priority C Claims
  - Claims received by the Fund between 1/1/1995 and 12/31/1999 received January 7, 2009 letter
  - Claims received by the Fund between 1/1/2000 to current received November 7, 2008 letter
- Priority D Claims
  - All claims with random number higher than 59,000 received January 5, 2009 letter
- Claimant is responsible for complying with any regulatory directives issued



# Triage of Reimbursement Requests

- Established a new process to screen Reimbursement Requests for required documentation to process
- Allow the Fund to return incomplete Reimbursement Requests sooner in the process
- Claimants will be able to correct issues with incomplete Reimbursement Requests sooner for resubmittal



# Reason for Returning Reimbursement Requests

- Missing Reimbursement Request form or spreadsheet
  - Outstanding Accounts Receivable
  - Costs submitted are more than 10 calendar days after LOC Suspension letter
  - Reimbursements submitted less than 30 calendar days apart, or for less than \$10K (w/exceptions)
  - Unresolved Proof of Payment issues
  - Site is out-of-compliance
  - Reports have not been uploaded to GeoTracker
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# Additional Information

Most information can be found on our web site at:

[http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/](http://www.waterboards.ca.gov/water_issues/programs/ustcf/)

State Water Resources Control Board  
Division of Financial Assistance  
Underground Storage Tank Cleanup Fund  
P.O. Box 944212  
Sacramento, CA 94244-2120  
(800) 813-FUND

[USTCleanupFund@waterboards.ca.gov](mailto:USTCleanupFund@waterboards.ca.gov)

