
State Water Resources Control Board

UST CLEANUP FUND PROGRAM UPDATE: FUND GEOTRACKER ONLINE (FUND GTO) (March 25, 2014)

GeoTracker Will Soon Be The Primary Method To Submit Documents To The UST Cleanup Fund:

Fund GTO is an enhancement to the GeoTracker database system that expands the Business-to-Government reporting to include documents to support claims on the UST Cleanup Fund. This new feature is expected to be extremely valuable for both the UST Cleanup Fund and its claimants. Responsible parties already upload documents to GeoTracker because documents required by the regulatory oversight agency must be uploaded to GeoTracker using the GeoTracker Electronic Submittal of Information (ESI) tools.

The GeoTracker drop-down list for uploading documents (Main Menu / Tools / Upload EDD) will now include two categories of UST Cleanup Fund (CUF) document types:

CUF DOCUMENT includes:

- Budget Change Requests (BCRs)
- Remediation Information Forms (RIFs)
- Proof of Payment (POP)
- Request for Appeals (both Ineligible Costs and Eligibility)
- Claimant Contact Information Forms
- Claimant Data Records (Std. 204)
- Annual Site Budget Requests:
 - Emergency, Abandoned, and Recalcitrant Account (EAR)
 - Commingled Plume Account (CP)

CUF INVOICE is an online invoicing portal. Claimants enter relevant Reimbursement Request and Invoice data into a spreadsheet. Data uploaded to GeoTracker are checked for formatting and basic reimbursement rules. Notification will be sent if a document is denied. GeoTracker generates an electronic invoice using the claimant's data including a certification statement for the claimant to sign and upload as a PDF.

Fund GTO provides these benefits:

- Transparent records showing receipt of documents by the UST Cleanup Fund via GeoTracker
- Input of key data fields by data owners (claimants or their consultants), which avoids data entry error by UST Cleanup Fund staff
- Automated error checking to ensure fields contain valid values (the type of data intended to be entered)
- Quality Control checks formerly performed manually by UST Cleanup Fund staff
- Faster payment of eligible costs
- Fewer numerical and calculation errors

Fund GTO is nearing completion:

CUF DOCUMENT will be available by mid-April 2014. An announcement will be sent as a UST Cleanup Fund Update. When the **CUF DOCUMENT** portal becomes available, the following documents should be uploaded to GeoTracker for review by the UST Cleanup Fund:

- BCRs for both Fiscal Year (FY) 2013/14 and FY 2014/15. BCRs for both years will be processed in the normal course of business.
- Remediation Information Forms (RIFs)
- Proof of Payment (POP)
- Request for Appeals (Ineligible Costs)
- Claimant Contact Information
- Claimant Data Record (Std. 204)
- Annual Site Budget Requests for claims in the EAR and CP Accounts
 - Instructions for submitting FY 2014/15 budgets for claims in the CP Account will include uploading these documents.

CUF INVOICE will be available in May 2014. An announcement will be sent as a UST Cleanup Fund Update when it is in full production. When the **CUF INVOICE** portal becomes available, the following documents should be uploaded to GeoTracker:

- Spreadsheets with typical Reimbursement Request summary information, as well as data from the invoices
- Actual invoices and other supporting documentation in PDF
- Signed invoice generated by GeoTracker

~~~~OPPORTUNITY TO PARTICIPATE IN BETA-TESTING CUF INVOICE~~~~

If you would like to participate in beta-testing CUF INVOICE and begin receiving payments faster, email USTCF_Payments@waterboards.ca.gov and include in the subject line "CUF INVOICE BETA-TESTER". We will provide you the information you need to begin when it is available.