

Reimbursement Application Guidance

Minnesota Agricultural Chemical Response and Reimbursement Account (ACRRA)

1) General Information

- **Initial request**

Select if this is your first time to apply for ACRRA reimbursement for this site.

- **Subsequent request**

Select if you have previously applied for ACRRA reimbursement for this site. Indicate previous case number assigned.

2) Applicant/Eligible Person

- **Eligible person**

This means the eligible person who will receive the funds.

- **Mailing address**

List the address where the reimbursement should be sent. If this is a post office box, also include the physical address of the applicant.

3) Site Location/Contact Information

- **Incident site name**

List the physical address or location of site where the incident occurred. The “contact person” is someone who can answer questions about the site.

4) Remediation Activities

- **Dates of work performed**

List the beginning and end date for work performed that is included for reimbursement on this application.

- **Chronological description**

Provide a brief summary (250 characters or less) describing work listed on this application.

5) Others Involved

If more than one (1) eligible person incurs cleanup costs for a single incident/site, each person must submit a separate ACRRA Reimbursement application.

6) Contractors/Consultants

List all parties that performed corrective action activities at the site, including but not limited to: consultants, subcontractors, engineering firms, labs, delivery services, etc. Failure to provide complete information may delay the reimbursement process.

7) Other Financing Sources

Provide complete information as requested in this section.

8) Signature and Certification

ACRRA applications must be signed and notarized. Be sure to sign and notarize either the Initial Reimbursement Request OR the Subsequent Reimbursement Request portion of the form consistent with your intent.

9) Summary of Expenses

Depending on the type of expense, list each invoice under the applicable category/ies (e.g. consultant, subcontractor soil borings, excavation, lab services, etc.), and complete all additional required information.

10) Supporting Invoices with Cancelled Checks

Attach all invoices with corresponding cancelled checks for eligible cleanup costs. Lodging receipts must show a zero (\$0.00) balance due.