

**TITLE 200 APPLICATION FORM INSTRUCTIONS**  
**PETROLEUM REMEDIATION SECTION**  
**PETROLEUM RELEASE REMEDIAL ACTION CASH FUND**

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**Page 1 General Information**

**NDEE ID:** The Nebraska Department of Environment and Energy's (NDEE) identification number for the facility found on all correspondence from the Department.

**NDEE Program ID:** The twelve digit number assigned to the release by the Petroleum Remediation Section found on all correspondence relating to the release. PRR in front of the spill number identifies the document as relating to the Title 200 Program. On technical reports, LST before the spill number indicates an underground storage tank system release or RA indicates an aboveground storage tank release.

**Release Facility Information:**

**Line 1 to 3 Facility Name and Address:** Enter the name and address of the facility where the release occurred.

**Line 4 State Fire Marshal Facility ID Number:** Enter the number assigned by the State Fire Marshal (SFM) for the facility where the release occurred. This information may be found on documents from the SFM office or contact the SFM office at (402) 471-9465.

**Type of Tanks:** Select type of tanks involved in the petroleum release.

**Line 5 Application Type:** Please check Initial, Supplemental or Interest.

**Initial** – The first application for reimbursement submitted for the release.

**Supplemental** - When a new application for reimbursement under Title 200 has been reimbursed, and there are additional costs for later phases of remediation.

**Interest** – Request interest when the application is paid more than 60 days after the Department receives a complete application. The interest will be calculated on the amount reimbursed at the current annual rate, subject to provisions of the Prompt Payment Act. To apply for interest, the applicant completes page 1 and page 3 of the Title 200 application form. Also, attach a copy of the Expense Payable Report. Application for interest must be made within 150 days of the date that the reimbursement application was received by the Department. Interest will not start to accrue on applications received for voluntary remedial actions until after the site is activated and the Department approves the work.

**Responsible Person (RP) Information:**

**Lines 6 to 12:** Enter the company name, contact name, mailing address, phone number, contact email address, and taxpayer identification number of the person or business entity that is the RP for the release. Unless there is a designated representative, the reimbursement will be made to the company listed. Any correspondence will be mailed to this address.

**Applicant Information:**

**Lines 13 to 19:** Complete this section to make payment to a designated representative. Leave blank to make payment to the RP. Enter the company name, contact name, mailing address, phone number, contact email address, and taxpayer identification number of the designated representative for this application.

**Insurance Information:**

**Line 20:** Complete when an insurance policy provides coverage for the release or when there is a settlement payment related to the release from another party. When an insurance company or third-party makes payments to the RP or their consultant for remedial costs, those costs are no longer actual costs incurred by the RP or their designated representative for Title 200 reimbursement purposes.

**Page 2: Line 21 Invoice Summary**

**Remedial Phase:** Select the Remedial Phase/Report Name(s) related to the invoices listed on this page and add the Report Date. Application for reimbursement is made after the report is submitted to complete the approved phase of remediation. **All costs to complete the phase** must be submitted at the same time for reimbursement review, with the following exception.

If the phase is scheduled to take more than 90 days to complete, then partial payments may be requested every 60 days. Should this exception apply to the application, clearly state this when identifying the phase. When these partial payments are requested, the NDEE withholds 10% of the payment until the approved phase is completed. The amount retained will be refunded after the phase is complete and the remaining costs for the phase have been submitted for review.

**Invoice Summary:** List each invoice submitted with this application separately. Provide the vendor name, invoice number, invoice date, and total dollar amount of each invoice. Then, total the invoices included. Copies of all invoices listed must be provided with the application. Subcontractor invoices are not listed on this page but are provided as supporting documentation.

**Supporting Documentation:** Additional receipts and invoices needed to verify some costs. Please provide clear and legible copies. Examples include the following:

<b>Expense</b>	<b>Copies of:</b>
Equipment purchases	Equipment invoices. Complete a Capital Expense Form for new remediation systems.
Materials – from inventory	Provide a detailed description, unit-rate breakout. For individual items of \$500 or more, provide a copy of invoice.
Materials – purchased for site	Receipts or invoices preferred.
Soil disposal costs	For landfill disposal, copies of landfill tickets, invoices, or statement. For land-applied soil, provide receipt or invoice from the land owner. Obtain NDEE approval of the land application location <b>before</b> disposal.
Subcontract Laboratory charges	Laboratory invoices
Subcontractor charges (such as drillers, electricians, or plumbers)	Subcontract invoices with labor, equipment, & material unit-rate breakouts
Travel Expenses	Vehicles – actual mileage and rate Lodging – motel receipts Meals – receipts are not required.

