

CLEANUP FUND GRANT/LOAN PROGRAM – REIMBURSEMENT REQUEST SUBMITTAL INSTRUCTIONS for SWRCB 140

Grantee/Borrower to Complete This Section Only

THIS SECTION TO BE COMPLETED BY THE GRANTEE/BORROWER				
Invoice Date	Vendor Reference No(s)	SWRCB Invoice No:	Amount Requested	Final Invoice
1	2	3	4	5 <input type="checkbox"/>
<p>6 Select Reimbursement Option:</p> <p><input type="checkbox"/> 1. CHECKS MADE PAYABLE TO : GRANTEE/BORROWER AND CONTRACTOR BELOW:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin: 5px 0;"></div> <p style="text-align: center; font-size: small;">Contractor Name</p> <p><input type="checkbox"/> 2. CHECKS MADE PAYABLE TO: GRANTEE/BORROWER (ONLY)</p> <p style="font-size: x-small;">I have enclosed a copy of my canceled check, both front and back, as a support document for each invoice paid to the contractor by me. When you are ready to disburse, please forward the total funds allowed for the enclosed invoices as permitted by Exhibit "A" & "B" of my Grant and/or Loan Agreement.</p> <p style="font-size: x-small;">I certify that the costs claimed in this Grant Invoice have been incurred and have been paid or will be paid within thirty (30) days of receipt of the funds requested hereby. Pursuant to Exhibit B of the Agreement, if such costs have not been paid within thirty (30) days, funds received under this request will be returned to the State Water Board.</p> <p style="font-size: x-small;">I certify that all amounts on this invoice are for costs incurred for the Project and represent only costs directly related to the Agreement and within the approved scope of work. These records can be requested at any time for auditing purposes to ensure costs are justified and directly related to the Project.</p>				
Grantee/Borrower (Print Name)		7	Signature	Date

- 1) Invoice Date
 - a. Invoice date should be the date the recipient is submitting the Form 140, not the contractors invoice date.
 - b. Invoice Date must match the date the grantee signed.
- 2) Vendor Reference No(s)
 - a. This is the contractors invoice number
- 3) SWRCB Invoice No
 - a. This is the Water Boards invoice number and should be submitted in order.
 - b. Format: (Reimbursement Request # - Agreement Number) Note: Your agreement number can be found on the first page of your Grant/Loan Agreement
 - c. Example
 - i. First submission: 01-D123456789
 - ii. Second submission: 02-D123456789
- 4) Amount Requested
 - a. Amount of reimbursement request.
- 5) Final Invoice
 - a. Check the box if the request is the final invoice.
- 6) Reimbursement Option
 - a. Select option 1 and enter the name of the contractor if the recipient would like a two-party check issued.
 - i. Recipient must include a [STD 204 completed by their contractor](#) with the SWRCB 140 submission for Fund staff to keep on file if this option is selected..

- b. Select option 2 if the recipient would like check issued only to the recipient.
- 7) Complete Grantee/Borrower name and date. Click on the signature field to be prompted to electronically sign.

I have enclosed a copy of my canceled check, both front and back, as a support document for each invoice paid to the contractor by me. When you are ready to disburse, please forward the total funds allowed for the enclosed invoices as permitted by Exhibit "A" & "R" of my Grant and/or Loan Agreement.

I certify that the costs claimed in this Grant Invoice have been incurred and Pursuant to Exhibit B of the Agreement, if such costs have not been paid within 30 days of receipt of the funds requested hereby, the amount requested will be returned to the State Water Board.

I certify that all amounts on this invoice are for costs incurred for the Project and within the approved scope of work. These records can be requested at any time for auditing purposes to ensure compliance.

Digital ID Configuration Required

This signature field requires a digital signature identity. Would you like to configure one now?

Help **Configure Digital ID** Cancel

John Smith		09/08/2021
Grantee/Borrower (Print Name)	Signature	Date

- a. Create a new Digital ID and follow the prompts.

Configure a Digital ID for signing ✕

A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

Use a Signature Creation Device
Configure a smart card or token connected to your computer

Use a Digital ID from a file
Import an existing Digital ID that you have obtained as a file

Create a new Digital ID
Create your self-signed Digital ID

?

Cancel
Continue

Submittal Options

- 1) Recipient mails in SWRCB 140 with original wet signature and all backup documentation
- 2) Recipient emails SWRCB 140 with digital signature with all backup documentation (preferred)
 - a. Recipient does not need to mail any documents to the SWRCB if this option is selected.