PECFA Claim Submittal Checklist
Form 4400-295 (7/13)

Notice: Pursuant to ss. SPS 347.12(2), Wis. Adm. Code, this form must be completed and submitted with every Petroleum Environmental Cleanup Fund Award (PECFA) reimbursement claim filed with the Department of Natural Resources (DNR). Incomplete claims may delay processing, change the schedule of review or be returned. Items listed below that are not included or verified as part of a claim may result in an incomplete claim. Before submitting your PECFA claim, make sure all of the required items are included and verified.

1. Has PECFA award payment milestone been achieved per ss. SPS 347.355(2)(c)(d), Wis. Adm. Code?
2. Remedial Action Fund Application (form 4400-291), with claimant’s signature, is attached.
3. Assignment of PECFA Reimbursement (form 4400-293), including claimant’s signature, with verification from lender that assignment information is current.
4. Current Substitute Form W-9, Taxpayer Identification Number (TIN) verification (10006) - with claimant’s signature.
5. Copies of all Site Investigation, Remedial Action and Monitoring Reports pertinent to the claim being submitted.
6. Copies of Standardized Usual & Customary Invoices (10804). If consultant uses this as their invoice, all pertinent documentation* & sub-contractor invoices must be attached. If consultant is not using this as their invoice, their company generated invoice must also be attached along with all pertinent documentation* & sub-contractor invoices. *Documentation includes: boring logs, chain of custody, weight tickets, well abandonment forms etc., if any of these costs are claimed on an invoice.
7. Proof of payment attached to the corresponding contractor/sub-contractor invoices. Documentation of proof of payment includes: copies of cancelled checks, money orders, or other alternative proof of payment that has been approved by the Department PRIOR to claim submittal.
8. Copies of the consultant’s, driller’s and laboratory’s Certificate(s) of Insurance per ss. SPS 347.41, Wis. Adm. Code. The effective dates of the certificate(s) of insurance must match the dates of work performed. Note: The Consultant’s insurance certificate MUST state, “Professional Liability and includes Pollution Impairment”.
9. Copy of the claimant’s Loan Contract(s) and Loan Transaction History(s), for all fees & interest claimed.
10. Copy of the DNR (or DSPS) letter of site closure/no further action (for site closures only).

Provide the following if applicable:
11. Copy of the Tank Closure Assessment Report and Closure Checklist. (Include only with the first claim submitted for the site.)
12. Copy(s) of the Underground Petroleum Product Tank Inventory form (7437*) and/or copy(s) of the Aboveground Petroleum Product Tank Inventory form (8731*) for ALL tanks known to have been on this site. (Include only with the first claim submitted for the site). *Department of Agriculture, Trade and Consumer Protection forms.
13. If ineligible product(s) has been identified within an eligible product(s) contamination plume, you MUST include the DNR-approved methodology for separation of costs.
14. Bid Comparison form (and corresponding commodity bids), for work performed prior to 5-1-06 or where the U&C cost schedule does not apply.

NOTE: IF REQUIRED ITEMS ARE NOT AVAILABLE AFTER A COMPLETE AND DILIGENT SEARCH, FULLY EXPLAIN THE SITUATION IN A COVER LETTER TO POSSIBLY AVOID HAVING THE CLAIM RETURNED AS INCOMPLETE.

Preparer, your signature indicates you have provided or verified all applicable information for this claim as indicated above. This form must be returned as part of the PECFA claim submittal package.

Signature of Claim Preparer | Printed name of Claim Preparer | Date