

HOW TO COMPLETE RRs

1. The following checklist includes all the information that is required when submitting an RR package. The Fund recommends completing the checklist to ensure all needed information is provided at the time of the initial submittal.

Click on the links to view examples of documentation and to obtain copies of forms

SUBMIT THE FOLLOWING ITEMS WITH EACH RR PACKAGE:
<ul style="list-style-type: none">○ RR FORM (This form can only be obtained from the Fund.): Form must be signed by and dated in blue ink by the person(s) that signed the original claim application.
<ul style="list-style-type: none">○ SPREADSHEET: Complete the Electronic Spreadsheet. Invoices should be listed on the spreadsheet in chronological order. E-mail a copy of the spreadsheet with the claim and RR number in the subject link to: USTCF_Payments@waterboards.ca.gov.
<ul style="list-style-type: none">○ NARRATIVE WORK DESCRIPTION: A written summary of work performed, in chronological order, relating to the current RR package.
<ul style="list-style-type: none">○ INVOICES: Include copies of the invoices in the same order as listed on the spreadsheet. Attach the supporting sub-contractor invoices and receipts.
<ul style="list-style-type: none">○ PROOF OF PAYMENT: The Proof of Payment Certification form is the preferred method of documentation.
SUBMIT THE FOLLOWING ITEMS WITH EACH RR PACKAGE (AS NEEDED):
<ul style="list-style-type: none">○ POWER OF ATTORNEY FORM: An attorney-in-fact may be appointed by the claimant to act on their behalf when submitting RR documentation to the Fund. This form must be completed prior to the Fund accepting any documents with the attorney-in-fact's signature.
<ul style="list-style-type: none">○ ADDRESS CHANGE FORM: If there is a change to the claim's mailing address, this form must be submitted prior to the Fund officially changing the mailing address. If the new address is outside of California, a new Claimant Data Record is also required.
<ul style="list-style-type: none">○ CONDITIONS OF PAYMENT FORM: Must be submitted with the first RR and every time the claimant, joint claimant, or signatory for the claim is changed.
<ul style="list-style-type: none">○ CLAIMANT DATA RECORD (STD. 204) FORM: This form must be accurately completed prior to the Fund making any payments for this claim. The form provides the needed taxpayer information.
<ul style="list-style-type: none">○ NON-RECOVERY CERTIFICATION FROM OTHER SOURCES: This form must be submitted every three years or within one year of the final RR. The Fund is required to find out if the claimant has received any insurance money related to the cleanup of the site.
<ul style="list-style-type: none">○ OVERSIGHT AGENCY CORRESPONDENCE: Copy of the "No Further Action" letter issued by the oversight agency should be included in the RR package if the site has received closure. All other directives and approvals, including corrective action plans, for tasks/invoices submitted should be uploaded to GeoTracker.

2. ASSEMBLING THE RR PACKAGE:

The RR Package should be assembled in the order listed on the RR Checklist. Do not bind (spirals, binders, staples, etc.) the package. Rubber bands and binder clips are acceptable.

3. WHERE TO SEND THE RR PACKAGE:

Mailing Address:

State Water Resources Control Board
UST Cleanup Fund Program
PO Box 944212
Sacramento, CA 94244-2120

Physical Address:

State Water Resources Control Board
UST Cleanup Fund Program
1001 I Street, 17th Floor
Sacramento, CA 95814-2828

NOTE:

The project is subject to audit at any time. Therefore, it is very important that the claimant maintain an accurate record-keeping and financial management system which provides efficient accountability of all funds. The claimant must retain such records continually for at least three (3) years after final payment from the Fund. The retention period shall be extended until completion of any audit in progress at the time of normal expiration of the retention period.