Co-Trustee Withdrawal Form Guidance Document

Introduction:
This guidance is for Co-Trustees looking to withdraw Restoration Funds from the NRDAR Fund. This step-by-step guidance will give you a walk-through of how to register, fill out a withdrawal form, and keep updated on the status of submitted withdrawals. At the end of the guide there are some helpful troubleshooting tips if you are experiencing issues as well as the contact information for ORDA Operations for seeking any further assistance. Do not hesitate to reach out as we can always be reached at DOINRDAR@ios.doi.gov.

To access the Co-trustee withdrawal Form, you must go to the DARTS Website.

Scroll to the bottom and click the “View Your Restoration Projects and Withdrawal Requests” button. That button will take you to the account login page.
Registering as a New User:

If you have not registered, please go to the “Register as a new user” on the log in page. When registering, please use a work email and choose your Co-Trustee Type and subsequent selection. Once registered, a confirmation email will be sent to your registered email. Please confirm your login within the email. If at any time you forget your password, it can be reset.

Once logged in, you will be directed to the Co-Trustee Dashboard where all your requests that are saved, submitted, and completed are located as well as access to your restoration projects.

To access your projects, please email DOINRDAR@ios.doi.gov with your email and the cases you should be assigned. You will not be able to submit a withdrawal form without being assigned to cases.

To submit a withdrawal, press the “submit a new withdrawal” request button.
How to submit a withdrawal:

Select a Request type, Case Name, and project name. If the restoration project is not listed, please return to the Co-Trustee Dashboard to add the new project under the case. Financial accounts for the given case will be listed and the financial account should be chosen that will be used to fund the restoration project.

Provide a description in the remarks section that states what the project is, where funds are going, and if all the information provided is attached (Signed Trustee Council Resolution, Restoration Plan, etc). If a document is not showing as previously uploaded, you are able to upload a document through the Upload Supporting Documents area. Make sure to give the document a title, and type from the provided list and press upload. It will appear under supporting documents. Previously uploaded documents should be unchecked if they do not pertain to your request.

### Withdrawal Request Form

If you intend on returning to this form and editing the request, you must use the Save button at the bottom of this page.

<table>
<thead>
<tr>
<th>Case and Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Type</td>
</tr>
<tr>
<td>Case Name</td>
</tr>
<tr>
<td>Project Name</td>
</tr>
</tbody>
</table>

If the project is not available in the dropdown list, please enter the project name in the field provided:

<table>
<thead>
<tr>
<th>Financial Account(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restoration Funding Type</td>
</tr>
</tbody>
</table>

If the type is not available in the dropdown, please select from the available types:

<table>
<thead>
<tr>
<th>Remarks</th>
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<table>
<thead>
<tr>
<th>Upload Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Document</td>
</tr>
<tr>
<td>Restoration Project</td>
</tr>
<tr>
<td>Document Title</td>
</tr>
<tr>
<td>Document Type</td>
</tr>
</tbody>
</table>

Upload supporting documents

If you believe additional supporting documents are required, please use the space above to upload these documents. All supporting documents must be uploaded if the request is to be processed.
Inserting financial information is based on the trustees listed on the case details pages. If a trustee is not listed, please let ORDA Operations know and we will add them behind the scenes. DOI bureaus are listed on the left along with the ability to add DOI Bureau Indirects.

The Co-trustee agencies are listed on the right. The list is populated by the co-trustees listed on the case details page. For state agencies, enter the total of all state funds under the corresponding state agency, and then a secondary list of individual state agencies will generate under the NRD Trustee State Agencies area. Once all funds are complete, there is the ability to save or submit your request. Once submitted, emails will be sent to you as requests are “In Progress” and completed by the NRDAR Fund Manager.
Withdrawal Form Troubleshooting:

Q: I do not see my financial account, Case list, or withdrawal submission.
   - Please contact ORDA Operations at DOIORDAR@ios.doi.gov.

Q: The form is not letting me press “submit”.
   - There are several reasons that might be the case:
     o Are there any errors/missing information that is needed? The list can be seen above the submit button
     o Is the circle in the browser running? If so, it is trying to submit so just give it a few more minutes.

ORDA Operations Unit Contact Information:

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