



UNDERGROUND STORAGE TANK (UST) PREAPPROVAL PROGRAM APPLICATION INFO PACKET

The next step in the Preapproval Program process is to submit a Preapproval Application. The required documents will need to be prepared based on the agreed-upon scope of work discussed during the Kickoff Meeting. Once the application has been reviewed and approved, the requested funds will be allocated and work may begin under the Preapproval Program.

The following steps will serve as a guide and checklist to assist in completing the Application stage of the Preapproval Program.

Step 1. Register for a Vendor Account with the State

Registering for a vendor account is required and will allow the Applicant to receive reimbursement payments from the State of Arizona. The vendor account name must match the applicant name on record. Vendor accounts only need be established once, if the Applicant has already registered with the State as a vendor (ProcureAZ [no longer used by the State], Arizona Procurement Portal [APP], or has submitted a W-9 form to ADEQ), proceed to Step 2.

If a vendor account has not been established with the State, the Applicant will need to complete and submit the W-9 form found at the following link: [W-9 form](#). The W-9 form should be included with the Application.

The linked W-9 form also contains the Automated Clearing House (ACH) Vendor Authorization Form. This form is optional and only needs to be completed if the Applicant would like to receive their reimbursement payment(s) via Direct Deposit. If the ACH form is not submitted, the reimbursement payment(s) will be disbursed via a warrant and mailed to the Applicant. To ensure a more timely reimbursement payment, it is recommended that the Applicant submit the completed ACH form to the Department of Administration/General Accounting Office.

Register for a Vendor Account with the State	<input type="checkbox"/>
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Step 2. Complete an Implementation Schedule

The Implementation Schedule template includes instructions.

Completed Implementation Schedule	<input type="checkbox"/>
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Step 3. Complete Cost Sheets

The Cost Sheets template includes instructions. Additional financial information is included in Attachment 1.

Completed Cost Sheets	<input type="checkbox"/>
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Step 4. Read and Sign Certification Statements

Signed Certification Statements	<input type="checkbox"/>
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Step 5. Submit Complete Application for ADEQ Approval

The last step is to submit a completed Preapproval Application, which must contain a W-9 Form (unless a vendor account with the State has already been established), Implementation Schedule, Cost Sheets, and signed Certification Statements. Once all of these documents are received by ADEQ, the Application will be considered administratively complete. It is encouraged that the Application be submitted within 30 days of receiving the Post-Kickoff Meeting email. Below is a guide for submitting the Preapproval Application.

Email Submittals

- Email documents to the ADEQ Case Manager
- Use the following Subject line format:
[Date]_[Four-Digit Leaking UST Number]_[Cost Sheet #]_Preapproval Application
"YYYY.MM.DD_XXXX_COX_Preapproval Application"
- Save and submit documents with the following file naming convention:
[Date]_[Four-Digit Leaking UST Number]_[Cost Sheet #]_[Submittal Description]
"YYYY.MM.DD_XXXX_COX_W-9 Form"
"YYYY.MM.DD_XXXX_COX_Implementation Schedule"
"YYYY.MM.DD_XXXX_COX_Cost Sheets"
"YYYY.MM.DD_XXXX_COX_Application Certification Statements"

Submitted Complete Application	<input type="checkbox"/>
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Attachment 1

Preapproval Program
Financial Information



ATTACHMENT 1 PREAPPROVAL PROGRAM FINANCIAL INFORMATION

INELIGIBLE COSTS

Reimbursement applications that contain requests for costs not previously identified in a work plan and mutually agreed upon may be considered as ineligible. All undocumented work activities will be considered ineligible until the Applicant provides project reports confirming the completion of the work. Reimbursement requests that do not provide the proof of payment of invoices are also considered as ineligible. Costs incurred before the start date, administrative overhead charges, and the unapproved cost of the property owner's employee or equipment are not eligible costs. Reimbursement under this program is limited to corrective action costs. Below are examples of costs that are not reimbursable:

- Costs covered by insurance claims or tank service agreements.
- All costs associated with a discharge from above-ground storage tanks.
- The applicant's time coordinating with and supervising their consultant and contractors.
- Costs associated with business interruptions.
- Costs associated with third-party damages or claims.
- Costs associated with the preapproval application process and associated reimbursement requests.
- Costs for installation of a new underground storage tank system.
- Costs for the abandonment in place of an underground storage tank system.
- Costs for the permanent closure of an underground storage tank system unless it is required for remediation.
- Site restoration costs due to contractor negligence.
- Costs to repair or replace areas broken up or damaged due to excavators, dump trucks or other equipment not directly related to the remediation. Examples are broken driveways, sidewalks, damaged landscape.
- Costs for site upgrades - the program will only reimburse for repair or replacement to the condition that existed prior to the remediation.
- Costs for Phase I assessments.
- Costs for acquiring or maintaining professional registrations.
- Late payment fees or penalties.
- Costs for insurance.
- Costs for pursuing coverage against financial assurance mechanisms or alternate insurance.
- Costs for rental of equipment that is not used onsite.
- Costs for rental of remedial equipment that is not in use.

- Costs for storage of equipment and supplies.
- Legal costs.
- Costs for researching potentially responsible parties.
- Mileage and per diem costs in excess of state rates.
- Costs related to contaminants other than petroleum products.
- Markup is not allowed for materials, equipment (rental equipment), or supplies.

TRAVEL COSTS

- ADEQ will only reimburse costs for travel such as lodging, meals and vehicle mileage if the person is in travel status. To be in travel status, a person must be more than 50 miles from both the traveler's residence and his regular duty post.
- Invoices for lodging showing "paid in full" must be submitted to be reimbursed. You can be reimbursed up to the maximum of state rates for lodging per day.
- You will need to provide receipts for your meals. You will not be reimbursed for the purchase of alcoholic beverages or the taxes and tips related to the purchase of alcoholic beverages. You can be reimbursed up to the listed maximum of state rates for meals per day.
- If you are using a company vehicle or personal vehicle you can be reimbursed up to the state rate of 44.5 cents per mile traveled.
- If you are using a rental vehicle we must receive receipts for the vehicle rental and the gas receipts in order to be reimbursed for those costs.
- Markup is not allowed for travel costs (e.g., lodging, meals, vehicle costs, etc.).
- This is a reimbursement program, so you will only be reimbursed for the actual costs incurred. If you cannot provide the required documentation then you will not be reimbursed for those costs from the missing documentation.