Present amounts invoiced in a unit-rate, time and materials format. (Some common examples: labor charges – list date, staff name, labor category, task performed, labor hours and rates; equipment – list equipment description, days or hours and rates; etc.) **Costs presented in lump sum format cannot be evaluated and may not be reimbursed.**

When applying for costs generated through a competitive bidding process, submit the following documents with the application:

- 1) Copies of advertisements for bids, solicitation letters or emails;
- 2) Bid tabulation; and
- 3) Copies from each bid that show the bidder, the amount of the bid, etc.

With this documentation, invoices may be presented in a lump sum or in a format similar to the bid presentation. However, any change orders added to the original bid must be broken out into units and unit rates.

For invoices dated May 31, 2019 and later, proof that the consultant paid the subcontractor needs to be provided with the subcontractor invoice. If proof such as a copy of the canceled check is **not** provided, the maximum eligible markup is 5%. See Section 5 of the Reasonable Rate Schedule and Reimbursement Guidance Manual for more information.

**Invoice Narrative:** In addition to submitting copies of contractor or consultant invoices, provide a brief description of the activities performed on each invoice submitted. The narrative may also provide additional information for costs not found on the rate schedule.

**Pages 3 & 4 - Verification Sections:** Every application for reimbursement under Title 200 must be properly signed and notarized.

**Payment to the Responsible Person:** When payment will be made to the RP, the RP signs and has properly notarized line 22 Responsible Person Verification **and** line 23 Applicant Verification sections on page 3. Page 4 leave blank.

**Payment to the Designated Representative:** When payment will be made to a designated representative, the RP signs and has properly notarized the line 22 Responsible Person Verification **and** line 24 Designation of Representative & Assignment sections. The designated representative signs and has notarized line 23 Applicant Verification Section and signs line 24 Designation of Representative & Assignment section.

There can be only one designated representative per Title 200 application form. This designation is only effective for one Title 200 application. An RP may continue to assign payment to a designated representative by completing the designation section each time an application is submitted to the NDEE.

**Contact Information:** If you have any questions about the Title 200 program, please contact Title 200 staff at (402) 471-2186 or [NDEE.PetroleumRemediation@Nebraska.gov](mailto:NDEE.PetroleumRemediation@Nebraska.gov) . You can also visit our web site at <http://dee.ne.gov>. Look for Title 200 Program documents under the Petroleum Remediation Section. Applications can be sent to the Title 200 Program as follows:

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Title 200 Program – Petroleum Remediation Section  
Nebraska Department of Environment and Energy  
PO Box 98922  
Lincoln, NE 68509-8922

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## Other Forms

**Affidavit of Costs Paid Form Instructions:** The consultant or contractor completes this form to show that the RP has paid the deductible and/or co-payment amount. This form is not needed if copies of canceled checks are provided. The consultant or contractor completes the facility, consultant, and payment information requested. The consultant or contractor signs and has the form properly notarized. This form is on the NDEE web page with the other Title 200 documents.

After the deductible and co-payment requirements have been met, proof of payment is not required to accept the application. Each expense payable report will note how much of the deductible and co-payment has been met. If you are uncertain about the amount of co-payment remaining for your release, please contact Title 200 staff.

This form is **not** intended to be used by subcontractors to show that the consultant has paid them. Documentation such as a copy of the canceled check will be necessary.

**Capital Expense Form Instructions:** Complete a Capital Expense Form when the application contains the purchase of a new remediation system or remedial equipment costing over \$5,000 per item. Copies of the original equipment invoices must also be provided with the application. As equipment reimbursed by the Fund is owned by the State, this information is needed to track and identify the equipment. Additionally, if the remediation system is in a trailer, please provide the documents necessary to title the trailer to the NDEE. To obtain a copy of the form, please contact Title 200 staff.

**State of Nebraska W-9 and ACH Enrollment Form:** This form is required by the Nebraska Department of Administrative Services (DAS) to set up a vendor to receive payments from the State. This form is completed once to set up the account. It is also used when making changes to your company name, address, federal ID, or banking information. The ACH portion of the form must be completed to receive payments of \$20,000 and above. To obtain a copy of the form, please contact Title 200 staff.

**United States Citizenship Attestation Form:** Any individual submitting any application or form that would derive public benefit from the State must complete this form. It needs to be completed once for any RP who operated the tanks as an individual or sole proprietorship. It does not need to be completed if the RP is a corporate entity or government entity. This form is available on the NDEE web page.